



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

Administration Resources: Human Resources / Finance / Payroll

- Data Project Coordinator making progress on automating the reporting process for community centers; eventually, for all divisions
- Customers making reservations to place on hold need to be limited to a three (3) business day limit.
- The non-emergency 501-371-4829 police number was removed from Parks pavilions reservations. A set of new contacts for customers is being established.
- Added Hindman Pro Shop & War Memorial Pro Shop to ActiveNet (including usage fees)
- Accreditation Meetings (twice monthly) on for chapter completion established/in progress.
- Working with Finance/IT – To establish new reservation/tracking system.
- Established monthly timeline meetings for new Accreditation standards.
- ParkSTAT -share goals /data that have been reached/Data/metrics comparison in progress; met regarding initial progress.
- Attendance Counts for facilities (January-February)
- Requesting Parks main number be removed online as the main contact for Community Centers & Athletics information and is listed separately for each Division/area.
- Establishing camping sites (30 Tents: \$50/20 RV's: \$75) in ActiveNet for Eclipse Event, April 4-8th.
- Staff attended trainings: Three (3) day Procurement Training; Communication 101 (Lunch & Learn) and The Office of Diversity, Equity, and Inclusion: Communications Professional Development series, discussed MICROAGGRESSIONS.
- Front desk will now have an email for inquiring about reservations/send documents: ParksReservations@littlerock.gov.
- Formed Committee will decide on Parks Employee of the Year
- Focus on Supervisors monitoring /documenting employees on 6 months probationary period
- Termination Clearance Process Meeting – Supervisors expedite process
- Continuing to address other hires and vacancies, getting Hiring Managers linked to Neogov, Facility Managers sending in monthly attendance count
- Summer Programs requisitions have been created
- Karen Johnson submitted retirement letter: employed since 1/21/1980 (44 years)
Last day is April 19, 2024
- George Earls has retired: employed since 8/08/1994 (30 years). Last day was March 1, 2024
- Continue to seek PT help for front desk/set-up interviews next week
- Revenue Compliance Analyst – Advertise soon
- Mark Trammell -Promoted to Supervisor I (Operations)
- Jamie Frey-Promoted to Trail Coordinator