

St. Andrew's Parish Parks and Playground Commission

July 26, 2018, 2018 Meeting Minutes

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Present:

Commission: John Johnston, Ron Bailey, Carol Etheridge and David Glover.

Teammates: Kevin Walsh, Joddi Collins-Gray, Brian Burke, Rachel Ebaugh, Susannah Myers, David Campbell, Donna Crafton, and Pam Connors

Public: Lee Myers, Britt Bailey (arrived shortly after 7 pm)

Call to Order: Mr. Johnston called the meeting to order at 7:01pm

Invocation and Pledge of Allegiance to the Flag: Mr. Bailey led the invocation and the Pledge of Allegiance to the American Flag.

Public Comments: Those in attendance introduced themselves – Lee Myers, Susannah Myers, and Pam Connor. Britt Bailey, mother of Charles Bailey addressed the Commission concerning an incident on 7/25/18 where her son was left at Splash Zone on James Island during a Camp Remix field trip. Ms. Bailey was very concerned that this incident occurred and expressed concern for her son's well being and for the safety of the other children in camp. Mr. Walsh stated that procedures that were in place were not followed by the camp counselors and disciplinary actions were forthcoming. Ms. Bailey spoke about t-shirts and other forms of identification for camp groups on field trips and asked for assurances that we will do a better job of caring for her child and others. Mr. Johnston and Ms. Etheridge thanked Ms. Bailey for attending and for sharing her concerns in a very professional and composed manner. Mr. Johnston assured her that her child would be safe in our camp moving forward.

New Business:

A. SC Human Affairs Complaint: Moved to end of the meeting

B. Commission Policy Review:

- a. *Employee Corrective Action (FKA Disciplinary) Policy:* Not ready at this time.
- b. *Teammate Childcare:* This policy was updated to include the language of "teammates" to replace "staff". This policy was updated to allow all teammates 50% off certain child care programs (traditional camp, and the after school program) and 25% off speciality camps throughout the year. This policy was also updated to allow teammates to bring your child to the FFP nursery/kidzone. This is for no more than 4 hours in one day and the teammate must remain in the building at this time. Ms. Etheridge recommended that name of the policy be changed to Teammate Childcare and Related Discounts. Mr. Walsh recommends the policies to be approved with amendments to change the name and the addition of no more than 2 days in a week.
- c. *Teammate Fitness Center Membership:* This policy was updated to include the language of "teammates" to replace "staff". The policy was changed to allow all teammates and contractors to have a family membership at the fitness center. Mr. Bailey made a motion to update presented policies. Mr. Glover seconded the motion. The motion passed unanimously. Ms. Etheridge made a motion to change the name to Teammate Childcare and Related Discounts, to add a maximum of two days per week, and to change "team members" to "teammates". Mr. Glover seconded the motion. Ms. Etheridge, Mr. Glover and Mr. Bailey voted in favor and Mr Johnston voted against. The motion carries three to one.

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Approval of the June 28, 2018 Minutes: Mr. Glover made the motion to approve the minutes. Ms. Ethridge seconded the motion. The motion passed unanimously.

Approval of the June Financial Statements: Mr. Glover made the motion to approve the financial statements as presented. Mr. Bailey seconded and the motion passed unanimously.

Executive Director's Report: The Employee Recognition Committee has come up with a points program for our new Employee Recognition program. We have signs up encouraging members and teammates to give out "bucks". Mr. Elwood Dixon has been instrumental in getting this new program off the ground. When teammates reach a certain level of bucks they can turn them in for a gift.

The drainage ditch behind Peek Field needs some remediation for small traces of chemicals found by Meridian. We have signed an agreement with Hipp Brothers Investments, LLC to access our property and remove the contaminated soil.

Mr. Walsh received a response from one of the land owners that he sent a letter about donating and/or selling land. The land was appraised at \$5 million and it was offered at \$2.5 million.

We will be moving forward with Silbo to do our fall baseball and softball officials assigning.

Mr. Walsh and the Area Recreation Directors met with a company called Turning Leaf which is a non-profit that works with rehabilitating criminals. They have a screen printing business that provides a real life work experience. St. Andrew's will add them to our vendor list. Ms. Etheridge was familiar with the program and strongly encouraged us to use them when we can.

Mr. Walsh presented the plaque for Pops Parker who was inducted into Hall Of Fame in 2016. We are going to try to schedule an unveiling ceremony for the family just prior to the next Commission meeting.

Parks and Playground Report:

There are three weeks left of camp starting next Monday. Sports registration is currently in late registration for fall baseball and softball. We are down 50 participants from last year. We are discussing how we can offer more sports programs in the fall and the winter. Tennis camp numbers have been steady at 45 to 50 campers. Tennis counselors have been doing well and the new ones have caught on very quickly. Charleston United Soccer is at the very end of their registration period.

eTrak-plus Report:

eTrak has successfully uploaded an instance is in the cloud and we are currently testing. We had some recent demonstrations for potential clients that would be a great addition.

General Manager's Report:

Mr. Burke asked Pam Connor and Susannah Myers to update us on their programs. The Kids Fitness program is doing very well. We are also getting good feedback from the parents for kids fit and nursery. Tween strength training class is going very well. We will have live mermaids for mermaid camp on Friday. Mr. Burke is re-posting the Fitness Director position. DHEC came to Forest Lakes last week and we were closed for 24 hours due to some missing signage and other minor issues.

Department Proposals - New:

A. FFP Membership Proposal: Mr. Burke would like to offer a promotional membership where members would donate \$35 and that would go towards school supplies for after school program and the member would received the \$29 rate. Mr. Bailey made a motion to approve

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the promotions as presented. Ms. Etheridge seconded the motion. The motion passed unanimously.

Unfinished Business:

- A. *Annexations:*
 - a. TMS 3521000068 – 1758 Jervey Ave (.09 acres)
 - b. TMS 4210300167 – 534 Savannah Hwy (.24 acres)

- B. *Capital Improvements Plan:*
 - a. We received a \$400,000 plus check from the Insurance Reserve Fund. It has been deposited but negotiations for the roof replacement have not yet been finalized.
 - b. Air conditioning units at Dogwood will be getting replaced next week.
- C. *City of Charleston Drainage Improvement Project:* No update at this time.
- D. *Workers Compensation Claim Update:* This claim is still in investigation and has not gone to mediation.
- E. *NRPA Conference Attendance Update:* Mr. Johnston and Mr. Bailey will be attending.

SC Human Affairs Complaint: Mr. Bailey made a motion to go into executive session at 8:45 pm to discuss this legal matter. Mr Glover seconded the motion. Motion passed unaimiously.

Adjournment: Ms. Etherdige made a motion to adjourn. Mr. Bailey seconded the motion and the motion passed unanimously. The meeting adjourned at 10:14 pm.