



Little Rock Parks & Recreation Commission Meeting ♦ September 11, 2024

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

- Resume working on Accreditation Sections
- IT staff: In process of implementing for Department:
 1. Department Directory assistance/phone system for front desk
 2. Digital timekeeping system (Payroll) on hold
 3. Digital filing system (Employee records) on hold
- 2024 Summer Playground Programs has ended. Payroll has established terminations for summer employees.
- New Administrative changes:
 1. Involuntary terminations must be coordinated with HR Labor Relations
 2. Must contact HR Labor Relations if placing an employee on Administrative Leave
 3. Involuntary terminations must be coordinated with HR Labor Relations
- Department encourages staff to attend trainings/meetings: HR's Learning and Performance Division Supervisor's Bootcamps topics:
 1. Team Motivation and Engagement
 2. Performance Management
 3. Effective Communication
 4. De-Escalation and Conflict Resolution

Mid-Manager's Meeting topics:

Media Inquiries: Aaron Sadler, Communications Director

Communications Request (Asana): Apryl Jackson, Communications/Marketing Manager

Communication Liaison for Parks: Brittany Nichols, Parks & Marketing/Social Media Coordinator

- | | |
|----------------------------------|----------------------------|
| 1. Know your surroundings | 4. Confidence level |
| 2. Knowledgeable about the topic | 5. Professional appearance |
| 3. Personal readiness | 6. Self-assessment |

FOIA:

1. Be proactive
2. Respond in timely manner

- ARPA Conference: September 25-27: Submitted ten (10) awards
- Resources is working reconciliation with ActiveNet and Lawson
- Continuing to address other vacancies while making updates on job descriptions
- Interviews are to begin for Data Project Coordinator, September 5th.
- Resources continue to address ongoing HR/Employee relations, leave tracking for end of year.
- Resources has successfully hired a Revenue Compliance Analyst, Office Assistant II/Front Desk and two (2) PT administrative personnel
- The Centre at University Park Office Assistant II retired 8/30/24
- 103 (101) hired and 27 (29) vacancies as of 8/18/2024