



# City Commission Agenda Item

**Meeting Date:** September 7, 2021  
**From:** Andrew Lawson, Public Information Officer  
**Item:** City Advisory Board Reports

**Purpose:** City Advisory Board Reports

**Background:**

The City Commission receives regular reports from its appointed advisory boards and committees in the form of their approved minutes.

**Commission Options:**

1. No action needed.

**Attachments:**

The following approved board and committee minutes are included in this packet:

- **June 10** — Visit Ark City Board of Trustees
- **June 21** — Northwest Community Center Advisory Board
- **June 24** — South Central Kansas Medical Center Board of Trustees (**amended**)
- **July 8** — Equal Opportunity and Accessibility Advisory Board
- **July 12** — Historic Preservation Board
- **July 12** — Arkansas City Public Library Board of Trustees
- **July 15** — Arkansas City Recreation Commission
- **July 22** — South Central Kansas Medical Center Board of Trustees
- **July 22** — Beautification and Tree Advisory Board
- **July 29** — 2021 Tacolalah Executive Committee

**Approved for Agenda by:**

---

Randy Frazer, City Manager

## VISIT Ark City Board of Trustees

6/10/2021

The VISIT Ark City Board of Trustees met in the Chamber Conference Room on Thursday, **June 10, 2021**. Those present were Shawn Silliman, Liz Shepard, Carlla Pike, Arty Hicks, Kanyon Gingham, Shannon Martin, Charles Tweedy, Andrew Lawson and Pam Crain - VAC Director. Absent: Juliana Barragan.

**Arty Hicks** called the meeting to order.

### **Minutes from May 13 Meeting**

Minutes of the previous meeting were reviewed. Arty Hicks moved to accept the minutes. It was seconded by Shawn Silliman. A unanimous voice vote declared the minutes accepted.

### **Treasurer's Report**

Pam Crain presented the financials and monthly expenses for May. Pam reported almost \$43,000 in transient guest tax has been paid to VAC. Two more checks for bed taxes will be received, one in July and the other in October. Arty Hicks moved to accept the report as presented. Liz Shepard seconded, and a unanimous voice vote declared the motion approved.

### **New Business**

#### **Social Media Hire**

Pam Crain presented information on hiring Shannon Lorg as a part-time social media manager for VAC. The new position is for seven hours per week at \$20 per hour. Shannon will start with a month-to-month contract that can be extended to six or 12 months. The position will be evaluated after 3 months of employment. Liz Shepard moved that VAC hire Shannon Lorg as a part-time social media manager for three months, with the possibility of extending the contract. Shannon Martin seconded, and a unanimous voice vote declared the motion approved.

#### **Oklahoma FreeWheel 6-12-21**

Pam Crain requested volunteers to help with the hospitality tent for this event.

#### **Route 3 Junk Fest 6-12-21**

Pam Crain will be serving breakfast to the vendors.

#### **Etzanoa**

Twenty-two students are participating in the dig. Pam Crain is serving meals, and will have two cookouts at her home and offer a kayak float.

#### **150<sup>th</sup> Celebration**

The event will be July 14 through July 18. The 1976-era time capsule will be dug up. Pam has requested \$2,000 from the City for promotions.

Wednesday – Downtown: Indoor Market, DJ, cornhole tournament, street dance, food vendors

Thursday – Wilson Park: Community Band, hot dogs, ice cream and fireworks display

Friday – Time Capsule at City Hall; Burford Concert in Wilson Park

Saturday – Tacolalah Festival at Wilson Park

Sunday – Ark City churches meeting in Wilson Park for a praise and worship service. Lunch will be provided by Creekstone Farms.

### Tacolalah

Pam Crain requested that the VAC Board volunteer to help with the merchandise tent.

### Fireworks Fundraiser

Pam Crain reported more than \$700 has been raised from ticket sales.

### Model T Touring Weekend

The event will occur on August 27 through August 29. VAC will take the group to the winery, Burford, stone bridges, candy factory and give an Etzanoa tour.

### VAC Website

Pam Crain reported the VAC website is up and running. New pictures will be added to update the page.

**Shawn Silliman** made a motion to adjourn: seconded by Carlla Pike.

The next regular meeting is scheduled for noon on August 12, 2021.

## **NORTHWEST COMMUNITY CENTER ADVISORY BOARD MINUTES FOR JUNE 21<sup>ST</sup> 2021.**

**Board of Directors present: Felipe Escalante, Gary Hale and Ruben Garcia. Jackie Barnett was excused. Director Cindy Bennett and Public Information Officer Andrew Lawson also were in attendance.**

**After reading the minutes: Gary Hale accepted with Ruben Garcia seconding.**

**Cindy reported:**


- 1. Internet has been upgraded from 2G to 50 GS.**
- 2. Got Wi Fi back going after setting up Wi Fi Wii games with the help of Matt Metzinger. Matt also got office computer back up and going from being shut down for almost a year.**
- 3. Tony Tapia mentioned that the gym could use a new paint job in near future.**
- 4. Building is being rented again since it closed in March of 2020. Some renters requested return of their rental money and some put onto future year 2021 and 2022.**
- 5. New vanity and faucet replaced in boy's bathroom.**
- 6. Cindy requested a new faucet with a sprayer for the kitchen sink. Hopefully this will happen when summer is over and the parks division will have to work inside.**
- 7. Requested new LED lights for each room at NWCC.**
- 8. Air conditioning has been repaired by game room with new thermostats replaced in my office and meeting room. Unable to replace thermostat in gym as a cage is surrounding the thermostat to protect it from balls.**

**Board members requested:**

- 1. New chairs in computer library.**
- 2. Ask what the budget was for NWCC.**
- 3. Reminded everyone the next year's Tacolalah is May 7, 2022.**
- 4. Gary Hale recognized Cindy Bennett for working at the Senior Citizens Center while NWCC was closed because of Covid-19.**

