



**AGENDA**  
Jefferson County Parks & Recreation Commission  
October 20, 2010  
7:00 p.m.  
Jefferson County Community Center

- I. Call to Order
- II. Roll Call
- III. Public Comment
  - Presentation by Community Relations Council of the Harper's Ferry Job Corp.
- IV. Approval of Minutes
  - September Regular Meeting
- V. Treasurer's Report
- VI. Director's Report
- VII. Standing Committee Reports
  - Executive
    - JCPRC Employee Guidelines Manual Development
    - JCPR Director Position Update
  - Finance
    - Accounting-Budgeting Line Item Revisions
    - Cost Saving Initiatives
  - Audit
    - WV State Auditor's Office will conduct JCPRC audit for past 5 years
  - Land Acquisition
  - Facilities
    - Hite Road property update
    - Agricultural lease for Hite Road property
    - Cooperative Grant with Jefferson Game Plan to expand services for persons with developmental disabilities.

- Cooperative Grant with JCYSL for field development at Hite Road
- Modification of the Bylaws changing the dates of appointment and executive committee elections.
- Modification of the Bylaws to include Exit Interviews as a commission authority under item III5a.
- Solicitation of Comments on the Long Term facilities Use agreement Draft

#### Grants & Fundraising

- JCYSL partnership to pursue Land & Water Conservation Fund Grant for development of Hite Road
- Moulton Park LWCF Grant Award - \$50K award must be matched.
- USDA Rural Community Development Initiative grant application \$50K - \$300K and requires matching funding.

#### VIII. Old Business

- Summary from county wide parks & recreation summit (MILBOURNE, PEIRSON)
- Tim Barr to address board regarding termination (JACOBS)

#### IX. New Business

- Purchase of meeting recording system (Taylor)
- Employee time records – work week (Tiano)
- Elections for JCPRC President and Secretary
- Committee Appointments
- “Miracle of Lights” Program
- Motion to form a committee to complete and submit CIP budget request to be made up of standing committee chairs
- Complaint filed by Tim Barr (possible executive session)
- Merging of JCPR and Ranson PR youth basketball programs

#### X. Adjournment