



Little Rock Parks & Recreation Commission Meeting ♦ June 12, 2024

Administration Resources: Human Resources / Finance / Payroll / Reservations

- Data Project Coordinator continues to make progress on automating the reporting process, addressing all divisions.
- Establish monthly timeline meetings for new Accreditation standards. Accreditation Meetings (twice monthly) for chapter completion established/in progress. Working on Accreditation Sections 3 & 4; following-up on previous sections
- Administration implements Exit Interview Form to be used to improve the employee experience and address any issues that may be contributing to turnover.
- Met with IT staff: Implement for Department:
 1. Department Directory assistance/phone system for receptionist
 2. Digital timekeeping system (Payroll)
 3. Digital filing system (Employee records)
 4. Work Order System (Operations)
- 2024 PIT eights (8) accounts established/distributed
- The Office of Diversity, Equity, and Inclusion: Focus on Recruitment of new members, Professional Development and Inclusive Hiring Training
- Continue to correspond with Human Resources Focus Group
- Continue to meet with staff on completion of Training Process Guides
- ParkStat (share goals /data that have been reached/Data/metrics comparison in progress); Meet regarding final corrections on new format for all divisions.
- Attendance Counts for facilities (April)
- Department is working on Capital Assets Inventory
- Continuing to address other vacancies while making improvements; New change for Department: approvals are no longer needed to created requisitions/hire.
- The department is addressing overfills for various positions due to employees retiring, on extended FMLA, and staff shortages (the need to fill-in-the-gaps of the workload).
- Continue to address Summer Programs requisitions – additional may be needed to fill-in areas.
- Continue to seek PT help for front desk/additional help: set-up interviews.
- Select candidate for Revenue Compliance Analyst
- Related ongoing HR/Employee relations – Five (5) resolved
- 101 hired/29 vacancies as of 6/1