**5. Gary Hale also recognized Tony Tapia for keeping Cindy working during this hard time.**

**Motion to adjourn was made by Gary with Felipe seconding.**

 <p>South Central Kansas Medical Center South Central Kansas Clinic Winfield Medical Arts Ark City Urgent Care Ark City Clinic SCK Midwives</p>	<b>SCKMC Board of Trustees Meeting</b>	<b>Minutes June 24, 2021 7:30 am</b>
<b>Agenda Item</b> * Standing items to be included		<b>Presented By</b>
<b>Call to Order &amp; Introductions: Meeting called to order at 7:30 am. Public Comments / Additions to the Agenda</b>		<b>Dan Jurkovich, Board Chair</b>
<b>*Medical Executive Committee/Med Staff Report</b> <ul style="list-style-type: none"> <li>• <b>Med Exec Report</b> <ul style="list-style-type: none"> <li>○ Average Daily Census</li> </ul> </li> <li>• Covid spike in December and now settling into regular numbers</li> <li>• BHU going up back to normal numbers.           <ul style="list-style-type: none"> <li>○ ER totals March 2021 <u>502</u> -still low overall</li> </ul> </li> </ul>		<b>Paul Klaassen, MD, Chief of Staff</b>
<b>Approval of Minutes (Action)</b> <ul style="list-style-type: none"> <li>○ Board Member Jay Warren made motion to approve the 5/27/21 minutes as presented with a name spelling correction 2<sup>nd</sup> by Kanyon Gingher Motion Passed</li> </ul>		
<b>Finance (Kansas Regs 28-34-5a)- Committee Minutes- Finance</b> <ul style="list-style-type: none"> <li>• 5/2021 Financials</li> <li>• Balance sheet Hospital and clinics. Operating cash and investments \$9,098,080. Net accounts receivables \$5,647,038. Total assets \$38,795,048. Current liabilities \$3,730,711. Patient Accounts Receivables \$12,433,837. Accounts Payable \$1,061,200.</li> <li>• Operating statement -hospital and clinics excluding SCKC. Total gross patient revenue \$5,830,395. Revenue deductions (\$3,657,608) Net Patient revenue \$2,172,786. Total operating expenses \$2,187,397. Total operating \$2,093,991. After non-operating revenue and expenses for the month the gain is \$388,527.</li> <li>• Clinics and Behavioral Health – SCK Clinic loss of (\$36,132) - Geri Psych loss of \$6,295.- Winfield Medical Arts loss of (\$17,120) - Ark City Clinic loss \$149,058 - Specialty Clinic loss (\$6,591) - Midwives loss (\$36,752)           <ul style="list-style-type: none"> <li>○ Charity Care \$9,169</li> <li>○ Bad Debt \$143,923</li> <li>○ Bad Debt Recovery (\$104,665)</li> <li>○ Bankruptcy \$244.</li> </ul> </li> <li>• Charity Care \$11,001.80 Motion to approve by Dan Jurkovich 2<sup>nd</sup> Kanyon Gingher <u>Motion Passed</u></li> <li>• <u>May 2021 financials as presented Motion to approve by Jay Warren 2<sup>nd</sup> Kanyon Gingher Motion Passed</u></li> </ul>		<b>Debbie Hockenbury, CFO</b>
<b>Quality Improvement Report</b> <ul style="list-style-type: none"> <li>• Press Ganey – Survey summary reports.</li> </ul>		<b>Shayla McDonald, Director of Quality and Risk Management</b>
<b>Nursing Report</b> <ul style="list-style-type: none"> <li>• ER waiting on FEMA approval for remodel – placing doors on 3 different rooms that only have curtains. 1 trauma into reverse isolation.</li> <li>• ICU Construction           <ul style="list-style-type: none"> <li>Working on policies and procedures and getting and installing equipment.</li> <li>Looking at a June 30 or July 1<sup>st</sup> opening.</li> </ul> </li> <li>• Surgery is receiving new equipment that was approved last month.</li> </ul>		<b>Tracy Austin, Director of Nursing</b>
<b>Information Technology</b> <ul style="list-style-type: none"> <li>• Completed integration on the GE equipment with CPSI</li> <li>• Final stages of AirStrip (a few hiccups due to a power surge)</li> <li>• Moved business office to the conference room.</li> <li>• Good job to maintenance for all of their hard work.</li> <li>• Some issues getting equipment – shipping dates are delayed</li> </ul>		<b>William Jarvis, IT Director</b>
<b>Marketing</b> <ul style="list-style-type: none"> <li>• Open house for labor &amp; delivery was done with Chamber Coffee</li> <li>• Coming up Community bike rodeo (partnering with Police Dept and bike shops) August 21<sup>st</sup></li> <li>• Community event BBQ potluck style for City employees, hospital, city workers, fire, ems &amp; police dept. Sept 18<sup>th</sup> 5- 8 pm</li> <li>• Sent off application for Grant funding for FEMA for ER</li> </ul>		<b>Trevor Langer, Marketing</b>

<ul style="list-style-type: none"> <li>Advertising on tv's at clinics.</li> </ul>	
<b>Human Resources Report</b> <ul style="list-style-type: none"> <li>Opening new hire orientation back up July 19 and monthly after that.</li> </ul>	<b>Krista Carrillo- Human Resource Manager</b>
<b>Business Services</b> <ul style="list-style-type: none"> <li>Shawna Allison is new Med Staff Coordinator starting July 1</li> <li>On Call schedule working with Dr. Klaassen</li> <li>HIS Shari Spencer is moving to medical records as a coder</li> </ul>	<b>Jimmie Seacat, Director of Bus. Services &amp; HIS</b>
<b>Clinical Operations</b> <ul style="list-style-type: none"> <li>Clinic Operations Report June 2021 <ul style="list-style-type: none"> <li>Press Ganey reports expands ability to get more feedback from our patients. Also, allows to participate in a program called Safety 2025</li> <li>Safety Huddles – A communication avenue. All team leads come together and tells what is going on for the day.</li> <li>ORTHO services - Looking to expand awareness to the community</li> <li>Included department celebrations</li> </ul> </li> </ul>	<b>Shona Turner, Chief Operating Officer</b>
<b>*Management Report-</b> <ul style="list-style-type: none"> <li>Committee on Policy and Advocacy HR-3173 Act cited as the "Improving Seniors' Timely Access to Care Act of 2021" and addresses the timeliness of Medicare Advantage Plans for prior authorizations.</li> <li>340-B Pharmacy Program Update Receiving payments approximately every 3 weeks (until recently): <ul style="list-style-type: none"> <li>➤ May 21st, We received \$8,929.40</li> <li>➤ June 4th, we received \$7,436.45</li> <li>➤ June 11th, we received \$2,147.05 with another disbursement expected in the next week or two.</li> </ul> </li> </ul>	<b>Jeff Bowman, CEO</b>
<b>Executive Sessions</b> <p>a.) <b>Risk Management</b> Pursuant to <u>KSA 75-4319</u> subsection (b) (2) Attorney-Client pending or acting litigation. Motion to adjourn to executive session at 8:25 am Dan Jurkovich 2<sup>nd</sup> Kanyon Gingher motion passed. Resume at 8:40</p> <p>b.) <b>"to discuss personnel matters relating to non-elected personnel" pursuant to K.S.A. 75-4319 (b) (1)</b> Motion to adjourn Dan Jurkovich 2<sup>nd</sup> Jay Warren motion passed Resume at 8:45 am <u>Motion to adjourn</u> to executive session by <u>Kanyon Gingher 2<sup>nd</sup> by Jay Warren</u> motion passed <b>Entered regular board meeting at 8:45</b></p> <ul style="list-style-type: none"> <li><b>Adjournment @ 8:49 am</b> <u>Motion to adjourn Kanyon Gingher 2<sup>nd</sup> Jay Warren</u> Motion passed</li> </ul>	

