



## Little Rock Parks & Recreation Commission Meeting June 14, 2023

### Human Resources / Finance / Payroll

#### Human Resources

Gearing up for Summer: Summer Programs: Began June 12<sup>th</sup>

- Prepared
- Supervisors – successful in filling positions
  1. Assigned areas
  2. Appropriate budgets
- Administrative Assistant, Maintenance & Recreation Positions

Parks Employee Handbook - Two year update

- Participation of all Managers
- Changes/Comply with City's Administration Policies & Procedures Guidelines

#### Payroll

- Adhering to change
- Conducting site visits
- Being in compliance

#### Finance

Stay abreast on processing invoices/Outstanding

Statement of Value Inventory

- Non-ending
- Finalize this week

#### Focusing on Professional Development

CAHRA – Central Ark. Human Resources Assoc./ The Supervisors' Boot Camp: Tuesday, 13th:  
five attendees

- Conflict Resolution
- ADA/WC
- Diversity