MINUTES

Perry County Park District Board - Regular Meeting
August 10, 2026, 1:00 pm
Perry County District Library - Somerset, Ohio
117 W. Main St, Somerset, OH 43783

I. Call to Order
Mr. Moore called the meeting to order at 1:02pm.

II. Roll Call
Present: Mr. Moore; Ms. Oberhauser; Mr. Sharp; Ms. McAdams;
Absent: Ms. Muetzel;
Staff: Ms. Bennett, PCPD Naturalist
Guests: None

III. Approve August Agenda Items / Request for additional or revised agenda items
Mr. Sharp asked that a Grant Updates section be added as Item E under IX: Reports and Updates.
Ms. McAdams moved, Mr. Sharp seconded, to approve the August 10, 2026, meeting agenda as amended, adding a Grant Updates section as Item E under IX: Reports and Updates.
Motion carried.

IV. Approval of Minutes
A. June 3, 2026, Regular Meeting
Mr. Sharp moved, Ms. Oberhauser seconded, to approve the June 3, 2026, regular meeting minutes as presented.
Motion carried.

B. July 13, 2026, Regular Meeting
Mr. Sharp moved, Ms. Oberhauser seconded, to approve the July 13, 2026, regular meeting minutes as presented.
Motion carried.

V. Financial Status of Park District and Approval of July Revenue and Expense Reports
Ms. McAdams presented the July 2026 financial reports to the Board.

Mr. Sharp moved, Ms. Oberhauser seconded, to approve the July 2026 financial reports as presented.
Motion carried

The Board discussed the current mileage reimbursement rate following recent updates aligned with IRS guidelines. The rate structure is being reviewed with county administration to determine if mid-year adjustments are applicable under current policies. Ms. McAdams will follow up on her initial inquiry with county administration. Further action by the board is tabled pending clarification to be presented at the September meeting.

The Board discussed the upcoming 2027 budget process, noting that the annual budget meeting with the county commissioners is expected to occur in October.

The Board discussed the Local Government Fund, ORC 1545 Park District eligibility, and researching the application process with the county. Ms. McAdams will contact the county auditor's office to learn more about the LGF and application process.

VI. Comments from the public/guests and board members

Mr. Moore discussed the upcoming Appalachian United Outdoors virtual meetings and encouraged the other Board members to attend if possible, to learn more about a regional initiative to boost outdoor recreation and local economies - The Appalachian United Outdoors program. Participants who complete the workshop series will receive priority access to their Research and Project Support program. The Park District will ultimately need a partner to team up with, such as county or non-profit organization.

VII. Old Business

A. None

VIII. New Business

A. None

IX. Reports/Updates

A. HB 96/ORC 9.64 Political Subdivision Cybersecurity Compliance Policy Update

Ms. Muetzel has been working on a revised document which is almost complete, adding several items/revisions that have been determined to be necessary (ie, ransomware response, terminology modifications, etc). The revised document is expected to be presented at the September meeting for board approval.
Multi-factor authentication is ready to be activated on Google Workspace.

B. State Audit Results (occurred July 21 & 22, for years 2024 & 2025) (McAdams)
Ms. McAdams provided the Board with a copy of the final state audit report and reviewed the two noted compliance observations.

1. Records Retention Schedule
    a) The District did not have a formally approved records retention schedule during the audit period. Although the District management indicated they intended to follow Perry County's records retention schedule, the District and Board of County Commissioners had not formally approved this arrangement.
        (1) The District and the Board of County Commissioners should formally approve using the County's Records Retention Schedule or create and approve their own Records Retention schedule.
2. Public Records Policy
    a) The District has no formal written public records policy that would demonstrate compliance with the Ohio Revised Code. Although the District management indicated they intended to follow Perry County's public records policy, the District and Board of County Commissioners had not formally approved this arrangement. This could result in records requests not being fulfilled in accordance with Ohio law.
        (1) The District should establish a public records policy. The policy should be distributed to the records custodian/manager and the District should have a written acknowledgement of receipt from the records custodian/manager. In addition, a poster describing the public records policy should be conspicuously displayed in all of the District's branch offices and the public records policy should be included in policy manuals or handbooks if any exist.