PARTICIPANTS	
<b>Dan Jurkovich</b> , Board Chairman •	<b>Tracy Austin</b> , Director of Nursing •
<b>Kanyon Gingher</b> , Board Vice Chairman •	<b>Chad Giles</b> , Legal Counsel •
<b>Duane Oestmann</b> , Board Secretary	<b>Clayton Soule</b> , Legal Counsel •
<b>Jay Warren</b> , Board Treasurer •	<b>William Jarvis</b> , Director of Information Technology •
<b>Karen Welch</b> , Board Member	<b>Trevor Langer</b> , Director of Marketing •
<b>Paul A Klaassen, MD</b> , Chief of Staff •	<b>Jimmie Seacat</b> , Director of HIS & Business Services •
<b>Jeff Bowman</b> , Chief Executive Officer •	<b>Shona Turner</b> , Director of Clinic Operations •
<b>Debbie Hockenbury</b> , Chief Financial Officer •	<b>Shawna Allison</b> , Medical Staff Coordinator •
<b>Krista Carrillo</b> , Human Resource Manager •	John Shelman, Courier/Traveler
<b>Shayla McDonald</b> , Risk Manager •	Karen Zeller, Guest

SCKMC Staff in attendance: Laura Ramirez, Dixie Simpson, Tiffany Ripley

Board Chairman \_\_\_\_\_ Date \_\_\_\_\_  
Minutes for 6/24/2021

**Arkansas City Equal Opportunity and Accessibility Advisory Board**  
7/8/2021 Minutes

A regular meeting was held **Thursday, July 8, 2021**, at the Senior Citizens Center. The meeting was called to order at **4:04 p.m.**

**Roll Call:**

**Board Members**

Bob Baker	<input checked="" type="checkbox"/>
Ethan Bartlett	<input type="checkbox"/>
JoAnn Bierle	<input checked="" type="checkbox"/>
James Fry	<input type="checkbox"/>
Anita Judd-Jenkins (by telephone)	<input checked="" type="checkbox"/>
Tammy Lanman-Henderson	<input checked="" type="checkbox"/>
Frances "Rags" Smith	<input type="checkbox"/>

**Staff Liaisons**

Mike Bellis	<input checked="" type="checkbox"/>
Randy Frazer	<input checked="" type="checkbox"/>
Evan Haney	<input type="checkbox"/>
Andrew Lawson	<input checked="" type="checkbox"/>
Kristin Sparks	<input checked="" type="checkbox"/>
Tony Tapia	<input type="checkbox"/>
Josh White	<input checked="" type="checkbox"/>

**1. Approve June Regular Meeting Minutes:**

Bob made a motion to approve the minutes of the **June 10, 2021**, regular meeting as written. JoAnn seconded the motion, which was approved **4-0** on a voice vote. (Director of Senior Services Kristin Sparks joined the meeting at **4:23 p.m.**)

**2. Heritage Recognition Events:**

Local resident **Carina Givens** visited with the Board about an idea she previously had presented to them on **April 12, 2018**. She would like to observe more heritage and history months, with special events planned to recognize each one. This would be done through various committees organized for each month/event that could coordinate their fundraising efforts together. Some of her event ideas include visual and performing arts, sampling food, cooking demos and recipes, crafts, traditional dress exhibits, literary features, movies and documentaries, guest speakers, testimonials, honors and recognitions, presentations to local schools, articles, special menus at various institutions, window displays, fun runs/biathlons, community service, and more. To start this effort in 2022, Carina said there would need to be at least a four-month lead time for each month's event(s). The Board discussed serving as a sort of "heritage umbrella committee" for these event subcommittees, but no action was taken.

**3. National Disability Independence Day Proclamation:**

Andrew said this proclamation will be issued by the City Commission at **5:30 p.m. July 20** in the commission room at City Hall. This year will mark the 31<sup>st</sup> anniversary of the Americans with Disabilities Act. Several Board members hope to attend.

**4. Comprehensive Plan Discussion:**

Andrew and Josh asked if the Board if they had any final comments or questions regarding **Chapter 5**, "Parks, Recreation, and Natural and Historic Resources." No one had any new thoughts regarding any of the parks or facilities visited thus far. Andrew and Randy summarized the findings of the Paris Park Pool study with the Board. Andrew said it is mainly a City Commission and Recreation Commission concern. He mentioned the pool's ADA concerns were ranked No. 2 in importance. Tammy asked about the splash pad at Wilson Park. Andrew said those plans are on hold until the pool's future is determined.

**5. Review ADA Transition Plan: Arkansas City Recreation Center**

The Board discussed the Arkansas City Recreation Center and prioritized south gym improvements. Discussion will continue.

**6. Review ADA Transition Plan: Arkansas City Senior Citizens Center**

The Board discussed the Ark City Senior Citizens Center, and looked again at some of the deficiencies documented in the ADA Transition Plan and its prior meeting minutes. Randy and a few Board members toured the center prior to the meeting. Mike and Kristin suggested cutting out part of the middle partition outside to solve drainage issues and create a new ramp.



### **7. Tacolalah Executive Committee Report:**

The next regular Tacolalah Executive Committee meeting will be at **noon July 15** at the Water Treatment Facility. Andrew reminded everyone that Tacolalah will be from **10 a.m. to 10 p.m. July 17** and said he could still use some more volunteers.

### **8. Other Miscellaneous Items:**

Andrew asked if there were any changes needed in the final draft of the redesigned Fair Housing flier. The Board approved it.

Andrew, Josh and Randy presented the final Housing Assessment Tool (HAT) to the Board, which discussed its findings.

There was additional discussion of some of the ongoing issues at Lake View Estates, including the quality of drinking water.

