

SSPRPA FACILITY COMMITTEE - MEETING MINUTES

HELD: Via Zoom

Wednesday, September 28, 2022 - 3:00pm

Cate Coyle called the meeting to order at 3:00pm

Present: Cate Coyle, Rachel Bauer, Joe Smith, Kristine Wahlgren, Anthony Morelli, Dom Adjoumani, Laurie Murray, Oralethea Davenport, Sean Caddigan, Whitney DeBoer, Michael Sinkewich

INTRODUCTION OF ATTENDEES

- All members have their names on their screens.

APPROVAL OF MINUTES:

ANNOUNCEMENTS:

TOPIC: Staff: recruiting, training and retaining new part time and fulltime staff

STAFF RECRUITING:

- IPRA, Indeed
- Palos put out a mini application
- HF - online application using Applitrack Software- create an account, people can apply for any jobs listed in Applitrack
- Oak Lawn - uses Bamboo
- Use staff from other areas to fill in holes/open shifts

SIGNING BONUS:

- Tinley did a signing bonus - \$100 to seasonal staff who referred staff and then they both had to work a specified number of shifts in order to get the \$100 bonus

ONBOARDING:

- Oak Lawn has shared doc with info that reuse when training new staff
- HR has a power point that is reviewed with new staff
- Loom video - Rec Trac Training
- Tinley new desk staff shadow current staff
- HF has Mentor Program - pairs long standing employee with a new hire
- Lemont has Pay Com Software
- Lemont has 1 specific staff that trains all new staff and current staff on Rec Trac
- Lemont - agreement when hired, have to work 2 shifts a week, have to commit to working 2 days a week

SHARED GOOGLE DOC:

Cate has created a Google Doc with commonly asked questions and info. Everyone is encouraged to go on and fill in their agency's info

NRPA RECAP

- FT Burnout/Mental Health
- Trends in field
- Links to NRPA session information will be shared

Next MEETING DATE & LOCATION: October 26, 2022, 3:00pm via Zoom

TOPIC: Fitness Facilities: Attracting new members, retaining existing members, specials, sales.

ADJOURNMENT: Meeting was adjourned at 3:35pm on Wednesday, September 28, 2022.