

**Richland County Recreation Commission
Regular Board Meeting Minutes
Tuesday, December 14, 2010
6:00PM**

Commissioners in Attendance:

J. Marie Green, Chair
Charles Epps, Vice Chair
G. Todd Weiss, Secretary
George Martin
Weston A. Furgess, Jr.

RCRC Staff in Attendance:

Kenya Bryant
Curt Wilson
Ronnie Kinnett
Taurus Lewis
Tony Cooper
David Stringer
Comilla Sampson
Bob Hickman
Felicia Venable
Andrew Scott
Cornelia Watts

Others in Attendance:

James E. Bridgett, Jr. Consultant/Parliamentarian

1. Call to Order:

Chair J. Marie Green called the meeting to order and welcomed any special guest.

2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Furgess and second by Commissioner Epps. Motion approved unanimously by all members present; Green, Furgess, Epps, Martin and Weiss.

3. Approval of Minutes:

Motion to approve minutes from the November 15, 2010 Board meeting made by Commissioner Furgess and second by Commissioner Epps. Motion approved unanimously by all members present; Green, Furgess, Epps, Martin and Weiss.

4. Public Input:

No Public Input

5. Financial Report: (Information)

Mr. Curt Wilson reviewed the cash flow chart included in the Board package. Mr. Wilson pointed out that in November the amount of money received from tax revenues was the lowest received in a ten year period (only because he didn't look back further than ten years). Mr. Wilson reported that as a result of the RIF and postponing of all major expenses until after January 15, it still looks like we are in a better position to end up December than we were this time last year. We are continuing our funding and expenditure plans and right now it looks OK and we are expecting a large sum of money from the County in December but if it turns out like November, then we will be in a serious position and we will not know until it comes in around the last week of December. Curt reported that LinRick has had two good months in a row but they are still about 15% behind where they were last year, but with their expenses down, they are about to break even and they still have annual fees due in January.

Commissioner Epps asked Curt to prepare a report for the January Board meeting of the total cost savings from the RIF. Curt advised that he can put together a schedule outlining savings in salaries and furloughs similar to what was presented to the Board when the budget was presented.

Chair Green commented that she remembers Mr. Wilson reporting earlier that because of the actions of RIF and postponement of certain obligations that it has put us in a better position this December than we were last time this year and that is a good thing.

Commissioner Weiss asked "Does the County ever let you know to expect something like this?" and Curt replied "No."

Mr. Bridgett stated that the County collects taxes and they don't have money to send until they collect the taxes. He added that last week there were about 11 pages of properties in the newspaper for sale and the amount that the County charges for paying late is so small compared to what is owed, that people have the habit of waiting until the last minute which will come in March.

Commissioner Weiss stated that it is amazing that we can do what we do, when two months out of the year represents 70% of our income.

6. Bond Construction Update: (Information)

Ronnie Kinnett reviewed the Bond Construction update included in the Board package.

Commissioner Weiss stated that there has been a lot of buzz in the construction industry and there should be a lot of bidders for the St. Andrews projects. Ronnie stated that there was a lot of interest at the pre-bid meeting; about 18 or 19 general contractors were present. Ronnie added that we are bidding these projects at a really good time and we are trying to get as many awarded as quickly as we can so that we can take advantage of the construction environment that we are in now before things change.

Commissioner Weiss asked, "When it says that a project is slightly behind schedule, what does that mean?"

Mr. Kinnett answered, "That means that it is slightly behind schedule from where I want it to be."

7. Community Entrance Sign: (Action)

Ronnie Kinnett reported that he received a request from Tia Rutherford, Richland County Neighborhood Planner, for an easement on RCRC Crane Creek property. This easement would be for the installation of an entrance sign to the Crane Creek community. This is a neighborhood enhancement project to be funded by Richland County who will bear all cost associated with maintaining the sign in the future. Ronnie added that he has visited the site and does not see this easement having an impact on our future development of the site. Ronnie stated that there is a picture of what the sign will look like included in the Board package and he thinks it is a good project. Ronnie stated that there are forms that will need to be signed to sign the easement over. Ronnie stated that the sign will help to give some signage to the subdivision. Ronnie recommended to approve the request and grant Richland County the easement on the Commission's Crane Creek property for the installation of community identification sign for the Crane Creek Community.

Commissioner Epps commented that it is a beautiful sign and Chair Green agreed.

