Executive Staff Meeting, Agenda Items for 5/18/16

Meeting Details

Facilitator:	**Keith Hobbs**
Reminders:	
Last Meeting's Action Items/ Issues/Decisions	

Attendees

~~Anna Canning~~ - OUT	Evelyn Mason	Keith Hobbs
Dave Claycomb	Garth Taylor	Scott Williams
David Langhorst	Jennifer Okerlund	Steve Martin
~~David White~~ Meeting at Dworshak	Jim Thomas	Tammy Kolsky
Debbie Hoopes	Minutes:	Betty Mills

Director Action Items or Updates

Agenda Item	Director update: ❖ The Director requested for each Executive Staff member to provide a report during these meeting on what they learned when they travel for conferences or meetings. ❖ Board meeting next week.	☐Yes

Program Manager Agenda Item

Name:	Steve Martin
Agenda Item:	LSO Audit Results
Description:	FY12-FY14 Management Review Report
Purpose:	☐Information Only ☐Decision ☒Discussion
Timeframe Needed:	10 Minutes
Board Meeting Item?	☐Yes
Summary Document included	☐Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: Yes
Topic Summary:	The final FY12-FY14 LSO Management Review has been approved by JFAC and released to LSO's public facing website. Discussion of results and findings. Steve requested for P-Card and travel vouchers to be processed in a timely manner.

Program Manager Agenda Item

Name:	Jim Thomas
Agenda Item:	Project Updates
Description:	
Purpose:	☐Information Only ☐Decision ☐Discussion
Timeframe Needed:	5 Minutes
Board Meeting Item?	☐Yes
Summary Document included	☐Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: Yes
Topic Summary:	Docks are being delivered next week to Walcott. Greenbelt Restroom – Water will be tested regularly and hopefully become drinkable soon.

Program Manager Agenda Item

Name:	Dave Claycomb
Agenda Item:	Trail Ranger Training
Description:	
Purpose:	☐Information Only ☐Decision ☐Discussion
Timeframe Needed:	5 Minutes
Board Meeting Item?	☐Yes
Summary Document included	☐Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: Yes
Topic Summary:	Trail Ranger training begins today. Dave invited staff to go out and see what is going on. Dave has a meeting on Monday with Fish and Game.

Program Manager Agenda Item

Name:	Tammy Kolsky
Agenda Item:	New Front Office Position
Description:	
Purpose:	☐Information Only ☐Decision ☐Discussion
Timeframe Needed:	5 Minutes
Board Meeting Item?	☐Yes
Summary Document included	☐Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: Yes
Topic Summary:	Chrystal Allen has been hired FT.

Program Manager Agenda Item

Name:	Evelyn Mason
Agenda Item:	Park Visits
Description:	

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Summary Document included	☐Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: Yes
Topic Summary:	Evelyn reported that she visited 7 parks up North. Great staff, very committed to their jobs. Great knowledge in Interpretive work in parks.

Other Meeting Notes: