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*Special Meeting Minutes*  
*August 10<sup>th</sup>, 2013*  
*Approved*

CALL TO ORDER: The meeting was called to order at 8:00PM

ROLL CALL:

Chairperson Lodge, Vice-Chairperson Cannon, Trustee Koester and Trustee Klaus were present.

APPROVAL OF AGENDA:

Motion to approve the agenda by Vice-Chairperson Cannon, second by Trustee Barrett.

Motion passed 4-0.

PUBLIC COMMENTS: There were none.

NEW BUSINESS

7a. Chris Skidmore – Youth Sports Coordinator Vacancy

Motion made by Trustee Koester to offer Chris Skidmore the Youth Sports coordinator position with the terms stated in the attached offer letter. Second by Trustee Cannon. Motion Approved 4-0.

Adjourn Meeting.

Motion made by Trustee Koester, Second by Trustee Cannon. Motion Approved 4-0.

August 12<sup>th</sup>, 2013

Mr. Chris Skidmore  
1041 South Cuyler Avenue  
Oak Park, IL 60304

Dear Chris:

We are thrilled to offer you a fulltime position as the Youth Sports Coordinator of the Granville Recreation District (GRD). You will report to the GRD Executive Director, Andrew Wildman. This letter confirms the terms and conditions of our offer:

- A starting date of September 23<sup>rd</sup>, 2013.
- An annualized base salary of \$40,000 on a regular, full-time basis with a performance and pay review in December 2013, and annually thereafter.
- In consideration of your relocation to Granville, we will offer you \$2,000 to offset your expenses. If you choose to resign this position before September 23<sup>rd</sup>, 2014, we would ask you to return this amount.
- We would like for you to again visit Granville the weekend of September 6<sup>th</sup>, 2013. To that end, we will provide lodging and a \$100 travel stipend to visit Granville and become better acquainted with our community and leadership team.
- This letter does not constitute an offer of a contract of guaranteed employment; if you accept this offer, you will be an employee at will.
- Participation in our Benefits Plan which currently consists of the following:
  - Medical and Dental
    - As we discussed, we are committed to providing a competitive benefit plan. In the short term, we will provide reimbursement to your COBRA premiums until we find a mutually agreeable healthcare plan.
  - See Chart Below

Employee pays 10% single, 1/3 of additional coverage

<u>GRD SHARE</u>	<u>EMPLOYEE SHARE</u>	<u>Bi-Weekly Deduction</u>
\$6,053.59	\$688.80	\$26.49
\$11,490.48	\$2,054.40	\$79.01
\$13,263.96	\$2,490.84	\$95.80
\$17,268.96	\$4,146.73	\$134.31



*Board of Trustees*

Justin Lodge, Chairperson    Lisa Cannon, Vice-Chairperson    Kate Barrett    John Klaus    Kraig Koester

*Executive Director*

Andrew Wildman

- Time Off
  - Our Paid Time Off Policy (PTO Policy) will provide you time off using this schedule:
    - 18 days of vacation/personal time through December 31, 2013
    - 23 days of vacation/personal time for the years 2014 – 2017 (PTO Policy 4.55)
    - 28 days of vacation/personal time for 2018 and beyond (PTO Policy 4.55)
  - Retirement.
    - Participation in the Ohio Public Retirement System (OPERS)
- GRD will pay for your continued participation and membership to relevant professional affiliations (OPRA, CPRP, NPRA).
- All employment with the GRD is contingent upon the following:
  - Proof of your identity and employment eligibility
  - Passing a drug screen
  - Passing a background investigation which includes previous employment, driving history, personal references, civil and criminal record
  - Proof of your identity, citizenship and eligibility to work in the United States
- GRD will provide you a laptop that will allow you to work in various remote locations as necessary.
- GRD will provide you with an approved cellular phone and pay the monthly service fee for its use. Additional Fees incurred outside of those required for your job will not be reimbursed.

Chris, I look forward to you joining our organization and believe you will make a valuable contribution to the success of the GRD, while ensuring a rewarding career for yourself.

To indicate your acceptance, you are required to sign a copy of this letter and return it to me at the address below or [andywildman@granvillerec.org](mailto:andywildman@granvillerec.org). Once we receive your acceptance, we will contact you regarding your drug screening and employment processing.

I accept the position of Youth Sports Coordinator for the Granville Recreation District.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

Andrew Wildman  
 Executive Director, Granville Recreation District  
 PO Box 483  
 Granville, Ohio 43023