

**Richland County Recreation Commission
Regular Board Meeting Minutes
June 19, 2017
6:00PM**

Commissioners in Attendance:

Thomas Clark
Lisa Cotten
Cynthia Shepard
Robert Lapin
Donzetta Lindsay
Jermaine Johnson
Stephen Venugopal

RCRC Staff in Attendance:

Tara Dickerson
David Stringer
Robert Hickman
Bryan Crider
Marta Cleary
Kasey Wilson
Connie Reaves
Felicia Venable
Erica Smalls
John Rutherford
Charles Eubanks
Christopher Santino
Cornelia Watts

1. Call to Order:

Commissioner Clark called the meeting to order at 6:00pm.

Commissioner Clark addressed the audience advising that Mr. Jeff Brown's hearing will be scheduled for another time according to his attorney's availability.

Commissioner Clark asked to amend the Agenda adding LinRick's Requested Budget for action after number 5 Financial Report.

2. Adoption of Agenda: (Action)

Motion to adopt the amended agenda made by Commissioner Johnson, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Lindsay, Shepard, Venugopal and Cotten.

3. Approval of Minutes: (Action)

Motion to approve the minutes from the May 15, 2017 Regular Meeting and May 23, 2017 and May 31, 2017 Special Call Meeting made by Commissioner Johnson, second by Commissioner Shepard. Minutes approved unanimously by all members present; Clark, Johnson, Shepard, Venugopal, Cotten, Lapin and Lindsay.

4. Public Input:

Katie Bolden – a concerned citizen, community leader and former RCRC employee, voiced her concerns about the morale of the RCRC employees, the job of the Chief of Staff and the programs for the children.

Ruth Brown, Wendy Dixon, Gloria Brown, Sam Lawrence, Diane Wiley, Francenia Pringle, D'Andrea Outten-Brown, and Lillie McAllister all voiced their support for Jeff Brown.

Yvonne Hall, Mayor Geraldine Robinson, Lee Carroll and Norman Jackson, Jr. all voiced their concerns regarding RCRC summer camp pricing in lower Richland and the lack of activities at the parks in lower Richland.

Commissioner Johnson stated that he is from the Lower Richland area and is aware of some of the issues and the Board is working diligently to address many of the concerns voiced regarding the lower Richland area and the summer camp issues.

Hainsley Lewis from the Lincolnshire community passed out flyers to the Commissioners announcing the Back to School Bash, Saturday August 26th from 10am-1pm at the Crane Creek Community Center located at 7405 Fairfield Road and he also requested to meet with Commissioners at Crane Creek to express the needs of the community in the interest of the youth.

Gracie Josey, a concerned citizen from the Gadsden community, voiced great concern for the water problem at the Gadsden Community Center and also her support for Jeff Brown.

Commissioner Johnson, stated again, that the Board is working on some of the problems being brought up regarding the lower Richland area.

Bryan Crider, Division Head Property Management, reported that the pump was put in last week for the new well at Gadsden and they are now waiting on DHEC approval.

David Dawson and Charles Marshall voiced concerns regarding the notice for closing of the football fields at Polo Road Park.

Commissioners and RCRC staff members discussed options available and Commissioner Venugopal requested contact numbers from Mr. Dawson and Mr. Marshall for follow-up on outcome of options and decisions made to accommodate football.

Chair Clark thanked all patrons for their comments and input and advised that they would work diligently with staff to address the concerns.

Five Minute Break

5. Financial Report: (Information)

Kasey Wilson, Financial Operations, reviewed financial reports included in the Board's packet.

6. LinRick Budget: (Action)

John E. Rutherford presented LinRick Budget for approval.

Motion to approve LinRick Golf Course Budget made by Commissioner Venugopal, second by Commissioner Shepard.

Commissioner Lapin stated that for next year he would like to receive the budget a month ahead of vote.

Motion approved unanimously by all members present; Clark, Venugopal, Shepard, Cotten, Lapin, Johnson and Lindsay.

7. Nepotism Policy: (Information)

David Stringer, Division Head Human Resources, presented draft of Nepotism Policy (Employment of Relatives) included in Board's packet.

Commissioner Johnson questioned the general responsibilities of our Human Resource Department.

David Stringer responded, stating that the general responsibilities of the Human Resource Department include hiring, employee benefits, state retirement, workmen's' compensation, unemployment, recruiting and insurance.

Commissioner Johnson questioned the issue of a clause regarding Human Resources having relatives employed and Mr. Stringer stated that they didn't go that far but certainly Human Resources and Finance are two sensitive areas that we may wish to include. Mr. Stringer asked that they take the draft and come back with recommendations.

Commissioner Lindsay asked if an attorney looked over the policy and Mr. Stringer stated that Rick Morgan, RCRC's employment attorney reviewed the policy.

Commissioner Venugopal questioned if there was anything in the policy that addresses the penalty for falsifying any information when employees sign the policy. Mr. Stringer stated that on the form there is an affirmation when signing and that is why we request that the form be an actual part of the policy. Commissioner Venugopal questioned the penalty and Mr. Stringer stated that we have a progressive disciplinary action policy in place to follow.

Mr. Stringer stated that a clause could be added pertaining to falsifying information. Commissioner Venugopal stated that he thinks that it would be appropriate that they know if they were to falsify, that one of the possibilities could be termination.

Mr. Stringer added that we would like newly appointed board members to complete the nepotism form also, if that is agreeable and at next month's meeting approve the final draft with changes. Mr. Stringer stated that he will add Human Resources to the policy.

Motion to work on draft for nepotism policy adding language discussed made by Commissioner Shepard, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Shepard, Lindsay, Venugopal, Lapin, Johnson and Cotten.

