



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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www.penmetparks.org

STUDY SESSION MINUTES

February 15, 2022, 5:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Call to Order: The meeting was called to order by President Babich at 5:00 pm

Commissioners Present:

Amanda Babich, President
 Steve Nixon, Clerk
 Maryellen (Missy) Hill
 Kurt Grimmer
 Laurel Kingsbury

Staff Present:

Ally Bujacich
 Denis Ryan
 Matthew Kerns
 Sherman Enstrom
 Stacie Snuffin

Presenters:

Jo Lingenfelter/Compensation Connections
 Shannon Drohman/Compensation Connections

ITEM 1 Board Discussion

1a. Policy P30-101: Human Resource Policy

Executive Director Ally Bujacich reported that Policy P30-101: Human Resource Policy was identified as a high priority for review and updating.

Director of Finance and Administration Sherman Enstrom gave a brief background and purpose of the amended HR policy. Enstrom introduced consultants Jo Lingenfelter and Shannon Drohman.

Lingenfelter and Drohman presented the proposed amended HR policy. They recommended creating a separate employee handbook, leadership, recruiting, and benefits and compensation guide to make it more efficient for staff to find the information they need. The major goals of the handbook include organization, using language that is employee-friendly, clear, and concise. The Finance and Administration Committee had previously discussed this approach. The Board, Compensation Connections, and Bujacich had a discussion regarding the HR policy and the policy and procedure review schedule. The Board gave feedback on the recommended changes.

1b. Benefits Analysis Review

Enstrom gave an overview of the purpose and methodology for the PenMet Parks Benefits Survey. Compensation Connections reported that PenMet Parks' benefits are competitive with the exception of a few areas that the District might consider exploring further. Compensation Connections discussed emerging benefits, areas to explore, and the results from the employee benefits survey that was administered to staff. Compensation Connections and the Board had a discussion regarding benefits and the employee survey. Bujacich reported staff will follow up on the identified



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potential benefits, considering what is attractive to current and prospective employees, and bring recommendations to the Finance and Administration Committee.

ITEM 2 **Adjournment:** President Babich adjourned the meeting at 5:54 pm

APPROVED BY THE BOARD ON: 3/1/2022

President

Clerk

Submitted By: Stacie Snuffin

Attest: *My my*