

BOARD OF COMMISSIONERS:

*Cynthia Shepard, Chair
Lisa L. Cotten, Vice Chair
Robert Lapin, Secretary
Thomas Clark
Jermaine L. Johnson, Sr.
Donzetta Lindsay
Stephen Venugopal*



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**Richland County Recreation Commission
Special Call Board Meeting Minutes
September 10, 2018
6:00PM**

Commissioners in Attendance:

Cynthia Shepard
Robert Lapin
Thomas Clark
Jermaine Johnson, Sr.
Donzetta Lindsay
Stephen Venugopal

Others in Attendance:

Mayor Bob Coble, Interim Parliamentarian

1. Call to Order:

Commissioner Shepard called the meeting to order at 6:02pm.

2. Adoption of Agenda:

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

3. Minutes:

Motion to approve minutes from the July 16, 2018 Regular Board Meeting made by Commissioner Lapin and second by Commissioner Clark. Motion approved unanimously by all members present; Shepard, Clark, Johnson, Lapin, and Lindsay.

Chair Shepard commended the staff on the great job with the back to school bashes that she attended. Chair Shepard stated that she was impressed by the community involvement, food, volunteers and police involvement.

Chair stated that with the hurricane coming our way to reach out to the communities and offer help and assistance.

4. Public Input:

Ms. Eleanor Harris, a participant at the Garners Ferry Adult Activity Center, voiced community concerns as follows: they feel that they don't get as much attention as the other center, request a marquee for the center, swimming pool (for the future) and work on the shoulders of Garners Ferry Road so that patrons can see traffic entering and leaving the building. Ms. Harris also requested the return of the Friday arthritis class and more instructors for the classes and also find a way to make the fees affordable for the senior citizens. Ms. Harris also suggested that sometimes the Board meetings be held at the Garners Ferry Center.

Commissioner Johnson reported that work is in the plans for the Garners Ferry entrance way.

5. Financial Report: (Information)

Executive Director reviewed financial reports included in Board's packet.

Kasey Wilson, Finance Director, entertained questions from the Board.

Commissioner Lapin requested a spreadsheet of Public Input with action taken and suggestion made to add Old Business to agenda with the attachment.

Ms. Watson advised that this would be done and she will also cover Public Input and action taken in her ED Report.

6. New Business:

None

7. Other Business:

A. Policy Updates:

Ms. Watson presented Policy No. 065 Employment Recruitment and Hiring for action and Policies No. 1065 Vehicle Use and Policy No. 1010 Cellular Telephone Use for review and action at October Board meeting.

Motion to approve Policy No. 065 Employment Recruitment and Hiring made by Commissioner Clark, second by Commissioner Johnson. Motion approved unanimously by all members present; Shepard, Clark, Johnson, Lindsay and Lapin.

B. Executive Director Report:

Ms. Watson reported as follows:

- Inclement Weather Policy No. 118, the Commission usually follows the state closures decisions for state employees in Richland County and we have received from the Governor the declaration and RCRC will be following suit, however our essential employees will be coming in to make sure our facilities are safe and our equipment is secured and we are prepared to assist if we are required to become a distribution site and staff has been made aware of the preparations if needed, including myself. Ms. Watson stated that in her previous position she served as a lead liaison in the Emergency Operations Center.
- The audit team will present the fiscal year audit at the November board meeting.
- Promotions within the Agency as follows: Michael Marshall promoted to Division Head Facility Operations and Matthew Parker Athletics Director. A new Chief Financial Officer, Ms. Brandy James will begin on Monday, September 17th and she brings a wealth of knowledge as well as being a Certified Public Accountant. Ms. Jami Russell, the new Community Relations Division Head from Suffolk started about two weeks ago and Ms. Gwendolyn Marshall, Executive Assistant from Suffolk started along with myself.
- Packets prepared for the Compliance Officer position for your review and decision.

- Outreach is very important in building partnerships and since my arrival I have had the honor of attending a few of the community meetings as follows: Meadowlake Homeowner's Association meeting, Starlite Community meeting at Bluff Road Park, Parklane AAC seniors and we are scheduled to attend the town hall meeting in Eastover in October and invite all of the Board to attend. Meeting with Director of Libraries for Richland County, Ms. Melanie Huggins and also the planning team for the Richland County Planning Department to discuss potential projects with them for the Neighborhood Master Plans.
- The Community Relations Department has been active also in attending several community meetings and special events along with our Foundation. A list of new and active Recreation Committees along with bylaws included in your packets.
- Attended August RCRC Foundation Board meeting
- Thanks to Mayor Coble, met with Senator Jackson and Councilman Jim Manning in the last few weeks and additional meetings are scheduled. Scheduled to attend County Council meeting if weather permits.
- Invitation to Commissioners to let her know if there are places they would like for her to visit or people they would like for her to meet.
- Working on Community initiatives, doing a better job with our community leagues to make sure that we are consistent. Matthew along with his team is working on new policies and procedures for the Board's approval.
- Tara Dickerson, Chief of Staff, met with staff on cash handling procedures and we have a recommendation which we will put into place no later than December 1st, limiting the number of sites taking cash addressing the safety issue.

Ms. Watson entertained questions.

Commissioner Lindsay thanked staff for the wonderful job during Senior Games.

Motion to go into Executive Session for a contractual matters and a personnel matter made by Commissioner Johnson, second by Commissioner Lindsay. Motion approved unanimously by all members present; Shepard, Lindsay, Johnson, Lapin and Clark.

Entered Executive Session 6:43p.m.

8. EXECUTIVE SESSION:

Commissioner Venugopal entered Executive Session at 7:20p.m.

Executive Session ended at 8:10p.m.

Chair Shepard stated no action was taken in Executive Session.

Motion made by Commissioner Lapin to hire Evergreen Solutions, LLC to conduct a classification and compensation study for the Richland County Recreation Commission, second by Commissioner Lindsay. Motion approved unanimously by all members present; Shepard, Lapin, Johnson, Lindsay, Clark and Venugopal.

Motion made by Commissioner Johnson to allow the Executive Director to move forward regarding personnel matters, second by Commissioner Venugopal. Motion approved unanimously by all members present; Shepard, Venugopal, Johnson, Clark, Lindsay and Lapin.

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

10. Adjournment

Meeting adjourned at 8:15 p.m.

Cynthia M. Shepard

Cynthia Shepard, Chair

Minutes approved on this 15th day of October 2018.