Anita made a motion to adjourn the meeting. Bob seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **5:33 p.m.** The next meeting of the Equal Opportunity and Accessibility Advisory Board will be at **4 p.m. Aug. 12, 2021.**

**Call to Order:**

**Roll Call:** Kevin Cox [x] Foss Farrar [x] Charles Jennings [] Kayleigh Lawson [x] JW Lozano [x]

Staff present was Public Information Officer Andrew Lawson and Principal Planner Josh White

Charles Jennings joined the meeting in progress via GoToMeeting.

**1. Consent Agenda**

K. Lawson made a motion to approve the June 21, 2021 meeting minutes as written. The motion was seconded by Cox. Voice vote carried the motion.

**2. Walking Tour Update**

The board received an update on the brochure. It is at the printer. A proof is ready but hasn't been viewed yet. 500 should be available on Wednesday to hand out to the public. Jennings joined the meeting. The board thanked everyone involved in the creation of the brochure and felt the final product was excellent.

**3. 150<sup>th</sup> Celebration**

The board discussed the activities related to the 150<sup>th</sup> Celebration. Farrar reported that Sandy Randel has been working on an interactive tour. Farrar announced he would be playing the part of his grandfather in front of Union State Bank. The board agreed to participate by handing out brochures at the Burford and helping as needed on Wednesday evening. White indicated he would also be present. A. Lawson also invited the board to the opening of the time capsule on Friday at 1:00. Plans are in the works to bury a new one in honor of the 150<sup>th</sup> during Arkalalah.

**4. Other Items**

A. Lawson noted that the Planning Commission would be working on goals for the Historic Resources and would appreciate input from the Historic Preservation Board. White suggested that we cancel the August meeting as a break for the board which hasn't missed a month in over a year while working on this project. At the September meeting, measurable goals could be discussed and forwarded to the Planning Commission. The Facility Study for Paris Park Pool was also discussed. The board would like to see the pool preserved as much as possible while realizing that the needed repairs may force the City to remove some of the older features of the pool. The pool is not listed on the State or National Registers.

**Adjournment:**

K. Lawson made a motion to adjourn. Lozano seconded the motion. Voice vote carried the motion. Meeting adjourned.

## MINUTES

### **Arkansas City Public Library Board of Trustees Regular Meeting via Zoom – July 12, 2021**

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, July 12, 2021, at 7:00 p.m. via Zoom.

#### MEMBERS PRESENT:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Duane Oestmann, City Commissioner, ex-officio | <input checked="" type="checkbox"/> Kayleigh Lawson, <i>President</i> |
| <input checked="" type="checkbox"/> Shawna Allison, <i>Vice President</i>         | <input checked="" type="checkbox"/> Gia Watson                        |
| <input checked="" type="checkbox"/> Lloyd Colston                                 | <input checked="" type="checkbox"/> Emily Mitton, <i>Secretary</i>    |
| <input checked="" type="checkbox"/> Mitch Reichle, <i>Treasurer</i>               |   |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

#### OTHERS PRESENT:

Lawson called the meeting to order at 7:02 p.m.

**Motion by Oestmann to approve the June meeting minutes. Second by Colston. Approved unanimously.**

The June 2021 financials were not ready at the time of the meeting.

Pfannenstiel provided a Director's report to the Board.

**Motion by Reiche to change the library board's meeting time to 5:30pm instead of 7:00pm. Second by Oestmann. Approved unanimously.**

**Motion by Colston to adjourn the meeting. Second by Reichle. Approved unanimously.** With there being no further business, the meeting concluded at 7:43 p.m.

## Director's Report

### Personnel:

- We will be losing our custodian in August.
- Two Library Clerks will be leaving for college in August, as well, so we'll be hiring for one of those positions (the other was a summer temp position).

### Facilities & Grounds:

- The painter that does lead abatement that I've contacted is really busy and hasn't had a chance for an on-site visit for a more accurate quote, but we are on the list and haven't been forgotten.
- The Beautification Board was in favor of removing the flower beds south of the building, filling it with concrete, and installing solar charging tables. I'm contacting businesses to remove the greenery.
- We replaced the main level water fountain with a new, touchless bottle-filling station.

### Budget/Finance:

- Nothing new to report.

### Collection/Circulation:

- Circulation Statistics attached.

### Special Projects / Grants:

- We have several grant opportunities I'm exploring/applying for:
  - ARPA (IMLS/State Library): Outdoor Seating Areas
  - KLA: Employee Health & Wellness—Recharge Room
  - SHARP (ARPA/National Endowment for Arts/Kansas Humanities): Salary for temp staff member to help during transition/create online content/research, etc.
  - ECF: Possibly hotspots, maybe also laptops
- The first day/week for the Mobile Library was a success (statistics attached). We will offer this service weekly this through July and will work on how to continue it during the school year when we no longer have our intern.
- I am waiting to hear back from Cardinal Signs about some changes to the StoryWalk on Poplar. We need a better way to secure the glass to prevent water seeping through and the pages from shifting. I would also like to replace the Plexiglas with something that is fade-resistant, because the sun is causing some really bad fading of the pages, which means we can re-use the book as easily.

### Technology:

- Nothing new to report.

### Programming:

- July is the last month of the Summer Reading program.

### Public Relations:

- Facebook: 1,759 Page Likes; 1,849 Followers; 253 Page Views; 10,665 Post Reach; 1,319 Post Engagements
- Website:
  - Main Page: 577 Views (391 Desktop, 176 Mobile, 7 Tablet, 3 Other); 215 Clicks
  - Kids Page: 56 Views, 47 Clicks
- Marketing: Facebook boosts; CourierTraveler ads

### SCKLS/State Library:

- Nothing new to report.

### Gifts, Memorials, and Other:

Nothing new to report.

**Arkansas City Recreation Commission**  
**MINUTES OF REGULAR MEETING**

July 15, 2021 @ 7:00 a.m.

