

Z.A.

CrossRoads 2008

EMPLOYEE PICNIC AND RODEO

"Always Drink Upstream of the Herd"



*Full Time and Part Time Employees
Join us for a fun filled day with Food, Games, Prizes and Rodeo Events!!*



Wednesday, August 6, 2008

11:30 a.m. — 3:30 p.m.

Brookside Reservation

Brookside Valley Event Site (John Nagy Blvd)

BBQ Style Lunch from 11:30 a.m.—1:00 p.m.

Employee Service Awards Presentation at 12:00 Noon

Games, rodeo events, square dancing 12:30 p.m.—3:00 p.m.

Ticket drawing for prizes at 3:00 p.m.



SUPPORT YOUR FAVORITE CHARITY

Tickets for bird pictures: \$1

Tickets for pie in face: \$1

See your favorite manager get a pie in the face: **PRICELESS**

Bring your cash to purchase tickets for this fun event !!

TEAR HERE AND RETURN THE BOTTOM PORTION OF THIS FORM

Send this reservation form to Julie Dollard, Park Operations Administration—Rocky River

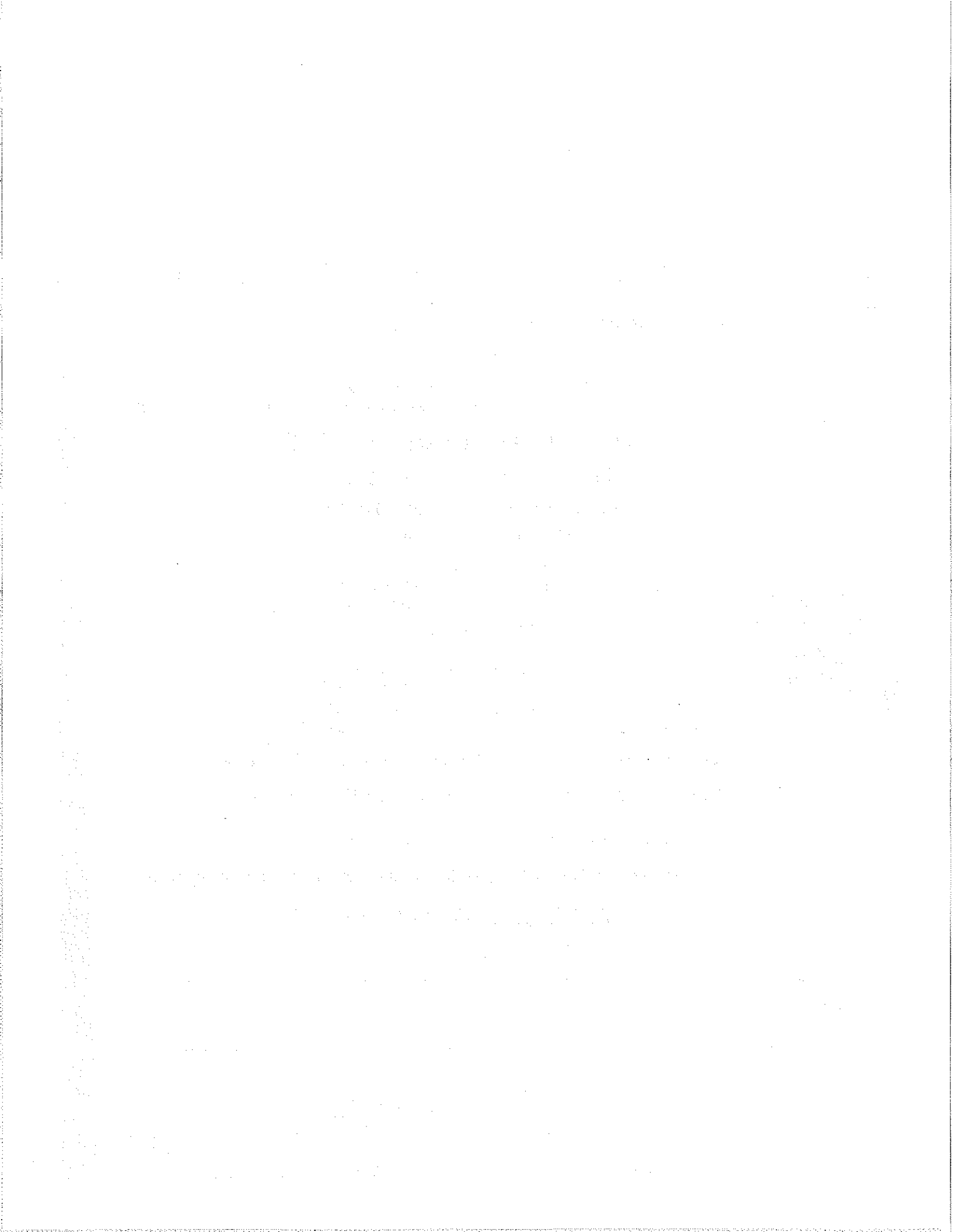
NO LATER THAN JULY 18, 2008

Name _____

Department _____

Work Phone _____





Exceptional Performance



**Cleveland
Metroparks**

The quality of Cleveland Metroparks facilities, programs and services are directly related to the exceptional performance of staff.

Exceptional Performance Recognition acknowledges the performance of employees whose work is exceptional. It recognizes employees who have gone beyond the "really good job/exceeds expectations" level of performance.

Sequence for Selection & Recognition

- Executive Director announces one or perhaps two times annually, that the Park District intends to receive nominations for Exceptional Performance.
- Department Directors communicate to Division managers and supervisors, requesting input for recommendation(s).
- Human Resources communicates to full-time and part-time employees, via posting, the intent to recognize exceptional performance.
- Employees may nominate a fellow employee. Employees are encouraged to give input and recommendations to their supervisor/manager or department director.
- Department director prepares and submits nomination(s) to the Executive Director.
- Department directors "present" and discuss their respective nominations. Department Directors, by group consensus, make final recommendations to the Executive Director. Executive Director makes final selection and determination of financial recognition.
- Executive Director presents recipients to the Board of Park Commissioners for acknowledgement. Recipients receive compensation (up to \$1,500 per person) as "lump sum" cash.

For more information, contact
Department of Human Resources
(216) 635-3256



**Cleveland
Metroparks**

Exceptional Performance Recognition

Diversity

Cleveland Metroparks

Strengthening Human & Natural Resources



Z.B.

Exceptional Performance Recognition

Cleveland Metroparks has established the following guidelines to facilitate an employee's nomination for **Exceptional Performance Recognition**:

- The employee has demonstrated exceptional performance over the previous 12 months. Generally, there is a pattern of exceptional performance over several previous years.
- An employee's most recent annual performance designation must have been "Really Good Job/Exceeds Expectations." A "Good Job/Meets expectations" employee could be eligible if there were unique circumstances, i.e., special project accomplishment.
- Peers of the nominated employee recognize the employee's work as exceptional.
- Exceptional Performance is expressed in these areas:

LEADERSHIP
 COMMUNICATIONS
 TEAMWORK
 WORK PRODUCT
 CUSTOMER SERVICE

LEADERSHIP

An employee who makes quality decisions that are aligned with the Park District's mission, goals and values. They use integrity in decisions, communications, and relationships. They place the Park District's best interests before their own; think holistically; and have vision for the future that is communicated to others. Fosters plans and develops program initiatives that are coordinated and implemented through others. This employee is a mentor to others.

COMMUNICATIONS

An employee who uses excellent communication skills supporting the Park District's mission, goals and services. They exchange information, use tact, influence ideas, and make themselves understood by others. They identify communication gaps and open lines of communication, and proactively provide or pursue information. Their skills include speaking, listening, writing, choosing the appropriate style and forum for a message; delivering information clearly and concisely; giving and receiving feedback, and facilitating.

TEAMWORK

An employee who uses clear communication, takes responsibility and accepts accountability. They identify and respond to critical situations, set appropriate priorities, peers have confidence in their decisions and they resolve conflicts in a mature manner. They also understand, accept and foster achievement of Park District goals.

WORK PRODUCT

An employee who produces high-level work that exceeds the desired results. They are accurate, thorough, and complete with attention to details. They demonstrate good judgment and work in an efficient, timely manner. They solve problems with positive solutions and effectively use problem-solving skills. They regularly receive positive compliments/feedback.

CUSTOMER SERVICE

An employee who listens, takes issues seriously, and responds in a timely manner. They keep concerned parties informed, conduct follow-up, and seek resourceful solutions. They offer experiences that are professional and respectful, which meet or exceed patron and/or staff expectations. They ensure safe and enjoyable experiences, and promote good stewardship of Park District funds.

2008 EXCEPTIONAL PERFORMANCE RECOGNITION

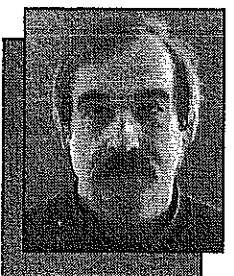


DONNA STUDNIARZ
Real Estate &
Grants Manager

Department: Planning, Design and Natural Resources
Date of Initial Park District Employment: May 8, 1995
Previous Park District Positions: Real Estate Specialist (part-time), Real Estate and Contracts Manager
Educational Background: MBA, John Carroll University; B.S., geography/earth science, Baldwin-Wallace College

Primary Work Duties/Responsibilities: Develops, researches, prepares, and maintains documents and reports for the acquisition, development, and use of lands district-wide. Analyzes land acquisition initiatives for review of the executive director, director of planning, design & natural resources, and/or chief of park planning. Responsible for the management of the overall grant application and administration process within PDNR, including preparation and tracking of those grants most directly related to the real estate position.

Donna oversees real estate management, including researching and gathering information and data, land protections as related to Cleveland Metroparks long-term master plan; grant writing and reporting, and maintains a real estate data base which is coordinated with the Park District's Geographic Information System. She is attentive to the needs of potential property donors and sellers. Donna puts forth exceptional effort in ensuring research and land acquisition is accomplished. Her natural ability to develop, maintain and enhance excellent working relationships with diverse groups of people, as well as her peers, staff and other departments is outstanding. In the last 18 months, Donna has administered acquisition grants which total over \$4 million dollars. Donna has developed strong relationships with local conservation organizations, and serves as a board member on several conservation groups. - Dick Kerber, Director of Planning, Design and Natural Resources



RICK TYLER
Senior Natural
Resources Area
Manager

Department: Planning, Design and Natural Resources
Date of Initial Park District Employment: June 10, 1974
Previous Park District Positions: Laborer-engineering and planning, Forestry Technician, Natural Resource Specialist, Assistant Planner, Acting Chief of Natural resources, Natural Resources Area Manager
Educational Background: B.A., Ohio State University

Primary Work Duties/Responsibilities: Develops, continuously updates, implements, administers and evaluates a comprehensive Natural Resource management plan and program for assigned reservations, integrating each plan with the long-range Master Planning process. Implements natural resource programs and develops inter-departmental understanding and cooperation. Assists the chief of natural resources in coordinating the implementation of selected policies and programs with other natural resource area managers and other departments.

Rick has consistently demonstrated the desire to continually improve and look for additional opportunities. He educated himself on Global Positioning Systems, saw the value of GPS to the Park District's data management, took the lead and encouraged staff to use the GPS for other applications. The same applies to his support and use of Global Information Systems. Rick provided leadership during the gypsy moth invasion by researching, collaborating, and identifying a suitable control method that effected a reduction of the negative impact on the Park District forests. Rick took the lead in acquiring training and certification for the controlled use of fire on Park District lands. He is a member of the American Phytopathological Association, which provides information on all new disease outbreaks that could affect the Park District. Rick is an excellent instructor and has advised several graduate students on many topics. What sets Rick apart is his total and unselfish commitment to mission of Cleveland Metroparks; a commitment that has grown stronger with each year. - Dick Kerber, Director of Planning, Design and Natural Resources



KEVIN VINICKY
Senior Park Manager -
Mill Stream Run

Department: Park Operations
Date of Initial Park District Employment: January 5, 1978
Previous Park District Positions: Laborer, Senior Handyperson, Assistant Park Manager, Park Manager
Educational Background: Associate of Science, Natural Resource Management, Muskingum Technical College

Primary Work Duties/Responsibilities: Plans, develops, directs, manages, coordinates, implements, administers and evaluates comprehensive natural resource-based services for large-scope park reservation. Plans, staffs, trains, and monitors for optimum efficiency and cost effectiveness, the operations of reservations with broad-based facility inventories such as nature centers, wildlife areas, stables, swim facilities, museums, recreation areas, and extensive land and trail systems. Enhances services to provide engaging visitor areas. Facilitates collaboration among community organizations, supports agencies and stewardship partners.

Kevin is dependable, shows leadership, and is adaptable to changes that occur within Park Operations. As a senior park manager, Kevin is looked to by his peers and other department staff as a leader. He manages a larger-scope reservation that requires him to support smaller acreage reservations with labor, equipment, and budget. He also has greater accountability in terms of administering a capital budget and acting at various times as a project manager. He has been a valuable member of the Strongsville complex team - the capital project team, the move into the temporary location, and preparing for the many transitions that are occurring during the construction of the new complex. Kevin plays a key role in coordinating the activities of the complex of divisions in which he is located, i.e., Rangers, Big Creek, Mill Stream Run and Site Construction. He also communicates effectively to all levels of administration in neighboring communities (mayor, service director, safety services, etc.) Every year, Kevin works cooperatively with the City of Strongsville's Breakfast on the Bridge. - Bill Binggeli, Acting Director of Park Operations.



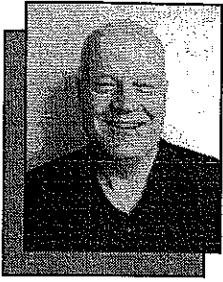
MIKE WEGAS
Fleet Manager -
Park Operations

Department: Park Operations
Date of Initial Park District Employment: March 23, 1998
Previous Park District Positions: None
Educational Background: Midpark High School

Primary Work Duties/Responsibilities: Plans, organizes and directs all aspects of the Fleet Management program. Conducts utilization assessments and evaluates the condition of the fleet on an ongoing basis. Assures current technological methodologies and "best practices" are used in maintaining the fleet of vehicles and equipment. Ensures safe, reliable, economical, environmentally-sound transportation and related services that are responsive to Park District needs and mission while conserving vehicle value and equipment investment. Plans, coordinates, and maintains fiscal control of the Park District's annual auction.

Mike provides exceptional customer service in managing an effective and cost-efficient fleet program. He has brought "vision" to his position by staying alert to current trends and bringing additions to the fleet program such as the use of alternative fuels in equipment, purchasing of hybrid vehicles, and other innovative, environmentally-conscious practices that have since become viable components of the Park District fleet program. Mike does an exceptional job of balancing available capital money with Park District fleet needs, and has successfully developed an effective and cost-efficient fleet program. He possesses a wide breadth of knowledge in technical fields related to fleet, fuel, and inventory tracking. Mike assumed responsibility for overall management and fiscal control of the annual auction process during 2007. In addition to the physical one-day auction, he initiated a very successful on-line auction procedure to dispose of larger specialized types of equipment. He plays a vital role in the Petrovend fuel program, and takes a proactive approach to second-level supervision of mechanic personnel, as well as providing training in CDL licensing, school bus driving and mechanics' certifications. - Bill Binggeli, Acting Director of Park Operations

2008 EXCEPTIONAL PERFORMANCE RECOGNITION



BILL MARQUARD
Messenger
(part-time)

Department: Marketing and Golf Clubhouse Services
Date of Initial Park District Employment: June 5, 1967
Previous Park District Positions: Technician, Senior Technician
Educational Background: Associate of Arts, Cuyahoga Community College

Primary Work Duties/Responsibilities: Provides effective support to Cleveland Metroparks operations by delivering and picking up mail and packages in a safe and timely fashion.

"Bill Marquard assumed the leadership and training role for the messenger operation. Two new messengers were hired in late 2006 and during the transition, Bill stepped up to make sure the messenger services didn't miss a beat. Since beginning his second career with Cleveland Metroparks in 2002, Bill has proven himself as a dependable and valuable member of the messenger and visitor services team. He makes sure everyone knows how and what needs to get done. His consistent, long-term positive results attest to his leadership skills. Bill readily accepts requests for assistance and/or special deliveries throughout the Park District, especially from the Administrative Offices. He volunteers to cover his fellow messengers whenever needed, and is always "on call" for late substitutions or emergencies. He is outgoing and friendly with a commitment to get the job done. He stands ready to assist others which makes him easy to approach for special requests or assistance. "No problem" is his reply to any request, even if it is beyond his normal duties. Bill holds himself responsible to assist other staff in accomplishing their goals. He is a people person, one that truly serves others." - Jane Christyson, Director of Marketing and Golf Clubhouse Services



RICHARD MILLER
Records Administrator
& Court Liaison

Department: Ranger Department
Date of Initial Park District Employment: February 5, 1973
Previous Park District Positions: Ranger, Senior Ranger, Sergeant, Dispatcher, Records Administrator
Educational Background: High School

Primary Work Duties/Responsibilities: Under the general supervision of the administrative lieutenant, provides clerical work involving varied work methods and procedures in the records sections of the ranger department. Responsible for maintenance of all records, criminal case files, and department documents.

"Rich Miller always sets a high standard for accuracy and organization within the Ranger records function. Thanks to his diligence, he has played a pivotal role in creating and maintaining the records retention policy for the department. He developed and maintains a strong working relationship with each court jurisdiction for which Cleveland Metroparks conducts business. Since Rich assumed the records and court liaison position, the Ranger Department has become a model of organization and integrity. He is skilled at gathering and analyzing information from multiple sources. He resolves problems by analyzing available options and developing several alternative solutions. Rich demonstrates a high level of communication as he easily understands what each inquirer, such as a court, prosecutor, insurance company, public or administrative staff member requires and provides this in a timely manner. Rich calmly and efficiently satisfies all parties in resolving actual or potential conflicts. His work ethic is not compromised; he works in a diligent and professional manner. Rich regularly seeks additional responsibilities beyond his required scope. He volunteers to help others throughout the department, although his responsibilities are always his first priority. Rich is consistently on time and holds a genuine concern for the safety of all Park District employees and visitors." - Greg Loftus, Ranger Chief



THERESA MOORE
Admissions Manager
- Guest Services

Department: Cleveland Metroparks Zoo
Date of Initial Park District Employment: August 8, 1988
Previous Park District Positions: Laborer, Parking Attendant, Cashier, Lead Cashier, Cashier Supervisor, Revenue Administrative Assistant, Box Office Administrator

Educational Background: Pursuing bachelor's degree in business management, Baldwin-Wallace College

Primary Work Duties/Responsibilities: Administers and supervises Zoo ticketing and admissions to ensure that all daily revenue control functions and box office operations are in compliance with applicable laws and procedures as defined by the Zoo Director and the Office of the Treasurer.

"Theresa's dedication and commitment to the organization is continually noticed by Zoo management and her peers because of her leadership and job knowledge. Theresa exceeds the job requirements by displaying proper judgment, handling complex matters quickly and effectively and planning and organizing her division. She is a perfectionist and is dedicated to analyzing all areas of her section in an attempt to improve Zoo Admissions area and the Zoo. In 2006, Theresa received a 100% perfect audit for the entire year and was recognized by the Treasurer's office for this outstanding achievement. Theresa has also played a major role in building and improving team relationships and communication within the Guest Services Division and the Zoo. She provides the proper training and feedback to the Admissions staff on a regular basis. Theresa assists Zoo Guest Services and Zoo staff in the planning of new exhibits and provides excellent feedback when investigating any new programs or policies for the Zoo. She takes great pride in her position and sets high expectations of her staff in terms of accuracy and identifying specific strengths and weakness of each. She handles all customer service issues professionally and with respect to the guest at all times." - Steve Taylor, Zoo Director



ALAN SIRONEN
Curator of
Mammals

Department: Cleveland Metroparks Zoo
Date of Initial Park District Employment: October 28, 1975
Previous Park District Positions: Animal Keeper, Head Zoo Keeper, Assistant Zoo Curator
Educational Background: MBA, International Business; Baldwin-Wallace College; B.S., Biology, Capital University

Primary Work Duties/Responsibilities: Scientifically manages the animal collection consistent within the mission and goals of the Zoo. Develops and implements conservation and science programs, both within the zoo and in the wild.

Alan's contributions are found in the Zoo's success. Within the last 12 months, he has been an active participant in nearly every major initiative in the Zoological Program division. He clearly demonstrated his vast technical knowledge of mammal husbandry and collection management and is a valued treasure trove of Zoo history. His willingness to share his experiences and insight is significant to the animal management team's decision-making process. Alan is exceptionally valuable in the planning and design of the numerous animal facilities, including the Sarah Allison Steffee Center for Zoological Medicine and the giraffelhippo barn expansion, as well as the African Elephant Crossing exhibit. He scrutinizes every detail of the project's blueprints and communicates his concerns thoughtfully with the appropriate parties involved. He has identified design errors or misunderstandings with the architects within the blueprints that may have otherwise been missed and therefore saved significant time and resources. Alan actively coordinates complex transactions with other zoos and animal shippers. These transactions require the involvement of many individuals within the Zoo. The culmination of these transactions is the exhibition of new species to the collection and the addition of critically needed genetic material for ex-situ conservation programs." - Steve Taylor, Zoo Director

2008 EXCEPTIONAL PERFORMANCE RECOGNITION



JOHN FLANDER
Golf Professional/
Clubhouse Manager -
Sleepy Hollow

Department: Marketing & Golf Clubhouse Services
Date of Initial Park District Employment: February 23, 1992
Previous Park District Positions: None
Educational Background: B.S., Terrestrial Ecology,
University of Pittsburgh

Primary Work Duties/Responsibilities: Plans, directs, coordinates, implements, and evaluates a comprehensive golf and clubhouse program for Sleepy Hollow. Responsible for planning, staffing, training, and monitoring of services and facilities for optimum efficiency cost effectiveness, cleanliness and safety to maximize the services and experiences provided to the golf patron.

"Day to day, John wears many hats. He coordinates Sleepy Hollow's merchandising, manages the facility, teaches golf, manages the staff, manages special programs and projects, handles the cart fleet, driving range and the administrative functions/paperwork. This year he had the additional duty of managing the rehabilitation of the clubhouse after the fire. He is cooperative, dedicated and a quality performer. John serves as lead in Clubhouse merchandising Park District-wide and is credited with initiating the Academy of Golf, including creating, implementing and evaluating the programming. He has volunteered for many Cleveland Metroparks district-wide assignments, i.e., Management Essentials education program, Personnel Committee, Position Evaluation Committee, etc. Under John's leadership Sleepy Hollow continues to be a premier golf course. Mystery shop assessments always place Sleepy Hollow at the top of all factors, including Pro Shop service, pace of play, customer interaction, etc. The clubhouse's tone is very positive. John's golf students have emulated his golf skills in their success. John is also only one of a handful of PGA Master Professionals with a special certification in teaching." - Jane Christyson, Director of Marketing & Golf Clubhouse Services.



CHLONDRA HUNTER
Accountant

Department: Treasurer's Office
Date of Initial Park District Employment: November 12, 2003
Previous Park District Positions: Zoo Education Scheduling Coordinator
Educational Background: MBA candidate, John Carroll University; B.S., Mathematics, Carnegie Mellon University

Primary Work Duties/Responsibilities: Maintains financial records in compliance with applicable laws and generally accepted accounting principles. Performs a variety of administrative accounting functions within the Office of the Treasurer.

"As the accountant, Chlondra, a Diversity Improvement Initiative (DII) participant, has significant influence on the financial affairs of the entire Park District. She has demonstrated excellent leadership as a member of Diversity Advisory Council and chair of the Health Awareness Committee. In this role, she has proposed, developed and implemented several very successful District-wide initiatives including: encouraging employee consumption of healthy snacks by selling them in employee areas with proceeds benefiting future health awareness initiatives; securing a \$1,000 mini-grant from the Healthy Cleveland Business Council for an initiative including two educational seminars, healthy eating cook-off challenge and publication of a healthy eating cookbook; the development and implementation of the Start! walking program, where teams of employees were formed and steps walked were tracked in an effort to walk across the country and back; organizing the Men's Health Education Day, with several professional health care speakers addressing employees on various health issues facing minority men; developed a "Healthful Hints" intranet website which contains information on upcoming events." - Robert Miller, Treasurer (retired)



EDITH MALONEY
Manager of
Guest Services

Department: Cleveland Metroparks Zoo
Date of Initial Park District Employment: April 17, 2005
Previous Park District Positions: None
Educational Background: Working towards B.A. in Business Management, Baldwin-Wallace College

Primary Work Duties/Responsibilities: Plans, provides leadership and direction for revenue control, food, gift and guest services of the Zoo in a manner which results in efficiency, increased attendance, optimum revenue, and positive guest experience and satisfaction.

"Edie Maloney has served as the Zoo Guest Services Manager for the last three years. Within a short period, Edie had her 126 member staff (including seasonals) working as a team. In 2006-07, Edie made great strides in working with consultants, staff, the Executive Director and the Board in selection of a food and retail concessionaire. This was a tedious process which took significant amount of time. While handling this project, Edie coordinated the summer seasonal exhibits - Touch!, simulator ride and Dinosaurs. In addition, she continued to deal with various guest issues throughout the year, not the least of which were issues involving traffic and parking associated with the demolition of the Fulton Road Bridge and a major Zoo flood in August. The Guest Services division works as a cohesive team with Edie's leadership. Edie works with each staff member individually and schedules annual Guest Services Retreats. She is a valuable member of the Zoo's Senior Management Team and her opinions are important in all team decisions. She has a positive attitude and always wants to achieve. Her colleagues respect her ability to get the job done. Edie also serves as co-chair of the 2008 Charity Choice program. Edie communicates honestly and effectively with everyone, is approachable and always open to new ideas. She does not leave issues unresolved. She is excellent with guests, always looking for ways to improve the guest experience at the Zoo." - Steve Taylor, Zoo Director



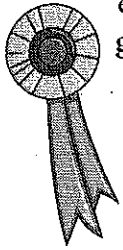
DEB MARCINSKI
Naturalist II -
North Chagrin
Nature Center
(part-time)

Department: Park Operations - Outdoor Education
Date of Initial Park District Employment: May 13, 1988
Previous Park District Positions: Seasonal Naturalist, Naturalist.
Educational Background: Nursing diploma from St. Luke's Hospital School of Nursing; 2 years at Cleveland State University, biology major

Primary Work Duties/Responsibilities: Plans, develops and implements Outdoor Education programs to increase the public's environmental awareness and concern for the conservation, preservation and management of wildlife, plant communities, and open space, through interpretation and outdoor education.

"Deb Marcinski is incredibly dedicated to Cleveland Metroparks and North Chagrin Nature Center. A true professional, she is a good communicator who is friendly and approachable. Visitors seek her out to discuss nature sightings or ask questions as she has an incredible depth of knowledge and information. Her peers also go to her with questions and have confidence in her answers. She takes on leadership roles at both local and national levels. In 2007, Deb led the Monarch Larva Monitoring study as well as banding Monarch butterflies and creating Monarch Waystations. She was also involved in a Monarch butterfly research partnership with Dr. Karen Oberhauser of the University of Minnesota. Deb has developed a close working relationship with the City of Mayfield Village in the conservation and restoration of wetlands in a city park. She monitors the progress of the wetlands and offers new strategies and ideas to city officials. She has also assisted the Natural Resources Department with deer surveys, butterfly counts, wetland monitoring, salamander surveys and other projects." - Bill Binggeli, Acting Director of Park Operations

2008 EXCEPTIONAL PERFORMANCE RECOGNITION



The opportunity to periodically select and designate a small number of employees to receive "exceptional performance" recognition was approved by the Board on January 27, 2000. An initial group of seven staff were recognized in that first year. Since then, 95 more staff members have been recognized for their outstanding efforts on behalf of the Park District (10 in 2001; 14 in 2002; 13 in 2003; 14 in 2004; 15 in 2005, 14 in 2006, and 15 in 2007.)

For 2008, 15 additional individuals were added to the select list. The following employees have been unanimously identified by the Executive Director and departmental directors for 2008 Exceptional Performance Recognition.



MAGGIE AKERLEY
Secretary
(part-time)

Department: Golf Turf
Date of Initial Park District Employment: March 26, 2001
Previous Park District Positions: None
Educational Background: Bedford High School

Primary Work Duties/Responsibilities: Provides routine secretarial and clerical services in support of the Golf Course Manager. Assists with providing prompt and courteous service to visitors and callers to Golf/Turf Management Office.

"Maggie continuously provides administrative assistance to three golf turf managers. She tends to the daily administrative needs of the managers in an efficient, timely and accurate manner. Maggie has developed numerous reporting forms to provide consistent information to the Chief Superintendent of Golf Turf. Maggie's knowledge and guidance assisted the new (2007) manager of golf construction with an easy transition. Maggie is a team player willing to work at two locations. She handles the reconciliation of pro-card statements due to multifaceted construction and turf projects and she tracks the budget, keeping managers informed of expenses. On her own initiative, Maggie maintains and updates a picture portfolio of golf turf projects at Manakiki, Shawnee Hills and Golf Course Construction, which has proven to be valuable for presentations and historical documentation. In addition, she has created an efficient method of tracking, ordering and issuing uniforms in compliance with contractual union guidelines. Maggie works independently and without reserve. She readily shares information with her counterpart at West side golf courses. She strives to produce a quality product that is complete and thorough. She has taken the initiative to continue her education and promotes education of fellow staff members and managers." - Sean McHugh, Chief Superintendent of Golf Turf



AMANDA CICHRA
Accounts Payable
Specialist

Department: Treasurer's Office
Date of Initial Park District Employment: July 18, 1994
Previous Park District Positions: Accounts Payable Clerk
Educational Background: Solon High School

Primary Work Duties/Responsibilities: Maintains Cleveland Metroparks accounts payable, ensuring accurate and prompt payment of all bills related to the purchase of goods and services.

"Amanda has always made solid contributions; her recent strides demonstrate great progress and effort. She has initiated the Alltel Rebate program, which brought in over \$1,000 with an expected additional \$1,200. Amanda took the initiative to resolve a problem printing 1099 forms. She had corrected the problem, printed the forms and had them ready to be mailed on deadline day. Amanda worked around the accounting software upgrade problems and provided insight as to its cause. She met the challenge posed by the new credit card software by writing new reports that replace the previous reports. Amanda is very willing to take on projects outside of her normal job responsibilities. She often does bank reconciliations as well as prepares chargebacks for the Purchasing division. Her work is accurate, neat, thorough and complete. She scrutinizes every invoice to ensure compliance with purchasing and accounting procedures. She tracks purchase orders by verifying receipt of goods. Amanda is tactful and considerate in her relations with others. On a daily basis she is interrupted by numerous phone calls from vendors or employees standing at her desk seeking information. She provides excellent assistance to each inquiry. She is responsive to both internal and external customers." - Robert Miller, Treasurer (retired)



JULIE DOLLARD
Technology Support
Specialist

Department: Park Operations
Date of Initial Park District Employment: June 26, 2006
Previous Park District Positions: None
Educational Background: B.S., Business Administration - Accounting, Kent State University

Primary Work Duties/Responsibilities: Supporting assigned departments/divisions, provides oversight, system administration and user support for the efficient and effective use of computer technology. Assesses assigned departmental/divisional needs for new equipment and application software. Provides quality customer service. Maintains assigned area data integrity, security, and ensures a high degree of system availability.

"Julie is a self-starter who has demonstrated her ability to provide a very high level of service to a wide variety of users and has received many compliments for her work from various sources. In her short period of employment, she has quickly familiarized herself with operations of the Park District and has become an integral part of the Information Systems Division. Julie is very adaptable and dependable and has demonstrated considerable initiative in her work to take on new responsibilities, solve problems, accommodate requests, and offer support. She readily shares her technical expertise with others and offers assistance when possible. She provides support to approximately 196 satellite locations and has worked on a variety of projects. Julie was especially commended for her work on the Petrovend manual and the Petrovend systems at Brecksville, North Chagrin, Ohio & Erie Canal and Rocky River. She was very instrumental in the successful installation of the new point-of-sale system (TAM) at EarthWords. She has volunteered to serve on several Park District and professional committees, including providing audio, visual and technology support for the OPRA Conference & Trade Show held in Cleveland. In addition, beginning in 2008 she will serve on the OPRA Technology and Education Task Force Committee." - Bill Binggeli, Acting Director of Park Operations

Exceptional Performance Recognition Employee Recipients

The opportunity to periodically select and designate a small number of employees to receive "exceptional performance" recognition was approved by Commissioners on January 27, 2000. Previously, recognition was reported to the Board on August 31, 2000, for an initial group of seven staff who received \$750 each, including:

2000

<u>Name</u>	<u>Title</u>	<u>Department</u>
Leland Barnes	Network Administrator	Treasurer's Office
Chris Brabander	Manager	Visual Communications
Dick Chodera	Superintendent, Zoo Facility Operations	Zoo Facility Operations
Terri Gasser	Human Resources Manager	Human Resources
Ann Kaminsky	Zoo Systems and Records Administrator	Zoo Facility Operations
Greg Loftus	Ranger Field Commander	Rangers
John Schultis	Natural Landscape Specialist	Park Operations

Further, exceptional performance individuals received \$1,000 each in **2001, 2002, 2003, 2004, 2005, 2006, 2007 and 2008** including:

2001

<u>Name</u>	<u>Title</u>	<u>Department</u>
Chriss Kmiecik	Senior Zoo Education Specialist	Zoo Education
John Krock, Jr.	Natural Resources Area Manager	Planning Design and Natural Resources
Noreen Lazor	Visitor Services/Marketing Assistant	Marketing and Golf Clubhouse Services
Geraldine Madzia	Accounting Secretary	Treasurer's Office
Elizabeth Pflug	Administrative Assistant	Park Operations
Marsha Schon	Executive Secretary	Zoo Administration
Scott Smith	Senior Graphic Designer/System Admin.	Visual Communications
Timothy Tighe	Site Construction Manager	Park Operations
W. Joe Watson	Public Information Manager	Rangers
Ed Wojtkiewicz	Manager of Golf Course Construction	Golf-Turf

2002

Jackie Freeman	Guest Services Lead (PT)	Zoo Guest Services
Shari Hallman	Payroll/Fringe Benefit Specialist	Treasurer
Paul Hudak	Golf Course Manager	Sleepy Hollow Golf Course
John Kosek, Sr.	Division Ranger Lieutenant	Rangers
Demetrius Lambert	Naturalist II, Garfield Park Nature Center	Park Operations
Brenda Lightner	Marketing Specialist	Marketing and Golf Clubhouse Services
Diane Luttner	Analyst	Park Operations
Furman Brown	Messenger (PT)	Marketing and Golf Clubhouse Services
Dick Kline	Messenger (PT)	Marketing and Golf Clubhouse Services
Carol Kmiecik	Messenger (PT)	Marketing and Golf Clubhouse Services
Jim Nemet	Zoo Education Specialist I	Zoo Education
Nate Orchard	Surveyor	Planning, Design and Natural Resources
Ed Povraznik	Park Manager, Hinckley Reservation	Park Operations
Marjorie Thomas	Marketing Specialist	Marketing and Golf Clubhouse Services



**Cleveland
Metroparks**

2008

Exceptional Performance Recognition
Peer Nomination



Instructions: Peer or supervisor/manager completes this nomination form and submits to the nominee's Department Director by **Wednesday, February 13, 2008.**

Nominee's Name: _____ Position Title: _____

Department: _____ Today's Date: _____

Describe this Nominee's exceptional performance (within the previous twelve months; consistent exceptional performance over several years (be specific; cite examples).

Exceptional Performance expressed in one or several of these areas:

- **Teamwork** – This employee clearly communicates, takes responsibility and accepts accountability. This employee identifies and responds to crucial situations. They set appropriate priorities and peers have confidence in their decisions. This employee resolves conflicts in a mature manner. They understand, accept and foster achievement of park district goals. If applicable, describe the nominee's exceptional performance in this area (be specific; cite examples).

- **Leadership** – This employee makes quality decisions that are aligned with the park district's mission, goals and values. They use integrity in decisions, communications, and relationships. They place the park district's best interest before their own. This employee thinks holistically; has vision for the future and communicates it to others. This employee mentors and develops others. If applicable, describe the nominee's exceptional performance in this area (be specific; cite examples).

2003

<u>Name</u>	<u>Title</u>	<u>Department</u>
Anna Callahan	Secretary, Ohio & Erie Canal Reservation	Park Operations
Ron Ciancutti	Purchasing Manager	Treasurer's Office
Bill Davis	Park Manager, Bedford Reservation	Park Operations
Gene Devezin	Park Manager, Garfield Park Reservation	Park Operations
Terri Gasser	Human Resources Manager – Administration	Human Resources
Nancy Grabski	Administrative Assistant/Information System Specialist	Ranger Department
David Kuntz	Revenue and Internal Audit Administrator	Treasurer's Office
Sue McRitchie	Golf Specialist	Marketing and Golf Clubhouse Services
Beth Medvick	Guest Services Secretary	Zoo Guest Services
Rebekah Mitchell-Kidd	Marketing Specialist	Zoo Marketing
Dan Petit	Manager of Field Research	Planning, Design and Natural Resources
Tad Schoffner	Assistant Animal Care Manager	Zoo Animal Care
Donna Washington	Graphic Designer	Visual Communications

2004

David Akerley	Manager of Golf Course Construction	Golf Turf
Dr. Christopher Bonar	Associate Veterinarian	Zoo Animal Care
John Cardwell	Landscape Architect	Planning, Design and Natural Resources
Maryellen Dombek	Secretary – Park Operations	Park Operations – Outdoor Education
Thea Graham	Visitor Services Assistant	Marketing and Golf Clubhouse Services
Debbie Hairston	Legal Assistant/Legal Secretary	Executive Director's Office/Law Office
Shari Hallman	Payroll/Fringe Benefit Specialist	Treasurer's Office
Sharon Hosko	Nature Center Manager, Brecksville	Park Operations – Outdoor Education
Keith Kessler	Park Manager, Rocky River Reservation	Park Operations
Christine Korhnaak	Senior Education Specialist	Zoo Education
Veronica Naglic	Group Sales Representative	Zoo Guest Services
Rick Tyler	Natural Resources Area Manager	Planning, Design and Natural Resources
Dan Veloski	Captain – Field Operations	Rangers
Bob Wojnarowski	Building Trades Manager	Park Operations

2005

Gary Baran	Park Manager, Ohio & Erie Canal Res.	Park Operations
Terry Bernath	Ranger Lieutenant- Western Division	Rangers
Judy Congelli	Accounts Payable Specialist	Treasurer's Office
Kitti Drops	Secretary (PT)	Golf Turf
Carolyn Hollingsworth	Aquatics and Facilities Manager	Park Operations
Barbara Holtz	Nature Center Manager, N. Chagrin	Park Operations – Outdoor Education
Jim Kastelic	Senior Park Planner (PT)	Planning, Design and Natural Resources
Joseph Lehner	Recreation Specialist–Youth Outdoors	Park Operations – Outdoor Education
Tom Minch	Golf Course Manager-Westside Courses	Golf Turf
Vickie Neale	Buyer	Treasurer's Office – Purchasing Division
Jack Ringstmeier	Manager of Building and Facilities	Zoo
Gloria Rivera	Secretary – Animal Care	Zoo
John Rode III	Youth Outdoors Manager	Park Operations – Outdoor Education
Jenny Seitz	Visual Communications Specialist	Marketing and Golf Clubhouse Services
Heather Triplett	Manager of Volunteer Services	Human Resources

2006

Sue Allen	Zoo Manager of Marketing and Public Relations	Cleveland Metroparks Zoo
Mike Barnhart	Manager of Visitor Services	Marketing and Golf Clubhouse Services
Bob Chambers	Park Manager – Big Creek Reservation	Park Operations
Katie Cicora	Education Specialist	Cleveland Metroparks Zoo
David Duane	Manager of Compensation and Benefits	Human Resources

2006 continued

<u>Name</u>	<u>Title</u>	<u>Department</u>
Valerie Fetzter	Education Specialist I	Cleveland Metroparks Zoo
Jim Klein	Golf Course Manager – Washington Golf Learning Center	Golf Turf
Carly Martin	Naturalist II (PT)	Park Operations – Outdoor Education
Jim McRitchie	Ranger Sergeant – Mounted Unit	Rangers
Jeremy Oyen	Outdoor Recreation Manager – Institute Of the Great Outdoors (IGO)	Park Operations – Outdoor Education
Bob Rotatori	Manager of Marketing and Public Relations – Parks	Marketing and Golf Clubhouse Services
Scott Robbins	Chief of Parks	Park Operations
John Virzi	Park Manager – Brookside Reservation	Park Operations
Mary Zins	Education Assistant – Graphics (PT)	Cleveland Metroparks Zoo

2007

Bob Hinkle, Ph.D.	Chief of Outdoor Education	Park Operations-Outdoor Education
Lucy Wheeler	Secretary – Park Operations (PT)	Park Operations
Tim Tighe	Site Construction Manager	Park Operations
Liz Geith	Park Manager-South Chagrin Reservation	Park Operations
Cathy Thoryk	Executive Secretary	Cleveland Metroparks Zoo
Tom Robatin	Marketing Specialist – Special Events and Promotions	Cleveland Metroparks Zoo
Terry Joyce	Education Assistant- Volunteer (PT)	Cleveland Metroparks Zoo
Allison Blunk	Secretary – Rangers	Rangers
Bill Roeder	Golf Course Manager – Manakiki	Golf Turf
Receptionist Team: Clara Parker Sandy Tata	Visitor Services Assistant - Receptionist (PT)	Marketing and Golf Clubhouse Services
Renaee Truelson	Administrative Assistant – Marketing	Marketing and Golf Clubhouse Services
Geri Madzia	Accounting Assistant	Treasurer's Office
Dan Pettit, Ph.D.	Chief of Natural Resources	Planning, Design and Natural Resources
Stephanie Kutsko	Planning Technician (PT)	Planning, Design and Natural Resources
Crystal Tarrence	Human Resource Coordinator (PT)	Human Resources

2008

Maggie Akerly	Secretary (PT) – Golf Turf	Golf Turf
Amanda Cichra	Account Payable Specialist	Treasurer's Office
Julie Dollard	Technology Support Specialist	Treasurer's Office
John Fiander	Golf Professional/Clubhouse Manager	Marketing and Golf Clubhouse Services
Chlondra Hunter	Accountant	Treasurer's Office
Edith Maloney	Zoo Manager of Guest Services	Cleveland Metroparks Zoo
Deb Marcinski	Naturalist II – N. Chagrin Nature Center	Park Operations-Outdoor Education
Bill Marquard	Messenger (PT)	Marketing and Golf Clubhouse Services
Rich Miller	Records Administrator and Court Liaison	Rangers
Theresa Moore	Admissions manager – Guest Services	Cleveland Metroparks Zoo
Alan Sironen	Curator of Mammals	Cleveland Metroparks Zoo
Donna Studniarz	Real Estate and Grants Manager	Planning, Design and Natural Resources
Rick Tyler	Senior Natural Resources Area Manager	Planning, Design and Natural Resources
Kevin Vinicky	Senior Park Manager – Mill Stream Run	Park Operations
Mike Wegas	Fleet Manager	Park Operations



2008
Exceptional Performance Recognition Timeline
January – April 2008

Date	Action
Wednesday, January 16, 2008 (Directors' Meeting)	1. Distribute to Department Directors: <ul style="list-style-type: none"> • Exceptional Performance Recognition timeline • Exceptional Performance Recognition brochures¹ • Copy of posting • Peer Nomination forms • List of past recipients
Wednesday, January 16, 2008	2. Executive Director and Director of Human Resources announce receiving Peer Nominations. Human Resources distributes announcement memo, posting and peer nomination forms.
Wednesday, January 16 through Wednesday, February 13 (four weeks)	3. Department Directors receive Peer Nominations from managers/employees.
Friday, February 15	4. Department Directors submit their department's Exceptional Performance nomination(s) to the Executive Director.
Wednesday, February 20	5. Executive Director distributes nominations to Department Directors for review and discussion at next Director's Meeting.
Wednesday, March 5 (Directors' Meeting)	6. Directors select Exceptional Performance recipients.
Wednesday, March 19	7. Department Directors provide "draft write-up" for Board Packet to David Duane.
Wednesday, March 19 (Directors' Meeting)	8. Human Resources prepares invitation-to-Board Meeting letter. HR provides letter to Department Director for signature.
Wednesday, March 19 – Friday, March 21	9. Department Directors delivers recipients' letter to selected employees.
Thursday, April 3	10. Human Resources prepares the selected employees' Exceptional Performance announcement for inclusion in Board Agenda
TBD (perhaps 1st Board Meeting, approximately April 10)	11. Executive Director present recipients to Board of Park Commissioners.
Monday, April 14	12. Human Resources prepares article and submits to Paulette Welch (Marketing) for inclusion in the May 2008 edition of Around the Emerald Necklace.
Friday, April 18	13. Exceptional Performance Recognition recipients receive financial recognition.



¹ Brochure is on intranet at [http://cmparks/ General Information/Exceptional Performance Recognition.doc](http://cmparks/General%20Information/Exceptional%20Performance%20Recognition.doc)
G:\Human Resources\David Duane\Compensation\Exceptional Perform Recognition\2008 Exceptional Performance\Timeline Exceptional Perform Recogn-2008.doc

Please Post



Seeking Nominations for **EXCEPTIONAL PERFORMANCE RECOGNITION**



The Executive Director has announced that the Park District is accepting nominations for Exceptional Performance Recognition.

Employees may nominate a full or part-time non-union employee. A Peer Nomination Form (*attached*) and brochure are available from supervisors. Employees are encouraged to give input and recommendations to their supervisor / manager or department director.

Peer nominations should be submitted to Department Directors by **Wednesday, February 13, 2008**. Department directors, by group consensus, make final recommendations to the Executive Director. The Executive Director makes final selection and determination of financial recognition.

Exceptional Performance Recognition acknowledges the performance of employees whose work is exceptional. It recognizes employees who have gone beyond the "really good job / exceeds expectations" level of performance.

Exceptional Performance Guidelines are as follows:

- The employee has demonstrated exceptional performance over the **previous 12 months**. Generally, there is a pattern of exceptional performance over several previous years.
- An employee's most recent annual performance designation must have been **Exceeds Expectations**. A "Meets Expectations" employee could be eligible if there were unique circumstances, i.e., special project accomplishment.
- **Peers** recognize the employee's work as exceptional.
- Exceptional Performance is expressed in these areas:

**LEADERSHIP
COMMUNICATIONS
TEAMWORK
WORK PRODUCT
CUSTOMER SERVICE**

If you have any questions, please contact either Diane McDaniel, Director of Human Resources at 216-635-3252 or Dave Duane, Manager, Compensation, Benefits and Continuous Learning at 216-635-3256.

Attachment: Peer Nomination Form

DIRECTOR'S REPORT – APRIL 10, 2008

INFORMATION/BRIEFING ITEMS.

1. **2008 Exceptional Performance Employee Recognition – Employee Recipients**
(Originating Sources: Vern J. Hartenburg, Executive Director/Patricia Barz, Law Director/William G. Binggeli, Acting Director of Park Operations/M. Jane Christyson, Director of Marketing and Golf Clubhouse Services/Richard J. Kerber, Director of Planning, Design and Natural Resources/Gregory M. Loftus, Chief Ranger/Diane O. McDaniel, Director of Human Resources/Sean P. McHugh, Chief Superintendent of Golf/Turf/David J. Kuntz, Treasurer/Steve H. Taylor, Zoo Director)

The opportunity to periodically select and designate a small number of employees to receive “exceptional performance” recognition was approved by Commissioners on January 27, 2000. Individuals previously recognized are shown on pages 10 to 12. Since 2000, 115 individual staff members have been recognized, including five individuals who have been recognized twice. Recipients for 2008 include:

2008

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Background Information</u>
Maggie Akerley	Secretary (part-time)	Golf/Turf	Page 13
Amanda Cichra	Accounts Payable Specialist	Treasurer's Office	Page 14
Julie Dollard	Technology Support Specialist	Park Operations Administration	Page 15
John Fiander	Golf Pro/Manager	Marketing and Golf Clubhouse Services	Page 16
Chiondra Hunter	Accountant	Treasurer's Office	Page 17
Eddie Maloney	Zoo Guest Services Manager	Zoo Guest Services	Page 18
Deb Marcinski	Naturalist (part-time)	Park Operations	Page 19
Bill Marquard	Messenger (part-time)	Marketing and Golf Clubhouse Services	Page 20
Richard Miller	Records Administrator	Rangers	Page 21
Theresa Moore	Admissions Manager	Zoo Guest Services	Page 22
Alan Sironen	Curator of Mammals	Zoo Animal Care	Page 23
Donna Studniarz	Real Estate and Grants Manager	Planning, Design, and Natural Resources	Page 24
Rick Tyler	Senior Natural Resource Manager	Park Operations	Page 25
Kevin Vinicky	Senior Park Manager	Park Operations	Page 26
Mike Wegas	Fleet Manager	Park Operations	Page 27

The above individuals will be introduced at the Board meeting.

April 15, 2004

Deborah
Bedford Hts., Oh 44146

Dear Debbie:

We are pleased to announce that you have been selected for the 2004 **Exceptional Performance Recognition with Cleveland Metroparks.**

Specifically, this is to invite you to attend the meeting of the Board of Park Commissioners on Thursday, April 22, 10:00 a.m., at Cleveland Metroparks Administrative Offices, to be introduced for receiving this distinctive designation. Further, in the pay period ending April 17, 2004, you will receive \$1,000 as financial acknowledgment for your exceptional performance.

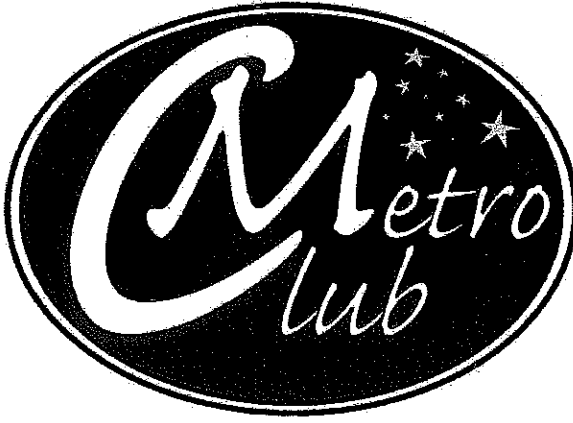
Your contributions to Cleveland Metroparks are highly valued, and we hope this recognition will reaffirm to you the confidence that Cleveland Metroparks places with you as a staff member. On behalf of the Board of Park Commissioners and Park District staff, please accept congratulations for this special recognition.

Sincerely,

Patricia Barz,
Law Director

Vern J. Hartenburg,
Executive Director

Cc: Personnel file



- Dan Crandall - President 216-635-3274
- Vickie Neale - Vice President 440-526-4095xt.10
- Amy Baughman - Treasurer 216-635-3231
- Meghan Lyons - Secretary Ranger HQ
- Christina Anderson - Membership 216-635-7015
- Dianna Kall - Committee 440-331-5768
- Joe Lenkey - Committee 440-526-4095xt.19
- Cathy Ryan - Committee 216-661-6500xt.4479
- Paul Ware - Committee 440-835-0360

Notes...

We want to welcome the new treasurer of Club Metro - Amy Baughman. We look forward to her expertise and commitment to the Club Metro committee!

SAVE THE DATES!!

2008 CLUB METRO CALENDAR OF EVENTS			
DATE	DESCRIPTION OF EVENT	RESPONSE DEADLINE	CHAIRPERSON
August 15 (Friday)	Cleveland Indians vs. Los Angeles Angels of Anaheim - Mezzanine	HAVE FUN!	Dan Crandall
August 22 (Friday)	Club Metro Swim Night	August 14, 2008	Dianna Kall
September 4 (Thursday)	Club Metro Golf Outing - Shawnee Hills Golf Course	August 29, 2008	Jeff Staker
September 25	Happy Hour	September 23, 2008	Cathy Ryan
October 12 (Sunday)	Fall Family Cookout - Chalet	October 3, 2008	Christina Anderson
December 5 (Friday)	Holiday Party - St. Michael's Woodside	November 24, 2008	Vickie Neale

SAVE THE DATE

Club Metro Swim Night - August 22

Join us as we say goodbye to summer at the inaugural Pirates of Ledge Pool on Friday, August 22nd from 5 to 9 p.m. at Ledge Pool. Deadline to register is Wednesday, August 13. SEE BELOW!



Club Metro Golf Outing

Join Club Metro at Shawnee Hills for the 31st Annual Cleveland Metroparks Employee Golf Classic on Thursday, September 4 with a shotgun start at 9:00 a.m. Includes golf, cart, awards, raffle, food, and drinks.



Fall Family Cookout

Join us for a fall evening by the fire with Club Metro on Sunday, October 12 from 5 to 8 p.m. at the Chalet. Enjoy a hayride, hay maze, food, football on the big screen and more!



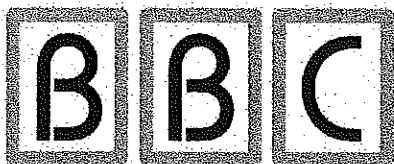
JUST ANNOUNCE – Fall Happy Hour – September 25

Join Club Metro for a fall happy hour at Knockouts. If the weather is nice – party on the patio. Happy Hour is from 5pm to 7pm! Please email Cathy Ryan if you plan to attend.



CLUB METRO'S HOLIDAY PARTY will be held on Friday, December 5, 2008 and will be held at St. Michael's Woodside, on Mill Road in Broadview Heights.

THE THEME? Vegas BABY, Vegas! (SEE BELOW)
Featuring – Blackjack, Texas Hold'em, Craps, and Roulette



Best Benefits Club SAVINGS FOR YOU...JUST LOOK!

- Amusement (Cedar Point, Kings Island, and more)
- Automotive Sales & Service
- Cultural
- Cell phones
- Travel
- Medical/Optical
- Entertainment/Sports

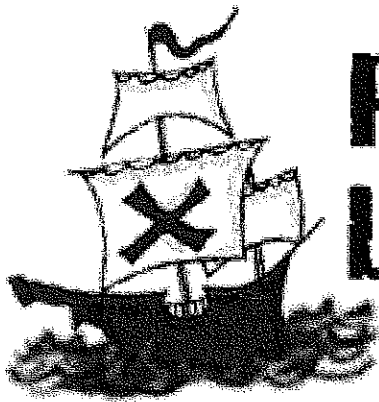
Best **B**enefits **C**lub

Employee Perk\$ Program

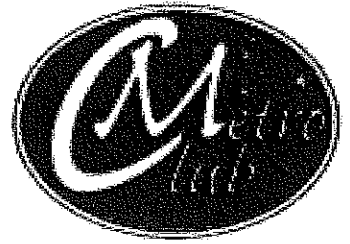
Visit us monthly at

www.bbcmember.com

Phone: (330) 273-5756



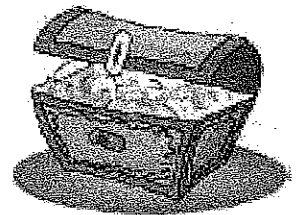
PIRATES OF LEDGE POOL



AYE MATEY! GATHER YOUR CREW AND CHART A COURSE TO
LEDGE POOL IN HINCKLEY FOR A CLUB METRO FAMILY SWIM

Friday, August 22, 5 p.m. - 9 p.m.
Swimming from 5 p.m. - 8 p.m.

MENU: HOT DOGS, ASSORTED SNACKS & BEVERAGES.
BRING A DESSERT TO SHARE!



Events Include: A Treasure Hunt, Pictures with Vern the Frog,
Scallywag Cornhole Games, Design your own crew hat (kids 2-18)

Aluminum Can Collection: Family bringing the most receive a prize!!

Reservation deadline: Wednesday, August 13th
Dianna Kall 440-331-5768
dmk@clevelandmetroparks.com
Send form to Dianna Kall at Ranger Headquarters

**Pirate Dress
Optional**



Name: _____ Dept. _____

Phone Number: _____ Email: _____

Member: (Free) _____ Adult Guest: (One per member) \$5 _____ Adult Guest: (two +) \$7 _____

Kids: (age 13 - 18) \$5 _____ Kids: (age 12 - 2) \$3 _____ Kids 2 & under: Free _____

Non-Member Guest (no limit) \$7 _____

Check/money orders made payable to Club Metro.

Total Enclosed \$ _____

SAVE THE DATE!!!!

**CLUB METRO
FALL FAMILY COOKOUT
SUNDAY, OCTOBER 12**



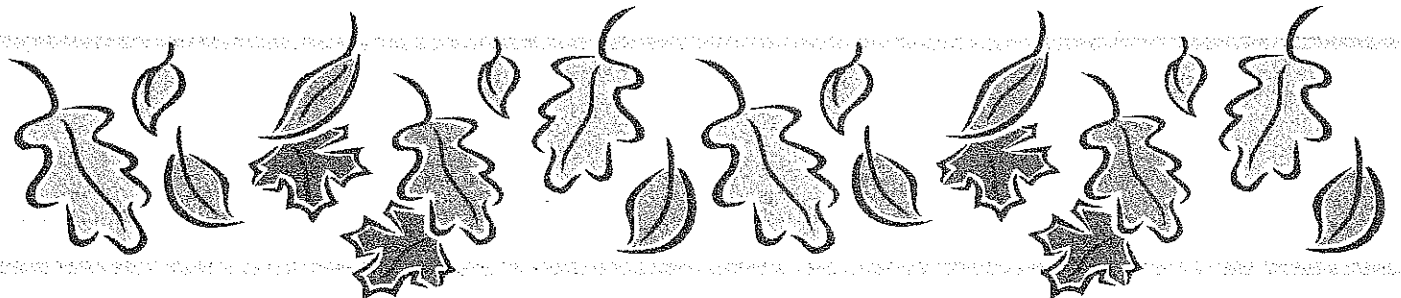
**Enjoy a fall evening by the fire with Club Metro at the
Chalet.**

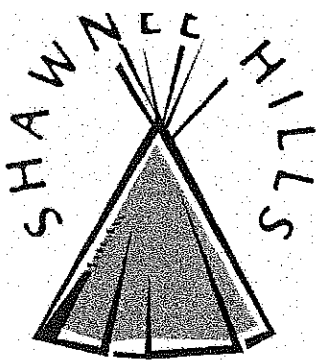
HAY MAZE HAYRIDES

**FOOD AND ENTERTAINMENT
FOR THE WHOLE FAMILY!!!**

**LOOK FOR MORE DETAILS AND REGISTRATION FORM IN THE SEPTEMBER CLUB
METRO NEWSLETTER!**

FOR INFORMATION CONTACT CHRISTINA ANDERSON 216-635-7015.





**31ST ANNUAL CLEVELAND METROPARKS
 2008 EMPLOYEE GOLF CLASSIC**
 Shawnee Hills Golf Course
 Thursday, September 4, 2008
 Four Person Scramble
 Shotgun start at 9:00 a.m. - Arrive 8:15-8:30 a.m.
 Sponsored by Club Metro



Event is for full-time employees, permanent part-time employees, and retirees.

If you register by August 15:

Non-Member - \$45

Club Metro Members - \$35

The cost includes golf, carts, awards, raffle, food, and drink.

Register between August 16 - September 2:

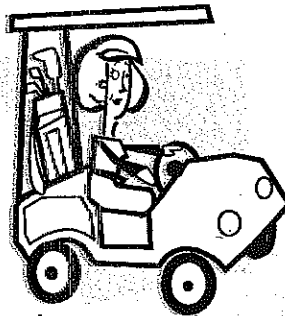
Non-Member - \$55

Club Metro Member - \$45



Start the morning beginning at 8:15 a.m. with a continental breakfast. At the turn, lunch will be provided. Finish the day in the clubhouse with a tasty dinner!

Again this year there will be a "net" champion (utilizing the Wilson System) so all players, both good and bad, will have a shot at one of the coveted awards.



Questions or concerns; call a tournament committee member:

Jeff Staker (216) 641-1864 or Ranger Bad Weather Bob McManamon (440) 331-5530

EMPLOYEE GOLF CLASSIC REGISTRATION FORM - Tuesday, September 2, 2008

Make checks payable to Club Metro. Deadline is Tuesday, September 2nd.

Name(s)	Best Phone#	Club Metro Member	Non- Member \$45	Amount
		\$35 / \$45	/ \$55	
TOTAL AMOUNT ENCLOSED				

Sign up as a foursome, threesome, twosome, or individual. The committee will group players into foursome teams. Make **CHECKS** payable to Club Metro.

Send full payment by CHECK ONLY (No Cash) by inter office or US Mail to:

Jeff Staker, Washington GLC, 3841 Washington Park Blvd, Newburgh Hts, OH 44105

MARKETING MINUTE



Bug City

Saturday, August 9

11 a.m. – 4:30 p.m. • Free!

Garfield Park Nature Center • Garfield Park Reservation • Garfield Hts.

Mayor Mantis welcomes you to Cleveland Metroparks Bug City! The citizens of Bug City will introduce visitors to the cool world of insects. Learn what insects do, why we need them, and even what they taste like! Enjoy edible insect recipes and demonstrations, or take a look at the exhibits of bees, bugs and butterflies from Ohio to Africa. Stop by the "Mealworm 500" to watch the mealworms race to the finish line. Visitors can pick up a copy of "The Bug City Times" to find out which district has live entertainment, crafts, games, a kids' train ride (for a nominal fee), bug hunts, and much, much more. Then, kids can receive a key to Bug City for all their discoveries! For more information, call 216-341-3152.



Bat Gala

Saturday, August 23

5 – 11 p.m. • Free!

The Shelterhouse Picnic Area • South Chagrin Reservation • Bentleyville

Bats are good, bats are great, just make sure to save the date! Holy Bat Gala, bat fans! Bats have an undeserved bad reputation, but event visitors will discover why bats are important to the environment. Enjoy bat games, exhibits, crafts, songs and stories, and more. And, see special bat presentations with Rob Mies from the Organization for Bat Conservation. Mies has been featured on Conan O'Brien, Live with Regis and Kelly, Martha Stewart Living, and National Geographic. Then, stick around for the Bat Gala "Movies on the Lawn." For more information, call 440-247-7075.

2008 SPECIAL EVENTS EMPLOYEE EXCHANGE TIME (EET)

It takes teamwork to put on Cleveland Metroparks Special Events. Employee Exchange Time is a request for help from staff members who would otherwise not be involved at the event. Nature Center staff, Park Operations staff, Rangers, and Marketing staff already involved in the event would NOT be considered Employee Exchange Time Staff. Also, we are told, union employees are not eligible for the exchange time program.

Friends and family members (12 and older, please) are also welcome to volunteer - just include names under the employee's name. Assignments will be confirmed once the sign-up sheets are returned. All "Exchange Time" employees will receive a volunteer T-shirt and lunch or refreshments. "Exchange Time" is exact time worked for exact time off, and is to be used per the supervisor's requirements.

Anyone interested in assisting at the event should call/email Dan Crandall in Marketing (216-635-3274 or dec@clevelandmetroparks.com) with name, division, phone number, email, event, and time available to work.

Duties May Include:

- Assist with set-up & logistics of the event
- Assist with presentations
- Parking attendants
- Help direct public to areas of the event
- Relieve vendors and volunteers for lunch breaks

Bug City
Saturday, August 9
Garfield Park Nature Center • G. P. Reservation
9 a.m. – 1 p.m. (4 hours)
1 p.m. – 5 p.m. (4 hours)
9 a.m. – 5 p.m. (8 hours)

Bat Gala
Saturday, August 23
The Shelterhouse • South Chagrin Reservation
3 p.m. – 7 p.m. (4 hours)
7 p.m. – 11 p.m. (4 hours)
3 p.m. – 11 p.m. (4 hours)

YOU ARE ALL CORDIALLY INVITED

*to attend our 2008 Cleveland Metroparks
1st (hope to be annual)*

FESTIVE CASINO NIGHT

(Sponsored by Club Metro)

When: Friday, December 5, 2008

**Where: St. Michael's Woodside, on Mill Road,
in Broadview Hts., Ohio**

Time: 6:30 to Midnight

(Buffet Dinner will be served promptly at 7:30)

Your reservation includes:

The company of great people, a Vegas atmosphere, dancing, a dinner buffet sure to satisfy even the most finicky of pallets, cocktails, hot and cold beverages and of coursea fine array of desserts.

Note: Note a special gift will be given to the individual/couple with the most outrageous Vegas attire.

MAKE YOUR 2008 RESERVATIONS NOW AND SAVE!

Reservations must be made on or before Monday, November 24th, but if you act now, you will save \$5.00 off the cost of admission. Send us your reservation between now and November 1st and SAVE!

EMPLOYEE NAME _____ GUEST _____

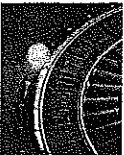
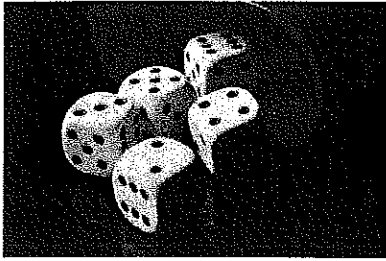
I'm a Member - No Charge _____ Member & Guest (One per Member) \$40.00 = _____
(Reservations received after November 1st: \$45.00)

Non-Member & Guest (One guest per non-member) _____ @ \$45.00 = _____
(Reservations received after November 1st: \$50.00)

Send Check/Money Order Made Payable to **Club Metro** to: Vickie Neale (440) 526-4095, ext. 10
(Visual Communications Division)

Please indicate if you would prefer a Vegetarian Dish when making your reservation

Vegetarian _____ Non-Vegetarian _____



FORT RAPIDS

INDOOR WATERPARK RESORT



Central Ohio's Largest Indoor Waterpark

CALL NOW

1-877-33-SPLASH
(337-7527)

Mention Code

Parks08

\$99 Get-A-way

Cisco the Kid or Wyatt Earp family room for four (4) includes Waterpark passes plus tax per night subject to availability and rates change on weekends (see below).

Rates starting at \$99+tax/night Sunday– Thursday
Rates starting at \$139+tax/night Friday and Saturday
Offer good thru 12/31/2008

Subject to availability and blackout dates may apply. Offer not valid with any other promotion.



4560 Hilton Corporate Drive Columbus, Oh 43232 (I-70 & Hamilton Rd.)
877-337-7527 www.fortrapids.com

BY-LAWS
OF
CLUB METRO

A. NAME, PURPOSE & AUTHORIZATION:

1. The name of the organization is Club Metro, a nonprofit Ohio corporation.
2. The purpose of the Club is to promote charitable, educational and recreational activities for Cleveland Metroparks employees, their families and guests including, but not limited to, a summer outing and a holiday party.
3. The adoption of these By-laws is authorized by Article I, Section 1 of the Club's Code of Regulations and Section 1702.30 of the Ohio Revised Code.

B. MEMBERS:

1. The Voting Members of the Club shall be the Council Representatives.
2. Full-time and year-round part-time employees and retired employees of Cleveland Metroparks who have agreed to be bound by these By-laws and who have paid such dues as may be established from time to time by the Council Representatives shall be Non-Voting Members. Such Non-Voting Members shall not be treated as Members of the Club for purposes of Chapter 1702 of the Ohio Revised Code.
3. The Non-Voting Members shall be divided into the following seven (7) divisions: Administration, CMEA, FOP, Operations-East, Operations-West, Rangers-Administration and Zoo/Teamsters.
4. An individual seeking to be enrolled as a Non-Voting Member must submit a signed membership application to the Council Representatives or a committee or an officer designated by the Council Representatives in such form as the Council Representatives shall from time to time determine, but which application shall contain the individuals' address. Each membership shall remain in effect for a period of one calendar year starting from the date of enrollment.
5. Non-Voting Members who cease to be employees of Cleveland Metroparks (other than retired employees) or who fail to pay dues within thirty (30) days after notice of delinquency has been mailed to them shall automatically cease to be members. After a Non-Voting Member's first year of membership, he or she may resign by giving written notice to the Secretary of the Club at least thirty (30) days in advance of the date such

resignation is to be effective. A Non-Voting Member who ceases to be a member shall not be relieved of his or her obligation to pay any dues accrued and unpaid for the full calendar year in which the member ceases to be a member. A former Non-Voting Member shall be reinstated upon payment of all unpaid dues and upon the approval of the Council Representatives, provided, however, that in the discretion of the Council Representatives such former member may be subject to a waiting period before receiving the benefits of being a Non-Voting Member of the Club.

6. Non-Voting Members shall pay to the Treasurer of the Club such dues as the Council Representatives may establish. All dues shall be paid at such times and by such dates as may be determined by the Council Representatives. The Council Representatives may also establish additional fees to be paid for specific events.
7. The Secretary of the Club shall keep or cause to be kept a book, which may be included in and be a part of the book containing the minutes of meetings of the Council Representatives, in which shall be written in ink or typed the names of all Non-Voting Members and Council Representatives, together with their last known address. There shall also be stated therein the date upon which each person became, or was terminated as, a Non-Voting Member or Council Representative, and upon every such termination the facts relating thereto shall be recorded in said book, together with the date of such termination. It shall be the duty of every Non-Voting Member and Council Representative, upon becoming such a Non-Voting Member or Council Representative, promptly to furnish to the Secretary his or her current address and to report any change in such address.
8. Starting in December, 1992, meetings of the Non-Voting Members of each division shall be held every three years for the purpose of designating representatives from each of the seven (7) divisions. Such designated representatives shall take office on the first day of January following their designation. Such designations or any other action of the Non-Voting Members may take place by mail or by a "call-in" procedure as determined by the Council Representatives.

C. ENTITLEMENTS:

As Non-Voting Members of the Club, Cleveland Metroparks employees will be offered various opportunities to participate in charitable, educational and recreational activities. Many of the activities will be presented with Member and non-member fees. Some activities will be exclusive to Members only.

D. SOURCE OF FUNDS:

All monies accrued to the Club through membership dues, board appropriations, or fund raising activities will be deposited to the Club account (checking or savings) or remain in a petty cash account of the Club fund.

E. USAGE OF FUNDS:

1. Expenditures from the Club fund shall be limited to uses specified in the Charitable Guidelines (listed below in Section F), or for recreational or educational activities, as directed by the Council Representatives. When voting on issues, each Council Representative is expected to represent his/her constituency. Expenditures from the Club fund may be used to purchase goods or services to be used in special events or fund raising activities for the Club.
2. The use of the Club fund as contingency funds for official Cleveland Metroparks functions/business not solely for the benefit of Cleveland Metroparks employees is specifically prohibited.

F. CHARITABLE GUIDELINES:

1. The Club fund may be used to purchase cards, flowers, gifts, mementos (as specified in the below listed sections) including, but not limited to, the following events:
 - a. births
 - b. funerals
 - c. hospitalizations
 - d. illnesses
 - e. outstanding personal achievements
 - f. retirements
 - g. weddings
2. Births: When an employee becomes a parent, the Club will send a card to the employee and his/her spouse.
3. Funerals: Club funds will be used as follows if an employee or someone in his/her immediate family passes away (Immediate family for "funeral" purposes includes: spouse, children, stepchildren, parents or guardians, brothers, sisters, grandparents, mothers-in-law and fathers-in-law, or as otherwise determined by the Council Representatives):
 - a. Employee: flowers sent to funeral home and sympathy card sent to immediate family living in the same household.

- b. Spouse/children/stepchildren: flowers and sympathy card sent to employee's home.
 - c. Parents/guardians: flowers and sympathy card sent to employee's home.
 - d. Brothers/sisters: sympathy card sent to employee's home.
 - e. Grandparents: sympathy card sent to employee's home.
 - f. Mothers-in-law/fathers-in-law: sympathy card sent to employee's home.
4. Hospitalizations: Club funds will be used if an employee or his/her spouse or children/stepchildren are hospitalized, in accordance with the following:
 - a. Employee: a planter and card will be sent to the hospital.
 - b. Spouse/children/stepchildren: a card will be sent to the hospital.
 5. Illnesses: A card will be sent when an employee is off work for at least two weeks.
 6. Outstanding Personal Achievement: Employees accomplishing outstanding personal achievement, such as college graduation, professional certification, etc., will be sent a card.
 7. Retirements: If a full-time Cleveland Metroparks employee retires, after being eligible for retirement benefit services, the Club will provide an appropriate party and gift.
 8. Weddings: When an employee gets married, a card will be sent to the married couple.

Copy showing changes

ARTICLES OF INCORPORATION

OF

CLUB METRO

The undersigned, desiring to form a nonprofit corporation under the Ohio Nonprofit Corporation Law, does hereby certify:

FIRST: The name of the Corporation shall be CLUB METRO (hereinafter the "Corporation").

SECOND: The place in the State of Ohio where the principal office of the Corporation is to be located is the City of Cleveland, County of Cuyahoga.

THIRD: The Corporation is organized and shall be operated exclusively for the purpose of conducting charitable, educational and recreational activities for employees of Cleveland Metroparks who reside in the Greater Cleveland Metropolitan Area.

Solely for the above purposes, the Corporation is empowered to exercise all rights and powers conferred by the laws of the State of Ohio upon nonprofit corporations, including, but without limitation thereon, to receive gifts, devises, bequests and contributions in any form; to collect dues; to charge fees and to use, apply, invest and reinvest the principal and/or income therefrom or to distribute the same for the above purposes.

FOURTH: The net earnings of the Corporation shall be devoted exclusively to charitable, educational and recreational purposes. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to the Corporation's members, Trustees, officers or to private individuals, but the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article THIRD hereof.

FIFTH: No activity of the Corporation shall consist of participating in or intervening in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. No activity of the Corporation shall consist of attempting to influence legislation unrelated to the operation of Cleveland Metroparks. Notwithstanding any other provision herein, the Corporation shall not carry on any activities not permitted to be carried on by an organization exempt from federal income taxation under Section 501(a) of the Internal Revenue Code of 1986, as amended (the "Code") as "a local association of employees" described in Section 501(c)(4) of the Code.

SIXTH: Provisions for membership in the Corporation shall be established as provided in the Code of Regulations of the Corporation.

SEVENTH: Upon the dissolution of the Corporation, the Board of Trustees shall, after paying or making provisions for

the payment of all of the liabilities of the Corporation, distribute all of the assets of the Corporation to Cleveland Metroparks or such organization or organizations described in Section 501(c)(3) of the Code as the Board of Trustees shall determine.

December 31, 1992 or until

EIGHTH: The following persons shall serve as initial Trustees of the Corporation until their successors are duly designated or elected, qualified and take office:

<u>Name</u>	<u>Address</u>
Robert Wojnarowski	9485 Eastland Road Strongsville, Ohio 44136
Robert Rotatori	4101 Fulton Parkway Cleveland, Ohio 44144
Ingrid Andrusaitis	3037 SOM Center Road Willoughby Hills, Ohio 44094
Dennis Dencak	9301 Pearl Road Strongsville, Ohio 44136
Laurie Entsminger	3900 Brookside Park Drive Cleveland, Ohio 44109
Toni Kroviak	9305 Brecksville Road Brecksville, Ohio 44141
Rick Vanek	9301 Pearl Road Strongsville, Ohio 44136

NINTH: The affirmative vote of two-thirds of the Trustees present at any meeting of the Trustees at which a quorum is present, or by written action signed by a majority of the Trustees shall be required to adopt or approve the following actions:

- (i) Liquidation or dissolution of the Corporation;

- (ii) Merger, consolidation or transfer of substantially all the assets of the Corporation; and
- (iii) Repeal, modification, amendment, in whole or in part, or addition to the Articles of Incorporation of the Corporation or adoption of new Articles of Incorporation.

The notice of the meeting at which any such actions are to be considered shall set forth the subject of the actions to be approved.

TENTH: All references in these Articles to Sections of the Internal Revenue Code shall be considered references to the Internal Revenue Code of 1986, as from time to time amended, and to the corresponding provisions of any similar law subsequently enacted.

IN WITNESS WHEREOF, I have hereunto subscribed my name at _____, _____, this _____ day of _____, 1992.

Laura Tini, Incorporator

ORIGINAL APPOINTMENT OF AGENT

The undersigned Incorporator of CLUB METRO hereby appoints Laura Tinkl who is a resident of the State of Ohio, as the Agent upon which any process, notice or demand required or permitted by statute to be served upon the Corporation may be served. Said agent's complete address is 4101 Fulton Parkway, Cleveland, Ohio 44144.

Laura Tinkl, Incorporator

CODE OF REGULATIONS
OF
CLUB METRO

ARTICLE I

Council Representatives

Section 1. Authority. The Trustees of the Corporation, who shall be known as the Council Representatives, shall have general charge of the affairs, property and assets of the Corporation. It shall be the duty of the Council Representatives to carry out the aims and purposes of the Corporation and, to this end, to manage and control all of its property and assets. The Council Representatives shall have all the rights and privileges, including voting rights, of Members of the Corporation in accordance with Section 1702.14 of the Ohio Revised Code and shall establish By-laws for their governance. Provisions for non-voting membership in the Corporation by employees of Cleveland Metroparks and dues for such membership shall be established as provided in such By-laws; however, such members shall not be treated as Members of the Corporation for purposes of Chapter 1702 of the Ohio Revised Code. An individual shall not be eligible to serve as a Council Representative unless he or she pays the dues required for non-voting membership.

Section 2. Initial Council Representatives. The following persons shall be the Initial Council Representatives: Robert Wojnarowski, Robert Rotatori, Ingrid Andrusaitis, Dennis Dencak, Laurie Entsminger, Toni Kroviak and Rick Vanek.

Section 3. Qualifications. Except for the Initial Council Representatives, the Council Representatives shall be

those persons designated, from time to time, by each of the seven (7) divisions of the Cleveland Metroparks, ex officio, as such divisions are described in the By-laws.

Section 4. Resignation or Removal. By notice in writing to the Council Representatives, a Council Representative may resign at any time. Any Council Representative may be removed by a majority vote of the Council Representatives. Council Representatives may be removed if they are absent from two consecutive meetings of the Council Representatives for which proper notice was given under Section 7 of this Article I.

Section 5. Vacancies. A vacancy in the Council Representatives may be temporarily filled by a majority vote of the remaining Council Representatives. A Council Representative so elected shall hold office until a successor is designated by the respective division of the Cleveland Metroparks.

Section 6. Meetings of Council Representatives. The Annual Meeting of the Council Representatives shall be held during the month of December, at such time, day and place as shall be designated by the Council Representatives, for the purpose of electing officers and transacting such other business as may come before them. Special meetings of the Council Representatives may be called by the Chairperson or by a majority of the Council Representatives.

Section 7. Notice of Meetings of Council Representatives. Written notice of the time and place of each meeting of the Council Representatives shall be given to each Council Representative by the Secretary or the person or persons

calling the meeting not more than sixty (60) days nor less than ten (10) days before the date of such meeting. Notice of any meeting shall be considered given if mailed or otherwise sent or delivered in writing to the Council Representative at his or her address specified in the records of the Corporation. The giving of notice shall be deemed to be waived by any Council Representative who shall attend and participate in such meeting without protesting the lack of proper notice prior to or at the commencement of such meeting.

Section 8. Quorum. Each Council Representative, including those serving in an ex officio capacity, shall be considered for quorum purposes and shall be entitled to vote at any meeting of the Council Representatives. A majority of the Council Representatives in office shall constitute a quorum for the transaction of business at any meeting of the Council Representatives. Whenever less than a quorum is present at the time and place appointed for any meeting of the Council Representatives, a majority of the Council Representatives present may adjourn the meeting from time to time, until a quorum shall be present.

Section 9. Voting. Except as otherwise specifically provided in this Code of Regulations or in the Articles of Incorporation or as is required by law, an action approved by the affirmative vote of a majority vote of the Council Representatives present at a meeting at which a quorum is present shall be the action of the Council Representatives.

Section 10. Compensation. The Council Representatives, as such, shall serve without compensation for their services. Nothing herein shall be construed to preclude any Council Representative from serving the Corporation in any other capacity and receiving compensation therefore.

Section 11. Committees. The Council Representatives may, from time to time, create an executive committee and other committees. The Council Representatives may delegate to any committee which consists solely of Council Representatives any of the authority of the Council Representatives, other than the authority to fill vacancies under Section 3 of this Article and to incur debts, except for current operating expenses, unless specifically authorized by the Council Representatives; provided that any such committee to which authority is delegated shall consist of at least three (3) Council Representatives. The Council Representatives also may appoint Advisory Committees consisting of persons who are not Council Representatives. Each such committee shall serve at the pleasure of the Council Representatives, shall act only in the intervals between meetings of the Council Representatives, and shall be subject to the control and direction of the Council Representatives; provided, however, that any third party shall not be adversely affected by relying upon any act by any such committee (other than an advisory committee) within the authority delegated to it. Each such committee shall act by not less than a majority of the whole authorized number of its members.

Section 12. Action Without a Meeting. Any action which might be taken at any meeting of the Council Representatives or of any committee thereof may be taken without such meeting by a writing or writings signed by all of the Council Representatives or all of the members of such committee, as the case may be. The writing or writings evidencing such action taken without a meeting shall be filed with the Secretary of the Corporation and inserted in the permanent records relating to meetings of the Council Representatives.

Section 13. Meetings Held Through Communications Equipment. Meetings of the Council Representatives or any committee of the Council Representatives may be held through communications equipment if all persons participating can hear each other, and such participation shall constitute presence at such a meeting.

ARTICLE II

Officers

Section 1. Election. The officers of the Corporation shall consist of a President (who shall be referred to as the "Chairperson"), a Vice-President (who shall be referred to as the "Vice-Chairperson"), a Secretary, and a Treasurer and such other officers as the Council Representatives shall from time to time designate. The offices of Vice-Chairperson and Treasurer may be held by the same person. Officers shall hold office for a period of one (1) year or until their successors are elected, qualified and take office. Any officer may be removed with or without cause by the Council Representatives.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Council Representatives, and in general, he or she shall perform all duties incident to the office of the Chairperson and such other duties as may be assigned to him or her by the Council Representatives from time to time.

Section 3. Vice-Chairperson. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the Council Representatives.

Section 4. Secretary. The Secretary shall keep the minutes of the meetings of the Council Representatives in books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Regulations or as required by law; be custodian of the corporate records; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chairperson or by the Council Representatives.

Section 5. Treasurer. The Treasurer shall receive and have the custody of all monies and securities belonging to the Corporation under the direction of the Council Representatives and he or she shall deposit the same in such bank or banks as the Council Representative may by resolution designate; sign checks drawn against the funds of the Corporation for expenditures authorized by the Council Representatives; keep full and accurate records of all financial transactions of the Corporation; prepare

and submit for the approval of the Council Representatives an annual budget of estimated expenditures for the forthcoming fiscal year; present financial reports of the Corporation at any meeting as the Council Representatives may direct; make reports on the finances of the Corporation to the Council Representatives as the Council Representatives may direct; comply with the requirements of the Council Representatives relative to those who may have access to any particular records of the Corporation collected under authority of the Council Representatives; give such satisfactory surety bond for the faithful performance of his or her duties as the Council Representatives may require, the expense of the bond to be borne by the Corporation; and in general perform the duties incident to the office of Treasurer and such other duties as may be assigned to him or her by the Chairperson or the Council Representatives.

ARTICLE III

Indemnification

Section 1. Authorization.

A. In the event that any person who was or is a party or is threatened to be made a party to any threatened, pending or completed civil, criminal, administrative or investigative action, suit or proceeding seeks indemnification from the Corporation against expenses (including attorney's fees), and in the case of actions other than those by or in the right of the Corporation, judgments, fines and amounts paid in settlement, actually and reasonably incurred by such person in connection with such action, suit or proceeding by reason of the fact that

such person is or was a Council Representative, trustee, officer, employee, agent or volunteer of the Corporation, or is or was serving at the request of the Corporation as a trustee, director, officer, employee, agent or volunteer of another corporation (domestic or foreign, nonprofit, or for profit), partnership, joint venture, trust, or other enterprise, then, unless such indemnification is ordered by a court, the Corporation shall determine or cause to be determined in the manner provided in Section 1702.12(E)(4) of the Ohio Revised Code whether or not indemnification is proper in the circumstances because the person claiming such indemnification has met the applicable standards of conduct set forth in divisions (E)(1) and (E)(2) of Section 1702.12 of the Ohio Revised Code and, to the extent that it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified.

B. Expenses, including attorney's fees, incurred by a Council Representative, trustee, director, officer, employee, agent or volunteer in defending any action, suit or proceeding referred to in Paragraph A of this Section may be paid by the Corporation as they are incurred in advance of the final disposition of such action, suit or proceeding, as authorized by the Council Representatives in the specific case upon receipt of an undertaking by or on behalf of the Council Representative, trustee, director, officer, employee, agent or volunteer to repay such amount if it ultimately is determined that such person is not entitled to be indemnified by the Corporation as authorized in this Article.

C. The indemnification authorized by Paragraph A of this Section shall not be deemed exclusive of, and shall be in addition to, any other rights granted to those seeking indemnification, pursuant to the articles, the regulations, any agreement, vote of disinterested Council Representatives, or otherwise, both as to action in their official capacities and as to action in another capacity while holding their offices or positions, and shall continue as to a person who has ceased to be a Council Representative, trustee, director, officer, employee, agent or volunteer and shall inure to the benefit of the heirs, executors, and administrators of such a person.

D. For purposes of this Article, the term "volunteer" is used as defined by Chapter 1702 of the Ohio Revised Code, as amended.

E. The provisions of Section 1702.12(E)(5)(a)(i) applicable to automatic advance payment of expenses shall not apply to this Corporation.

Section 2. Insurance. The Corporation, to the extent permitted by Chapter 1702 of the Ohio Revised Code, may purchase and maintain insurance or furnish similar protection including, but not limited to, trust funds, letters of credit or self-insurance for or on behalf of any person who is or was a Council Representative, trustee, officer, employee, agent or volunteer of the Corporation, or is or was serving at the request of the Corporation as a Council Representative, trustee, director, officer, employee, agent or volunteer of another corporation

(domestic or foreign, nonprofit, or for profit); partnership, joint venture, trust or other enterprise.

ARTICLE IV

Fiscal Year

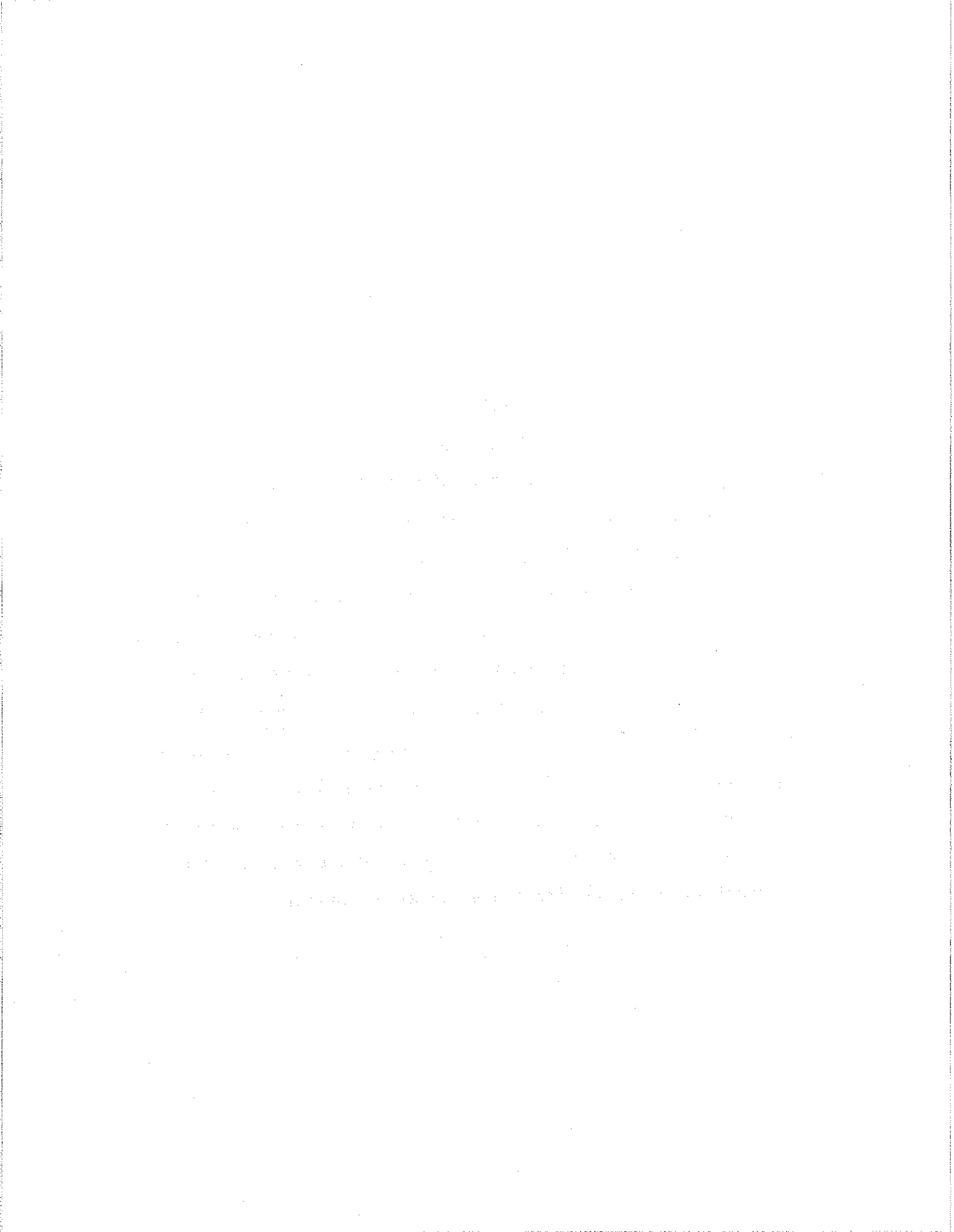
The fiscal year of the Corporation shall end on the last day of December, or on such other date as may be fixed from time to time by the Council Representatives.

ARTICLE V

Amendment

This Code of Regulations of the Corporation may be repealed, modified, amended, in whole or in part, by a two-thirds vote of the Council Representatives present at a meeting at which a quorum is present or by written actions signed by two-thirds of the Council Representatives; provided, however, that no repeal, modification or amendment of this Code of Regulations shall be considered at any meeting of Council Representatives unless notice of the proposed repeal, modification or amendment has been sent to each Council Representative prior to such meeting. In the event of any repeal, modification or amendment of this Code of Regulations, the Secretary shall mail a copy of the amendment or other action taken to each Council Representative.

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DIRECTOR'S REPORT – JULY 10, 2008

INFORMATION/BRIEFING ITEMS.

1. **Director's Employee Guests**
(Originating Source: Vern J. Hartenburg, Executive Director)

Mark R. McCarel, Technician, Shawnee Hills Golf Course

Mark McCarel joined the Shawnee Hills Golf turf management staff in May 2008. Prior to his arrival at Cleveland Metroparks, Mark served at The Country Club in Pepper Pike as the golf course's superintendent. Other golf course experience includes grounds staff at Glenmoor Country Club in Canton. Mark earned an Applied Science degree in Turfgrass Management from The Ohio State University and a Bachelor of Arts & Sciences in Biology from Bowling Green State University. Mark is married to Kelly and they have a son and a daughter. Mark's leisure activities include fishing, woodworking, playing guitar and gardening.

Richard M. Sorcek, Golf Course Manager, Shawnee Hills Golf Course

Rick Sorcek began his career with Cleveland Metroparks in June 1970 when he was selected as a summer laborer in the maintenance division. Rick continued to work for Cleveland Metroparks during the summers while attending school. Rick also was a naturalist intern while attending The Ohio State University. In January 1975, Rick accepted a handyman position. In 1976, Rick chose employment with another organization but returned to Cleveland Metroparks in April 1977. After his return, Rick held several positions at the Park District including park foreman at Bradley Woods/Huntington reservations, assistant park manager at the Zoo, and assistant park manager for Brecksville Reservation. In March 1986, Rick joined the Sleepy Hollow golf course staff as a greenskeeper and became the golf course manager of Sleepy Hollow in January 1987. Rick remained at Sleepy Hollow until January 1996, when at that time, the Sleepy Hollow and Shawnee Hills golf course managers switched courses, which brought Rick to his current position at Shawnee Hills Golf Course. Rick and his wife Patricia have two adult sons. He enjoys fishing, woodworking and running.

ACTION ITEMS.

1. **City of Brecksville Request for Streambank Stabilization Easement (0.4 acres), Brecksville Reservation**
(Originating Sources: Richard J. Kerber, Director of Planning, Design & Natural Resources)

Background

Vaughn Road near the southern end of the Brecksville Reservation is threatened by erosion from the Cuyahoga River. The river has progressed to within approximately 30 feet of the edge of Vaughn Road for a distance of approximately 250 linear feet along a sharp bend in the river. (See aerial photo, page 05). The City of Brecksville, Cuyahoga County, The Cuyahoga Valley National Park and Cleveland Metroparks have consulted for the past year on an acceptable method to inhibit the rate of erosion. The City of Brecksville has developed a plan to install a system of bioengineered streambank protection measurers and will fund the project. The design

DIRECTOR'S REPORT – JUNE 26, 2008

INFORMATION/BRIEFING ITEMS.

1. ***Director's Employee Guests***
(*Originating Source: Vern J. Hartenburg, Executive Director*)

Stephen V. Mather, GIS Manager, Planning, Design and Natural Resources

Steve Mather joined Cleveland Metroparks Planning division in January 2008. Steve's previous work experience includes research associate II for Byrd Polar Research Center at The Ohio State University where he worked on mapping the extent and velocity of glaciers in Antarctica and Greenland; GIS technician/programmer for the Auditor's Office in Delaware County; and research assistant for the Department of Earth, Ecological, and Environmental Sciences at the University of Toledo researching forest ecology and ecosystem processes. Steve's research has been published in several professional journals. He is a graduate of Central Catholic High School in Toledo, Ohio, and earned a Bachelor of Arts degree in Human Ecology from College of the Atlantic in Bar Harbor, Maine. Steve earned his Masters degree in Geography and Planning from the University of Toledo and has completed coursework toward a Ph.D. in Biology with a focus in Forest and Landscape Ecology. Steve is married to April, and they recently became parents, welcoming Samuel to their family.

James G. Rodstrom, P.E., Senior Civil Engineer, Planning, Design and Natural Resources

Jim Rodstrom was selected as Cleveland Metroparks senior civil engineer in February 2008. Prior to his employment with Cleveland Metroparks, Jim was a senior project engineer at Gutoskey and Associates. Other professional experience includes staff engineer for the City of Painesville, project superintendent assistant for Boulder Construction Company in Cincinnati. Jim is a graduate of Mentor High School and earned his Bachelor of Science degree in Civil Engineering from the University of Cincinnati. Jim's leisure activities include basketball, hiking, camping, and woodworking.

2. ***Zoo Award Recognition***
(*Originating Source: Susan J. Allen, Manager, Zoo Marketing & Public Relations*)

Cleveland Metroparks Zoo took first prize in the Media Relations category at the 2008 International Association of Business Communicators Cleveland Vision Awards. The Zoo's Marketing & Public Relations staff was recognized for its publicity efforts surrounding last year's rare blooming of the Zoo's titan arum plant, also known as the "Corpse Flower" for its pungent odor. The Zoo also received an Honorable Mention in the Electronic and Digital Communication category for its digital billboards promoting DINOSAURS! in 2007.

Cleveland Metroparks Zoo also took top honors in the Media, Arts & Entertainment category at the 2008 21st Century Awards Program. The award, which is part of the prestigious Computerworld Honors Program, recognizes the Zoo's Conservation Education staff for implementing an innovative wireless component to its Distance Learning Program. The Zoo also received Laureate and Finalist awards at the competition.

DIRECTOR'S REPORT – JUNE 12, 2008

01

INFORMATION/BRIEFING ITEMS.

1. **Director's Employee Guests**
(Originating Source: Vern J. Hartenburg, Executive Director)

Cedra C. Westbrook, Manager, Employee Relations, Human Resources

Cedra Westbrook was selected for the Manager, Employee Relations position in January 2008. Prior to her employment with Cleveland Metroparks, Cedra was the campus human resources director for the Eastern Campus of Cuyahoga Community College. Additional human resources experience includes EEO/ADA analyst at Cuyahoga Community College, human resources consultant for RAN Associates, Inc., and manager of human resources for Washington Group International. She is a graduate of Eastmoor High School in Columbus, and earned her Bachelor of Science degree in Education from Central State University in Wilberforce, Ohio. Cedra is married to Charles and some of her outside interests include church, fishing, golf, cooking, family gatherings, and reading.

Shamar D. Young, Management Trainee, Park Operations

Shamar Young joined Cleveland Metroparks in December 2007 when he was chosen as a management trainee for Park Operations. Previously, Shamar worked as a center manager for the City of Cleveland's Zelma Watson George Community Recreation Center. He also was the center manager at Thurgood Marshall Community Recreation Center for four years and has been involved with Cleveland Metroparks Youth Outdoors program while managing the recreation centers. Additionally, Shamar was a long-term substitute physical education teacher and a severe behavior handicap teacher's assistant for the Cleveland Municipal School District. He is a graduate of James F. Rhodes High School and earned an Associates of Science degree in Business Administration from Bluefield College, Bluefield, Virginia, and earned his Bachelor of Arts degree in Business and Physical Education from Baldwin Wallace College. Shamar has two sons and enjoys outdoor activities such as camping, fishing, and photography.

2. **Format RE: 2008 Fuel Consumption Task Force**
(Originating Source: William J. Ryan, President, Board of Park Commissioners)

A. Purpose of Task Force:

To identify, evaluate and recommend strategies that serve to reduce and conserve vehicular fuel utilization within Cleveland Metroparks and Cleveland Metroparks Zoo.

B. Task Force Members:

	<u>Telephone</u>	<u>Email</u>
Bill Ryan, Chair (President, Board of Park Commissioners)	440/331-3598	beefman52@wowway.com
David Kuntz, Treasurer djk2@clevelandmetroparks.com (Will serve as staff support to the Task Force)	216/635-3235	
Tom Allen, Manager of Fleet Services, First Energy Corporation	330/255-1674	thallen@firstenergycorp.com
Ron Ciancutti, Manager, Purchasing Division	216/635-3230	rdc@clevelandmetroparks.com
Vern Hartenburg, Executive Director	216/635-3295	vjh@clevelandmetroparks.com
Steve Krauth, Lead Mechanic, Cleveland Metroparks Zoo	216/635-4467	srk@clevelandmetroparks.com

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail. The text also mentions that proper record-keeping helps in identifying any discrepancies or errors early on, which can be corrected before they become more significant.

2. The second part of the document focuses on the role of internal controls in preventing fraud and misstatements. It outlines various control measures such as segregation of duties, authorization requirements, and regular reconciliations. The text stresses that these controls are essential for protecting the organization's assets and ensuring that the financial information reported is reliable and free from bias.

3. The third part of the document addresses the importance of transparency and communication in financial reporting. It highlights the need for clear and concise disclosures that provide stakeholders with the information they need to make informed decisions. The text also discusses the role of the board of directors and management in ensuring that the financial statements are prepared in accordance with applicable accounting standards and regulations.

4. The final part of the document concludes by summarizing the key points discussed and reiterating the importance of a strong financial reporting system. It emphasizes that a robust system is not only a legal requirement but also a key factor in building trust and confidence among investors, creditors, and other stakeholders. The text ends with a call to action for the organization to continue to improve its financial reporting practices and to stay up-to-date with the latest regulatory requirements.

Associate Degree
Sergeant Mark Hayner
Ranger Kevin Bartley
Ranger Kevin Marsh

Ranger Charles Moore
Ranger Kevin Rees
Ranger Ken Schabitzer

Chief Ranger Greg Loftus will introduce representative recipients from each award category.

- 2. ***Operational Highlight: Update RE: Rocky River Important Bird Area***
*(Originating Sources: Thomas Romito, President of the Western Cuyahoga Audubon Society/
Terry L. Robison, Manager of Field Research)*

Important Bird Areas (IBAs) are tracts of land that the National Audubon Society determines to be of high habitat quality and crucial for the existence of birds and other wildlife. National Audubon has identified over 500 IBAs throughout the United States. Audubon Ohio, the state office of the National Audubon Society, designated the Rocky River watershed (East Branch) as an Important Bird Area in 2000. In 2005, the Western Cuyahoga Audubon Society (WCAS) adopted the Rocky River IBA to monitor bird populations in the Rocky River watershed (East Branch) to use as an indicator of ecosystem health. Cleveland Metroparks Natural Resources Division has partnered with WCAS to collect credible data to enable wise land use decisions that will help sustain the natural resources of the Rocky River watershed for future generations. WCAS sponsored an Open House in March 2006 and a training session in April 2006 to encourage volunteers to actively participate in the breeding bird survey for the Rocky River IBA. Cleveland Metroparks staff hosted the event at the Rocky River Nature Center, and park staff were instrumental in training volunteers according to strict survey protocols. WCAS conducted the first year of the Rocky River IBA breeding bird survey in 2006, and in 2007 vegetation data collection was added to link habitat to the occurrence of birds. To date, over 100 volunteers have participated in the project.

Tom Romito, President of the Western Cuyahoga Audubon Society, spent 12 years on active Army duty, eight years in the Army Reserve, and he has been a civilian employee of the US Coast Guard for 19 years. He currently is working part-time for the Cleveland Treatment Center, and is active in many conservation groups in the area including Audubon Ohio and the Rocky River Watershed Council. **Tom is the primary volunteer implementer for the Rocky River IBA and will provide an update regarding progress of the bird surveys and related IBA promotional events.**

- 3. ***Lake Erie Nature and Science Center (LENSC) Endowment/Capital Campaign***
(Originating Sources: Patrick Mazur, Board President and Larry Richardson, Executive Director)

Lake Erie Nature and Science Center (LENSC) has come a long way since 1950 when Dr. Alberta Fleming started nature classes for neighborhood children with a turtle in a bathtub. The center now serves over 100,000 visitors and program participants annually including:

- 12,000 preschool through 12th grade students in school-age programs
- 35,000 children and adults through off-site programs
- 93,000 walk-in visitors
- 4,000 phone calls from the public relating to injured or orphaned wildlife

DIRECTOR'S REPORT – APRIL 24, 2008

INFORMATION/BRIEFING ITEMS.

1. ***Director's Employee Guest***
(Originating Source: *Vern J. Hartenburg, Executive Director*)

Patricia A. Cayton, Manager of Zoo Grounds and Services – Days

Patty Cayton began service at the Zoo in December 2007, being selected as the Manager of Zoo Grounds and Services – Days. She has extensive experience in servicing park visitors as she previously worked at Sea World/Six Flags Worlds Adventure for over 10 years as supervisor, assistant manager, and manager of the Park Services department. Additional work experience includes supervisor at Kent State Recreation Center and grounds supervisor at Akron Zoological Park.

2. ***Operational Highlight: 2008 Golf Initiatives/Trends***
(Originating Source: *M. Jane Christyson, Director of Marketing and Golf Clubhouse Services*)

Golf has been a tradition with Cleveland Metroparks since the first of its courses (Big Met) opened in 1924, just seven years after the Park District was founded. To keep golf vibrant and contemporary, staff monitors local and national trends, instituting new, and improving existing programs to address these trends. **Jane Christyson, Director of Marketing and Golf Clubhouse Services will present information from the 2007 year-end Golf Industry Report from the National Golf Foundation (NGF).** NGF has more than 6,000 members, and is a leader in golf research. The presentation will provide a quick summary of initiatives Cleveland Metroparks has instituted to focus its efforts on trends cited by the NGF that will help sustain Cleveland Metroparks golf.

3. ***2008 Volunteer Appreciation Weeks***
(Originating Sources: *Diane O. McDaniel, Director of Human Resources/Heather Triplett, Manager of Volunteer Services*)

Cleveland Metroparks and Cleveland Metroparks Zoo value their volunteers! In 2007, over 2,100 volunteers donated over 85,000 hours to Administration, golf courses, nature and visitor centers, EarthWords Nature Shops, Marketing department, Outdoor Education programs, Park Operations, and Cleveland Metroparks Zoo. Based on the minimum wage, these volunteer hours equate to a value of \$584,551.

National Volunteer Week began in 1974 when President Richard Nixon signed an executive order establishing the week as an annual celebration of volunteering. Cleveland Metroparks began recognizing its volunteers as part of this annual celebration in 1994. Beginning in May, the Park District celebrates its 14th year in recognizing volunteers during National Volunteer Appreciation Week (April 27 through May 3). In recognition of and appreciation for their continued support, donation of time and shared mission, Cleveland Metroparks offers special opportunities and discounts to all volunteers who contributed time in 2007. These opportunities include Zoo

DIRECTOR'S REPORT – MAY 29, 2008

INFORMATION/BRIEFING ITEMS.

1. **Director's Employee Guests**
(Originating Source: Vern J. Hartenburg, Executive Director)

James R. Fox, III, Senior Technician, Golf Construction
James Fox was selected as a technician in the Golf Turf division in September 2002. In May 2005, James became a senior technician. Prior to his employment at Cleveland Metroparks, James worked in the Philadelphia, Pennsylvania area. His previous golf course experience includes acting golf course superintendent and working on capital improvements at Philabrook, Inc. (division of Meadowbrook). He is a graduate of W. B. Saul High School of Agriculture in Philadelphia and received a certificate in basic arboriculture from The Penn State University. When not working on golf courses, James enjoys working on his house and on his cars.

Frank G. Lietz, Help Desk Support Specialist (Part-Time)
Frank Lietz came to Cleveland Metroparks in March 2006 as a seasonal help desk support specialist. In January 2008, his position was reclassified from seasonal to part-time. Frank has held various positions in the computer field since 1971, including: systems and programming manager at Columbia National Corporation; programmer analyst at Analyst International Corporation, Manco Tape, Inc., Eaton Corporation, and First Union Real Estate Investments, Inc.; and managing his own computer contracting business for 18 years. Frank graduated from Lincoln-West High School and finished computer related coursework at the Institute of Computer Management and Cuyahoga Community College. Frank and his wife Laura live in Parma, only five minutes away from West Creek Reservation.

2. **Operational Highlight: Park District Recycling and Green Initiatives**
(Originating Sources: William G. Binggeli, Acting Director of Park Operations/Nicole Lorenzo Luna, Safety and Environmental Manager)

Good recycling programs are inherently sustainable, and Cleveland Metroparks has identified initiatives where recycling can both generate revenue and save money. Cleveland Metroparks initially began a recycling program in 1990. It has evolved over the years to become a well established, comprehensive, cost effective and sustainable recycling program, consistent and feasible for every work and facility location throughout the Park District.

This program is spearheaded by the internal working group, the Employee Conservation Opportunities Team (ECO Team), which was established in 2004 to explore, fund and implement sustainable practices throughout Cleveland Metroparks. The ECO Team serves as the catalyst to provide a concentrated focus on recycling and green initiatives. The Park District also maintains a link on Cleveland Metroparks website (www.clevelandmetroparks.com) that discusses recycling efforts and offers practical recycling information to those viewing the website.

DIRECTOR'S REPORT – JULY 24, 2008

INFORMATION/BRIEFING ITEMS.

1. ***Director's Employee Guests***
(Originating Source: Vern J. Hartenburg, Executive Director)

Stacy L. Barlock, Group Sales Manager, Cleveland Metroparks Zoo

Stacy Barlock was selected as the Group Sales Manager for Cleveland Metroparks Zoo in April 2008. Previously, Stacy worked at the Hyatt Regency downtown as a convention services/catering sales manager. Additional hospitality service includes assistant banquet manager at the Renaissance Cleveland Hotel, director of outlets for the Hyatt Regency in St. Louis, Missouri, and assistant director of banquet operations for the Hyatt Regency in Atlanta, Georgia. Stacy is a native of Cleveland having graduated from St. Joseph Academy. She earned her Bachelor of Science degree in Business Administration specializing in Hospitality Management from Bowling Green State University. Stacy's leisure activities include Jazzercise and volleyball.

Stephen V. Mather, GIS Manager, Planning, Design and Natural Resources

Steve Mather joined Cleveland Metroparks Planning division in January 2008. Steve's previous work experience includes research associate II for Byrd Polar Research Center at The Ohio State University where he worked on mapping the extent and velocity of glaciers in Antarctica and Greenland; GIS technician/programmer for the Auditor's Office in Delaware County; and research assistant for the Department of Earth, Ecological, and Environmental Sciences at the University of Toledo researching forest ecology and ecosystem processes. Steve's research has been published in several professional journals. He is a graduate of Central Catholic High School in Toledo, Ohio, and earned a Bachelor of Arts degree in Human Ecology from College of the Atlantic in Bar Harbor, Maine. Steve earned his Masters degree in Geography and Planning from the University of Toledo and has completed coursework toward a Ph.D. in Biology with a focus in Forest and Landscape Ecology. Steve is married to April, and they recently became parents, welcoming Samuel to their family.

2. ***Operational Highlight: Natural Resources Research***
(Originating Source: Dr. Terry L. Robison, Manager of Field Research)

A fungal disease is implicated in a world-wide decline of amphibians. Amphibians, such as frogs and salamanders, are an excellent indicator of ecosystem health, i.e., a healthy amphibian populations is a sign of a healthy environment.

Dr. Jonathan Scott, Professor and Chair of the Biology Department at Mount Union College, and his colleague, Dr. Brandon Sheafor, have been studying fungal disease for several years, including a golden frog project with Kathy Krynak at the Cleveland Metroparks Zoo. Kathy suggested that Cleveland Metroparks assess whether the fungus is present in northeastern Ohio, and if so, determine whether it is causing declines such as those seen in other parts of the world. With cooperation from the Geauga Park District and Cuyahoga Valley National Park, staff and volunteers are sampling native salamanders, frogs, and toads throughout Northeast Ohio for the presence of the fungus.

3. *Recognition of Eagle Scout Michael DeFleice*4. ✓ *Operational Highlight: Natural Resources Research*
(Originating Source: Dr. Terry L. Robison, Manager of Field Research)

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ACTION ITEMS.1. *Director's Retiring Guests:*
(Originating Source: Vern J. Hartenburg, Executive Director)Kenneth L. Gober, Manager, Rocky River Nature Center

Ken started his 30-year career with Cleveland Metroparks in June 1977 as a seasonal naturalist in North Chagrin Reservation. Six months later, Ken was chosen as a naturalist and in June 1983 he was selected as a resident naturalist. It was in December 1984 that Ken joined the Rocky River Nature Center staff and one year later, became a senior naturalist at Rocky River Nature Center. In December 2000, Ken became the manager of Rocky River Nature Center. During his employment with Cleveland Metroparks, Ken achieved his goal of earning a Masters degree in Environmental Interpretation from The Ohio State University School of Natural Resources.

Gus C. Karagiozis, Senior Ranger

Gus began his 25-year career as a seasonal dispatcher in September 1982. Six months later, he joined the Zoo staff as a seasonal laborer, but returned to dispatching duties in the Ranger department in September 1983. In October 1983, Gus was selected as a full-time dispatcher. In December 1984, was sworn in as a ranger. Four years later, Gus was promoted to the rank of senior ranger. In addition to his career at Cleveland Metroparks, Gus served four years in the United States Air Force.

RECOMMENDED ACTION:

That the Board recognizes Gus C. Karagiozis and Kenneth L. Gober for their years of service to Cleveland Metroparks and the Greater Cleveland community by adopting the resolutions found on pages 09 and 10.

MCO Report Card (reference pages 12 to 14). CareWorks is ranked first in three of the five categories on the Report Card.

Upon completion of the interviews, the committee chose the incumbent, CareWorks, to continue as the Park District's MCO. Because the incumbent was selected, the existing agreement between the MCO and the BWC automatically is renewed without formal action by the Board.

5. ✓ **Operational Highlight: Cleveland Metroparks Natural Resources Research**
(Originating Sources: John Mack, Chief of Natural Resources/Dr. Terry L. Robison, Manager of Field Research)

On Thursday, May 28, 2008, a public presentation of current, selected research conducted in Cleveland Metroparks regarding its natural resources, was offered, which included the following:

Name of Researcher () indicates degree being pursued	Institutional Affiliation	Title of Research
Brandon Sheafor, Ph.D. Jonathan Scott, Ph.D. (Professors)	Mount Union College	Status of <i>Batrachochytrium dendrobatidis</i> in Northeastern Ohio: Amphibian survey update
Claire Weldon, B.S. (Graduating May 2008)	Baldwin Wallace College	Inventory of primary headwaters in Cleveland Metroparks
Jim Spetz, M.S. (Graduating May 2008)	John Carroll University	Blanding's turtle: Update on ecology and head-start program
Sarah Carrino-Kyker (Ph.D. candidate)	Case Western Reserve University	The response of vernal pool microbial community to environmental fluctuation and land use patterns
Julie Wolin, Ph.D. (Professor)	Cleveland State University	Wetland integrity in relation to land use gradients
Chadd Fitzpatrick (Biological Science Technician)	USDA, APHIS, Wildlife Services	Raccoon movement, dispersal, habitat, and population genetics
Sara Laux (Ph.D candidate)	Cleveland State University	Ecological impacts of overabundant White-tailed deer on forest floor dynamics
Michael Melampy, Ph.D. (Professor)	Baldwin-Wallace College	Introduction to New Study: The impact of deer browsing and flowering plant abundance on the reproductive success of Mayapple
Kim Thompson (M.S. candidate)	John Carroll University	Interactions of two Plethodontid salamanders across an Ecotone
Kal Ivanov and Owen Lockhart (Ph.D. candidates)	Cleveland State University	Assessment of the invasiveness of an exotic ant and its potential impact on regional natural resources

Brandon Sheafor and Claire Weldon will be present during the Board meeting to provide an overview of their research initiatives, as a representative "sample" of current natural resources research being conducted in Cleveland Metroparks.

Z.F.



**Cleveland
Metroparks**



Administrative Offices

4101 Fulton Parkway
Cleveland, Ohio 44144
(216) 635-3200
FAX (216) 635-3286
TTY (216) 351-0808

**Board of Park
Commissioners**

Fred Rzepka
President

William J. Ryan
Vice President

David W. Whitehead
Vice President

**Executive
Director-Secretary**

Vern J. Hartenburg

April 10, 2007

Deborah

Bedford Hts., OH 44146

RE: Perfect Attendance

Dear Deborah:

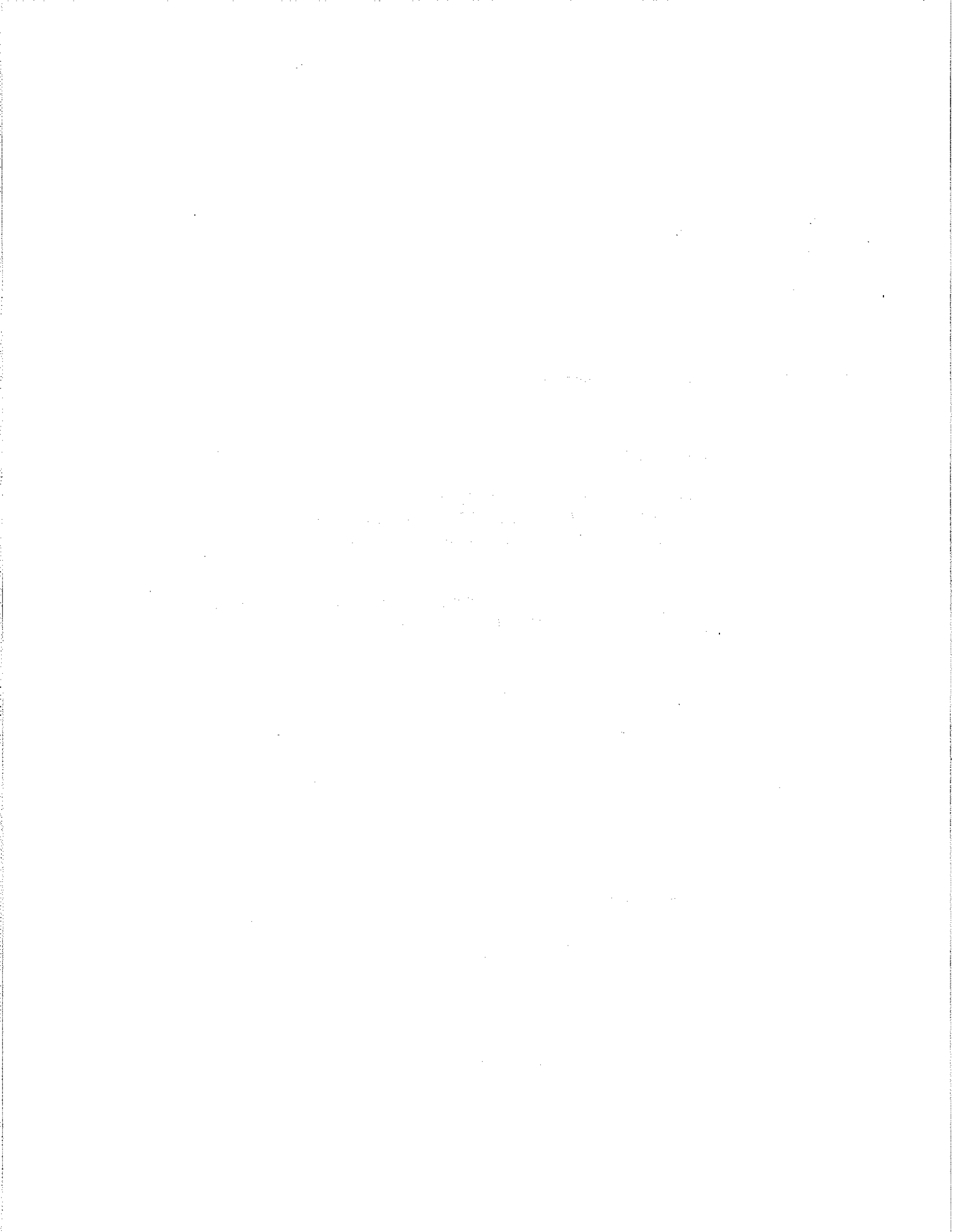
I would like to take this opportunity to recognize your positive record (use of 16 hours or less of sick leave) during 2006. This is a record you can be proud of, and one which I recognize as a significant contribution to the success of Cleveland Metroparks.

This record, along with your dedication and commitment to Cleveland Metroparks is valued, noted and appreciated.

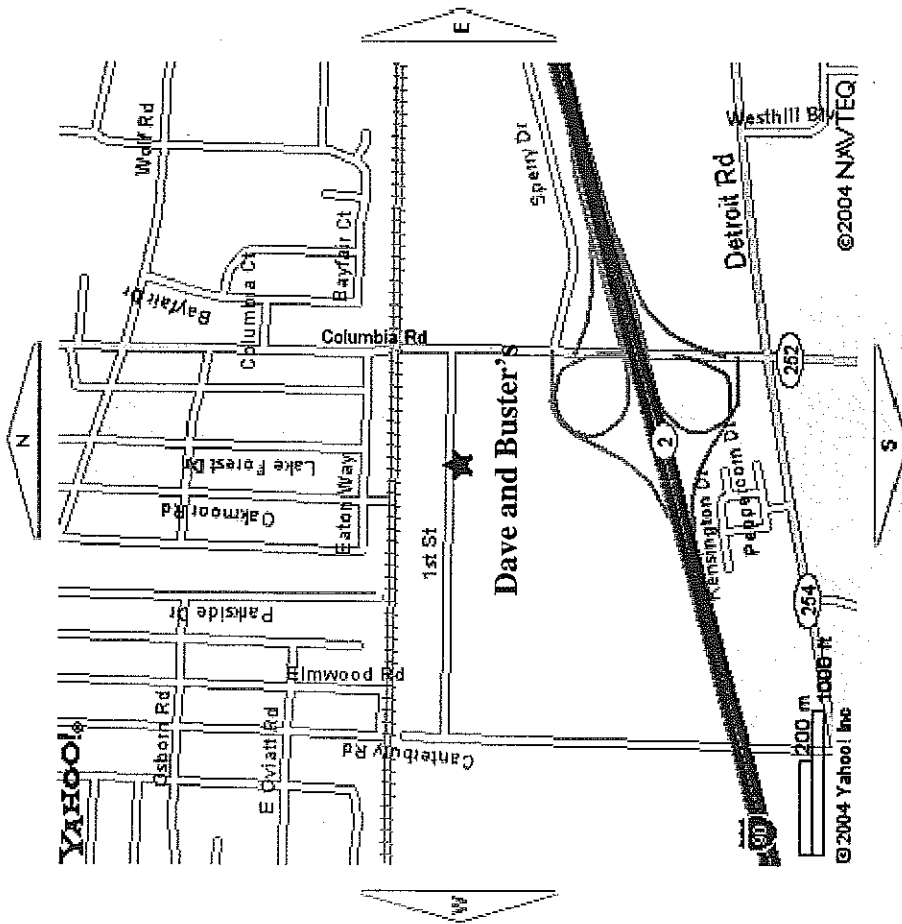
Sincerely,

Vern J. Hartenburg
Executive Director-Secretary

vjh/tg
cc: Personnel File



Map

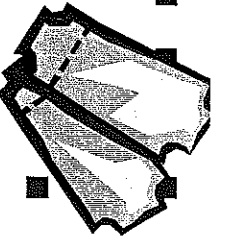
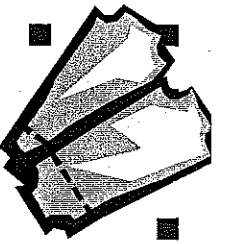


Congratulations!



You've been **CAUGHT** having
perfect or near perfect attendance
in 2004





To celebrate this accomplishment,
Cleveland Metroparks is inviting you
to a very special evening at:

Dave and Buster's
25735 First Street
Westlake, OH 44145

Thursday, March 10, 2005
5:30 p.m. to 9:30 p.m.

Appetizer Buffet
6:30 p.m. to 8:30 p.m.

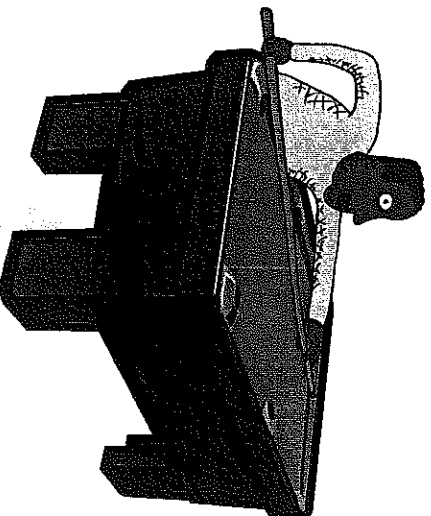
You will receive a power card (value
\$12.00) plus unlimited use of pool
tables & shuffleboards!

Special presentation at 7 p.m.

