

Administrative Vice Chair Report

ISI Board of Officers Meeting

Sunday, January 29, 2017

Old Business:

- A. ISI Employee Handbook and Job Descriptions. I have previously distributed the ISI Employee Handbook. At our last board meeting, Frankie said she had questions regarding the Handbook. My responses to her questions are attached as Exhibit A to this Report.

I am proposing the Handbook be adopted as a policy of the ISI Board. The Handbook sets forth many formal employment policies that have not been previously adopted by ISI but are an important employment tool. The Handbook and Job Descriptions that were adopted during our November 2016 meeting set objective standards that can be relied upon to insure that we are held accountable to our employees and they are provided with objective employment expectations.

- B. Floating Holidays. Upon adoption of the Handbook, we as a board need to adopt two floating Holidays for the calendar year 2017. I propose Monday, July 3rd (the 4th of July is on a Tuesday) and Friday, November 24 (the day after Thanksgiving) as the two floating holidays for 2017.

- C. Championship Meet Sanctions. Three of the four winter ISI Championship Meets have been sanctioned at the writing of this report. The fourth is close to being sanctioned.

I have already started to receive announcements for the 2017 summer meets.

I need to write the meet announcements for the 2018 Championship Meets.

- D. Board of Directors Handbook. I am currently drafting a Board of Director's Handbook. This Handbook will provide information for new board members such as an overview of a director's duties and responsibilities on the board, procedures for expense reimbursement, and governance policies that apply to directors. The handbook will also serve as an orientation manual for new directors and a resource for help in performing each board position.

I attach a survey that I am asking all Directors to complete. This survey will help me specifically develop a manual for each board position. I will be sending this survey out to each board member individually and following up with each board member until I receive a completed survey. It is my hope to get the completed surveys by the April HOD meeting.

New Business:

- A. Service Sharing Task Force. I am putting together a task force to assess whether we can “service share” with another LSC. Specifically, I’d like this task force to assess the cost savings or revenue generation opportunities if we worked with another small contiguous LSC in performing registration and managing our times data base.

I believe this assessment needs to be done before we hire a second employee.

USA Swimming is recommending Service Sharing among LSC in an effort to reduce LSC costs and employment liabilities.

So far, my task group consists of Jason Horras (ACAC), Don Spelman (ICE), Marie Koenigsfeld, and myself. As of the writing of this report, I am looking for an athlete representative.

My hope is to have a report to the board by June 30, 2017.

Depending on the outcome of the assessment, I hope this task force will act a hiring committee for a second employee if necessary.

Meet Bid Meeting – Currently scheduled for April 8, 2017. The meeting will begin at 9 am . I will be securing a meeting location in Des Moines for the meeting.

Task List

My task list still consists of:

1. External Audit. Investigating the cost and procedure for conducting an external audit of our financial statements and accounting procedures.
2. Governance Committee. Investigating the use of a governance committee for our LSC. The governance committee works with the board to make sure items are getting done on a timely basis and committees are doing their respective jobs.

Exhibit A - Questions regarding Proposed ISI Employee Handbook:

- 1. From the Admin VC report 9/16: Floating holidays ~ will these be updated every year? By who? When will the dates be announced?**

Page 6 of the Handbook reads: "In addition to the federally observed holidays, *the Board of Directors will set two floating holidays every calendar year* and you are not expected to maintain your working schedule on the two additional holidays." (emphasis added)

To the end of this paragraph, I will add "The Board will set the floating holidays no later than January 1st of the year in which the floating days apply."

- 2. P.3 is the communication & logistics coordinator exempt or non-exempt? (Do we want to say so either way on this page?)**

We addressed this question during the December Board Meeting. I refer you to the detailed Job Descriptions that were adopted by the Board. Specifically, please see Item no. A.4 in each ISI Employee Job Description.

- 3. P. 5 at the time of termination do we not need to provide a last paycheck? What is the state law?**

Iowa Law (Iowa code Section 91A.4 and 91A.5.2(d)) requires the payment of the last pay check within a week of the last day of employment but the employer can deduct the cost of property lost or stolen by the terminated employee.