Arkansas City Recreation Center, 225 East 5<sup>th</sup> Ave – Arkansas City, Kansas 67005

Board Members Present:           Mr. Jason O'Toole  
  Mr. Andy Paton  
  Mr. Dave Pontious  
  Mrs. Sandra Davis

Board Members Absent:           Mr. Dustin Quint

Staff Members Present:           Mr. Landon West  
  Ms. Erica Fitzpatrick

Guests/Registrants Present:       None

- 1) Call to Order: Approve the Agenda for Regular Meeting: Andy Paton called the meeting to order at 7:00 a.m. Motion was made by Dave Pontious to approve the agenda as posted; seconded by Sandra Davis motion passed.
- 2) Approve the Minutes of the Previous Meeting: Motion was made by Jason O'Toole to approve the minutes of the June meeting as submitted, seconded by Dave Pontious, motion passed.
- 3) Public Comment: None
- 4) Executive Session-Building Maintenance: At 7:02am Sandra Davis made a motion to move into executive session for 25 minutes. At 7:30am executive session was concluded. No action was taken.
- 5) Financial Reports: Jason O'Toole made a motion to approve the Financial Report as written, Sandra Davis Seconded. Motion passed.
- 6) Consider Proposals & Bids: None.
- 7) Board Officer Election and Appointment: And Paton moved to appoint Dave Pontious to Chairperson, Jason O'Toole to Vice Chair and Dustin Quint to Secretary. Sandra Davis Seconded. Motion Passed.
- 8) Review Superintendent report: Landon's report to the board included the following:  
FAC Fall programs are in the planning stages. We plan to bring back the Golden Tigers Aqua Fun beginning in September. It is scheduled for Monday, Wednesday, and Friday mornings. Summer swim lessons have one more session beginning in late July. Swim Lessons have been a huge success this year with high numbers in all class sessions and record private lesson numbers. Pool season is now past the halfway mark for the year. Attendance still fluctuates with temperatures. The evaluation of the current pool and the plan for a possible rebuild is now underway. Deb met on site with City Commissioners and the City Planning Board to discuss the findings and a plan. It appears all are tentatively leaning to a new build to avoid any surprise costs regarding a remodel. Financing is still to be determined before we can make any further forward movement. IYQ numbers are still very high at around 150 campers per week. We have had the opportunity to partner with K-State Extension and Farm Bureau to bring some outside programs to the campers. Rec Center feeding site is still handing out around 1200 meals and 1200 snacks per week. Our Farmers Market feeding site is consistently serving 50 meals every Tuesday evening and the Paris Park Pool snack site is averaging around 75 per day. The AG Building feeding site is feeding around 350 per day.

The PFC is happy and cool again with the two new AC units. The leg extension/curl machine has arrived and looks and works great! We also have new free weights that are a great new addition. Plans to repaint the weight racks and some walls are in the works to keep the gym and happy and friendly place to come.

Sumer Sports are coming to an end. Softball and Baseball games ended June 24<sup>th</sup>. Softball ended their season July 6<sup>th</sup> with an ice cream pool party and awards. Baseball ended their season June 22<sup>nd</sup> with a single elimination tournament. Many 3<sup>rd</sup> and 4<sup>th</sup> place teams ended up handing the number one seeded teams some upsets this tournament! Youth League Volleyball registration ended June 18<sup>th</sup>. We ended up with four 5<sup>th</sup> and 6<sup>th</sup> grade teams and three 3<sup>rd</sup> and 4<sup>th</sup> grade teams. Games Start July 22<sup>nd</sup> and are scheduled on Mondays and Tuesdays for four weeks. Youth Football registrations have ended but we are still taking registrations for 3<sup>rd</sup> and 4<sup>th</sup> grades to fill those rosters. The Football association voted in February to allow 1<sup>st</sup> and 2<sup>nd</sup> grade tackle football and it is our most popular registration with 26 total in those two grades. We are also offering 1<sup>st</sup> and 2<sup>nd</sup> grade flag football. Fall soccer, girls' basketball, cheer, and adult volleyball will start taking registrations at the end of July and first of August.

We hosted a Light up the Night Family Bike Ride on July 8<sup>th</sup>. We had about 40 total in attendance which was great for our first time doing this. ACPD, Safe Kids Cowley, and Spoke N Things were all there helping kids with bike registrations, safety checks and handing out helmets. Walmart donated a huge amount of glow sticks, light up necklaces, hats, and pin wheels. Dillons donated six cases of water. Overall, it was a great success, and we hope to do it again next year!

Tacolalah Color run is this Saturday morning. We have 80 participants signed up through Rec Desk currently and are expecting more as we get closer to Saturday.

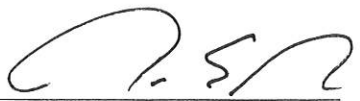
We are getting dirt put in at the C. Dow Complex. Cowley College is redoing their baseball and soccer fields and they are generously gifting us the top layer of dirt for the northwest soccer field.

Our website host has changed from Bluehost to Pen Publishing. Effective this morning.

Beth Hunt was hired on as the Aquatics Special Programs Specialist. She has been with us as a part time employee for a while now and we are excited to have her here full time in this role.

In accordance with the provisions of K.S.A. 75-1120a (a), the governing body merely requests a waiver from the preparation of financial statements and financial reports prepared in conformity with generally accepted accounting principles for the year deeded June 30, 2022. Andy Paton made a motion to approve the GAP Resolution as submitted. Sandra Davis Seconded. Motion Passed.

- 9) Executive Session: At 8:04am Andy Paton made a motion to go into Executive Session for 10 minutes. Sandra Davis Seconded. Upon return from Executive Session Andy Paton made a motion to approve the following changes to Employee Salaries: Debbi Davidson- \$52,681.20; AJ Davidson- \$43,047.60; Jennifer Skibbe- \$29,000.16; Cami Cook- \$11.60/Hr.; Clifton Lolar- \$11.01/Hr. These Salaries are effective July 27, 2021. Sandra Davis Seconded, motion passed.
  
- 10) Adjournment: Sandra Davis made a motion to adjourn at 8:15am, seconded by Dave Pontious motion passed. Meeting Adjourned.

Approval  8-19-21

Approval  8/19/21



**SCKMC BOARD OF TRUSTEES MEETING MINUTES**  
**July 22, 2021**

I. **Call to Order** – By Dan Jurkovich, Board Chairman at 7:30 am.

II. **Welcome/Introduction**

- Welcome new board members Brittany Carder and Bob Mathews

III. **Medical Executive Committee/Med Staff Report**

Paul Klaassen, MD

**A. Credentialing**

Appointment

Cora Ruhl, MD

Sarah Muret, APRN (Working as RN)

- Motion – Med Exec
- Second – Kanyon Gingher
- Motion carried and minutes approved

Re-Appointment

John D. Seitz, DDS

Chandy Samuel, MD

Randy Simpson, PA

Tyson Blatchford, MD

- Motion – Med Exec
- Second – Kanyon Gingher
- Motion carried and minutes approved

**B. Average Daily Census/ER Totals**

- a. BHU going back up to normal numbers.
- b. ER totals for June 2021 = 408 (still down)

IV. **Minutes of previous meeting reviewed**

Dan Jurkovich, Board Chair

- Motion – Dan Jurkovich motioned to table the approval of the 6/24/21 minutes until next meeting on August 26, 2021
- Second – Bob Mathews
- Motion carried and minutes approved

**C. Committee Reports**

**1. Finance (Kansas Regs 28-34-5a) – 6/2021**

Debbie Hockenbury, CFO

- a.) Balance Sheet hospital and clinics
  - a-1) Operating cash and investments \$7,593,269.



