

# MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

To: CAPRA File for Standard 9.1.1 Risk Management Plan and Procedures  
From: Sue McKenna, Recreation Supervisor  
Subject: Review of CAPRA Standard  
Date: February 29, 2016

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A verbal review of the Risk Management Plan and Procedures Standard 9.1.1 was completed at the Leadership Team staff meeting on 6/7/16, which was attended by all Department Supervisory staff.

No changes were needed in the documentation.

Staff Name: Sue McKenna

APPROVED: \_\_\_\_\_

  
Brian Sjothun, Director



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# MEDFORD PARKS & RECREATION

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## MINUTES

### PARKS AND RECREATION – LEADERSHIP TEAM

June 7, 2016

10:00 am

Santo Community Center

Staff Present: Pete Young, Tim Stevens, Sue McKenna, Rich Rosenthal, Jesse Nyberg, Chris Shaull, Stryder Scofield, Brian Sjothun, Chuck Hanson, Sandi Sherman, Adam Airoidi, Brian Robinson, Jennifer Sparacino.

**1. SGR Training – Communication Processes: Effective Cycle of Communication (:30)**

Staff reviewed the training webinar.

**2. CAPRA**

**Brian**

- 2.10 ADA Transition Plan
- 2.4 Park and Recreation System Master Plan
- 2.5 Strategic Plan
- 2.6 Feasibility Studies
- 4.6.1 Employee Training Development
- 10.1.1 Responsibility for Evaluation
- 10.3.1 Level of Service

**Sue**

- 4.1.8 Compensation
- 4.5 Workforce Health and Wellness Program
- 7.6 Fleet Management Plan
- 9.1 Risk Management Policy
- 9.1.1 Risk Management Plan and Procedures
- 9.1.2 Accident and Incident Report Procedures
- 9.2 Risk Manager
- 10.5.3 PRORAGIS

Staff reviewed each CAPRA item. No changes were recommended.



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To: CAPRA File for Standard 9.1.1 Risk Management Plan and Procedures  
From: Sue McKenna, Recreation Supervisor  
Subject: Review of CAPRA Standard  
Date: October 22, 2015

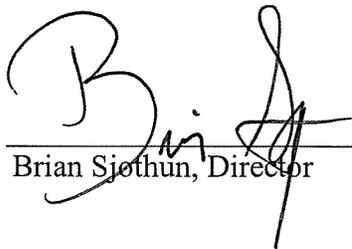
A verbal review of the Risk Manager – Standard 9.1.1 was completed at the Leadership Team staff meeting on 11/3/15, which was attended by all Department Supervisory staff.

The changes made to the documentation were as follows:

- This standard is a combination of past standards 9.1 and 9.1.2
- The Loss Prevention Plan was updated by removing training that pertained only to the Facilities Division which is no longer under the Parks and Recreation Department.

Staff Name: Sue McKenna

APPROVED: \_\_\_\_\_

  
Brian Sjoethun, Director



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# MEDFORD PARKS & RECREATION

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## AGENDA

### PARKS AND RECREATION – LEADERSHIP TEAM

November 3, 2015

10:00 am

Santo Community Center

1. CAPRA
  - 5.3.1 - Financial Status Reports - Brian
  - 5.3.2 - Position Authorization Procedures - Brian
  - 5.4 - Annual or Biennial Budget - Brian
  - 5.4.1 – Budget Development Guidelines - Brian
  - 5.4.2 – Budget Recommendations - Brian
  - 5.5 – Budget Control Procedures - Brian
  - 4.1 – Personnel Policies and procedures Manual – Sue
  - 7.6 – Fleet Management Plan
  - 9.1.1 – Risk Management Plan and Procedures
  
2. Nov 17<sup>th</sup> Leadership Team Retreat
  
3. All-Staff Holiday Meeting
  
4. News from the Hall
  
5. Around the Table



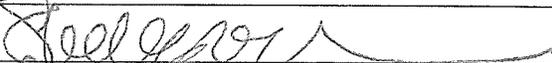
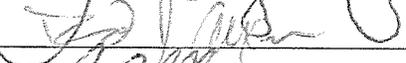
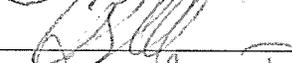
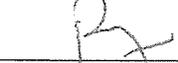
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Staff Meeting Sign In Sheet

Date: 11/4/15

Training/Meeting: Leadership Team

<u>NAME</u>	<u>SIGNATURE</u>
Sandi Sherman	
Bob Power	
Tim Stevens	
Sue McLemmon	
Jesse Nilberg	
David Alexander	
Chris Small	
Angela Durant	
Jennifer Sparacino	
JEFF KNECAT	
Paul Cobb	
Brian Robinson	
Adam Haldi	
RICH ROSENTHAL	
Pete Young	
Stryder Seefeld	