- 4. P. 5 10 days for vacation ~ is this for both positions?**

Yes.

- 5. P.6 Federal holidays ~ Are we not including Jan-MLKjr, Feb-Presidents, Oct-Columbus and Nov-Veterans Day?**

Correct. We are not obligated to provide them with these days off. I will remove the word "federal". Our employees are receiving 18 business days of paid vacation ~ 10 vacation days, six recognized holidays and two float days.

- 6. P.7 AO & Meet director. After reading through this, it brings up the fact that Marie, an ISI employee, is also the meet director for Riptide-Rams meets. Moving forward, she should not be. She is slated to be the meet director for the Regional meet. If she agrees to the handbook before the meet, will she be grandfathered in? She will need time to train and pass duties on to another club volunteer. OR**

Can Marie help in Riptide meets in any fashion other than stroke/turn judge and timer? May she be the meet entry chair? Run the computer at the timing table? Be the AO for the meet?

First, there is no “agreeing to the handbook” by employees. It is a policy that is adopted by the Board and the Board and employees follow the handbook.

Marie and Elaine were presented with the Handbook in October and then again in November. Marie has commented on the handbook and I addressed her comment in my Admin Vice Report for the December general board meeting. This is from my December Admin. Vice Chair Report:

“The comment about the Handbook was a concern on prohibition on volunteering as an Admin. Official or Referee. My response was that volunteering as an Admin. Official or Referee could cause ISI to be liable for overtime because the work of the ISI employee is similar to that of the Admin. Official or Referee and we need an objective rule that will not cause ISI to be liable for overtime to the employee when the employee volunteers as an official. The rule does not prevent the employee from volunteering in other capacities such as starter, stroke and turn, and entries chair, etc. I am also concerned of conflicts of interest between the employee, ISI and the club if the club violates any rule or policy.”

Meet Directors have a lot of responsibilities at a meet. More than an Admin. Official or Referee. My objection to an ISI employee serving as meet director is possible conflict of duties. For example, there would be a conflict of interest if the Meet Director was an ISI employee did not timely turn in post meet reports or submit final results. As an Admin. Official or Referee, it is too easy for errors in the met to be glossed over rather than follow correct protocols in correcting errors.

Specifically, with Marie, we have discussed these items and I do not like Marie serving as referee, Admin. Official or Meet Director. There are plenty of other tasks she can take on during a swim meet.

7. P.8 Communication – 24 hours – do we really mean 24 hours or one business day?

I mean 24 hours from receipt of the communication.

8. P.11 “assign duties” How about adding “as asked by supervisor or a board member”?

How about – “Refusal to perform duties described in your written Job Description or assigned to you from time to time by the Admin. Vice Chair or Board of Directors.”

Iowa Swimming, Inc. Board of Director Job Survey

Name: _____ **Date Completed:** _____

Position: _____

General Description of Duties: _____

Major Tasks Responsible for During Program Year

September:

Deadline: _____ **Description:** _____

Deadline: _____ **Description:** _____

Deadline: _____ **Description:** _____

October:

Deadline: _____ **Description:** _____

Deadline: _____ **Description:** _____

Deadline: _____ **Description:** _____

November:

Deadline: _____ **Description:** _____

Deadline: _____ **Description:** _____

Deadline: _____ **Description:** _____

December:

Deadline: _____ **Description:** _____

Deadline: _____ **Description:** _____

Deadline: _____ Description: _____

January:

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Deadline: _____ Description: _____

February:

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Deadline: _____ Description: _____

March:

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Deadline: _____ Description: _____

April:

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Deadline: _____ Description: _____

May:

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Deadline: _____ Description: _____

June:

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Deadline: _____ Description: _____

July:

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Deadline: _____ Description: _____

August:

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Deadline: _____ Description: _____

Valuable resources to assist with your position:

Important information needed for this position:
