

MINUTES
PRYOR CREEK RECREATION CENTER BOARD
REGULAR MEETING
MONDAY, MAY 1st, 2023 AT 5:30 P.M.

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE RECREATION CENTER BOARD MET IN REGULAR SESSION IN CITY COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA, AT THE ABOVE DATE AND TIME.

Board members: Houston Brittain, Jamie Nofsinger, Steven Riff, Walter Olson, _____, Marty Marsh, Rebecca Kemp

1. Call to order.

Meeting was called to order by Brittain. Board Members Present: Houston Brittain, Rebecca Kemp, Jamie Nofsinger and Walter Olson. Members absent: Steve Riff and Marty Marsh.

2. Approve minutes of the April 4th, 2023 regular meeting.

Motion made by Olson, second by Nofsinger to approve the minutes of the April 4th, 2023 regular meeting. Motion carried.

3. Petition from the Audience (Limited to 5 minutes, with advance reservation).

There were no petitions.

4. Discussion and possible action regarding designating someone from the Rec Board to act as Board Secretary and take minutes for board meetings.

Motion made by Kemp, second by Olson to nominate Walter Olson. Motion carried.

5. Discussion and possible action authorizing Rec Director to seek bids to replace the HVAC unit and ductwork in the Group Fitness Room, anticipating an approximate cost of around \$40,000 for both.

Motion made by Kemp, second by Nofsinger to accept bids for unit and ductwork. Motion carried.

6. Discuss, possibly recommend Rec Center Director taking bids for the exhaust system in the pool storage rooms, approximate cost?

Motion made by Nofsinger, second by Olson to get bids for pool storage room. Motion carried.

7. Discussion of possibly putting funding in the 2023-24 budget for Phase 1 of the Back Yard Project at a cost of \$439,222.50.

No motion taken – will revisit after A/C and other expenses assessed.

8. Discuss, possibly recommend Council action regarding nomination of Karen Cook to Rec Board to replace Jeremy Cantrell, Seat #4, term ending 8/31/25.

Motion made by Kemp, second by Olson to recommend Karen Cook for Rec Board Seat #4. Motion carried.

9. Directors Report

a. Facility Repair & Maintenance

see above regarding HVAC repairs

b. Finance Report

See GL

c. Aquatics Report

17 pool parties – easter egg hunt, GRDA & several schools using pool facilities

d. Personnel Report

Custodian, Asst. Director, Front desk open positions

e. Misc.

Cherokee Memberships, youth activities, Booth at Main Street event, Pickleball time has been adjusted for Thursday evenings as numbers have increased to 14 to 16 people per session. Now pickleball is 5:30 – 8:30 on Thursday nights.

f. Q&A

None.

10. Unforeseeable Business.

None.

11. Adjourn.

Motion made by Kemp, second by Olson to adjourn. Motion carried.

ruuschaynes22@gmail.com

405-365-1986

Education And Training

05/1985

High School Diploma:

Pryor High School

Pryor, OK, United States

GPA: 3.64

05/1987

History

Rogers State University

Claremore, OK, United States

GPA:3.81

07/1989

Bachelor of Science:

Secondary Education

Oklahoma State University

Stillwater, OK, United States

GPA:3.66

Russ Haynes

Summary

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level or intermediate opportunities to expand skills while enhancing and facilitating the operations and customer service of an organization. Flexible hard worker ready to learn and contribute to team success.

Experience

Rogers County - Deputy Court Clerk

Claremore, OK

08/2021 - 12/2021

- Received and submitted payments for fees and fines, accurately tracking amounts, and the issuing receipts.
- Answered face-to-face inquiries for information on the filing of court documents for civil cases including but not limited to Marriage Licenses, Small Claims, Civil Actions, and Guardianships.
- Supported daily courtroom document preparation by accepting, reviewing and file stamping documents and scanning them into electronic filing system.
- Trained in the preparation of court minutes.

Wal-Mart - Overnight Stocker

Pauls Valley, Oklahoma

06/2018 - 01/2019

- Stocked grocery and general merchandise
- Used hand held RF device to identify locations and prices for product and to check stock levels in back room versus stock levels on sales floor
- Assisted in receiving produce and meat deliveries.
- Assisted customers upon request in finding products or checked in warehouse for unstocked items.

