

St. Andrew's Parish Parks and Playground Commission

April 30, 2020 Meeting Minutes

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Present:

Commission: Mike Eykyn, John Johnston and David Glover

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

Public: Eric Jackson via YouTube and email.

Call to Order: Mr. Eykyn called the meeting to order at 7:07 PM

- I. **Invocation and Pledge of Allegiance to the Flag:** Ms. Etheridge led the Commission in the invocation and Pledge of Allegiance.

- II. **Public Comments:** On behalf of Mr. Eric Jackson of Ponderosa neighborhood, Ms. Collins-Gray read aloud his questions and comments which are as follows: *When was the last time Ponderosa Parks basketball court had a major overhaul? Is the Park managed by the City or County? What is the cost to do a total renovation of the basketball court including replacement of all four basketball rims? The usage of the parks is growing; we have a lot of traffic coming from Carolina Bay. Is this taken into consideration with budget is made? As a member of the City of Charleston Recreation Committee, I look forward to hearing from you.*

Mr. Eykyn inquired as to whether the Ponderosa Neighborhood Association is meeting. Mr. Walsh and Ms. Collins-Gray confirmed that they are meeting monthly. Mr. Eykyn also asked if St. Andrew's Parks CUSC teams are still using the soccer fields and Mr. Walsh confirmed that they are using the fields. Mr. Walsh confirmed that he will respond to Mr. Jackson's questions and concerns.

III. New Business:

A. Commission Policy Review – None at this time

B. Scheduled bank draft of bank account and credit cards for May – Mr. Walsh noted that we did not draft membership and camps in April and he noted that the fitness center closed on March 20. Mr. Walsh is asking Commission for consideration regarding the May draft. Mr. Eykyn asked about summer camp payments. Ms. Collins-Gray noted that summer camp drafts were to take place in May, June and July. Mr. Walsh is optimistic that camp will start in early to mid-June. Mr. Johnston made a motion to suspend the drafting of accounts through May. The motion was seconded by Mr. Glover. The motion passed unanimously.

C. Plan to Return to Work (RTW) – Mr. Walsh noted that the full time staff is working on a phased RTW plan for each department.

- IV. **Approval of the February 27, 2020 Minutes:** Mr. Johnston made a motion to approve the January 27, 2020 minutes. Ms. Etheridge seconded the motion. The motion passed unanimously.

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- V. Approval of the February and March 2020 Financial Statements:** Mr. Glover made a motion to approve the financial reports. Mr. Johnston seconded the motion. The motion passed unanimously.
- VI. Executive Director's Report:** Mr. Walsh noted that on March 11, Ms. Myers resigned her position as Program Coordinator and he decided to subsequently freeze that position as well as the full time maintenance position and the part time human resource assistant. Mr. Walsh noted that we furloughed part time staff subsequent to the shut down with a return date to be determined later. Mr. Walsh noted that the Forest Lakes greenbelt application was approved conditionally. The Church Creek Plaza application was denied. Mr. Walsh noted that much work has been happening behind the scenes on the Church Creek project so that we can come back to the Greenbelt Committee with a stronger proposal in the second round. The golf scholarship tournament was rescheduled to October and the 75th Anniversary party has been moved to September.

VII. DEPARTMENT REPORTS

- A. Administration & Finance Report:** Ms. Klugman noted that our part time bookkeeper has been furloughed. Our full time administrative assistant has been doing a fantastic job filling in with data entry. Our human resource director has been quite busy with normal HR duties including hiring because as Mr. Walsh mentioned, we are optimistic that we will be able to move forward with summer camps. Ms. Klugman noted that the administrative and maintenance teams have been continuing to work from the Dogwood office as many of our duties preclude us for working from home.
- B. Parks and Playground Report:** Ms. Collins-Gray noted that interviews for summer camp are ongoing via Skype by Mr. Jefferson and Ms. Lynch. The tennis courts are being monitored by Mr. Phil Burke and Mr. Keith Whittingham. Athletics is doing a great job keeping our participants engaged via social media while programming is suspended due to COVID-19.
- C. eTrak Report:** Ms. Ebaugh noted that the eTrak team is well suited to remote work and the transition was seamless. Call volume is down but many agencies are asking question regarding refunds.
- D. Fitness Center Report:** Mr. Burke noted that the center has been closed since March 20 so Mr. Burke observed that membership driven issues are down. Mr. Burke said that the team has really come together and has done a great job with social media engagement. Mr. Burke noted that pools are closed per Governor's orders and the reopening date is to be determined.

VIII. Department Proposals — New:

- A. FFP Membership Promotion:** Mr. Burke does not have any membership promotions at this time but noted that he would be recommending that we suspend promotions when the fitness center reopens.

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IX. Unfinished Business:

A. FY 2020-2021 Budget: The FY20/21 budget was submitted to the County electronically on April 15 as requested.

i. Teammate Re-Organization – Mr. Walsh would like to opportunity to discuss this personnel matter in executive session.

B. Annexations Update: We received notice that two properties were annexed: 513 Arlington Drive and 3184 Joy Ave

C. Capital Improvement Plan: The new maintenance truck is ready for pick up at the dealership in Columbia. Mr. Jonas will coordinate that effort and we'll place the vehicle in service in the next month.

D. St. Andrew's Parks Foundation: Mr. Walsh recommended Ms. Collins-Gray for a new three year term on the Foundation. Mr. Johnston made a motion to appoint Ms. Collins-Gray for a new three year term. Mr. Glover seconded the motion. The motion passed unanimously.

E. eTrak Financing Options: Mr. Johnston made a motion to enter into executive session to discuss a legal and personnel matter. Mr. Bailey seconded the motion. The Commission entered into executive session at 7:49 PM.

The Commission left executive session at 8:29 PM. No motions were made and no votes were taken.

X. Adjournment: Mr. Johnston made a motion at 8:30 PM to adjourn the meeting. Mr. Glover seconded the motion. The motion passed unanimously and the meeting was adjourned.