- a-2) Net accounts receivables \$6,985,865.
- a-3) Total Assets \$38,257,158.
- a-4) Current Liabilities \$3,821,103.
- a-5) Patient Accounts Receivables \$12,612,390.
- a-6) Accounts Payable \$1,134,154.

b.) Operating Statement hospital and clinics excluding SCKC.

- b-1) Total gross patient revenue \$5,843,089.
- b-2) Revenue deductions (\$3,957,608)
- b-3) Net Patient revenue \$2,172,786.
- b-4) Total operating \$2,018,381
- b-5) Net Operating loss of (\$113,643)

After non-operating revenue and expenses for the month the gain is \$88,491.

c.) Clinics and Behavioral Health

- c-1) SCK Clinic gain of \$286
- c-2) Geri Psych gain of \$160,717.
- c-3) Winfield Medical Arts loss of (\$24,815)
- c-4) Ark City Clinic gain of \$26,925
- c-5) Specialty Clinic gain \$19,600
- c-6) Midwives loss (\$681)

d.) Charity Care \$26,095.

e.) Bad Debt \$68,866

f.) Bad Debt Recovery (\$90,786)

g.) Bankruptcy \$17,550

1-B Finance - Charity Care

a.) \$26,095 requesting approval.

- Motion – Kanyon Gingher, Vice-Chair
- Second – Bob Mathews, Member
- Motion carried

2-B Finance - Check Signer

a)

- Recommendation and motion by Kanyon Gingher, Vice-Chair to add Bob Mathews on as a check signer.
- Second – Dan Jurkovich
- Motion carried.

b)

- Motion to remove Karen Welch as a signer by Dan Jurkovich, Chair
- Second – Kanyon Gingher





- Motion carried

## **2. Quality Improvement Report**

**Shayla McDonald, Quality Performance**

- Improve patient satisfaction and safety.
- Improve staff education
- Continuous work on mask and screening
  - 1.) Masking
    - 1<sup>st</sup> Qtr. 85% compliance
    - 2<sup>nd</sup> Qtr. 95% compliance
  - 2.) Screening
    - 1<sup>st</sup> Qtr. 94%
    - 2<sup>nd</sup> Qtr. 96%
- Opioid Grant (ends August 31, 2021)

## **3. Nursing Report**

**Tracy Austin, Director of Nursing**

- Improve Patient outcomes
- ICU rooms – beds on order expected to arrive 7/23/21
- ED – Grant funding doors on rooms instead of curtains. Est. completion date is 10/1/2021
- OB Open House for Birthing Center Aug. 5.
- Developing Rapid Response Team

## **4. Information Technology**

**William Jarvis, IT/Maintenance**

- Maximize System Efficiency
- AirStrip official go live 7/20/2021 and allows patient vital viewing
- Computer refresh: still having trouble getting equipment able to find multiple different vendors.
- New Servers should arrive beginning of August

## **5. Human Resources Report**

**Krista Carrillo, HR**

- New employee to help with payroll and office starting next week or following week.
- Working on job descriptions
- New hire orientation – 16 in attendance next one August 2

## **6. Business Services**

**Jimmie Seacat, HIS/Bus. Services**

- Only 4 charts from June not coded (waiting on information to complete) \$6,013.00
- Other accounts not coded are from July (38 charts for \$731,912.46 including BHU)
- Current days in AR for June was at an all time low of 60.5



- New HIS Manager Sarah Ripperda starting in about 2 weeks

## 7. Clinical Operations – June 2021 Report

Shona Turner, COO

- Radiology – started X-Ray room construction.
- Overdose Data to action grant – provide better service to those struggling with addiction
- Leadership strategic planning session July 16 and Clinic Staff Training continues

## 8. Management Report

Jeff Bowman, CEO

- COVID-19 Update – several states have seen dramatic increases. Cowley County vaccinations are 38% to 42% of total population. Consider wearing a mask or face shield when possible. Delta variant is highly transmissible.
- Economic Impact of COVID-19
  - \$75,575.11 COVID Testing Reagents & send out lab exp
  - 2837.75 hours, \$59,587.94 Payroll expense for COVID
  - Increased cost of hospital and clinic supplies. Ex. Exam gloves in Q2 were \$112.36 per case and current price is \$348.04
- HR Bill 2547 – passed house and senate and if passed would put into law a prohibition against debt collectors collecting medical dept less than two years old.
- 340-b Pharmacy Program Update /Receiving payments approximately every 3 weeks (until recently)
  - June 11<sup>th</sup>, we received \$2,147.05
  - June 18<sup>th</sup>, we received \$83,637.92
  - No disbursement in nearly a month – very unusual

## V. EXECUTIVE SESSION

### a.) Attorney-Client Relationship Pursuant to KSA 75-4319 subsection (b) (2) Attorney-Client pending or acting litigation

- Motion to adjourn to executive session at 8:38 am– Dan Jurkovich, Chairman
- Second – Kanyon Gingher, Vice-Chair
- Motion carried

Resume regular session at 8:50 am

### b.) Non-Elected session “to discuss personnel matters relating to non-elected personnel” pursuant to K.S.A. 75-4319 (b) (1)

- Motion to adjourn to executive session at 8:50 am– Dan Jurkovich, Chair
- Second – Kanyon Gingher, Vice-Chair



- Motion carried

Resume regular session at 9:02 am

**c.) Non-Elected session “to discuss personnel matters relating to non-elected personnel” pursuant to K.S.A. 75-4319 (b) (1)**

- Motion to adjourn to executive session at 9:02 am– Dan Jurkovich-Chair
- Second – Bob Mathews
- Motion carried

Resume regular session at 9:15 am

Bob Mathews made a motion to a renew the contract between Jeff Bowman and the hospital 2 years with a 3<sup>rd</sup> year automatic renewal. Second by Dan Jurkovich, Chair. Motion passed.

