



Little Rock Parks & Recreation Commission Meeting ♦ April 9, 2025

Administration Resources Division:

Human Resources / Finance / Payroll / Reservations / Revenue

- PIT Fund -Expense Report for March - Complete with no negative balances
- Focus on department:
 1. ActiveNet Refresher 8 hour Training in April
 2. Summer Playground Program – completed requisitions and start hiring
 3. Harassment and Discrimination (HR Mandated Training) All staff are now required.
 4. 35 computers to replace / 5 upgrades to Windows 11
- Attended Arkansas Public Employers Human Resources Association, Understanding USSERA - 1st Quarter
- Staff to attend Certified Tourism Ambassador (CTA) Course – 2 enrolled for April
- Staff attended Aquatics Facility Operator certification training – 6 certified staff
- Division continues to address ongoing HR/Employee relation matters
- Continuing to address onboarding, new hires, revamp positions, and vacancies
- Parks Communication and Social Media Specialist – Selected candidate
- Rebsamen Golf Assistant Facility Supervisor – Hired
- Youth Program Coordinator - Hired (promotion)
- Recreation Program Coordinator – Hired
- Park Maintenance Senior in Urban Forestry – Hired
- Museum Assistant – Hired
- As of April 1, 2025: one hundred and five (105) hired & twenty-five (25) vacancies.
Department will increase in May, due to new hires.