Commissioner Epps made a motion to accept the recommendation of Ronnie Kinnett for the easement for the sign; second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Epps, Furgess, Martin and Weiss.

8. Disposal of Surplus Equipment: (Action)

Ronnie Kinnett asked that the Board defer action on this item until the January Board meeting because he is waiting on a fee schedule from the South Carolina Control Board Surplus Property office.

9. Administrative Policy Updates: (Action)

David Stringer reported as part of our ongoing recertification process for CAPRA, we have more policy recommendation changes. David stated that there were quite a few policies that were included in the Board package and there are representatives here from the different departments to answer any questions. David reviewed the policy changes.

Commissioner Epps asked "who is the Director of Safety and Security?" David answered "Bob Hickman, Safety/Security and Aquatics and he is also a certified pool operator."

Commissioner Epps asked if this includes the ambassadors and anything pertaining to public safety or security. Mr. Hickman answered, "Correct." Commissioner Epps asked

if Public Safety and Security was a new name and when did it change; it did not come before the Board. Mr. Hickman stated that it is Safety and Security and it changed about one month ago. David stated that it is part of the RIF; we lost positions from that area and the whole department was re-done.

Chair Green asked if this is a function that belongs within the organization and isn't that your responsibility or does the Board suppose to have a policy. David stated that the Executive Director signs the paperwork for the position.

Chair Green asked if it was a job promotion and David advised that it was only a position name change. Kenya Bryant added that the position was called Quality and Control and we never really understood what that meant, so we thought Safety and Security was more specific and more compatible with CAPRA requirements.

Commissioner Epps thanked Bob Hickman and David Stringer for the clarification.

Commissioner Weiss questioned the policy of residents outside of Richland County, asking "We've never had a policy in effect before for non residents for rentals?" and David answered "No."

Commissioner Weiss asked about Policy 9015 and if the auditors are comfortable with the policy changes. Curt Wilson stated that we use to take the checks to the magistrate and now we are going through the check fraud division that is offered to the state and the auditors are OK with it.

Commissioner Weiss asked if with policy 9045A, "Are we following the state standards?" Tony Cooper stated that the Governor's office has its own department and we do emulate what they do and refer to them on as many projects as possible as part of our DBE outreach efforts.

Commissioner Furgess questioned the policy of park deposits. Taurus Lewis stated that the parks are encouraged to do nightly deposits; a log is kept and turned in to the Finance Department monthly. David stated that a very extensive booklet on handling of cash has been added and Kasey Wilson, Finance Coordinator, teaches classes to all the park managers and anyone that handles cash on procedures, forms and the data base.

Commissioner Weiss asked for a clarification on the contracts with the instructors, saying that the change of we can collect no less than 25% came about because, before it was very wily nilly. David stated that this is correct, before it was not uniform and now we have a standard that is the same across the board, 75-25 and it will go into effect January 1, 2011.

Commissioner Weiss asked, "Who sets the agreements, who decides the instructor is good and enters into the agreement?" Taurus explained that from his understanding, that in the past park managers were allowed to set their own fees based on the person's

experience or know how and after review and discussion, it was decided to set the 75-25 across the board except for tennis instructors who get 80%. David added that we now do a background check on all instructors.

Commissioner Weiss asked if there has been any feedback about the change in hours of operation. Taurus stated that some of the basketball leagues have made requests and we have worked with them to stay sometimes on Saturdays to finish games and practices but overall there has not been much negativity.

David introduced Felecia Venable, Afterschool/Summer Program Director, during review of the program policy changes.

Chair Green asked how the children from Hopkins and Horrell Hill get to Caughman Road. Felecia advised that Caughman Road is not zoned for Hopkins and Horrell Hill, so right now we are utilizing RCRC mini buses to transport the children.

Commissioner Furgess asked if Ms. Venable was in charge of rental of space for other agency programs and Ms. Venable advised that she does not handle rentals only the afterschool and summer programs. Commissioner Furgess asked about the afterschool program at Crane Creek and Mr. Bryant explained that the 21st century program is run through the Foundation but Ms. Venable is the overall supervisor for the program. Mr. Bryant added that there is another afterschool program at Crane Creek ran by RCRC.

Commissioner Furgess asked if the 21st Century program employees have to go through a background check and Mr. Bryant advised yes.