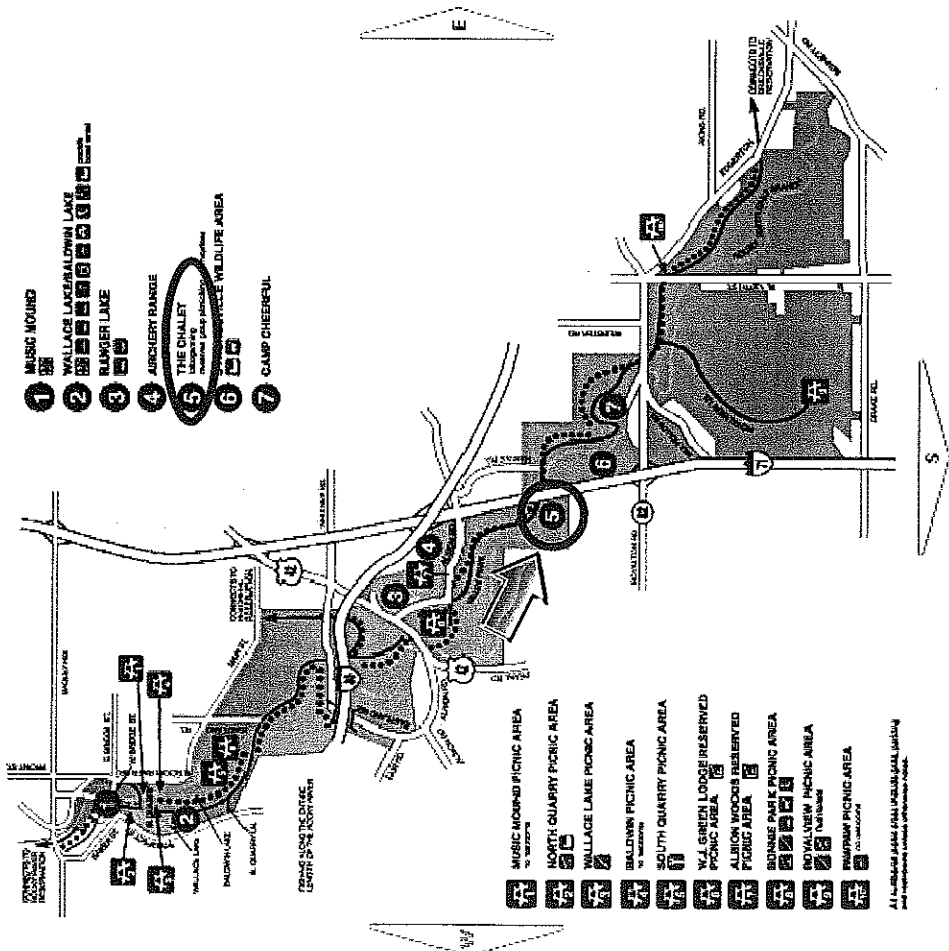
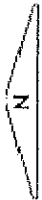


You may invite up to two adult guests
for a fee to attend the event. The cost
for each guest is \$24.00 per person,
which covers the cost of food and
beverage. Guests may purchase their
power cards at the event.

R.S.V.P. by completing the enclosed
response card and returning it in the
enclosed envelope to Terri Gasser, in
Human Resources, by Friday,
February 18, 2005.



MAP



- 1 MUSIC MOUND
- 2 WALLACE LAKE
- 3 RUMMER LAKE
- 4 AIRCRAFT RAMPAGE
- 5 THE CHALET
- 6 CAMP CHEERFUL
- 7 CAMP CHEERFUL

- MUSIC MOUND PICNIC AREA
- NORTH QUARRY PICNIC AREA
- WALLACE LAKE PICNIC AREA
- BEALDWIN PICNIC AREA
- SOUTH QUARRY PICNIC AREA
- YLA SENIEN LOOSE RESERVED PICNIC AREA
- ALISON WOODS RESERVED PICNIC AREA
- SUNNYSIDE PARK PICNIC AREA
- NO VALLEY PICNIC AREA
- BEALDWIN PICNIC AREA



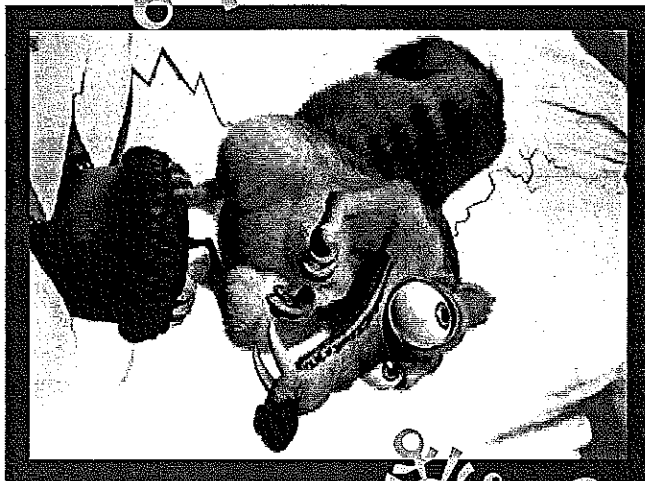
IT MAY SEEM LIKE...



ICE AGE

SINCE YOU LAST HAD A BREAK...

CONGRATULATIONS! YOUR PERFECT/NEAR-PERFECT ATTENDANCE SHOWS IT!



AS A REWARD, YOU WILL BE EXCUSED FROM WORK ON
FRIDAY, MARCH 9, 2007, AT 11:30 A.M.
TO JOIN YOUR CO-WORKERS AND FAMILY FOR AN AFTER-
NOON AND EVENING OF FUN, GAMES AND TOBOGGANING

The Chalet
at
Mill Stream Run Reservation
16200 Valley Parkway
Strongsville, OH 44149

12:00 p.m. to 9:00 p.m.

Special presentation at 1:30 p.m.

Light Buffet

12:00 p.m. to 2:00 p.m.

And

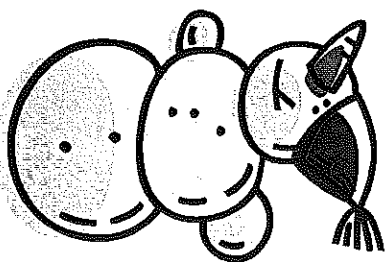
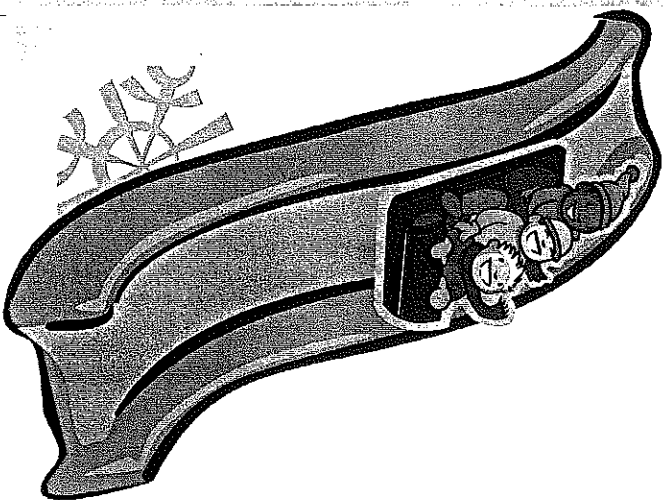
5:00 p.m. to 7:00 p.m.

To R.S.V.P.

Complete the enclosed R.S.V.P. Card
and send to

Crystal Tarrence, in Human Resources,
by Friday, March 2, 2007

This'll be the *coolest* break you've ever
had.



REMINDER

PERFECT/NEAR-PERFECT ATTENDANCE CELEBRATION

**THERE IS STILL TIME TO
JOIN YOUR CO-WORKERS AND FAMILY FOR
FUN, GAMES AND TOBOGGANING**

Friday, March 9, 2007

at

The Chalet

Mill Stream Run Reservation

16200 Valley Parkway

Strongsville, OH 44149

4:00 p.m. to 9:00 p.m.

(Note: Time change)

Special presentation at 6:30 p.m.

RSVP

**Crystal Tarrence, in Human Resources, 216-635-3280
by Tuesday, March 6, 2007**

Dinner Buffet

5:00 p.m. to 7:30 p.m

Kid's Menu:

Hotdogs

Grilled cheese sandwiches

Mac 'n cheese

Adult Menu:

Chili and toppings

Tossed salad with assorted dressing

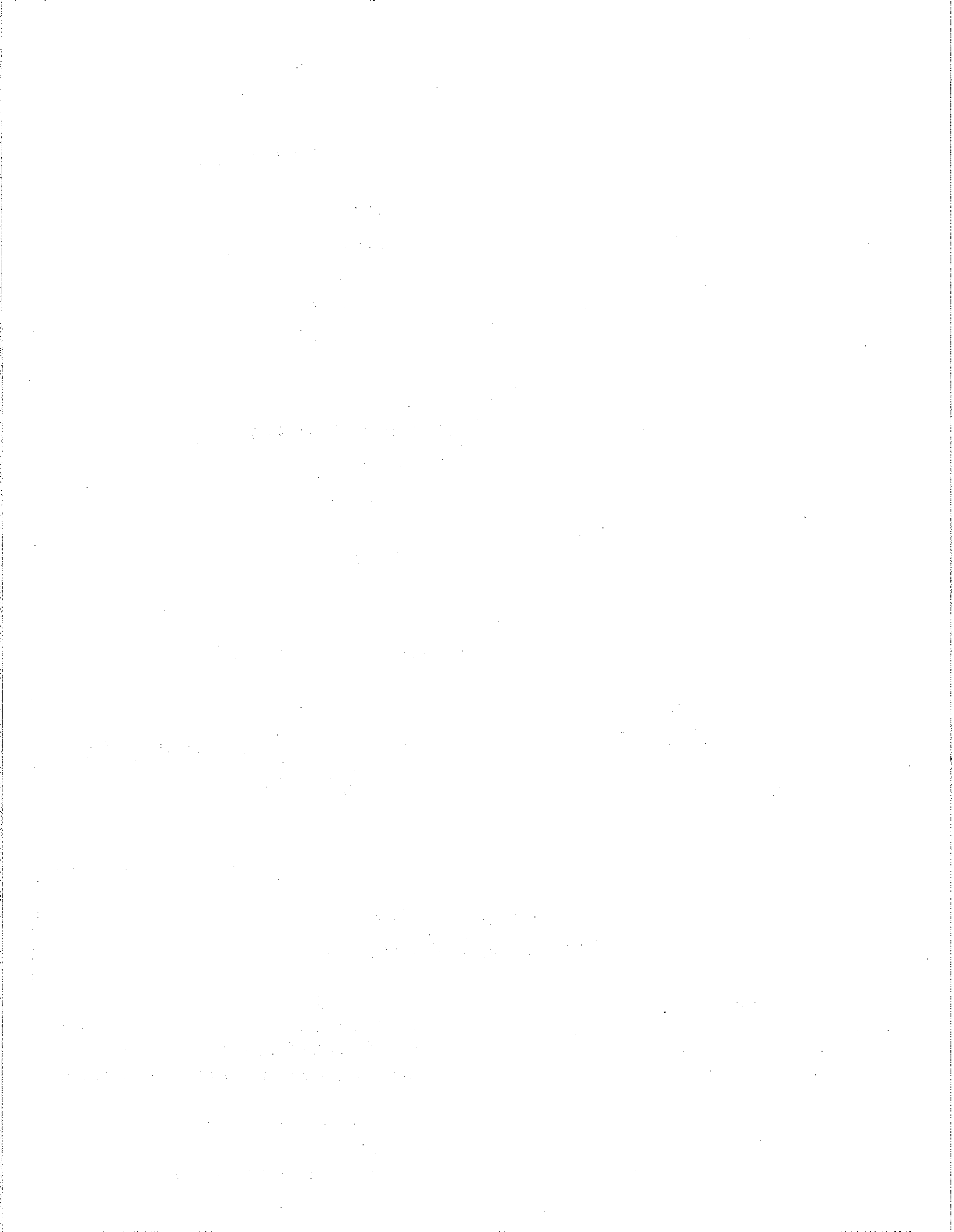
Penne pasta primavera with alfredo sauce

Pork Loin

Smashed mashed potatoes

Dinner Rolls

Assorted cookies & brownies



Z. Gr.



Administrative Offices
4101 Fulton Parkway
Cleveland, Ohio 44144
216-635-3200
FAX 216-635-3286
TTY 216-351-0808

Board of Park Commissioners
William J. Ryan
President
Fred Rzepka
Vice President
David W. Whitehead
Vice President

Executive Director-Secretary
Vern J. Hartenburg



July 22, 2008

David

Dear David,

Congratulations!

Cleveland Metroparks Service Award Program will be celebrated Wednesday, August 6, 2008 at 12:00 noon, at the employee event CrossRoads 2008, in the picnic shelter located at Brookside Reservation. This program is a means of recognizing the contribution that employees make in developing and achieving Park District conservation, education and recreation goals.

As a Park District employee, you are vital to the growth and success of Cleveland Metroparks. In recognition of this fact, and to acknowledge many years of time and talent you have devoted in service to Cleveland Metroparks, the Park District is pleased to make a service recognition award available to you. You will be presented a full-color brochure from which to make your service recognition selection.

I hope that in selecting one of these service recognition items, you will accept it as our way of saying, "Thank You" for your many years of commitment.

Sincerely,

Vern J. Hartenburg
Executive Director-Secretary

VJH/lkm



Wow - 10 years already!
Dave, thanks for all that you contribute to Cleveland metroparks, and for your positive attitude and "extras" you provide.
VJH



**Cleveland
Metroparks**

Administrative Offices

4101 Fulton Parkway
Cleveland, Ohio 44144
216-635-3200
FAX 216-635-3286
TTY 216-351-0808

**Board of Park
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William J. Ryan
President

Fred Rzepka
Vice President

David W. Whitehead
Vice President

**Executive
Director-Secretary**

Vern J. Hartenburg



Date

Employee Name
Address
City, State Zip

Dear Employee Name,

Congratulations!

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Sincerely,

Vern J. Hartenburg
Executive Director-Secretary

VJH/lkm

IN RECOGNITION OF YOUR





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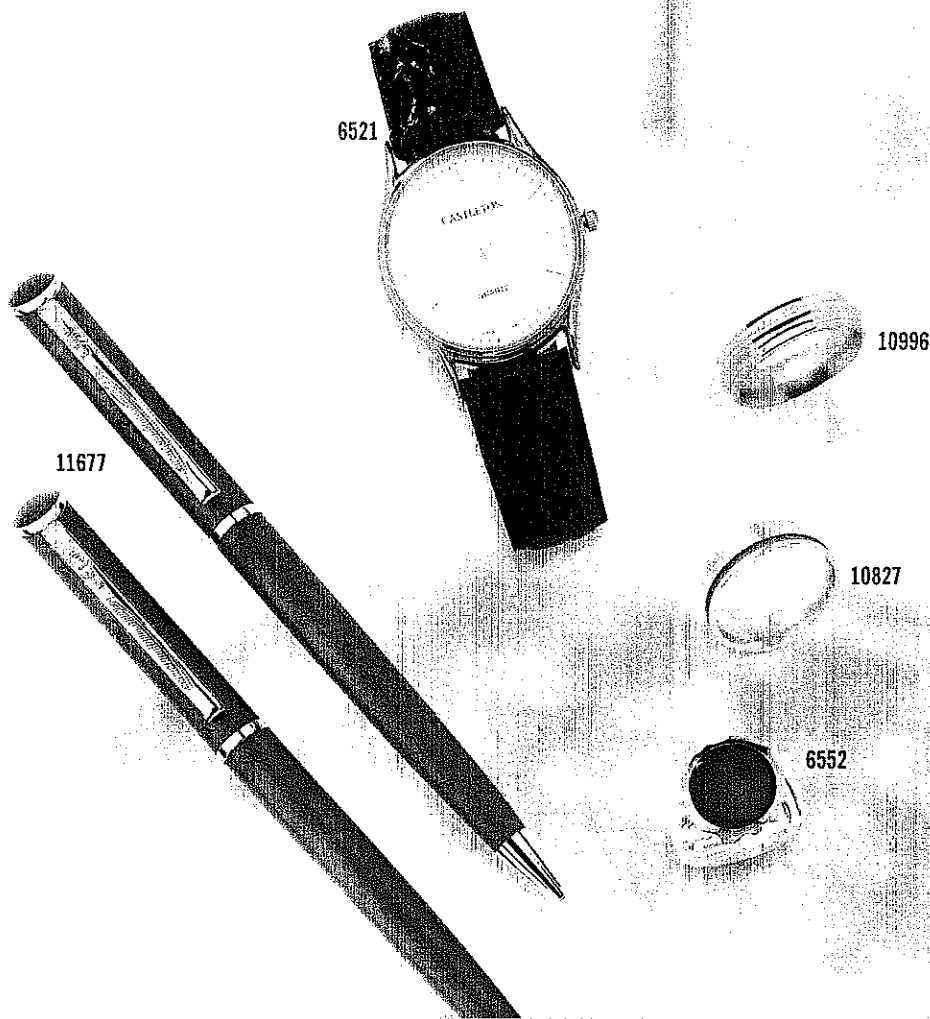


Vern J. Hartenburg

Vern J. Hartenburg
Executive Director - Secretary

MISSION STATEMENT

Cleveland Metroparks will conserve significant natural resources and enhance people's lives by providing safe, high-quality outdoor education, recreation, and zoological opportunities. Further, Cleveland Metroparks Zoo is committed to improving the future for wildlife.



- 6515. Howard Miller Tribeca Quartz Alarm Desk Clock. Features beveled glass, brushed and polished aluminum base, white dial, second hand, Roman numerals, and luminous inserts on the black hour and minute hands. H. 6.5"
- 6520. Woman's Castleton Quartz Watch. Features white dial, gold-tone case, second hand, and black leather band. Water resistant.
- 6521. Man's Castleton Quartz Watch. Features white dial, gold-tone case, second hand, and black leather band. Water resistant.
- 6523. La Crosse Technology Quartz Desk Clock. Features radio-controlled time and date, indoor-outdoor temperature display, 12/24-hour time, and alarm. Wall mounting or freestanding. 9.75" x 10.25"
- 6524. Oneida 20-Piece Stainless Steel Flatware Set in the Purity pattern. Four 5-piece place settings include salad forks, dinner forks, knives, dinner spoons, and teaspoons.
- 6526. Seth Thomas Fitzwilliam Mantel Clock. Features mahogany finish alderwood case, brass handle, spun metal dial with Roman numerals and raised corner ornaments, and sweep second hand. H. 10"

Cleveland Metroparks logo represents the Park District mission. The mission of Cleveland Metroparks is the conservation of natural resources so as to foster awareness, appreciation, and understanding of the importance of natural resources through education so that we may all become better stewards of our environment. Cleveland Metroparks will provide recreation opportunities, which are compatible with and support the goals of conservation and education.



Gold-filled Emblem

11839. Wilson Harmonized Heel/Toe Putter. Unique deep cavity polymer face provides true roll. Heel and toe weighted design. Features black and white wrap grip and steel shaft. Length: 35"

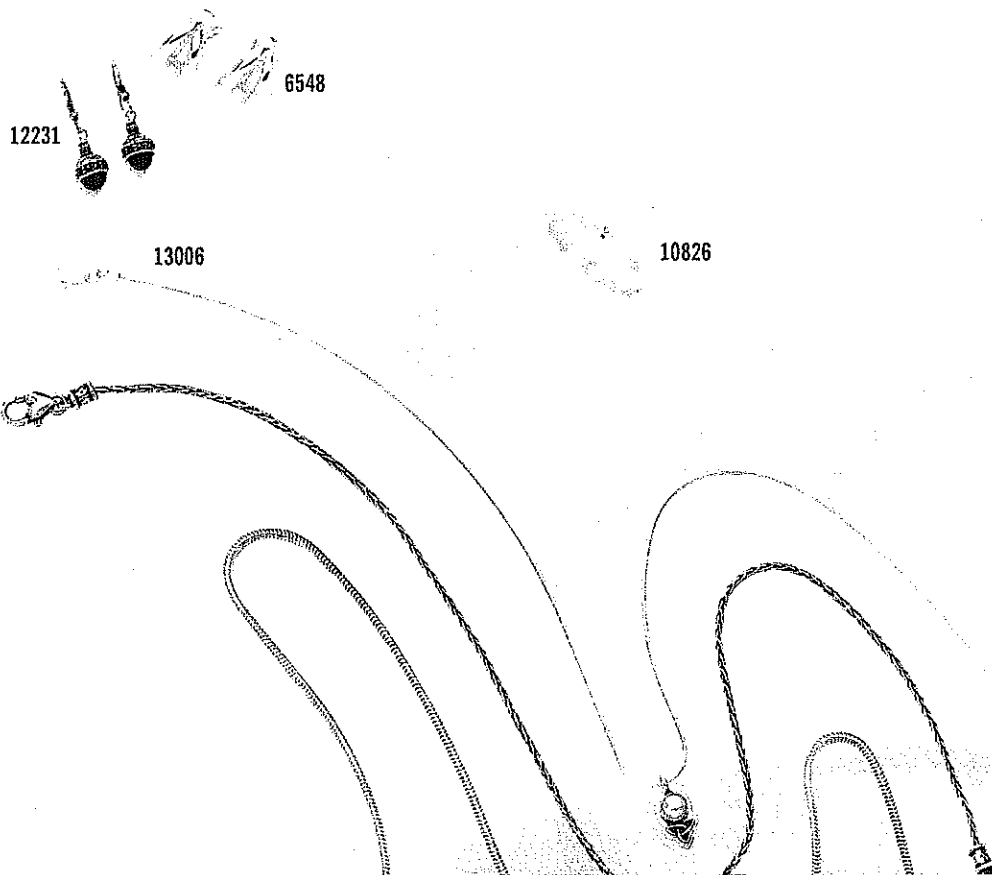
11840. Black & Decker 3.6 Volt Cordless Drill/Driver with charger. Handle locks in three positions. LED light illuminates work area. Features forward/reverse switch and two 2" screwdriver bits.

12227. Sterling Silver Ring with one 8mm freshwater button pearl blended with a beautiful swirl of white topaz. Available in sizes 4-9.5 including half sizes.

12228. Coleman Pack-away Family Size Lantern. Features built-in carry case, vivid white fluorescent light and remote control. Runs 12 hours on high using eight D batteries (not included).

12229. Brighton Central Park Silverplate Bracelet. Seven bold .875" diameter rings connected with complementary links interpreted for a classic Brighton woman. Features fold-over closure. 7.5"

12230. Brighton Memphis Desk Clock. Features silver plate finish, engraved antique pattern on case and feet, back support to allow display on a table or desk. Height: 2.5"



Name

- 10 Year
- 10826 Woman's Diamond Ring **1
- 10827 Man's Steel Ring **1
- 10996 Man's Steel Ring **1
- 11252 Premium Sports Duffel Bag **2
- 11254 Mikasa Crystal Vase
- 11255 Premium Bag Computer Portfolio **2
- 11256 Calibri Clip Watch/Flashlight
- 11257 Mikasa Tumblers
- 11472 Cristal D'Arques Crystal Vase **2
- 11675 GE Cordless Telephone **2
- 11676 Reptogle 9" Forester Globe **2
- 11677 Quill Pen and Pencil **2
- 11678 Steel 1 pt. Diamond Pendant **2
- 11838 Brinkmann Headlamp
- 11839 Wilson Harmonized Putter **2
- 11840 Black & Decker Cordless Driver
- 12227 Pearl and White Topaz Ring **1
- 12228 Coleman Family Size Lantern
- 12229 Brighton Bracelet 7.5"
- 12230 Brighton Desk Clock
- 12231 Brighton Earrings
- 12232 Fossil Leather Tri-fold Wallet **2
- 13003 Coby 2GB MP3 Player
- 13004 Tasco 10x25 Binoculars **2

- 13005 Brighton Silverplate Bracelet
- 13006 Pearl Pendant and Chain 16" **2
- 13007 Jensen Portable Speakers
- 6515 Howard Miller Desk Clock **2
- 6520 Woman's Castleton Watch **2
- 6521 Man's Castleton Watch **2
- 6523 La Crosse Desk Clock **2
- 6524 Oneida Flatware Set
- 6526 Seth Thomas Mantel Clock **2
- 6527 Brighton Necklace 20" **2
- 6528 Brighton Bracelet 7"-8" **2
- 6531 RCA Portable CD Clock Radio **2
- 6534 Man's Relic Watch **2
- 6535 Woman's Relic Watch **2
- 6536 Colibri Watch and Tool Set
- 6537 Man's Relic Watch **2
- 6539 Woman's Casio Watch
- 6540 Woman's Relic Watch **2
- 6545 Mitchell Rod and Reel Combo
- 6546 Hamilton Beach Coffeemaker
- 6547 Sterling/Onyx Bracelet 7.5" **2
- 6548 Sterling Silver Earrings
- 6550 Woman's Sterling Silver Ring **1
- 6552 Man's Sterling Silver Ring **1

*1. Please indicate your ring size. **2. Corporate symbol will be attached to your award. (1/10 Gold-Filled Yellow) **3. Please Select: _____ Right-hand Putter _____ Left-hand Putter

THANK YOU

CLEVELAND METROPARKS EMPLOYEES

Cleveland Metroparks Employee Service Award Program was celebrated at CrossRoads '07 on August 17, 2007 at The Chalet. The employee service award program recognizes time, talent and the contribution that employees make in developing and achieving Park District conservation, education and recreation goals.

Thank You and Congratulations to the following employees:

30 YEARS

William Berry, Retiree-Little Met Turf
Ronald Bittner, Zoo Facility Operations
Dennis Dancak, Rangers
Kenneth Gober, Rocky River Nature Center
William Hausser, Building Trades
Rayvell Hereford, NatureTracks
Jack Hughell, Hinckley
Michael Kavouras, Rangers
Diane Luttner, Retiree-Park Operations Admin.
Joseph Matyas, Zoo Facility Operations
Eric Naftanail, Manakiki Turf
Phillip Nawalaniec, Building Trades
Kenneth Pekarek, Zoo Animal Care
William Ratka, Rangers
Tad Schoffner, Zoo Animal Care
Raymond Wiese, Brecksville

20 YEARS

Michelle Bondra, Hinckley
Daniel Boyle, Brecksville
Mark Chase, Zoo Animal Care
David Chernow, Visual Communications
Eric Himmelman, Zoo Horticulture
Stephen Kinzel, Zoo Animal Care
Noreen Lazor, Research & Program Evaluation
Kelvin Mack, Zoo Facility Operations
Kevin Marsh, Rangers
Paula Mitchell, Visitor Services
Kathy Monreal, Zoo Facility Operations
Elizabeth Pflug, Retiree-Park Operations Admin.
Theresa Rhyner, Zoo Animal Care
Elaine Straka, Zoo Group Sales

10 YEARS

Edward Baird, Building Trades
Leland Barnes, Information Systems
Leroy Daugherty, Zoo Animal Care
James Gajewski, Visual Communications
Nicholas Georgeadis, Big Creek
Calvin Harpe, Zoo Animal Care
Nakia Johnson, Rangers
Quenton Jordan, Rangers
Geraldine Madzia, Treasurer's Office
Carly Martin, Look About Lodge
Sean McHugh, Golf Turf Administration
Donald Mitzo, Mill Stream Run
Dean Ondrey, Brecksville
Scott Parish, Zoo Animal Care
Mark Rehling, Zoo Animal Care
Thomas Robatin, Zoo Marketing
Michael Yznaga, Zoo Animal Care





Certificate of Recognition

honors

Employee Name

on the 6th day of August 2008

in commemoration of 30 years

of contributing loyal and

valuable service to Cleveland Metroparks

conservation, education and recreation team effort.

Vern J. Hartenburg
Executive Director-Secretary



**Cleveland
Metroparks**

Diversity

Cleveland Metroparks
Strengthening Human & Natural Resources



Z.H.



Significant Incident Report

Department Human Resources
4101 Fulton Parkway
Cleveland, OH 44144
(216) 351-6300
FAX (216) 351-2584

Name _____ Division _____ Incident Date ____/____/____
Last First

Purpose: Compliment Warning/Counseling Employee Status: Non-union Union FT PT SE

To be completed by Supervisor: In the space provided below, provide an account of the noteworthy performance or performance deficiency. Use additional sheets if necessary.

Complete this area if incident is for warning/counseling

To be completed by Supervisor: 1) What guidance or assistance has been given to the employee to correct the performance deficiency or violation? 2) What discipline will the employee receive if the employee's performance deficiency continues or there is a reoccurrence of this violation?

To be completed by Employee: Provide any explanation or comments.

I have been provided a copy of this incident report: _____ Date ____/____/____

Preparer's Signature

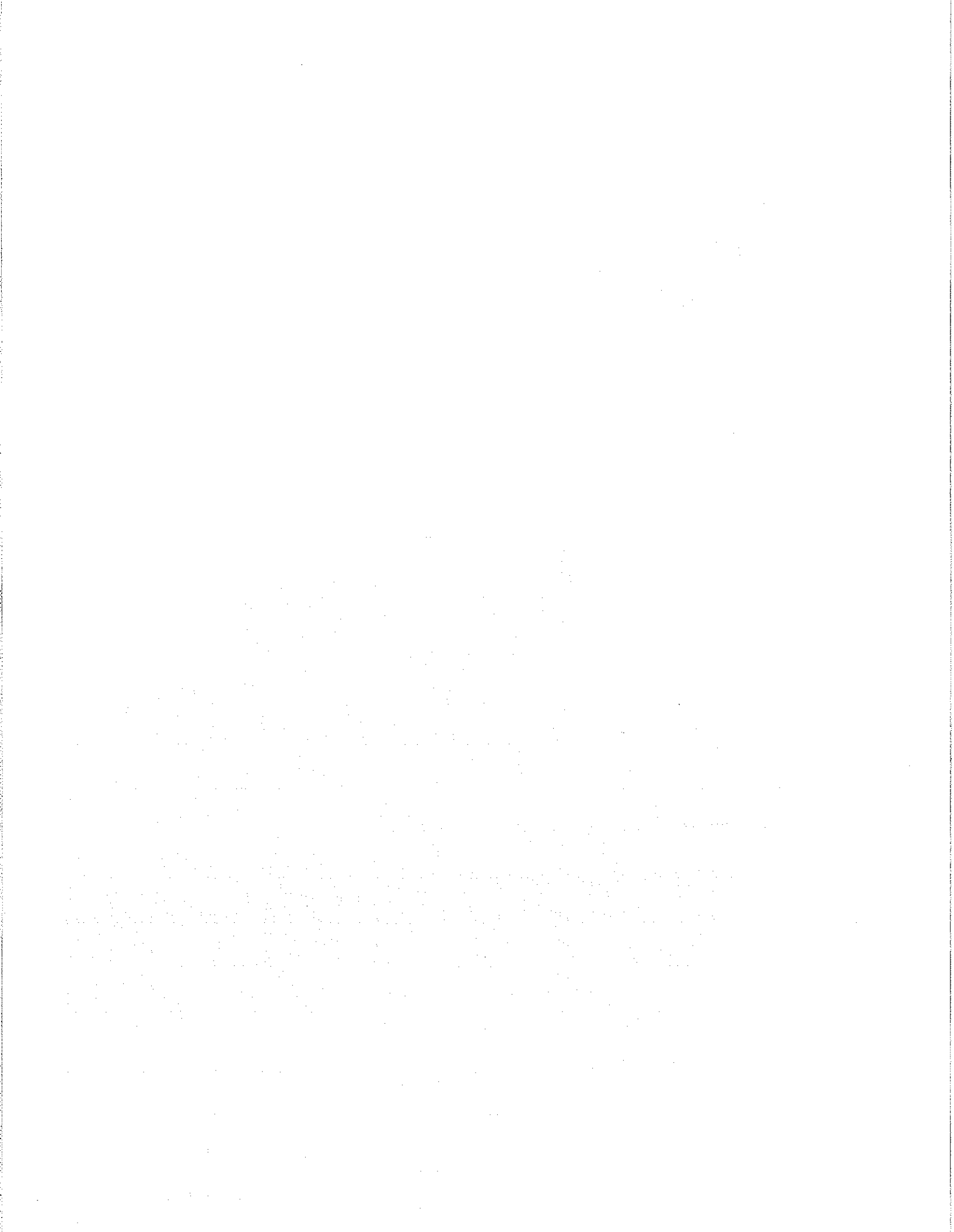
Employee's Signature

Immediate Supervisor

Next Level Supervisor

Distribute to:

- White • Department of Human Resources
- Yellow • Department Director
- Pink • Supervisor
- Gold • Employee



Cleveland Metropark Rangers

best
dressed

Specialized Department

It is easy to see why the Cleveland Metropark Rangers Mounted Unit has graced two Presidential Inaugural Parades; its dress riding uniform is a black single-breasted jacket enhanced with a gold ascot dickey, gold shoulder braids, gold shield badge and officer's rank insignia. The long three-buttoned bass jacket is topped with a leather basket weave duty belt, holster, and a cross-chest support belt. This striking jacket is worn with black riding breeches with gold side leg piping and accompanied by white gloves and well-polished knee-high riding boots.

Whether they are on a bike, a horse, a motorcycle or any other "vehicle" the Rangers' eye-catching uniforms of contrasting tan shirts with black pants make an official impression. The department is extremely proud of its arm patch, which was designed by members of the department with input from field

personnel as well as staff officers and is displayed on both sleeves of the Ranger's shirt. The department's patch states: Ranger—Protect—Serve.

The daily duty uniform for the Ranger starts with a long- or short-sleeved tan dress shirt (white for staff officers) flanked with the department designed patch on each shoulder along with the officer's appropriate rank insignia, gold shield badge and black tie. Black trousers and black leather duty belt, holster and black leather boots keep the officer looking sharp. The uniform look is completed with the black Stratton Campaign hat, which is true to form for any outdoor patrols. The hat is adorned with gold or silver acorns depending on the officers' rank, and on the hat stand is placed the state seal pin. When viewed, the Cleveland Metropark Ranger image is unmistakably professional and commanding of respect.





415**Employee Discounts and Activities****Policy Statement**

Cleveland Metroparks provides employee discounts and activities for the benefit of its full- and part-time employees and their families in the form of free or discounted Park District and Zoo admission, purchases and other activities. Services include swimming, Institute of the Great Outdoors (IGO), Zoo admission, EarthWords Book Shops, golf courses and more.

I.D. Card

Employees must present their Cleveland Metroparks identification card to participate in the benefits listed below.

Employee Benefits

The following benefits are available for 1) employees (no service requirement) and 2) retirees with 10 years or more of service. *Immediate family includes spouse, children or step-children, grandchildren, mother, father, mother-in-law, father-in-law, sister, brother or grandparent.*

**Employee Only
Benefits Golf****Golf Courses**

- Free greens fees, including use of handcart
- Power golf cart at a 50% discounted price
- Golf Pro Shop merchandise at 10% above cost (for personal use)
- Driving ranges - 2 free tokens per visit
- Free rental clubs
- 20% discount on food and beverage at Big Met, Little Met, Manakiki, Mastick Woods, Shawnee Hills and Sleepy Hollow Golf Course
- 20% discount on golf lessons at Manakiki, Sleepy Hollow, Shawnee Golf Courses and Washington Golf Learning Center
- 50% discount for rental of Sleepy Hollow Clubhouse Meeting Rooms

**Institute for the
Great Outdoors
(IGO)**

Attend Cleveland Metroparks IGO programs and courses (i.e., canoeing, fishing skills, cross-country skiing, etc.) at cost. Information about programs and courses is publicized quarterly. Contact the *Manager of Outdoor Recreation* at 341-1704 for further information.

**Reserved Group
Picnic**

Reserved group picnic areas can be secured at no cost within 60 days of date of use. Contact the *Visitor Services Reservationists* at 216-635-3222, to request use of a reserved

**Areas/facility
Rental**

picnic area.

Zoo Facilities

- 50% discount for all Zoo Facilities (13 locations), including the RainForest
- 50% discount for Zoo and RainForest admission with rental

**Emerald Necklace
Marina**

- 50% discount for rental of the Waterside Room

**Aramark Food
Services (at the
Zoo)**

- A 20% discount on food purchases at Cleveland Metroparks Zoo, including Pizza Hut
- McDonald's: Purchase value meal receive free medium soft drink or purchase two items, receive free small soft drink or coffee
- No discount on portable food carts
- Cost plus 10% for parties using Aramark caterers

Zoo Gift Shop

- Receive a 15% discount.

The Chalet

- Toboggan chutes are free of charge
- Chalet merchandise may be purchased at 20% above cost
- 20% discount on facility rental between April and September

**EarthWords
Bookstore**

- Employee discount on regularly priced merchandise at a discount of retail price less 10%. EarthWords is located at North Chagrin Nature Center, CanalWay Center and Rocky River Nature Center

**Ledge Lake in
Hinckley
Reservation**

- Free admission to Ledge Lake pool and recreation area, Hinckley Reservation
- Swim lessons free, if space is available two weeks prior to class beginning
- Paddleboats free of charge for one-half (1/2) hour per day
- Reservable shelter cost same as general public
- Discount on food and beverage purchase

***The Emerald
Necklace
Newsletter***

- Free monthly publication, The Emerald Necklace which lists programs offered at Cleveland Metroparks Nature Centers, Zoo and Cleveland Metroparks non-profit affiliates located within the Park District. *Contact 216-635-3253 to be put on the mailing list*

***Cleveland
Metroparks Zoo
and the RainForest***

- *Up to 20 free admissions during a calendar year (January 1 through December 31) to Cleveland Metroparks Zoo and the Rainforest will be available to Cleveland Metroparks employees and their immediate family (as defined above). To obtain free admission an employee or his/her spouse must be present and show a Cleveland Metroparks picture ID at the zoo box office at the time admission tickets are obtained. Employees will not be allowed to hold or place tickets in Will Call. Additional tickets for immediate family members may be purchased at half price. Employee tickets are valid only on the day they are issued*
- *50% discount for rental on all Zoo facilities (13 locations)*

***Wallace Lake in Mill
Stream Run***

- Paddleboats, kayaks and rowboats are free of charge for one half (1/2) hour per day
- Discount on food and beverage purchase

***Museums Inter-
Museum Council***

- *Generally, free or discounted general admission to any Northeast Ohio Inter-Museum Council member*
- *Admission granted to employees and their immediate family (employee's permanent domestic partner and their children and grandchildren under the age of eighteen (18) years of age)*
- *Number of persons admitted at one time on employee's identification is four (4)*
- *Does not apply to admission for special events or parking*
- *Does not apply to admission/tickets for the Cuyahoga Valley Scenic Railroad, Rock and Roll Hall of Fame, Great Lakes Science Center, and Inventure Place*

Issued: 04-30-91

Edited: 01-03-92, 05-01-93, 12-11-95, 07-01-01, 04-17-06,
08-15-06, 12-31-06

	Employee	Employee and Family Benefit
Golf	X	
Institute for the Great Outdoors (IGO)	X	
Reserved Group Picnic Facilities		X
Aramark Food Services	X	
Zoo Gift Shop	X	
The Chalet		X
EarthWords Bookstore		X
Ledge Lake		X
Monthly Newsletter		X
Zoo/The RainForest		X
Wallace Lake		X
Museums		X

Issued: 04-30-91

Edited: 01-03-92, 05-01-93, 12-11-95, 07-01-01, 04-17-06,
12-31-06

J. K.



Cleveland Metroparks 2008 Total Compensation Statement Summarizing Salary and Benefits



Dear _____:

This personal "Total Compensation" statement summarizes the 2008 salary and benefits Cleveland Metroparks provides to you. Cleveland Metroparks is pleased to be able to offer these valuable benefits to you, and we thank you for your contributions in providing quality services and facilities to area citizens.

Personal Information:		Employment Information:	
Name:		Date of Hire:	11/22/1976
Address:		Job Title:	Park Manager
City, State, Zip:	OH	Hourly Pay Rate:	\$32.22
Phone Number:		Annual Base Salary:	\$67,011.25

Personal Information:	Annual Cost:	
	Cleveland Metroparks Cost:	Employee Cost:
Medical Insurance	\$9,786.24	\$0.00
Dental Insurance	\$1,022.16	\$0.00
Vision Plan	\$102.00	\$0.00
Health Care Buy-out	\$0.00	\$0.00
Long-term Disability (LTD)	\$46.91	\$0.00
Employee Assistance Program (IMPACT)	\$18.12	\$0.00
Basic Life Insurance	\$16.80	\$0.00
Voluntary Life Insurance	\$0.00	\$379.20
Medical Reimbursement Account	\$0.00	\$0.00
Dependent Care Reimbursement Account	\$0.00	\$0.00
Ohio Public Employee Retirement System (OPERS)	\$9,381.58	\$6,701.13
Professional Membership (2007)	\$35.00	\$0.00
Tuition (2007)	\$0.00	\$0.00
SUMMARY		
Total Benefits Cost:	\$20,408.80	\$7,080.33
Base Salary:	\$67,011.25	N/A
Total Compensation:	\$87,420.05	N/A

Ohio Deferred Compensation Plan (457) - annualized contribution for 2008: \$5,200.00

Please review all the information carefully and direct any questions or corrections related to this statement to Christina Seabold, Compensation and Benefits Specialist at (216) 635-7016.

The information presented in this statement is a summary. Every effort has been made to ensure that the information in this statement is accurate; however, no warranty of complete accuracy is made. The benefit programs referred to in this statement are subject to the legal plan documents and policies on which they are based. This statement does not in any way constitute a contract of employment.

Other Benefits:

Bereavement Pay	Vacation/Holiday	Employee Discounts
Credit Union Membership	Previous Service Credit	Compensatory Time/Personal Days
Club Metro	Sick Leave	Notary Public Services

Life Insurance, Dependents and Catastrophic Sick Leave Review

Note: Please review coverages, Corresponding Beneficiaries, Healthcare Insurance Dependents, Catastrophic Sick Leave Designation and Emergency Contact information listed below for accuracy

Life Insurance Coverage	Life Insurance Company	Face Amount	Beneficiaries
Basic Life-Employee	Sun Life Insurance Co.	\$10,000	Primary Beneficiaries
			100.00%
Voluntary Life-Employee	Sun Life Insurance Co.	\$70,000	Primary Beneficiaries
			50.00%
			50.00%
Voluntary Life-Spouse	Sun Life Insurance Co.		
Voluntary Life-Children	Sun Life Insurance Co.	\$10,000	

Note: If you wish to verify the secondary beneficiaries on your basic or employee voluntary life insurance, please contact Christina Seabold at (216) 635-7016.

Health Care Dependent Name	Relationship to Employee	Birth Date
	Wife	4/5/1960
	Child	7/13/1989

Note: For Medical Mutual and Aetna Dental, children 19 or older must be a full-time student (12 or more credit hours each semester or quarter) to continue health care coverage through December 31 of the year they attain age 24. Coverage through Kaiser and Union Eye Care will continue until age 23. Full-time student status verification is required each year. If dependents are no longer eligible, employees must notify Christina Seabold at (216) 635-7016.

Catastrophic Sick Leave Participant: Yes

To make any corrections or additions contact Christina Seabold at (216) 635-7016 by Monday, June 30, 2008

The information presented in this statement is a summary. Every effort has been made to ensure that the information in this statement is accurate; however, no warranty of complete accuracy is made. The benefit programs referred to in this statement are subject to the legal plan documents and policies on which they are based. This statement does not in any way constitute a contract of employment.

DIRECTOR'S REPORT – AUGUST 7, 2008

INFORMATION/BRIEFING ITEMS.

1. *Director's Employee Guests*
(Originating Source: Vern J. Hartenburg, Executive Director)

Douglas A. Kusak, Cultural History Interpreter II (Part-Time), CanalWay Center
Douglas Kusak was selected as a part-time historical interpreter in November 2007. Doug has a professional theater background and a lifelong love of Cleveland which lends itself to his current position. Additional relevant work experiences include visitor experience specialist at the Great Lakes Science Center, tour guide for William G. Mather Museum, and substitute teacher for Cleveland Municipal School District. Doug is a graduate of Padua Franciscan High School and earned his Bachelor of Arts degree in Communications and English from John Carroll University.

Joanna Lopez, Legal Intern
Joanna Lopez is working as a legal intern this summer with Cleveland Metroparks. She graduated from Case Western Reserve University a year early in May 2007 with a B.A. in Political Science and Spanish. During her first year of law school she was an intern for the Catholic Campaign of Human Development and now serves on its advisory committee. Joanna is entering her second year of law school at Cleveland-Marshall College of Law. She is the correspondent secretary for Black Law Student Association at Cleveland-Marshall and will be a peer advisor for the 2008-2009 school year. Joanna's hobbies include writing, biking, watching movies, and going to comedy shows.

Bradley S. Vecchio, Senior Technician, Big Met Golf Course
Bradley Vecchio joined Cleveland Metroparks Golf Turf staff as a technician at Sleepy Hollow Golf Course in August 2006. In April 2008, Brad was selected to his current position as a senior technician at Big Met Golf Course. Brad brings to Cleveland Metroparks years of experience in the golf turf industry, having held positions which include assistant superintendent at Aurora Golf and County Club and assistant superintendent at The Pepper Pike Club. He is a Northeast Ohio native, having graduated from J. A. Garfield High School in Garrettsville. Brad earned an Associates degree in Applied Science – Turf Practices from The Ohio State University Agricultural Technical Institute.

- ✓ 2. *2008 Apex Awards*
(Originating Sources: M. Jane Christyson, Director of Marketing and Golf Clubhouse Services)

Cleveland Metroparks was a recent recipient in the 2008 Apex Award competition. This is an international, annual awards program recognizing excellence in publications work by professional communicators. Awards recognized entries based on excellence in graphic design, editorial content and the ability to achieve overall communication excellence. With almost 4,500 entries, competition was significant. Other winners include companies as diverse as Time, Inc., AARP, Lincoln Mercury, ESPN and Busch Gardens.

In 2008, Cleveland Metroparks received a "Grand Award," honoring truly outstanding work as follows:

Non-Profit, One of a Kind Publications
NatureTracks – Activity and Coloring Book

Staff Recognized: Jennifer Brumfield, Naturalist/Artist, Outdoor Education

In addition, the Park District was recognized in two other categories with an "Award of Excellence" for the following:

Government Agency Communications
Walking Works Campaign

Staff Recognized: Marjorie Thomas, Senior Marketing Specialist
Robert Rotatori, Marketing Manager

Annual Reports – Print
Cleveland Metroparks Zoo Annual Report

Staff Recognized: Donna Washington, Graphic Artist
Susan Allen, Zoo Marketing Manager
Thomas O'Konowitz, Marketing and Public Relations Specialist

Congratulations to staff on these special recognitions.

ACTION ITEMS.

1. ***Swearing in of Deputy Rangers***
(Originating Source: Gregory M. Loftus, Chief Ranger)

Cleveland Metroparks Ranger Department Presents two new deputy rangers to the Board:

Elizabeth Ann Reese

Elizabeth is a 1997 graduate of the Cuyahoga Community College Ohio Peace Officer Training Program. Currently she is employed full time as a sergeant at Southwest General Health Center's Security Department. She is also employed part time as a police officer for the City of Avon Lake and for the Village of Woodmere. She resides in Medina and has a daughter, a son, and a granddaughter. In her spare time she likes to run and work out.

Ryan T. Strickler

Ryan is a 1998 graduate of the Ohio Peace Officer Basic Training Program through the Medina County Law Enforcement Agency. He has an Associate of Applied Science degree with a major in Justice Systems from Lorain County Community College. Ryan is currently a full time police officer with the Olmsted Township Police Department. Ryan and his wife, Tiffany, reside in North Ridgeville. In his spare time he enjoys restoring his classic car.

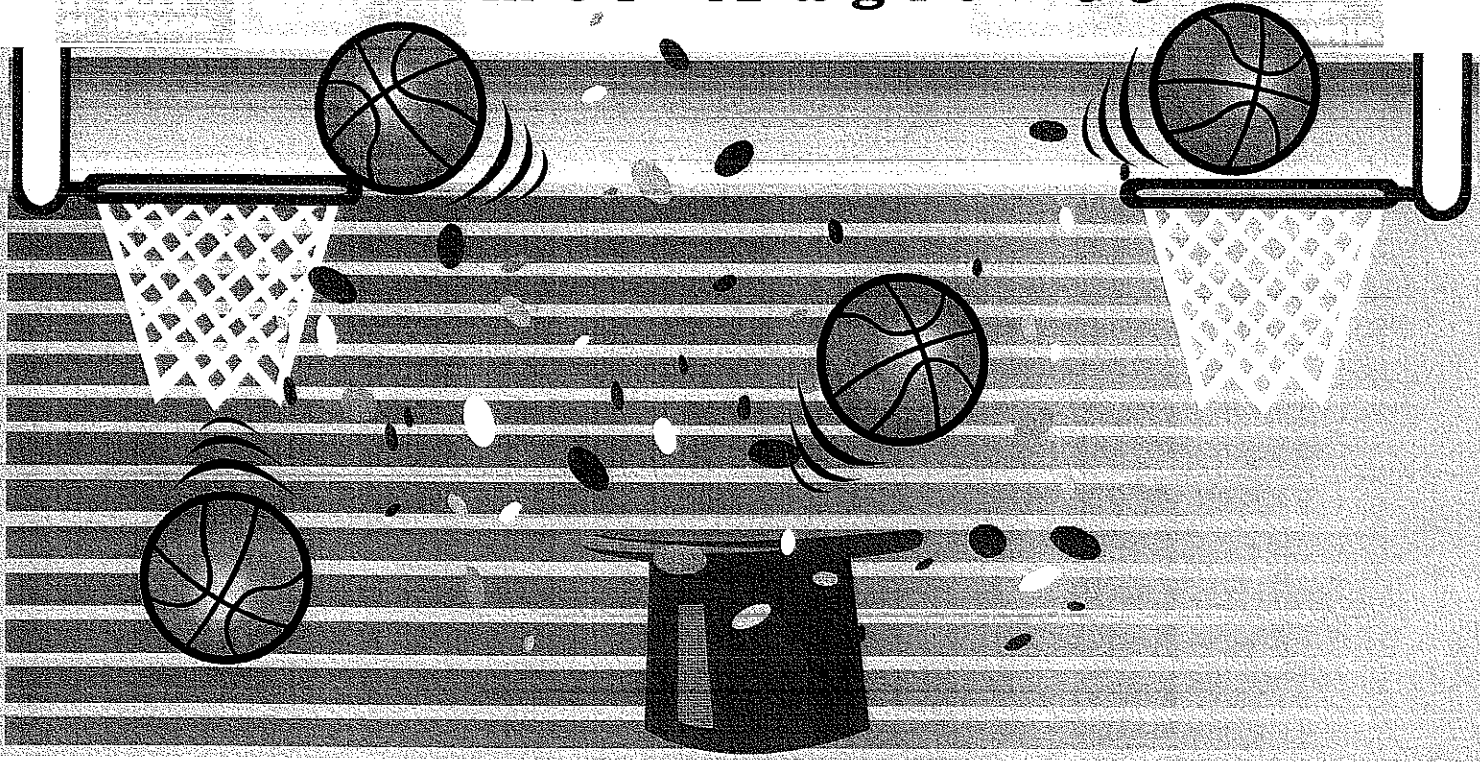
RECOMMENDED ACTION:

That the Board appoint Elizabeth Ann Reese and Ryan T. Strickler as deputy rangers for Cleveland Metroparks, as authorized by Section 1545.13 of the Ohio Revised Code.