**VI. ADJOURNMENT-** There being no further business to come before the committee, the meeting was adjourned at 9:30 am.

- Motion to adjourn Bob Mathews
- Second – Kanyon Gingher, Vice-Chair
- Motion carried

<b>PARTICIPANTS</b>	
<b>Dan Jurkovich</b> , Board Chairman •	<b>Tracy Austin</b> , Director of Nursing •
<b>Kanyon Gingher</b> , Board Vice Chairman •	<b>Krista Carrillo</b> , Human Resource Manager •
<b>Jay Warren</b> , Board Treasurer •	<b>Jimmie Seacat</b> , Director of HIS & Business Services •
<b>Bob Mathews</b> , Board Member •	<b>William Jarvis</b> , Director of Information Technology •
<b>Brittany Carder</b> , Board Member	<b>Shawna Allison</b> , Medical Staff Coordinator •
<b>Paul A Klaassen, MD</b> , Chief of Staff •	<b>Clayton Soule</b> , Legal Counsel •
<b>Jeff Bowman</b> , Chief Executive Officer •	<b>Chad Giles</b> , Legal Counsel •
<b>Debbie Hockenbury</b> , Chief Financial Officer •	
<b>Shona Turner</b> , Director of Clinic Operations •	John Shelman, Courier/Traveler
<b>Shayla McDonald</b> , Risk Manager •	Karen Zeller, Guest

**Arkansas City Beautification and Tree Advisory Board**  
7/22/21 Minutes

A regular meeting was held **Thursday, July 22, 2021**, at Newman Park. The meeting was called to order at **4:49 p.m.** Prior to the official start of the meeting, members of the Board toured the **Charlie Dow Sports Complex, "South Park" and Cherokee Park.**

Roll Call:

**Board Members**

Robin Henderson	<input checked="" type="checkbox"/>
Candace Hendricks	<input type="checkbox"/>
Nancy Holman	<input type="checkbox"/>
Paisley Howerton	<input checked="" type="checkbox"/>
Harrison Taylor	<input checked="" type="checkbox"/>

**Staff Liaisons**

Mike Bellis	<input type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Evan Haney	<input checked="" type="checkbox"/>
Andrew Lawson	<input checked="" type="checkbox"/>
Josh White	<input checked="" type="checkbox"/>
Landon West (ACRC)	<input checked="" type="checkbox"/>

**1. Approve June Meeting Minutes:**

Harrison made a motion to approve the minutes of the **June 24, 2021**, regular meeting as presented. Robin seconded the motion. The motion was approved **3-0** on a voice vote.

The only Equal Opportunity and Accessibility Advisory Board member in attendance was **Frances "Rags" Smith.**

**2. Approve Special Meeting Minutes:**

Robin made a motion to approve the minutes of the **July 12, 2021**, special virtual meeting as presented. Harrison seconded the motion. The motion was approved **3-0** on a voice vote.

**3. Adoption Updates: *Cox Park / Knebler Pond* (WVDGA)**

Andrew hasn't had a recent update, but the Knebler Pond course design remains in progress and much of the area is cleared.

The City Commission approved WVDGA's re-adoption of Robert Cox Park for two years during its **July 20** meeting.

**4. Adoption Request: *Wilson Park* (Docking Garden) / **Pollinator Project Report****

Andrew did not have an update. This adoption request will not go before the City Commission until its **August 3** meeting.

**5. Review ADA Transition Plan: *Charlie Dow Sports Complex***

This facility is actually in pretty good shape, with ADA-accessible restrooms inside the structure. The main need is to pour a van-accessible ADA space near the building and make sure it connects to the concrete walkways all around the building.

**6. Review ADA Transition Plan: *"South Park" and Cherokee Park***

The "South Park" area is now owned by Cowley College and no longer City responsibility. Cherokee Park lacks accessible parking or routes to the picnic shelters, but as it is outside the City, the Board agreed it is low priority for any improvements.

**7. Review ADA Transition Plan: *Newman Park***

The Board and Rags reviewed ADA Transition Plan recommendations for Newman Park. Like many other parks and recreation areas, it was flagged for a lack of designated ADA parking, but this is easily resolved. The threshold to the "trading post" shelter needs a ramp and the ramp to the restrooms is too steep. There are ADA issues in the restrooms, too.

**8. Select 2022 Tacolalah Executive Committee Member:**

Robin made a motion to reappoint **Candace Hendricks** as the Board's voting representative and appoint **Paisley Howerton** as her alternate, replacing Nancy Holman. Paisley seconded the motion. The motion was approved **3-0** on a voice vote.

The final 2021 Tacolalah Executive Committee meeting will be at **noon July 29** at the Water Treatment Facility, followed by the first meeting of the 2022 Tacolalah Executive Committee, which will be at **noon August 19** at the same location.

**9. Other Miscellaneous Items:**

Andrew briefly reviewed the Paris Park Pool study with the Board but said it is mostly a City Commission issue at this point.

Also discussed were the current status of the Wilson Park Master Plan, Northwest Community Center and Recreation Center.

Paisley made a motion to adjourn the meeting. Robin seconded the motion, which was approved **3-0** on a voice vote. The meeting was adjourned at **5:36 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **4 p.m. August 26, 2021.**



# 2021 TACOLALAH COMMITTEE

**MEETING: 12:12 PM THURSDAY, JULY 29, 2021 @ WATER TREATMENT PLANT**

<b>Roll Call:</b>	<b><u>Executive Committee Members</u></b>		<b><u>Executive Committee Alternates</u></b>	
<i>Beautification</i>	<b>Candace Hendricks</b> , Vice Chair	<input checked="" type="checkbox"/>	<b>Nancy Holman</b>	<input type="checkbox"/>
<i>Community Spirit</i>	<b>Charles Tweedy</b> , Treasurer	<input checked="" type="checkbox"/>	<b>Kim Hager</b>	<input type="checkbox"/>
<i>Equal Opportunity</i>	<b>JoAnn Bierle</b>	<input type="checkbox"/>	<b>Anita Judd-Jenkins</b>	<input checked="" type="checkbox"/>
<i>NWCC</i>	<b>Gary Hale</b> , Volunteer Coordinator	<input checked="" type="checkbox"/>	<b>Ruben Garcia</b>	<input type="checkbox"/>
<i>Visit Ark City</i>	<b>Liz Shepard</b> , Chairwoman	<input checked="" type="checkbox"/>		
<i>Outdoor Market</i>	<b>Kelly Dillner</b> , Market Coordinator	<input checked="" type="checkbox"/>	<b><u>Non-Voting Advisors</u></b>	
<i>At-Large Member</i>	<b>Melissa Mendez</b>	<input checked="" type="checkbox"/>	<b>Pam Crain</b> , Fiscal Agent	<input type="checkbox"/>
<i>Ad-Hoc Member</i>	<b>Debbie Savala</b> , CDEM Coordinator	<input checked="" type="checkbox"/>	<b>Andrew Lawson</b> , Secretary	<input checked="" type="checkbox"/>

