

**NOTICE: JCPRD open meeting agendas are subject to change prior to and/or during the course of the meeting.**



**BOARD OF PARK AND RECREATION COMMISSIONERS**

Michael Pirner, Chair  
Steven Baru, Vice Chair  
Leslee Rivarola, Secretary  
George Schlagel, Treasurer  
Paul Snider, Asst Secretary  
Jeff Meyers, Asst Treasurer  
Nancy Wallerstein, Past Chair/Board Member  
Steven C. Klika, Board Member

**ADMINISTRATIVE SERVICES (ASV) COMMITTEE**

Leslee Rivarola, Chair  
Steve Baru  
Nancy Wallerstein  
Mike Pirner, Board Chair Ex Officio Member

**MEETING AGENDA**

JCPRD Administration Building Boardroom  
7900 Renner Road, Shawnee Mission, KS 66219

February 11, 2019  
5:30 pm

**CALL TO ORDER/ROLL CALL**

**DISCUSSION & ACTION**

**A. Recreation Management Software – Ted Tartenaar, ITS Manager**

Issue: Consider recommendation for approval to issue a request for proposal (RFP) for recreation management software.

**B. Board Officer Nominations – Jo Ann Courtney, Administration & Human Resources Manager**

Issue: Consider recommendation of a nominated slate of JCPRD Board officers.

**OTHER BUSINESS**

**ADJOURNMENT**





JOHNSON COUNTY PARK AND RECREATION DISTRICT
BOARD OF PARK AND RECREATION COMMISSIONERS

BRIEFING SHEET

Presented to: ASV Committee Meeting Date: 02/11/2019

Project Name/Identification: Recreation Management Software

Contact: Ted Tartenaar, ITS Manager Phone: 913-826-3431
Name & Title

ISSUE: Consider approval to issue a request for proposal (RFP) for recreation management software.

BACKGROUND: On May 3, 2016 JCPRD entered into a 5-year agreement with PerfectMIND to provide hosted recreation management software to meet the business needs of JCPRD. The service agreement is nearing its fourth year and the solution has and continues to be less than satisfactory. From a financial and administrative perspective, the solution has proven and continues to be an immense challenge with countless issues and glitches requiring significant investment of staff time to research and remediate. Difficulties with financial postings and deferred revenue continue today and occur weekly, sometimes daily, requiring countless data fixes by the vendor. Inefficiencies in reporting, reservations, amendments, and childcare have doubled workloads. Staff's confidence in the vendor and their solution has inevitably plummeted.

ANALYSIS: Having the highest level of integration, security, compliance, and automation is imperative for JCPRD to remain successful in providing quality services and program administration. Given the size and scope of JCPRD's operation, it's common for an end-to-end implementation of this size to take anywhere from 18-22 months. A parallel running implementation strategy is applied in which the new software is staged alongside the old software to ensure a successful configuration and manual transition of all client information and transactions, including programming, reservations, memberships, permits, point-of-sale and inventory. To conduct an RFP and full implementation just ahead of the PerfectMIND contract expiration would be desirable to avoid a subsequent one-year contract extension. The bidding process is expected to result in savings due to competition in the marketplace.

FUNDING REVIEW: Are there funding implications involved? [ ] No [X] Yes If Yes, explain: JCPRD will need to allocate funds into an Oracle project for the implementation and year-one costs.

ALTERNATIVES:

Staff Recommendation

- Recommend consent approval as recommended by staff [X]
Recommend consent approval as determined/modified by committee [ ]
Recommend discussion and action by the full Board at Board Meeting [ ]
Recommend denial of request [ ]
Table for additional consideration [ ]
Take no action [ ]
Other: [ ]

If other, explain:

Consequences or additional Information (if any):

LEGAL REVIEW: Is legal counsel review required? [X] No [ ] Yes If yes, explain:

SUGGESTED RECOMMENDATION/MOTION:

It was the consensus of the committee to recommend Board consent approval to issue a request for proposal for recreation management software.



**JOHNSON COUNTY PARK AND RECREATION DISTRICT  
BOARD OF PARK AND RECREATION COMMISSIONERS**

**BRIEFING SHEET**

**Presented to:** Administrative Services Committee **Meeting Date:** 02/11/2019

**Project Name/Identification:** Nominations for JCPRD Board Officers

**Contact:** Jo Ann Courtney, Administration & HR Manager **Phone:** 913-826-3405  
*Name & Title*

**ISSUE:** Consider recommendation of a nominated slate of JCPRD Board officers.

**BACKGROUND:** Per its agenda review session on February 7, 2019, the Board of Johnson County Commissioners (BOCC) has placed on the consent agenda for its February 14, 2019 meeting, the appointments of two new JCPRD Board members representing District 1 and District 4. These appointments will be effective February 21, 2019, and such action will end the terms of District 1 representative Nancy Wallerstein (to be replaced by Heather Rubesch) and District 4 representative Mike Pirner (to be replaced by Robert J. Carlson). Also at this agenda review session, the BOCC scheduled the reappointment of Leslee Rivarola as the County’s District 5 representative to the JCPRD Board for approval at its February 14 meeting.

**ANALYSIS:** Mr. Pirner currently serves as Board Chair. Subject to final BOCC approval of the new members on February 14, 2019, the Board Chair position will be vacated as of February 21, 2019. The ASV Committee is charged with recommending a nominated slate of Board officers to address officer vacancies and any ensuing vacancies that may occur as the result. The committee’s recommended nominated slate of Board officers will be presented for approval at the Regular Board Meeting on February 20, 2019, with election of Board officers addressed later in the same meeting.

Current Board Officers:

Chair ..... Mike Pirner  
 Vice Chair ..... Steve Baru  
 Secretary ..... Leslee Rivarola  
 Treasurer ..... George Schlagel  
 Assistant Secretary ..... Paul Snider  
 Assistant Treasurer ..... Jeff Meyers

In its process for the election of officers, the JCPRD Board has traditionally rotated Board members into the next higher position. If the JCPRD Board so chooses to continue this practice, the nominated slate would appear as follows:

Possible Nominated Slate of Board Officers:

Chair ..... Steve Baru  
 Vice Chair ..... Leslee Rivarola  
 Secretary ..... George Schlagel  
 Treasurer ..... Paul Snider  
 Assistant Secretary ..... Jeff Meyers  
 Assistant Treasurer ..... TBD

**ALTERNATIVES:**

**Staff Recommendation**

- Recommend consent approval as recommended by staff .....
- Recommend consent approval as determined/modified by committee .....
- Recommend discussion and action by the full Board at Board Meeting .....
- Recommend denial of request .....
- Table for additional consideration .....

**LEGAL REVIEW: Is legal counsel review required?**       No       Yes *If yes, explain:*

**SUGGESTED RECOMMENDATION/MOTION:**

Subject to final BOCC action to replace JCPRD Board Members Nancy Wallerstein and Mike Pirner effective February 21, 2019, it is the consensus of the committee to recommend Board consent approval of the nominated slate of Board officers as submitted by the ASV Committee for approval and election at the Board Meeting on February 20, 2019.

**SUPPORTING DOCUMENTATION:**

1. None