



## Little Rock Parks & Recreation Commission Meeting ♦ March 12, 2025

Administration Resources Division:

*Human Resources / Finance / Payroll / Reservations / Revenue*

- PIT Fund -Expense Report for February - Complete with no negative balances
- Focus on department:
  1. ActiveNet Online-Registration set-up
  2. ActiveNet Refresher 8 hour Training
  3. LaserFishe Refresher Training
  4. Square Reporting Training
  5. Procurement Camp: March 10-11: Training
  6. Continuing process of establishing Standard Operating Procedures (SOP's)
  7. Summer Playground Program – establish hiring requisitions and approval
  8. Performance Measures
- Completed set-up for donation account at Jim Dailey
- Department will participate in Career Exploration Program (mentorship program) – Two day Kick-Off March 5th & 6<sup>th</sup>: Department Introductions
- Division continues to address ongoing HR/Employee relation matters
- Continuing to address other hires and vacancies, getting Hiring Managers linked to Neogov, Facility Managers sending in monthly attendance count
- Parks Data and Marketing Coordinator - Hired
- Parks Communication and Social Media Specialist – Post soon
- Rebsamen Golf Assistant Facility Supervisor – Interviewing candidates
- Youth Program Coordinator - Candidate selected
- Recreation Program Coordinator - Advertising
- As of March 1, 2025: one hundred and seven (107) hired & twenty-three (23): same as February