**Guests:** Mike Bellis, Joni Curl, Toni Greene, Jill Hunter, Kayleigh Lawson, David Pond, “Rags” Smith, Landon West

Anita joined the meeting in progress at **12:27 p.m.** Melissa left the meeting in progress at **12:51 p.m.**

## **1. Approve Tacolalah Festival financial report as of June 30, 2021 (Account balance: \$7,592.47)**

Gross food vendor sales in 2021 were **\$19,312**, up from **\$11,643** in 2019. Based on the increase in sales, it is estimated total attendance was at least the same as the estimated **2,000** in 2019. Some vendors made significantly more money than in 2019, while others made significantly less.

The vendors were paid out a total of **\$15,756.02**, also up from **\$9,476.85** in 2019 (*although there were more vendors present to divide that money*). Total sales tax payable rose from **\$1,080.95** in 2019 to **\$1,641.52** in 2021, while Tacolalah fees collected also rose from **\$1,176.48** to **\$1,914.46**.

The difference between total deposits and the net income of **\$19,810.10** varied between **\$498.10** and **\$504**, depending on accounting method — this is the estimated cost of approximately 100 \$5 volunteer Taco Tokens that were cashed in (*but for which no cash was received or collected*).

Andrew and Charles said they do not see the event going much past \$20,000 in total sales in the future, which means that without additional sources of revenue, it likely will be difficult to generate more than \$2,000 in “profit” towards donations. It is more likely that “seed cash” will be generated for the following year’s event, but not much beyond that unless fees are increased.

Everyone agreed that food sales went much better this year and we didn’t have vendors running out early. The “sweet spot” for profitable vendors going forward is probably around **12**, though.



## 2. Subcommittee Reports:

- **Arts and Crafts** — Amy Lawson, Nancy Holman, Rags Smith
  - Everything went really well, except for some volunteers showing up late.
- **Beer and Margarita Garden** — Andrew, Shannon Martin, Ark City Area Arts Council
  - Everything went really well and there were no complaints from police or anyone.
  - Andrew hasn't heard from Shannon yet, but Charles said they at least broke even.
- **Color Run** — Candace, Gage Musson, Landon West
  - The Color Run generated **\$1,045** from 84 pre-event registrations (plus another **\$180** from 18 additional same-day registrations), for a total revenue of **\$1,225**.
  - Out of that \$1,045, ACRC withheld **\$593.60** to pay the T-shirt bill, leaving a deposit of **\$481.10** into the Tacolalah checking account.
  - While the event was not profitable in Year 1 due to high startup costs, Candace and Landon said they now know how to adjust registration fees to offset that.
  - Plus, more time to advertise the event in the future should increase registrations.
  - For a first-year event, everyone agreed the Color Run was an enormous success.
- **Cultural/Dancing/Entertainment/Music (CDEM)** — Andrew, Bobie Baker, Debbie
  - All of the entertainers received rave reviews and everyone praised Debbie for this.
  - Debbie is going to try to book as many repeat entertainers as she can for 2021.
    - Exact entertainment lineup will depend on future grants/sponsorships.
  - She said Tacolalah got an “A” grade from all visiting entertainers from out of town, and thus can expect even more performers and interest in future years.
  - There was a discussion about the need to continue this event to increase cultural understanding and education further. The Committee expressed that the festival doesn't necessarily need to run a “profit” as long as it advances these City goals.
  - We want to try to have some calf ropers next year. Maybe another mariachi band...
- **Games and Activities** — Candace, Gage Musson, Landon West, Ron Smith, Zach Stoy
  - The Hang Challenge was a surprisingly popular attraction; many thought it was cool.
- **Merchandise** — Pam, Visit Ark City Board of Trustees
  - There was some double-booking of shifts that led to people standing around occasionally with nothing to do. Andrew will take care of all scheduling next year.
- **Multimedia, Social Media and Website** — Andrew, Kayleigh Lawson
  - Videos are currently in post-production. Photos are being sorted and organized.
  - Sight lines and angles will need to be improved next year, especially for video.
- **Outdoor Market** — Kelly, 4 Friends LLC
  - There were problems with the market drop-offs and unloading that need addressed.
- **Sponsorships** — Andrew, Candace, Mairi Baker, Pam
  - We somehow forgot to obtain or hang any sponsor banners. This won't happen again!
  - All sponsorship checks were received and deposited except for Cowley College's.



- **Token Trailer** — Andrew, Gary, Optimist Club of Arkansas City
  - There were some minor issues within the Optimist trailer, but nothing major.
  - Considering the lack of starting cash, it is amazing things went as well as they did.
    - The Treasurer will assist the Fiscal Agent with starting cash next year.
  - Andrew thanked all of the token runners because everyone who did show up worked really hard (and usually longer hours than planned) due to the no-shows.
  - There was a lot more confusion this year with the tokens, especially with vendors closer to the Outdoor Market. Andrew attributed some of this to the year off, but separating the two areas more next year and increasing signage/education will help.
- **Vendors** — Andrew, Kelly (Outdoor Market), Licia Baker, Tammy Lanman-Henderson
  - We discussed the need for a “rotunda coordinator” to interface with ethnic vendors.
  - This person would need to be bilingual or assisted by someone who is bilingual.
  - There were issues with some of the vendors and token collection this year. The form needs to be redesigned so vendors will sign a more ironclad agreement.
  - Scouts need to be an Outdoor Market vendor in 2022 because they’re tax exempt.
  - There was a mathematical error on one vendor’s receipt, resulting in a **\$150** difference in the final payout. The Committee instructed Pam to pay the difference.
- **Volunteers** — Andrew, Gary, Liz, Pam
  - Andrew said we were still short on volunteers in key places. Committee members may have to help more with token running next year if no one else volunteers for it.

Kelly left the meeting in progress at **2 p.m.** A quorum was maintained with **four** members.

**8. Adjourned at 2:17 p.m.** Motion: **Liz Shepard** Second: **Candace Hendricks** Vote: **4-0**

**NEXT MEETING: NOON THURSDAY, AUG. 19, 2021 @ 400 W. MADISON AVE.**