Lancer Hospitality - Assistant Manager of Gift Shop Operations

Oklahoma City, Oklahoma

01/2018 - 03/2018

- Assisted in all areas of gift shop operations at the Oklahoma City Zoo including merchandising, inventory control, inventory set up and organization, cash handling, training of staff, and coordination with zoo personnel for the opening and operations of up to four gift shop locations on a daily basis.

St. Anthony's Hospital, Premier Parking - Valet Manager

Oklahoma City, Oklahoma

07/2017 - 12/2017

- Managed a valet staff of up to eight for a major hospital in Oklahoma City

- Also assisted with parking and retrieval of parked cars as needed.
- Coached team members to consistently exceed superior customer service standards.
- Verified correct use of procedures and recordkeeping requirements by each valet team member.
- Trained employees in proper operational procedures and shared company policies and regulations.

Goodwill Industries of Central Oklahoma - Assistant Store Manager

Oklahoma City, Oklahoma

07/2013 - 01/2017

- Trained staff to deliver outstanding customer service
- Maintained daily record of all transactions
- Trained new shift leaders on store procedures and policies
- Completed weekly schedules according to payroll policies
- Exchanged returned merchandise for customers quickly and efficiently
- Exercised sound judgment in issuing credits and making exceptions to customer policies to maintain high levels of customer satisfaction
- Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently
- Trained new employees on company policies
- Balanced daily cash deposits with a zero-error rate
- Established and adjusted work procedures to meet production schedules
- Diligently maintained safety and quality standards
- Trained, developed and counseled employees to develop a high performing team.

Oklahoma Historical Society - Museum Store Manager

Oklahoma City, Oklahoma

12/2001 - 08/2012

- Planned, coordinated and controlled daily operations of the organization
- Managed daily inventory of over 3000 unique skus/items
- Diversified and increased book selections from 400 titles to over 1000 titles on Oklahoma and western history
- Improved service quality and increased sales by developing a strong knowledge of Oklahoma History
- Provided detailed monthly departmental reports and updates to the museum director
- Effectively managed store expenses to stay within allocated budget
- Resolved customer questions, issues and complaints
- Opened a new store at the Oklahoma history Center location and assisted in recruiting and training new staff
- Reorganized the sales floor to meet museum programs and needs
- Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts
- Fulfilled customer shipping needs using UPS and USPS methods
- Completed weekly schedules according to museum policies
- Maintained daily record of all transactions
- Contributed to merchandising ideas at museum team meetings.

Various Retail Positions - Store Manager and Sales

Oklahoma City, Oklahoma

01/1995 - 02/2002

- Greeted guests promptly with positive attitude and asked open-ended questions to better understand shopping needs.
- Handled high volume sales with cash, credit and gift card transactions, balancing cash draw at end of shift with 100% accuracy rate.
- Connected with customers daily to understand needs, provide assistance and collect feedback to optimize operations.
- Maintained inventory accuracy by counting stock-on-hand and reconciling discrepancies.
- Reviewed sales reports to enhance sales performance and improve inventory management accuracy.
- Increased store sales by cross-selling complementary items.

United States Army - Commissioned Officer, United States Army

Campbell, Kentucky

01/1991 - 02/1994

- Led both an Infantry Rifle Platoon and an Anti-Armor Platoon
- Trained squad and section leaders in infantry and anti-armor tactics and techniques
- Coordinated the issuing and maintenance of over \$2 million worth of platoon weapons, vehicles and equipment.
- Worked in small groups to accomplish complex goals within tight deadlines and standards.
- Displayed leadership in accomplishing assignments and learning new skills.

Accomplishments

- Over a twenty-year career, planned, directed, coordinated and assigned manpower to efficiently meet production requirements of various business
- Increased sales through good customer service and product knowledge
- Trained and developed personnel
- Paid attention to the smallest details to minimize mistakes in scheduling and store paperwork.

