

**RECREATION AND PARKS BOARD
OF ST. MARY'S COUNTY
Meeting of Thursday, October 4, 2012
MINUTES**

BOARD MEMBERS PRESENT: Richard Buckler, Chairperson; Robert Hicks, Vice-Chairperson; J. Bradley Clements, Sabrina Hecht, Julie Lemmon, Tom Nelson, David Phalen and Lisa Wainger-Rush.

RECREATION AND PARKS STAFF AND OTHERS PRESENT: Brian Loewe, Director; Jessica Hale, Recreation Division Manager; and Kathy Bailey, Recorder.

CALL TO ORDER

The Board meeting was called to order by Richard Buckler, Chairperson, at 5:30 p.m., in the Chesapeake Building.

APPROVAL OF MINUTES

Sabrina Hecht moved, seconded by Lisa Wainger-Rush, to approve the minutes of September 6, 2012; motion carried 8-0.

Robert Hicks moved, seconded by Lisa Wainger-Rush, to approve the Executive Session minutes of September 6, 2012; motion carried 8-0.

RECREATION DIVISION REPORT

Brian Loewe, Director, introduced Jessica Hale, Recreation Division Manager, who provided an update on Recreation Division programs and activities. Highlights included:

- Paralympics Experience Event – will be held on Saturday, October 6th at Great Mills High School. Activities include demonstrations (cycling, shooting, aquatics) and presentations on the program.
- Paralympics Fundraiser – will be held on Tuesday, October 9th at Texas Roadhouse; 10% of dining sales will go to the Paralympics program.
- Fall Classic Dodge ball Tournament – will be held on October 13th at the Leonard Hall Recreation Center.
- E-newsletter – a copy of the quarterly publication was provided to Board members. Information on programs and events, health and wellness information and topics of interest are included.

ENTERPRISE FUND BUDGET REPORT

Ms. Hale provided a Recreation Activity Fund Revenue and Expense report. She discussed the program categories which included before and after school care and camps; therapeutic recreation; special facilities; gymnastics and leisure programs; and sports programs. The overall picture has been steadily improving over the past few years, with a net profit experienced for FY10, FY11 and FY12. All programs are doing well considering the current economic conditions.

Lisa Wainger-Rush asked if this is because participation is up; Ms. Hale stated that numbers are up in some programs and slightly down in others. The net is the result of a combination of increased enrollment, new programs and program changes. She noted the Mechanicsville Childcare program closed due to insufficient enrollment in December 2011; a new program

opened at Piney Point Elementary. A deficit was noted at Hollywood Recreation Center; that picture will be improved as changes in utilities begin to be realized. The pool's margin of loss has been getting smaller over the last few years; participation is good and steady. Bob Hicks asked if "R&P is ok with the continued drain on the fund from the pool." Ms. Hale stated that the picture has been improving. Mr. Loewe stated that will continue to be examined; staff anticipated that would be a challenge when it was donated to the county.

The proposal to transfer the ownership of the childcare trailer located at Mechanicsville Elementary School to the Board of Education was recently approved by the Board of County Commissioners.

PROPOSED CHANGES TO COMMUNITY STANDARDS GUIDELINES UPDATE

Ms. Hale provided a handout and Power Point presentation that detailed the current Community Standards guidelines and the proposed changes. The report also included information on what some other jurisdictions are doing. Highlights included:

Current Standards

Certification: Two youth sports league administrators in each league must be certified in the NYSAA Program

Training: The head coach and at least one assistant must complete NYSCA program

Background Checks: The head coach and at least one assistant coach (if more than one coach assigned to the team), must pass a yearly criminal background check by SSCI

All parents must sign a **Parent Code of Ethics**

Certification: Two youth sports league administrators in each league must be certified by the CDC's Heads Up: Concussion in Youth Sports Program

Non-Compliance: Currently there are no written standards for those leagues that don't comply with the standards.

