

**Richland County Recreation Commission  
Regular Board Meeting Minutes  
Monday, September 26, 2011  
6:00PM**

**Commissioners in Attendance:**

J. Marie Green, Chair  
G. Todd Weiss, Secretary  
George Martin  
Wilbert Lewis  
Weston A. Furgess, Jr.  
C. Todd Latiff

**RCRC Staff in Attendance:**

James Brown, III  
Kenya Bryant  
Ronnie Kinnett  
Taurus Lewis  
David Stringer  
Comilla Sampson  
Tony Cooper  
Andrea Fripp  
Leigh Cheatham  
Sandra James  
Cornelia Watts

**Others in Attendance:**

James Bridgett, Jr., Consultant/Parliamentarian  
Kelvin Washington, Richland County Councilman

**1. Call to Order:**

J. Marie Green, Chair, called the meeting to order at 6:00p.m.

**2. Adoption of Agenda:**

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

**3. Approval of Minutes:**

**Motion to approve minutes from July 18, 2011 meeting made by Commissioner Furgess and second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Furgess, Weiss, Lewis, Latiff and Martin.**

#### **4. Public Input:**

Mr. Hainsley Lewis thanked Richland County Recreation Commission for contributions and participation at the annual Crane Creek Community Back to School Bash which was a huge success. Mr. Lewis stated that this was the sixth year and it is growing bigger and bigger each year. Mr. Lewis wanted to especially thank Mr. Brown for his presence.

Commissioner Lewis recognized and welcomed students from his Social Work class at Columbia College.

Chair Green recognized and welcomed Councilman Kelvin Washington.

#### **5. Presentation Boudreaux Group: (Information)**

Mr. Chris Beard, Architect and Ms. Jessica Koon, Interior Designs, presented exterior and interior features for the new Richland County Recreation Commission's administrative building.

Commissioner Furgess questioned the lighting that will be used in the offices. Ms. Koon explained that in the offices the floors are dark but the walls will be lighter, similar to the feel in this room. Ms. Koon added that the lighting will be the standard florescent lighting. Mr. Beard stated that it will be energy efficient lighting that is above what is typical for office standard and also there are big windows which will allow natural light.

Ms. Koon stated that RCRC has a fantastic staff and that on behalf of the Boudreaux Group that they were honored and excited to get this project.

#### **6. CAPRA Update: (Information)**

Mr. Kenya Bryant, Assistant Executive Director, thanked David Stringer and Comilla Sampson for the hard work on the CAPRA project. Mr. Bryant stated that it was recommended by the CAPRA visiting team that we have a person dedicated to maintaining our accreditation and that person will be Comilla Sampson. Ms. Sampson is in the process of developing an action plan to make sure that we maintain all of our standards. Mr. Bryant stated that we scored 96% and plans are also being developed to help us meet the five standards that we did not meet. Mr. Bryant stated that at the Atlanta NRPA conference in November the committee will make the final decision and he feels confident that we will receive the award.

Commissioner Lewis asked if we were still the only accredited agency in South Carolina and Mr. Bryant answered, "Yes."

Commissioner Weiss asked, "What percentage do we need to maintain, to keep the accreditation?" Mr. Bryant answered, "85%."

Mr. Bryant stated that we are 1 of 100 agencies in the country; 10,000 agencies and this speaks volume for our Agency.