Commissioner Epps asked if Felecia decides which parks offer summer programs. Ms. Venable advised yes and Commissioner Epps asked to not forget about the Bluff area. Ms. Venable stated that there will definitely be a program at Bluff Road Park. Chair Green asked, "If we will definitely have one or we already have one?" Ms. Venable stated that we will have a summer camp program and for after school the JUMPS program is there. Commissioner Epps stated that the JUMPS program has a limit and Ms. Venable stated that yes she thinks it is 30. Commissioner Epps asked if the JUMPS program will be back at Bluff Road this year and Ms. Venable stated that she is not sure. Taurus Lewis added that if Bluff Road is closed in the spring for construction, then we will have to find another location for summer camp and Commissioner Epps advised that he understood.

Mr. Stringer advised that there are four more sections to be covered and updates and changes will be mailed with the board packages. Mr. Stringer recommended approval of changes to the policies.

Motion made by Commissioner Furgess to approve changes in policies recommended by David Stringer, second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Weiss, Furgess, Epps and Martin.

Commissioner Weiss asked if there has been much feedback on the closing of St. Andrews Park. Taurus Lewis stated that there has not been any major feedback. Taurus stated that notification of the closing was communicated to the community, classes were moved to the Denny Terrace location and updates are posted on the website. The fields and courts will still be available.

10. Executive Director Report: (Information)

Kenya Bryant, Assistant Executive Director, reported in the absence of Mr. Brown the following items:

- Agency luncheon will be held Friday from 11:00am – 1:00pm at the AAC.
- Next month's meeting is scheduled on a holiday (Martin Luther King, Jr. Day) which is January 17, 2011. Board decided to move meeting the Monday, January 24, 2011.
- Meeting with Division Heads tomorrow to determine who will be on our Agency's Strategic Plan Committee, as suggested by Mr. Bridgett. We will create this committee to establish and implement the plan with myself as the Chairperson and Mr. Bridgett assisting in a consultant's role.
- Special Events: Breakfast with Santa on Saturday, December 4th was a success, all due to Jamie Cathey and the special events team. Tickets were sold out almost two weeks before the event. We partnered with the Children's Theatre, Chick-fil-A, Richland Mall and Barnes and Noble. The response was so great that the Children's Theatre had to add a second show to accommodate the patrons. Over 250 people attended.
- CAPRA: David and Comilla are almost finished with getting the policies updated by the January board meeting. We now have drafts for an agency Marketing plan, Community Relations Plan, Volunteer Management Plan, Emergency Communication Action Plan and working on a Historical, Cultural and Natural Resource Plan. We have also created a power point presentation that will be put on the website explaining what CAPRA is and its importance to the community and the agency.
- Game Plan (January-April 2011) will be out in the State newspaper in the December 22nd or 23rd edition. Instead of the old version of the game plan, we have worked with the State newspaper to include it as an insert which goes to 20,000 people in the zip codes that our parks and community centers are located. In the past we would print 15,000 copies that would be put in the parks but we would end up with several thousand left over. This seemed to be a better way to be good stewards of the tax payers' money.
- Trenholm Park is trying to start a mentoring program for young girls and women called "Girl Meets World." This program will empower, motivate and encourage the ladies to be successful in life focusing on self esteem, peer pressure, communication skills, etc. This is part of something we hope to increase in our parks and community centers while working with other organizations to actively address social issues that are affecting our communities. We currently have a mentoring program at Meadowlake and a DIVA's program at Eastover. The

DIVA program is a mentoring program for young ladies from ages 9-25 and DIVA means dedicated individually to valiantly assist.

- Caughman Road Park will be hosting their 30th Annual Snowman Run on January 15, 2011. The logo for this year was created by the "Chicken Man" and Big T's Bar-be-cue will be sponsoring the lunch.
- One contractual matter for Executive Session.

11. Other Business

None

Motion to go into Executive Session to discuss a contractual matter made by Commissioner Epps and second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Furgess, Epps, Weiss and Martin.

12. Executive Session

Motion to come out of Executive Session made by Commissioner Epps and second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Furgess, Epps, Weiss and Martin.

Chair Green stated that there were no actions taken in Executive Session.

Motion made by Commissioner Epps to approve the recommendation of the Director of Procurement to enter into contract with Firm 1 and Firm 2 contingent upon satisfactory review by RCRC's contract attorney, second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Weiss, Martin, Epps and Furgess.

13. Adjournment:

Meeting adjourned at 8:00p.m.


J. Marie Green, Chair

Minutes approved on this 24th of January 2011.