KATIE J. KERNS
(918) 695-7082
Claremore, OK
kkerns174@gmail.com

EDUCATION:

Pryor High School, Pryor, OK, May 2010
GPA 3.84, *Top 10%*

University of Central Oklahoma (UCO), Edmond, OK, May 2015
Bachelor of Arts in Education- History Education
Minor: Geography
GPA 3.82, *Magna Cum Laude*

EXPERIENCE:

Broken Arrow Public Schools, Broken Arrow High School, Broken Arrow, OK **August 2020- Present**

- Tenth- Twelfth Grades, Asian History Elective
- Assistant High School Cross Country Coach: August 2021- Present
- Assistant High School Track Coach: August 2020- Present
- Assistant Junior High Cross Country Coach: August 2020- July 2021

Edmond Public Schools, Edmond North High School, Edmond, OK **August 2017- July 2020**

- Tenth Grade, World History
- Head Women's Freshman Track Coach: August 2017- June 2020
- High School Assistant Track Coach: August 2017- June 2020
 - 2018 Women's 6A State Team Runner Up
- Assistant Boys Cross Country Coach: August 2018-June 2020
- Head Women's Freshman Basketball Coach: August 2017- May 2018
- High School Assistant Basketball Coach: August 2017- May 2018

Deer Creek Public Schools, Deer Creek High School, Edmond, OK **August 2015- July 2017**

- Eleventh Grade, AP U.S.History/ U.S. History
- AP U.S. History Summer Institute: July 2015 (Tulsa)
- Health and Safety Committee: August 2015- May 2017

Student Teaching, Edmond North High School, Edmond, OK **January 2015- May 2015**

- Ninth Grade, Oklahoma History
- Mentor Teacher: Bryan Duroy
- Supervisor: Dr. Brenda Lyons

UCO Political Science Office, Student Worker, Edmond, OK ***March 2012- December 2014***

- Completed Step 1: Student Worker Success in the Workplace
- Interim Administrative Assistant II: May 2013- Aug. 2013, October 2014- November 2014
- Administrative Assistant II Hiring Committee: November 2014

REFERENCES:

J.D. Martin
Former UCO Head Cross Country Coach/ Assistant Track Coach
(405) 919- 0744

Cara Bowerman
Counselor, Heartland Middle School, Edmond, OK
(405) 410- 7800

Aspen Simpson
Assistant Women's Track Coach Broken Arrow
(405) 474- 1385



1111 SE 9th Street
Pryor, Ok 74361
Phone: (918)825-6909
pryorcreek.org

<u>Equipment Surplus</u>	<u>Inv. #</u>	<u>Mfg. Date</u>	<u>Status</u>
Desk Top Computer Tower – AGES	#04652	2013 – No power cord	Scrap
Desk Top Computer Tower - AGES	#03906	2005 – No power cord	Scrap
Acer Laptop – Travel Mate - 5542	#03461	2010	Antiquated
Acer Laptop – Travel mate - 4062	#03555	2009	Antiquated
HP Printer Office Jet – 4500	#04673	Approx. 2020	Not needed
HP Photosmart Printer	#03556	Approx. 2015-2018	Not needed
HP Printer – Laser Pro 200	#04691	2012	Not needed
Epson Receipt Printer – M244A	#03553	2013	Scrap

Equipment Details

2 - Desk Top Towers – Old and have been replaced.

2 - Laptops – Old and not needed.

3 - Printers – Replaced by a network printer / copier

1 - Receipt Printer – Replaced with new model

MEMORANDUM OF AGREEMENT

The parties to this memorandum of understanding (MOU), the **Pryor Creek Rec Center (Pryor)** and **Cherokee Nation**, acknowledge and agree as follows:

1. Cherokee Nation and Pryor have a mutual interest in providing reliable access to health and wellness activities for citizens across the reservation, specifically in the Pryor area.
2. Cherokee Nation has developed a COVID-19 response and recovery plan, known as Respond, Recover and Rebuild (RRR), funded in part by the federal American Rescue Plan Act (ARPA). Cherokee Nation's RRR plan includes support for other governments and community partners where such support furthers Cherokee Nation's COVID-19 response and recovery efforts. Provision of such support is subject to Cherokee Nation and federal laws, regulation and policies, including ARPA. Cherokee Nation has determined that the provision of resources detailed herein comply with the aforementioned laws, regulations and policies, subject to future relevant reporting and compliance obligations under Cherokee Nation and federal law.
3. Cherokee Nation and Pryor mutually agree to achieve compliance with the use of resources provided under the RRR plan; by means of open communications, the execution of additional agreements and reports relevant to the subject of this MOU, while acting in compliance with Cherokee Nation and federal law, including ARPA.
4. The parties further understand that the provision and use of these funds and equipment are subject to the following:
 - a. Pryor agrees to provide a discounted membership rate for Cherokee Nation citizens; provided by proof of their Cherokee Nation citizenship card at the time of enrollment at the Recreation Center.
 - b. That Pryor has self-identified the use of the funds (\$25,000) and is required by U.S. Treasury guidance, Cherokee Nation policy and this MOU to utilize any and all contributions mentioned here in as agreed.
 - c. The Cherokee Nation's involvement in Pryor efforts, insofar as this agreement is concerned, will cease entirely by close of business on the last business day of December 2024.
 - d. That Pryor will provide written notice to Cherokee Nation of the completion of all confirmed projects by December 1, 2024, with such notice including a brief summary and photos of the completed project area.
 - e. The failure of Pryor to comply with any section of this MOU, any agreements pursuant thereto, ARPA or any laws, rules or regulations relating to ARPA may result in Cherokee Nation recouping up to 100% of the funds provided under this agreement and/or disallowance of funding from Cherokee Nation for fiscal year 2022-2025.
5. This MOU constitutes the complete agreement between the parties. This MOU is effective the latest date of execution, is entered into in the Cherokee Nation reservation, is entered into under the laws of the Cherokee Nation and may be modified by either party in writing between the date of the dispersal of funds and December 1st 2024 and must be agreed upon by both parties and resigned before effective.

Signature page:

For Cherokee Nation

For Pryor

_____ Date: _____
Chuck Hoskin, Jr.
Principal Chief

_____ Date: _____
Printed Name: Zac Doyle
Title: Mayor of Pryor Creek, OK

Cherokee Nation
PO Box 948
Tahlequah OK 74465

Address:

Approved by the City Council for the City of Pryor, Creek, Oklahoma in regular session on the ___ day of _____, 2023 by majority vote.

Attest:

Courtney Davis, City Clerk

Concurrence:

Dear Rec Center Board,

Due to a previous commitment I am unable to attend the June 5th Rec Board meeting to express my concerns, so I am respectfully expressing them to you in this manner:

*I don't know if you are aware, but there are 174 homeless school age children in Pryor. The majority have parents who work more than one job and struggle to find an affordable place to live so they "couch surf". These children don't have the resources to spend \$4. a day to swim at the Rec Center. I know a lot of these children attend the B&G Club, can these children swim for free? If not, I encourage you to allow this. I also encourage you to think outside the box in ways to reduce the fee for a child to swim at the Rec Center. Tulsa's municipal pools are either free or only charge \$1-\$3.

*I would like to invite each of you to attend the next Helping Hands for the Homeless Committee June 26th, 5:30PM at the Impact Center to learn more about the homeless and the different levels of homelessness and join hands with us in raising awareness and finding ways to help the homeless/displaced. You can also become a member of the Pryor's Helping Hands for the Homeless facebook group to learn more about the homeless and local resources.

*Now for a personal note, I would like to say I, and others who suffer respiratory illnesses cannot participate in the Recreation Center activities due to the daily indoor humidity caused by the swimming pool. I am a walker and have to forego walking outside at the Park on high humidity days, but, I can't walk inside in the Rec Center on those days due to the indoor humidity. A couple of years ago a woman I know collapsed in respiratory distress in the pool area due to the humidity. I thought for sure the Rec Center would remedy this due to this incident, but to my knowledge nothing happened. And, I shudder to think about the toxic mold that might be accumulating inside the walls due to the humidity. I am respectfully asking the Rec Board to look into an effective dehumidifying system. And, if by some reason this has been rectified and I am unaware of it, please do not hesitate to correct me.

Thank you for taking the time to hear me and considering my suggestions.

Respectfully,
Nena Roberts
505.603.1824
pryortigers@yahoo.com