Proposed Standards

Certification: No change

Training: No change

Background Checks: The head coach and **all** assistants assigned to a team; all Board members; and equipment managers (for football leagues). R&P would continue to cover the cost for the head coach and one assistant. Additional background checks would be the financial responsibility of the leagues. All volunteers on the fields during practice and games would be required to wear an ID badge identifying them as a certified coach. R&P may be able to cover the costs of the ID badges for FY14.

Parent Code of Ethics: No change

Certification: Consideration to make online video available for all coaches to have access for viewing and make it a requirement for all volunteer coaches.

Non-Compliance: Recommend developing a policy to assess penalties for leagues that do not comply with the standards.

Staff anticipates the league average increase to be \$6.89; increase would range depending on how many teams the league has. Least impact estimated to be \$0.80 per team; greatest impact estimated to be \$.63.75 per team.

Ms. Wainger-Rush wondered if it's necessary to have Board members undergo background checks. Julie Lemmon asked if there is any cooperation with SMCPs on the background checks; staff is checking into that. R&P and SMCPs do different types of checks so that may not be feasible. Tom Nelson asked if the coaches might be willing to pay the cost of the checks; spreading the fee out over the entire organization may be more efficient.

Mr. Hicks asked if staff had discussed the proposed changes with the leagues; staff plans to do that in the near future.

Julie Lemmon moved, seconded by J. Bradley Clements, to support staff's recommendation to implement the proposed changes to the Community Standards in Youth Sports; motion carried 7-0, with Robert Hicks abstaining.

Smoking in Parks – Mr. Loewe noted that staff is discussing the issue of smoking in parks and is doing some research on policies around the state; he will provide an update at the next meeting.

PROJECT UPDATES

Three Notch Trail Phase VI

- The 90% design drawings are nearing completion.
- Staff hopes to have the final review meeting with SHA and other agencies this fall.
- Anticipate the project will be out to bid in late summer or fall 2013.

Charlotte Hall Athletic Fields

- The Procurement Office is working on the solicitation to re-bid the project.
- The project is anticipated to be out to bid this fall.

Lancaster Park – Civil War Memorial and Interpretive Center

- Staff is working on the scope of work to renovate the former Flat Tops building at the site; the building will provide opportunities for interpretation of the U.S. Colored Troops and other African American contributions to St. Mary's County. Space will also be provided for activities, community meetings and rest rooms for the memorial park and adjacent pavilion. The county received a state Bond Bill toward the renovations.

Lancaster Park Improvements Design and Engineering for Athletic Fields and Parking

- The solicitation is out to bid for the design and engineering for the Lancaster Park Improvement project. The pre-bid meeting was held on September 27th; the bid closing date is October 25th.

- The project calls for constructing two multi-purpose athletic fields, parking and a new entrance road.

Design and Engineering for the New Leonardtown Park

- The solicitation is also out to bid for the design and engineering for the Leonardtown Park Project. The pre-bid meeting was held on September 27th; the bid closing date is October 25th.

Public Landings

- It is anticipated that the River Springs pier project will be finished in the next few days. The Fox Harbor pier will begin next and then the contractor will move on to the St. George's Island pier.

OTHER BUSINESS

Mr. Loewe presented two requests for Alcohol Consumption Permits from the Friends of the St. Clement's Island and Piney Point Museums and the St. Clement's Hundred. Events included:

- Friends Volunteer Holiday Pot Luck dinner – December 11, 2012
- St. Clement's Hundred Annual Membership meeting – December 13, 2012

Robert Hicks moved, seconded by David Phalen, to approve the Alcohol Consumption Permits for the Friends of St. Clement's Island and Piney Point Museums and the St. Clement's Hundred. Motion carried with all in favor.

Mr. Loewe reminded the Board of the Blessing of the Fleet festivities being held this weekend at St. Clement's Island Museum.

SCHEDULING OF NEXT MEETING

The next meeting of the Recreation and Parks Board is scheduled for Thursday, November 1, 2012 at 5:30 p.m. in the Chesapeake Building in Leonardtown.

ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on November 1, 2012.