**7. Richland County Recreation Foundation Update: (Information)**

Ms. Andrea Fripp, Development Director, stated that as the fund raising arm of the Agency, the Foundation's mission is to support the Agency's operation. Ms. Fripp explained that historically what has happened is that the Foundation has gotten a lot of funds from private foundations and government grants but now we are going to take a more aggressive approach and look to diversify our portfolio. Ms. Fripp stated that we are going to go after corporate donors and large private funders. Ms. Fripp reported that she met with the Foundation Board and also Commissioners Furgess and Latiff and talked about the goals and direction of the Foundation. Ms. Fripp stated that she has been working on some marketing materials which are in print now and also a collateral package that will be given to donors and investors. Ms. Fripp reported that she is planning an event, called "Meet RCRC" on October 27, 2011 at 5:30pm until 7:00pm at the Adult Activity Center and her goal is to reintroduce the Agency to the community and community leaders so that everyone gets an opportunity to know exactly what RCRC does. Ms. Fripp added that prior to taking this position, she did not have a clue as to all of the things that the Agency does. Mr. Fripp asked each Board member to think of two or three people they would like to invite and she would get with Mr. Brown to get the names around the first of October. Ms. Fripp stated that after this event, the Foundation will go into it's first annual campaign which will target all the people that have come in contact with the Agency in any capacity. The donations will typically be smaller but it will start a continuous stream of revenue for the Agency.

Commissioner Latiff commended Mr. Brown on the hire of Ms. Fripp, stating that after talking with her, he believes she will do a great job, a wonderful person.

**8. Bond Construction Update: (Information)**

Mr. Ronnie Kinnett, Property Management, reviewed Bond Construction Update included in the Board's package.

Mr. Kinnett applauded the Boudreaux Group for the excellent job that they are doing along with the other Engineers.

**9. Administrative and Human Resources Policy Changes: (Action)**

Mr. David Stringer, Human Resources, presented eight policies to be considered for revision, included in the Board's package. Mr. Stringer stated that the policies would be presented in groups for action as follows:

The first three policies deal with community relations; Media Relations Policy No. 13025, Responsibilities of the Communications Department Policy No. 13030 and Website Database Management Policy No. 13050. Mr. Stringer explained that title changes recommended to match the new organizational structure.

**Motion to accept the policy changes for Media Relations Policy No. 13025, Responsibilities of the Communications Department Policy No. 13030 and Website Database Management Policy No. 13050 as presented by the administration made by Commissioner Lewis and second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Lewis, Furgess, Latiff, Martin and Weiss.**

Mr. Stringer presented the Background Checks Policy No. 020 and the Youth Community Independent League Background Check Procedures Policy Number 5045 explaining that these policies were implemented in February 2002 and since putting them in place we found that we may have developed them too strictly. Since the policies have been in place, we have found that a lot of our coaches are being disqualified and we are running short of coaches. Mr. Stringer distributed a chart of RCRC disqualifying reasons for 2010-2011 and reported that we are making recommendations on adjusting the disqualifiers.

After discussion, Mr. Kenya Bryant suggested that a committee consisting of Board members and staff meet to discuss the changes made to the Background Check Policies presented, come up with a workable solution and then get feedback from the community.

**Motion to table Background Checks Policy No. 020 and Youth Community Independent League Background Check Procedures Policy No. 5045 made by Commissioner Weiss, second by Commissioner Lewis. Motion approved unanimously by all members present; Green, Weiss, Lewis, Latiff, Martin and Weiss.**

Chair Green asked for volunteers from the Board to serve on the committee. Commissioners Furgess, Lewis and Weiss volunteered to serve on the committee.

Mr. Stringer presented Uniforms Policy No. 215 and Safety Shoe Policy No. 12105 explaining that the changes noted are in line with our actual practice.

Mr. Bridgett questioned the interpretation of "At Will" under Important Notice at the top of the policy. Mr. Bridgett stated that it has been his understanding that, South Carolina being an "at will" state, an employer may terminate an employee at will but this states that the employee is employed at will. Mr. Bridgett stated that an employee is already at will and any time an employee wants to leave a job, they can walk away.

Mr. Stringer stated that the statement was developed by our attorney. Mr. Stringer added that the employee can leave at any time and the employer can terminate at any time.

Mr. Bridgett stated that saying the employee can walk out any time is a double kill. Mr. Bridgett stated that there is a statute in the law that defines "at will" and every where that

he has seen the “at will” it applies to the ability of the employer. Mr. Bridgett suggested that we double check with the attorney.

Mr. Stringer stated that the “at will” statement is on all of the policies and he will check back with the attorney for his input on the interpretation.