Ms. McAdams advised that she has been in contact with the County Commissioners Office and the Recorder's Office regarding obtaining copies of the county's Records Retention Schedule and Public Records Policy. Once these are provided by the county, the PCPD board will review for adoption. The Board will determine if there are any records that PCPD maintains that are not covered in the county's retention schedule. If so, these will be documented and submitted to the Records Commission for addition to the Records Retention Schedule as additional retention schedules for PCPD.

C. FAO Acorn Fund - potential fundraiser for 'seed money' (Sharp)
Mr. Sharp reminded the Board of the process and amount needed to open an Acorn-type fund with the Foundation of Appalachian (FAO). He also advised of a fundraiser idea which he wishes to implement later this year, to hopefully provide the initial amount required to open an FAO fund.

D. Strategic Plan and Personnel Manual Review Projects (postponed to a future agenda)
These projects are postponed to a future agenda/meeting. The Board confirmed that completing the Bylaws Revision Project is the priority before the Strategic Plan and Personnel Manual review projects will be revisited.

E. Grant Updates
Ms. Bennett provided a summary of current grant applications. Recent and upcoming applications include:

1. NEEF
Veteran-focused. Nighttime activity supplies.
2. Perry County Community Fund
Taxidermy a hawk and purchase care supplies for educational animals
3. Ohio Ornithology Society
Bird skull replicas.

X. Programming Report

A. Programs

1. Recent
*July 15 Tyke Hike - Glenford Fort
*July 29 - Holy Trinity/St Joseph VBS - live animal education program
*Fairbooth setup and programs at fair during week of July 20 - PC Fair
*Aug 4 Critter Care
*Aug 5 Back to School Bash
*Aug 8 Less Talkin' More Walkin' hike - Whispering Flint Hollow
*Aug 9 Kayak Adventures - Clouse Lake
*Aug 19 Tyke Hike - Glenford Fort

2. Upcoming
*Aug 13 WHIZ Interview
*Aug 19 Tyke Hike
*Aug 25 Coffee with the Commissioners
*Sept 10 WHIZ Interview
*Sept 14 PCPD Board Meeting
*Oct 28 Veterans Extravaganza

B. Other Updates

1. Marketing

Ms. Bennett and Ms. McAdams will work on getting our newest volunteer set up to assist with marketing by entering nature education and event posts on our Facebook page. The Board discussed creating an agreement of expectations.

2. Program Revenue Report

Ms. Bennett went over the Program Revenue report, pointing out entries that will need invoices sent out, and invoices not yet paid.

3. County Fair Report

Ms. Bennett advised that the programs she presented went well and that although our booth was not manned daily, it provided several educational opportunities for the public throughout the week.

4. Other

a) Roseville "Star Spangled Banner" event, Saturday, Sept 26th
Ms. McAdams advised that PCPD had received in invitation from Roseville (Shirley Allen) to participate with a table at their "Star Spangled Banner" event in Roseville on Saturday, September 26th. Ms. Bennett advised that she would contact Roseville and make arrangements for PCPD participation.

b) At Mr. Sharp's request, Ms. Bennett will share with Board members, the program participation document from the 2025 budget meeting,

c) The Board and Ms. Bennett agreed on a goal of providing 10 school programs this fall. Ms. Bennett will send out a flyer to the schools with program information.

XI. Special Project: Bylaws Revision Work Session

The Board established a process to systematically review and revise the bylaws, allocating dedicated time near the conclusion of future meetings for this effort.

In a series of upcoming meetings, the Board will conduct a side-by-side comparison of the current bylaws and a reference document to determine necessary revisions.

Each board member was encouraged to review these documents and come to the next meeting with recommendations on:

*What to remove

*What to keep as is

*What to modify
*What to add

XII. Adjournment

Ms. McAdams moved, Mr. Sharp seconded, to adjourn the meeting.
Motion carried.
Meeting adjourned at 3:37 pm

Next Regular Meeting - Monday, September 14, 2026, 1:00 pm
Location: Perry County District Library - Somerset
117 W. Main St, Somerset, OH 43783