

St. Andrew's Parish Parks and Playground Commission

March 22, 2018 Meeting Minutes

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Present:

Commission: Mike Eykyn, John Johnston, Ron Bailey, and Carol Etheridge

Staff: Kevin Walsh, Joddi Collins-Gray, Rachel Ebaugh, Brian Burke and Susan Klugman

Public: None

Call to Order: Mr. Eykyn called the meeting to order at 7:11 pm

Invocation and Pledge of Allegiance to the Flag: Ms. Etheridge led the Commission in prayer and the Pledge of Allegiance to the American Flag.

Public Comments: None

New Business

A. FY 2018/2019 Budget: Mr. Walsh presented a revised budget for the upcoming fiscal year that included an increase to the insurance premium. For the 2018-2019 fiscal year, the budget once again does not include a millage increase. Mr. Bailey made a motion to approve the revised budget. Ms. Etheridge seconded the motion. The motion to approve the FY18-19 budget passed unanimously.

B. Commission Policy Review:

1. *Employee Corrective Action (FKA Disciplinary) Policy*: No update at this time. Mr. Walsh plans to have the new Human Resources Director draft this policy in the near future.

2. *Employee Recognition Policy (Section 4, Policy 22)*: Mr. Walsh presented proposed changes to policy. If approved the policy will include provisions for merit based wage increases, rewards to teammates who make recommendations which are then adopted and made part of agency operations, creating a culture in which "Thank You" are a regular part of meetings, the Employee of the Year award will be selected by Committee and finally a reward point system. The Executive Director will also recognize teammate birthdays and work anniversaries. Mr. Johnston made a motion to approve the policy as proposed by Mr. Walsh. Ms. Etheridge seconded the motion. The motion passed unanimously.

Approval of the Minutes: Mr. Bailey made a motion to approve the February 22, 2018 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.

Approval of the July through February Financial Statements: Ms. Etheridge made a motion to approve the July 2017 to February 2018 financial reports. Mr. Johnston seconded the motion. The motion passed unanimously.

Executive Director's Report: Mr. Walsh noted that Ms. Diane Betz-Cavins, a former teammate, dropped off a thank you card for the Vicki Kelly room dedication today. In addition, we received a residual check from Heritage Payment Solutions today, which included December 2017 to February 2018. The residual check was \$4,636 on \$369,450 in volume. Mr. Walsh also noted that a former employee filed a complaint with the EEOC. The case was dismissed upon intake by the EEOC investigating officer.

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Mr. Bailey made a motion to enter into Executive Session to discuss this personnel matter. Mr. Johnston seconded the motion. The Commission entered into Executive Session at 7:25 pm. Mr. Burke was invited into Executive Session to discuss an additional personnel matter. The Commission left Executive Session at 8:36pm

Parks and Playground Report: Ms. Collins-Gray noted Spring Sports has approximately 500 participants, which is an increase of 15 participants from Spring 2017. She noted that CUSC started their season mid-March. The Tennis department hosted the Annual Lucky Shot Tournament, which was a huge success with over 100 participants. The 2nd Annual Daddy/Daughter Dance had 15 participants this year. The 4th Annual Flashlight Easter Egg hunt is tomorrow, Friday, March 23. The event starts at 7pm. The Annual Golf Tournament will be April 5 at Shadowmoss Golf Course in West Ashley.

eTrak-plus Report: Ms. Ebaugh noted that we have a new website for eTrak which was provided by Heritage Payment Solutions and includes Search Engine Optimization (SEO). She also reported that the eTrak Southeast Users Conference would be held April 17-19 in Charleston at the Holiday Inn. We have exceeded the breakeven point of the conference and expect around 20 participants. The development team is working hard to make the system work more efficiently and is looking into ways to off load some of the usage and increase capacity in order to allocate more space during certain times of the year. As always, the training team is busy with new clients including Polk County, NC. One of our newer clients is Aiken, SC which will go live next week. It was noted that Ms. Crawford remains a great addition to the support team while working the noon to 8:30pm shift. Mr. Norman is making excellent strides in the technical development department.

General Manager's Report: Mr. Burke noted that the nutrition classes moderated by our Fitness Director, Ms. Lapp are being held at the Cynthia Hurd Regional Library next door as a community partnership endeavor. He also noted that we recently hosted the production crew for an upcoming TV pilot ("Salvage") which used the pool to film several scenes. We received \$5,000 in rental revenue for that event. Mr. Burke noted that the women's locker room has sauna repairs underway which are being done in-house by our talented maintenance crew with Mr. Dixon taking charge of the project.

Department Proposals - New:

A. *FFP Membership Proposals:* April Proposal - Mr. Burke would like to build on the success of last month and continue with \$29.99 per month promotional rate with the donation of an "arts and craft" item. This promotion offer is for a one-year commitment. Mr. Johnston made a motion to approve the membership proposal. Mr. Bailey seconded the motion. The motion passed unanimously.

B. *March Madness Do-Over:* With this promotion, we hope to build our new customer base. It is the brainchild of Maintenance Director, Mr. Elwood Dixon. We would like to propose free access for the public to the center on Saturday, March 31, 2018. We will host a few events during the 10am to 11am hour in the racquetball, basketball and fitness areas. Mr. Johnston made a motion to approve free admission waiver on March 31, 2018 for this event. Mr. Bailey seconded the motion. The motion passed unanimously.

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Unfinished Business:

- A. *Annexations:* 209 Hickory Street TMS 4181300103 .12 acres
- B. *Capital Improvements Plan:* The capital-funding proposal for an \$80,000 equipment loan was approved by the Commission at the February 22, 2018 meeting. The staff worked with loan officers with BB&T and attorney Charlton deSaussure on the loan closing documents and the capital loan account was fully funded on Thursday, March 15, 2018. No purchases have yet been made.
- C. *Forest Acres Drainage Improvement Project:* Mr. Walsh informed the Commission that the City of Charleston would be purchasing a portion of our land related to the Forest Acres Drainage Improvement Project. The purchase will involve approximately 47,600 sq feet of land. The staff participated in a walk-through with staff from the City of Charleston and other parties involved with the project. The City will tender a financial offer for the property at a later date.

Adjournment: Mr. Eykyn adjourned the meeting at 8:57 pm.