Z.M.

**PART-TIME AND SEASONAL EMPLOYEES
ARE INVITED TO
Summer Magic '08**



**Thursday, July 17, 2008
Cleveland Metroparks Zoo
4:00 p.m. - 8:00 p.m.**

Join us for food, fun, games and HOOPS competition.

Activities include: Bingo, 3 on 3 Basketball Competition (attached separate registration required), Tug-O-War, TOUCH!, Watermelon Eating Contest, Cornhole, Behind the Scene Tour and a Geo-Cache Scavenger Hunt.

Only Employees Will Be Admitted

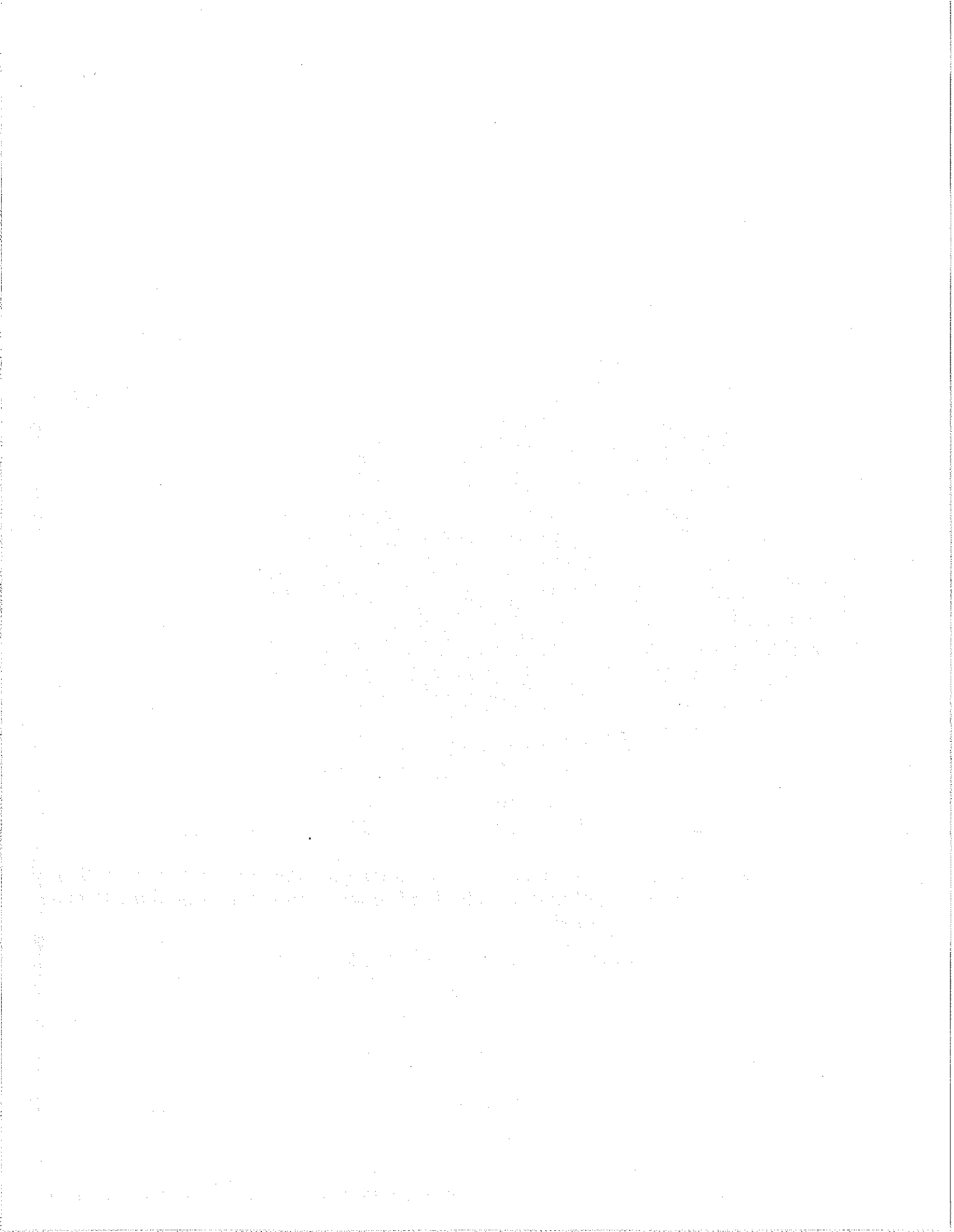
R.S.V.P.

Employee Name: _____
(Please Print First and Last Name)

Department: _____ Location: _____

Part-time: _____ Seasonal: _____

To attend, return R.S.V.P. to Human Resources by Thursday, July 10, 2008



Z.N.



2008 Benefits Summary For Full-Time Employees



CLEVELAND METROPARKS COMPENSATION AND BENEFITS STAFF

David Duane, Manager, Compensation & Benefits
Phone: (216) 635-3256
Fax: (216) 635-3269
E-Mail: djd@clevelandmetroparks.com

Christina Seabold, Compensation & Benefits Specialist
Phone: (216) 635-7016
Fax: (216) 635-3269
E-Mail: cms@clevelandmetroparks.com

Cleveland Metroparks Administrative Offices: 4101 Fulton Parkway, Cleveland, Ohio 44144

"AT-A-GLANCE" BENEFITS PLAN PROVIDER CONTACTS

Medical Mutual of Ohio (SuperMed Plus)
Group Number: 407635-103
Customer Service: (800) 362-4700
Website: www.medmutual.com

Unum Provident Long Term Care Insurance
Group Number: 128380
Customer Service: (800) 693-4988
Website: www.unumprovident.com

Kaiser Permanente
Group Number: 2082AA
Customer Service: (800) 686-7100
Website: www.kponline.org

NEO Admin. Co. - Flexible Spending Accounts
Customer Service: (800) 775-3539
Fax: (330) 572-8125
Website: www.flexneo.com
E-Mail: admin@flexneo.com

Aetna Dental (Freedom of Choice Plan)
Group Number: 885564
Customer Service: (877) 238-6200
Website: www.Aetna.com

Ohio Public Employees Retirement System (OPERS)
Customer Service : (800) 222-7377
Website: www.opers.org

Union Eye Care - Vision Plan
Group Number: 305-305C
Customer Service: (800) 443-9699
Website: www.unioneyecare.com

Ohio Deferred Compensation Program
Kathy McCully, Account Executive
Customer Service: (877) 644-6457
Website: www.ohio457.org
E-Mail: mccullk@nationwide.com

Sun Life Insurance - Basic and Voluntary Life
Group Number: 88274
Customer Service: (800) 247-6875
Website: www.sunlife-usa.com

IMPACT - Employee Assistance Program (EAP)
Customer Service: (800) 227-6007
Website: www.impactemployeeassistance.com
User Name: Metroparks


Cleveland Metroparks
2008 BENEFITS SUMMARY

HEALTH PLAN BENEFIT SUMMARY (See plan booklet for complete details)

HEALTH BENEFITS	<i>Medical Mutual of Ohio</i> PPO Plan (Hospital & Physician)	<i>Kaiser Permanente</i> HMO Plan
COVERED DEPENDENTS	Spouse and unmarried dependent children through the end of calendar year turning 24 who are full-time students.	Spouse and unmarried dependent children under age 23 who are full-time students.
EMPLOYEE CONTRIBUTION	None	None
ANNUAL DEDUCTIBLE	In-Network: \$200, Non-Network: \$400 Family: \$400	In-Network: \$200, Non-Network: \$400
ANNUAL CO-PAYMENT/ COINSURANCE	90% (Plan Pays), 10% (Participant Pays) Deductibles & Medical Copays apply to out of pocket maximum	90% After Deductible, 10% After Deductible Deductibles & Medical Copays apply to out of pocket maximum
ANNUAL OUT OF POCKET MAXIMUM	Individual: \$1,000, Family: \$2,000 LIFETIME MAXIMUM: \$5 million combined	Individual: \$1,200, Family: \$2,400 LIFETIME MAXIMUM: Unlimited
ROUTINE CARE (WELLNESS)	\$15 Copay	\$15 Copay
DAYS OF HOSPITAL ROOM & BOARD	Ded / 90%	Unlimited
DIAGNOSTIC TESTING AT DOCTOR'S OFFICE OR HOSPITAL	Ded / 90% (\$15 Copay if done at Doctor's office)	Ded / 90% (when arranged by a Kaiser physician)
SURGERY	Ded / 90% (\$15 Copay if done at Doctor's office)	Ded / 90% (when arranged by a Kaiser physician)
DOCTOR'S OFFICE VISITS	\$15 Copay	\$15 Copay
MENTAL HEALTH / SUBSTANCE ABUSE	\$15 Copay per visit Max. 50 visits per year. Ded / 90% (Max. 30 days)	Alcohol/chemical dependency - unlimited visits covered @ \$15 / visit, Mental health - 20 visits @ \$15 / visit 30 days / calendar year (Mental Health), Ded / 90%
INPATIENT	10 outpatient mental health visits. Inpatient and outpatient substance abuse \$550 Ded / 50% (UCR)	\$75 Copay per visit
EMERGENCY / ACCIDENT CARE	\$75 Emergency Room Copay Ded / 90%	Ded / 90% (Max. of 100 days / calendar year)
HOME HEALTH CARE		
PRESCRIPTION DRUG	RETAIL - \$8 Generic, \$15 Formulary, \$25 Non-Formulary up to 3 refills of same medication at retail. 4 or more such refills \$16 Generic, \$30 Formulary, \$50 Non-Formulary (30 day supply) MAIL ORDER - \$16 Generic, \$30 Formulary, \$40 Non-Formulary (90 day supply) Ded / 50 % Mail order not covered	RETAIL - \$10 Generic / \$20 Brand Name at Kaiser Permanente Pharmacy (31 day supply) MAIL ORDER - \$10 Generic / \$20 Brand Name (62 day supply)

DENTAL PLAN BENEFIT SUMMARY (See plan booklet for complete details)

DENTAL BENEFITS	<i>Aetna - Freedom of Choice</i> PPO	DMO
DEDUCTIBLE	In-Network: \$50 (Single), \$100 (Family) Negotiated Fee	N/A
CO-PAY		N/A
PREVENTIVE	100% Oral exam, cleanings, sealants, fluoride, x-rays, & bitewings	No Charge Oral exam, x-ray, cleaning, sealant, space maintainers See schedule of benefits
BASIC	80% Endodontics, periodontics, fillings, stainless steel crowns, oral surgery	Cost Varies See schedule of benefits
MAJOR RESTORATIVE	50% Surgical removal of impacted tooth (full or partial bony), dentures, inlays & onlays, anesthesia	Complete upper or lower denture: \$275 See schedule of benefits
BENEFIT MAXIMUM	\$1,500	No Limit
ORTHODONTIA	60% Children only	\$1500 Copay No Maximum Adult & Children
LIFETIME MAXIMUM	\$1,500	

VISION PLAN BENEFIT SUMMARY (See plan booklet for complete details)

VISION BENEFITS	<i>Union Eye Care</i> In-Network	Non-Network	<i>Health Care Buy-out</i>
EYE EXAM	Full Coverage	Reimbursed up to \$50	Full-time employees who obtain their health care (medical, dental and vision) insurances from a source other than Cleveland Metroparks such as a spouse's employer, may receive a monthly "buy-out" payment. The buy-out is approved annually by the Board of Park Commissioners. For 2008, the approved buy-out is \$295.27 month. (See Employee Handbook Section 426)
GLASSES	One pair per year	One pair per year	
FRAMES	\$75	\$50	
LENSES: Single	Full Coverage	Reimbursed up to \$50	
Bifocal	Full Coverage	Reimbursed up to \$60	
Trifocal	Full Coverage	Reimbursed up to \$70	
Lenticular	Full Coverage	Reimbursed up to \$80	
CONTACTS	\$125	\$100	
If medically necessary	\$200	\$150	

This chart is a brief plan summary comparison. Other plan provisions and limitations apply. If there is a discrepancy between this summary and the Plan document or employee certificate, the Plan document or employee certificate will prevail.

Basic Life Insurance	
SunLife Insurance Company	
Cleveland Metroparks provides \$10,000 basic life insurance coverage at no cost to full-time employees.	
Long Term Disability (LTD)	
Reliance Standard Insurance Company	
Cleveland Metroparks provides Long Term Disability coverage at no cost to full-time employees.	
LTD provides employees income protection due to a non-work related disability	
LTD Benefit	50% of base monthly earnings
Benefit Period	Up to 36 months
Elimination Period	180 days
Sick Leave	
Full-time employees accrue 4.6154 hours of sick leave per 80 hours of employment, to a maximum of 15 days per year. Sick hours may be accumulated without limit. An employee with 10 or more years of continuous employment with Cleveland Metroparks who resigns or retires will be paid for one fourth of accrued sick leave balance. Upon meeting the specified criteria, employees may convert accumulated sick leave to earnable base compensation in accordance with plan guidelines.	

Voluntary Life Insurance	
SunLife Insurance Company	
Employees may purchase voluntary life insurance in increments of \$10,000 to lesser of 7x annual earnings or \$500,000 rounded to nearest \$10,000. Spouses may purchase 100% of employee basic life and elected optional life not to exceed \$250,000	
Rate per \$1,000 Life Benefit	
Age	Employee/Spouse Rate
25-29	\$0.10
30-34	\$0.11
35-39	\$0.14
40-44	\$0.20
45-49	\$0.30
50-54	\$0.43
55-59	\$0.62
60-64	\$0.99
65-69	\$1.76
70-74	\$2.47
75+	\$5.28
AD&D Benefit is included above Dependent Child Life Benefit: \$1.50 / \$10,000 (covers all children)	

Long Term Care Insurance

Full-time employees may purchase via payroll deduction voluntary Long Term Care (LTC) Insurance which provides a defined benefit to pay when the covered individual needs assistance with two or more activities of daily living, such as dressing, bathing, eating, moving, toileting or a severe cognitive impairment. Covered care may be provided in the home, assisted living, residential care or a skilled care facility. LTC rates are available from the Human Resources Department.

Catastrophic Sick Leave

Eligible full-time employees with a sick leave balance of one hundred eight (108) hours or more may contribute a minimum of eight (8) hours to participate in the Catastrophic Sick Leave Program. Employees in the program who are placed on an unpaid medical leave of absence due to a non-occupational catastrophic illness or injury, after exhausting all other paid leave, except one week of vacation, may continue their pay using the Catastrophic Sick Leave Program. (See Employee Handbook Section 419)

Holidays

Full-time non-union employees are eligible for 12 holidays per year: New Year's Day, Martin Luther King Day, President's Day, Good Friday*, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving*, and Christmas Day. Union members, see applicable collective bargaining agreement. *May be used as floating holidays.

Vacation

Vacation is accrued as follows: 0-7 years = 3.6924 hours per 80 hours of employment (12 days per year); 8-14 years = 5.5385 hours per 80 hours of employment (18 days per year); 15-19 years = 7.3847 hours per 80 hours of employment (24 days per year); 20+ years = 7.6924 per 80 hours of employment (25 days per year), 3 year accumulation limit. (See Employee Handbook Section 404)

Ohio Public Employees Retirement System (OPERS)

Cleveland Metroparks employees contribute 10.00% and the Park District contributes 13.85%, of employees earnings toward their retirement benefit. Employees do not participate in Social Security. An employee may retire at age fifty-five with twenty-five years of service (reduced benefits), or at any age with thirty years of service (full benefits); age sixty or later with five years of service (minimum).

Law Enforcement/Ranger employees contribute 10.10%; the Park District contributes 17.17% of earnable earnings. A law enforcement employee may retire at age 48 with 25 years of service credit.

Employees may purchase additional previously earned service credit on tax-deferred basis. (See Employee Handbook Section 402 and OPERS documents)

Deferred Compensation Program

The Ohio Public Employees Deferred Compensation Program is a voluntary tax deferred income retirement savings program. Through payroll deduction, a portion of the employee's pay can be deferred and invested in one or more saving/investment options, such as mutual funds or a guaranteed account, for payment to the employee normally at retirement. The pay deferral and earnings on such deferral are not subject to federal or state income tax until distribution is made to the employee; then monies are taxed as ordinary income. (See Employee Handbook Section 404 and Deferred Compensation documents)

Employee Assistance Program (EAP)

The IMPACT Employee Assistance Program, is a confidential voluntary program. The EAP program is available to full and part-time employees and individuals living within their households to resolve personal and/or family problems that adversely affect life and work. Early intervention often results in the successful prevention or resolution of and recovery from, serious human distress. IMPACT, provided by Behavior Management Associates, is available 24 hours a day, toll free at 1-800-227-6007. (See Employee Handbook Section 409)

Tuition Reimbursement

To encourage full-time employees to continue their education and acquire skills that enhance their professional Development, Cleveland Metroparks provides tuition reimbursement. As stated in Section 428 of the Employee Handbook Tuition Reimbursement is available for appropriate coursework and/or degree program. (See Employee Handbook Section 428)

COBRA

The COBRA (Consolidated Omnibus Budget Reconciliation Act), a federal law enacted in 1986, requires employer sponsored group medical, dental and vision plans to offer employees and their families the opportunity for continuation of such coverage for a specific period of time at group rates, plus a 2% administration fee, due to qualifying events where coverage under the plan would otherwise end. Qualifying events include, but are not limited to, reduction in hours, termination, employee death, dependent no longer eligible, and divorce. Employees are required to notify the Manager, Compensation and Benefits when a qualifying event occurs. (See Employee Handbook Section 403)

Flexible Spending Accounts

Full-time Cleveland Metroparks employees may set aside a portion of their base earnings to pay for **qualified medical, dental and vision expenses (medical reimbursement) or childcare expenses (dependent care reimbursement)** with pre-tax income instead of paying them with after-tax take-home pay. Using reimbursement accounts may result in significant annual tax savings because every dollar redirected into the Flexible Spending Account (FSA) avoids ALL income tax. The medical reimbursement plan year is 14.5 months long. Dependent Care Reimbursement follows a calendar year (12 months). To use the FSA medical or dependent care reimbursement accounts, complete an election form during open enrollment. Claim forms are available from the Human Resources Department, or may be printed from NEO's website: www.FlexNEO.com. Debit Cards are available for medical reimbursement accounts.

Credit Union

Employees may use the financial services of the Cleveland Postal Employees Credit Union, 1800 Carnegie Avenue, Cleveland, Ohio 44115, (216) 241-1088. The Credit Union provides savings accounts, checking accounts, loans, life insurance, ATM Cards, VISA, plus other financial services to participants. (See Employee Handbook Section 412)

Employee Discounts

Cleveland Metroparks provides employee discounts and activities for the benefit of employees and their immediate family in the form of free or discounted Park District or Zoo admissions, purchases and other activities. (See Employee Handbook Section 415)

Compensatory Time

The seasonal nature of work at Cleveland Metroparks occasionally requires work beyond the 40 hour work week, which may include greater than "normal" eight (8) hour days or to work days which are normally "days off." For these reasons, the Park District has developed methods of recognizing compensatory time as follows:

Method A: Non-Exempt Positions

Compensatory time earned at one and one-half (1 1/2) time for each hour worked in excess of forty (40) hours in a work week (12:00 a.m. Sunday to 12:00 a.m. the following Sunday). This method is used exclusively for non-exempt personnel, and is required by Federal law.

All compensatory time earned under Method A must be pre-approved by the employee's immediate supervisor, all compensatory time "off" and/or "used" must be scheduled and approved by the employee's immediate supervisor.

Method B: Exempt Positions

See Employee Handbook Section 406

Method C: Exempt Positions

Exempt employees are granted three (3) personal days per calendar year. Personal days not taken during the calendar year are forfeited.

Method D: Exempt Positions - Facility Managers

Designated Facility Manager positions require employees to consistently work 6 to 7 extended days per week, during a four (4) to nine (9) month season causing these employees to consistently accumulate more than 160 hours of compensatory time (on the basis of one (1) time for each hour worked in excess of eighty (80) hours in a pay period). In lieu of payment of compensatory time, employees in these positions are granted 160 paid hours off to be taken during the "off season" (as determined by the Department Director). Any portion of the 160 paid hours not taken during the designated "off season" will be forfeited.

(See Employee Handbook Section 406)

The information presented in this brochure is a summary. Every effort has been made to ensure that the information in this brochure is accurate; however, no warranty of complete accuracy is made. The benefit programs referred to in this brochure are subject to the legal plan documents and policies on which they are based. This brochure does not in any way constitute a contract of employment.



**Cleveland
Metroparks**

Compensation Program Statement

Salary Structure

Cleveland Metroparks believes a fair and equitable compensation (wage/salary/pay) program is a high priority. In support of this goal, the Park District seeks to design a salary structure combining appropriate market wage data with the internal worth of park district positions. The salary structure contains a number of progressive wage grades with midpoints (market) and a minimum and maximum, each being an equal distance from the midpoint. The salary range between the minimum and the midpoint (market) represents the increased value of experience and knowledge with the midpoint being the level at which an employee meets expectations. The range between the midpoint and the maximum represents pay for exceptional achievement.

Position Descriptions and Position Evaluation: Internal Worth

Each individual position has an approved position description that describes skill and experience requirements, defines the essential functions of the position, and identifies other duties and responsibilities. Position descriptions are prepared, reviewed and approved by each employee, supervisor and department director.

Position Evaluation

A Position Evaluation Committee, comprised of fellow employees, rates position using content weighted compensable factors which are as follows:

- Know-how (required knowledge, skill, experience and on-going learning)-25% weighed value
- Problem Solving (complexity, judgement, and initiative)-25% weighed value
- Accountability (position scope, role and direct impact on the mission)-25% weighed value
- Communications-Influence (customer focus, sharing information & resolve conflicts)-20% weighed value
- Working Conditions (hazards, work environment)-5% weighed value

Exceptional Achievement

Cleveland Metroparks believes a compensation program should recognize high performing individuals. The recognition is available to all non-union employees who continuously demonstrate exceptional performance via results and accomplishments in correlation to the park district's mission of conservation, education, and recreation.

Administration

Human Resources is responsible for administering this compensation program. Adjustments to pay are based on Park District conditions, fiscal constraints, market conditions, and economic factors, i.e., inflation. Union positions pay is determined by the applicable collective bargaining negotiations. The compensation program will be comprehensively reviewed every 5-7 years.

Revised September 30, 2005, by David J. Duane, SPHR., Manager, Compensation and Benefits, 216-635-3256.



Date: December 6, 2007
Source: David Duane

MERIT SALARY ADJUSTMENT CHART for 2008

Approved: December 6, 2007; Effective: December 23, 2007

Cleveland Metroparks is committed to pay for performance. Merit salary adjustments are based on the performance categories of Exceeds Expectations, Meets Expectations, and Below Expectations. Performance categories are determined by supervisors based on annual performance. The second factor determining the merit adjustment is the compa (compensation) ratio¹, which is designed to effectively move staff members through their assigned salary range. The Distribution Equation (%) is the maximum percentage of employees that could earn the merit adjustment per their compa ratio quartile.

Performance Categories	Distribution Equation	1st Quartile Compa Ratio 80-89.99%	2nd Quartile Compa Ratio 90-99.99%	3rd Quartile Compa Ratio 100-109.99%	4th Quartile Compa Ratio 110-120%
Exceeds Expectations	No more than 40% of employees	3.60 %	3.35 %	3.10%	2.85 %
Meets Expectations		3.25 %	3.00 %	2.75 %	2.50 %
Below Expectations		0.00 %	0.00 %	0.00 %	0.00 %

If you have questions related to this chart, contact David Duane in Human Resources at 216.635.3256

¹ The compa ratio is the relationship of the employee's salary to the midpoint (100%) of a given salary range. Example: Salary is \$36,000 and midpoint is \$32,000; the Compa ratio is \$36,000 divided by \$32,000 = 112.5%. The above salary chart is based on an annual adjustment pool of 3.0% for 2008, which has been authorized by the Board of Park Commissioners.