8. New Business:

None

9. Other Business:

A. Bryan Crider, Division Head Property Management, introduced Mr. Alan Wells, Kevin Shepard and Tim Seybt with the Richland County Transportation Penny Tax Program to present the Rabbit Run Connector. Mr. Crider reported that this project was presented to the prior Board members last November and was approved to move forward with the project. Mr. Crider stated that the project involves RCRC property off Garners Ferry Road and the connector would eliminate our drive into the park; the connector would go from Garners Ferry to Rabbit Run Road.

Rabbit Run Connector presented by Richland County Transportation Penny Tax Program representatives. **(Action)**

Discussion, question and answers during presentation

Motion to continue supporting Richland County in developing and signing permissions and construction of Rabbit Run Connector made by Commissioner Lindsay.

Commissioner Lapin questioned the land issue and Commissioner Venugopal questioned the potential pitfalls. Mr. Crider explained that the motion does not involve the land and the only small negative is that RCRC would end up with a very small portion of land that would be on one side of the road and not connected. Ms. Dickerson added that there are probably more pros than cons, one being the connectivity; it connects the communities and provides a lot of opportunity to use the facility that was not there before. Mr. Crider explained that there is also a safety issue, being that they can't use our existing drive now because of the line of site.

Commissioner Venugopal second the motion. Motion approved unanimously by all members present; Clark, Lindsay, Venugopal, Cotten, Lapin, Johnson and Shepard.

B. Tara Dickerson, Chief of Staff, presented Agency updates as follows:

- Richland County approved the 17/18 budget request to the cap which is \$14,352,887.00. RCRC's operational budget will be \$16,221,886.
- RCRC staff is working to meet with the Polo road communities and baseball leagues to inform them of the baseball field renovation that will start July of 2017. They will inform them of the projects and discuss any specific requests the community might have regarding the project.
- At the meeting in May, Commissioner Cotten asked about the recommendations suggested by the Matrix Group and providing a list of those suggestions that staff has implemented to date. Listed items are as follows:
 1. RCRC publishes all board agendas and supporting documentation online for transparency and public use.
 2. All directors and Division Heads were involved in the entire internal process for the 17/18 budget and they will be held accountable for managing their budgets during the year to ensure compliance with the adopted budget.
 3. In order to create additional financial controls, staff implemented procurement training with all Division Heads and Directors and will have periodic trainings throughout the year to increase internal controls and compliance with adopted policies.
 4. HR recently conducted a compliance audit to include education verification, nepotism review and driving record audits on all full and part time staff. In the last year, staff has made a concerted effort to ensure that all policies and procedures are properly adhered to.
 5. HR has drafted a new nepotism policy and created additional forms to check compliance with the nepotism policy before the start of employment.
 6. Staff has started to address staffing needs by evaluating vacancies and making modifications to improve efficiency.

7. The capital improvement projects that were incorporated into the 17/18 budget were projects listed in the 10 year master plan.

Overall RCRC has accomplished all or a portion of the 15 recommendations suggested by the Matrix Group audit.

Ms. Dickerson presented, per Policy No. 8015 Public Use of Facilities, 3 request for waiver of fees: Federation of Families SC (501c 3)-Recommendation by staff is for 50% waiver, Richland County Government in partnership with SC Uplift (501 c 3) – Recommendation by staff full waiver of fees and Scholastic Soccer Program/Non Profit, University of South Carolina – Recommendation by staff is for 50% waiver of fees.

Motion made by Commissioner Lindsay to approve staff's recommendations for waiver of fees for Federation of Families 50%, Richland County Government in partnership with SC Uplift full waiver and Scholastic Soccer Program/Non Profit, University of South Carolina 50%, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Shepard, Cotten, Lindsay, Lapin, Johnson and Venugopal.

Ms. Dickerson entertained questions.

Commissioner Lindsay asked that the RCRC Teri Policy be explained.

Mr. Stringer stated that the Teri program is a part of the SC State Retirement and you are allowed to be on Teri for 5 years, at which time you have to retire. Mr. Stringer added that RCRC has a policy and at our discretion, we can rehire at a lower pay rate.

Commissioner Lindsay questioned who determines whether you rehire someone or not.

Mr. Stringer answered, the Executive Director and they start over as a new hire.

Commissioner Lindsay requested a list of employees on Teri, when there time is up and salary.

Commissioner Lapin requested to keep the Board updated on the Polo Road project.

Motion to go into Executive Session to get legal updates and discuss personnel matters made by Commissioner Shepard, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Lindsay, Lapin, Cotten and Johnson.

10. Executive Session

Executive Session ended at 10:07p.m.

Commissioner Clark stated that no decisions were made no votes taken.

11. Election of Officers:

Commissioner Clark called for motion to open the floor for election of officers.

Motion made by Commissioner Shepard to open the floor for election of officers for 2017/2018, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Shepard, Cotten, Lapin, Lindsay, Johnson and Venugopal.

Motion made by Commissioner Shepard for Thomas Clark to be the Chair for the term 2017/2018, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Shepard, Lapin, Lindsay, Venugopal, Johnson and Cotten.

Motion made by Commissioner Lindsay for Cynthia Shepard to be Vice Chair for the term 2017/2018, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Venugopal, Cotten, Shepard and Johnson.

Motion made by Commissioner Lapin for Lisa Cotten to be Secretary for the term 2017/2018, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Lapin, Venugopal, Cotten, Johnson, Lindsay and Shepard.

Motion to adjourn made by Commissioner Johnson, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Lindsay, Johnson, Cotten, Venugopal, Lapin and Shepard.

12. Adjournment:

The meeting adjourned at 10:09p.m.



Thomas Clark, Chair

Minutes approved on this 17th day of July 2017.