



Little Rock Parks & Recreation Commission Meeting ◆ November 13, 2024

Administration Resources Division: Human Resources / Finance / Payroll / Reservations / Revenue

- Closing out Revenue Reports for various locations
- Winterize Schedule began November 1
- PIT Fund -Expense Report for October- Complete
- ParkStat scheduled for Friday, November 22, 2024
- Finance Meetings (New Reconciling Procedure/Changes)
- Benefits Enrollment Meetings – The Centre at University November 5th and November 19th
- CLR Hiring Manager's Workshop
- 2024 Employee Performance Evaluation and Development Tool begin (new measures introduced)
- Policy and Procedure Manual for 2025 - Updates for each Division - Continuing
 1. Pavilions
 2. Special Events
- Formatting Standard Operation Procedures for Department
- Attended CAHRA Work Matters: Leadership Forum
- Admin. Resources: Cross Training session: Attendance, Master & Revenue Reports, Reconciling
- Continue to address other vacancies while making updates on job descriptions
- Division continues to address ongoing HR/Employee relation issues
- New Leave Exhaust Date: May 31, 2025 (Leave tracking)
- New positions implemented for Senior Center
- Division continues search for Data Project Coordinator
- 106 (105) hired and 24 (25) vacancies as of 11/4/2024
- In process of implementing for Department:
 1. Employee Checklist for each full-time position
 2. Department Directory assistance/phone system for front desk- In progress
 3. Digital filing system (Employee records) IT is formatting files- In progress