**Motion to accept staff’s recommendations for Uniforms Policy No. 215 and Safety Shoe Policy No. 12105 made by Commissioner Latiff, second by Commissioner Furgess. Motion approved unanimously by all members present; Green Latiff, Furgess, Martin, Lewis and Weiss.**

Mr. Stringer presented Vehicle Use Policy No. 1065 with staff recommendation of removing Item No. 4 under Accidents pertaining to employee payment for repair or deductible, whichever is less.

**Motion to accept staff’s recommendation for change in Vehicle Policy No. 1065 made by Commissioner Weiss, second by Commissioner Lewis. Motion approved unanimously by all members present; Green, Lewis, Weiss, Latiff, Furgess and Martin.**

Commissioner Latiff left meeting at approximately 7:00p.m.

**10. Executive Director Report: (Information-Hand Out)**

Mr. James Brown, Executive Director, reported agency updates as follows:

**AGENCY UPDATES**

- Milton Pope requested that we provide a statement in writing of what the Commission agreed to provide for the Caughman Pond property in the Lower Richland area. All commissioners should have received that memo. After sending out the memo, administration received a call stating that there is still some question as to what the Conservation Commission has agreed to do. We will update you once we receive more information.

**PARK IMPROVEMENTS**

- After meeting with the Principal of the Carolina School of Inquiry (the charter school housed at Crane Creek Community Center), the administration authorized improvements to the interior of the school. These improvements included the re-carpeting of a

classroom, carpet cleaning throughout the school, landscaping improvements, fixing the brickwork on the front of the building and the installment of a computer lab;

- The improvements at Caughman Road Park are still ongoing. The roof project is complete, the landscaping improvements are complete in front of the recreation center, tennis court and baseball fields. The next step is to install a marquee near the entrance and make some improvements inside of the building;
- This past weekend the recreation center at Trenholm Park was flooded. We will be addressing some drainage issues around the park in order to prevent this from happening again;
- In addition to the bond construction going on at St. Andrews Park, administration has decided to improve other areas of the park. These include the renovation of the current picnic shelter, replacing the fences at the tennis courts and the baseball fields, and replacing the current baseball dugouts;
- Landscaping at Forest Lake Park and Friarsgate Park are complete.

Commissioner Lewis thanked Mr. Brown for the leadership he has demonstrated in establishing and maintaining our relationship with County Council as well as your leadership with the bond referendum and bond improvements to the parks.

Commissioner Weiss commented that he asked one of his contractors out of Florida to pick any place in central South Carolina that they would like to go and play golf and he would take them. Commissioner Weiss stated that his colleagues choose LinRick Golf Course and they know golf courses. Commissioner Weiss added that they play at LinRick every Friday and this is a compliment to RCRC.

#### **11. Other Business:**

Mr. Kenya Bryant presented a draft of the new Agency Brochure that he and the Communications Department have developed. Mr. Bryant explained that after receiving feedback from the CAPRA Team, it was noted that RCRC does not have a brand and this brochure will be used as a marketing piece for branding; listing different programs but also highlighting education and leisure showing the effect of having parks in the communities. Mr. Bryant stated that the brochure will be at all the parks and mailed out to citizens and the business communities. Mr. Bryant asked Board members to examine



the brochure and make suggestions and he also stated that Leigh Cheatham and Tavares Hanks did a great job putting the brochure together.

Chair Green commented that the brochure was nice.

Mr. Kenya Bryant reported that Mr. Brown will be inducted into the Benedict Hall of Fame on October 13, 2011 at the Doubletree Hotel on Bush River Road at 6:00p.m.

Congratulations to Mr. Brown from the Board.

**12. Executive Session:**

No items for Executive Session

**Motion to adjourn meeting made by Commissioner Furgess and second by Commissioner Martin. Motion approved unanimously by all members present; Green, Furgess, Weiss, Martin and Lewis.**

**13. Adjournment:**

The meeting adjourned at 7:10p.m.

  
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J. Marie Green, Chair

Minutes approved on this 17th day of October 2011.