

Jefferson County Parks and Recreation
Minutes
June 16, 2010

I. Call to Order: President Marshall called the meeting to order at 7:05 p.m.

II. Public Comment:
None.

III. Roll Call: Present at meeting were: Mike Jacobs, Bill Hoak, Toni Milbourne, Dan McVicar, Paul Marshall, George Nichols, Bobby Shirley, Cheryl Roberts, and County Commissioner Dale Manuel. Also present was Director Tim Barr and Assistant Director Jennifer Myers.
Absent was Shawna Molina, Matt Knott, and Lou Tiano.

IV. Approval of Minutes:
• Minutes were approved for May meeting.

V. Treasurer's Report:
Mr. Knott was absent. Written report was presented.

VI. Director's Report: Written report was provided to board.

- Barr highlighted items in written report including a rain garden at the JCCC.
- Motion by Jacobs to approve hire of the following individuals for summer camps: Brice Barker, Brittney Mercer, Evan Lykins, Jacob Jones, Carly Anders, Victoria Hutto, Kevin Webb, Olivia Lloyd and Curtis Chiswell. Second by Roberts. Motion approved.
- Motion by Jacobs to submit a request for the Assistant Director and PreSchool Director's salaries to be brought to a minimum in conjunction with the Jacobs' Study. Second by McVicar. Motion approved.
- Discussion of June 30 impact fee meeting organized by the county. Milbourne and Shirley will attend.
- Motion by Milbourne to submit a letter to the County Commission regarding the Parks and Recreation's lack of interest in the Cement Mill Property because of concerns of the impact on the budget to preserve historic integrity of the site. Motion approved.

VII. Standing Committee Reports

A. Executive:

- Discussion of procedure for evaluation process of the director. Topics discussed included: highlight that ratings must be clarified; include names on evaluations; require six month experience before serving on executive board.

B. Finance:

- None

C. Audit:

- Audit committee will include Paul Marshall, Bobby Shirley, Mike Jacobs. John Poole with Charles Town Parks and Recreation also volunteered to serve.

D. Land Acquisition:

- No activity.

E. Facilities:

- Stephanie Grove is looking at bids for Hite Road.
- Estimates at \$12,000 for dog park. Barr said will roll into RFP for Sam Michaels. Not a high priority at this time.
- Continued discussion on Hite Road site plan whether to do all or part.
- Need county commission to make a motion to release P&R from planning department fees.
- Tracking man hours and machine hours.
- Moulton Park and handicap accessibility are still top priorities.
- Discussion of reconsideration of park alcohol use. Barr directed to investigate if there was stipulation when park was deeded. Also directed to draft a policy and bring it up for discussion.

F. Grants/Fundraising:

- None

VIII. Old Business

- Moulton Park and use of impact fees clarification still being looked into.

IX. New Business

Personnel Grievance brought before the board by PreSchool Director Cheryl Craigo. Ms. Craigo chose to have the discussion in open session

- Ms. Craigo explained her background to commissioners and her history with Parks and Rec. She advised board that she no longer wished to report to Director Barr or Assistant Director Myers because she feels she is being harrassed/pressured to adjust her work schedule. She indicated the two would not provide her a budget despite numerous requests; numbers of enrollment change constantly; lack of planning time.

Discussion included additional comments from Ms. Craigo with numerous questions from the Board. In discussions/questions, the following issues were raised:

- No signed contract in position.
- Evaluation process done, but not for this year. Evaluations have been positive.
- Request for Craigo was to teach summer camps when she requested to off in the summer. If Craigo chose to be off, she would lose \$5,000 and her insurance benefits.
- Craigo indicated she was instructed not to talk to board members.
- No additional compensation given when required to do additional camps/classes or work overtime at mandatory events (i.e., teen dances).
- Concern over email being the standard form of communication within the building and that if an email trail is not available, communication didn't exist.

Director Barr and Assistant Director Myers added to discussion at this point.

- Barr indicated that never has a staff member been told not to talk to board members.
- Barr indicated he had received no email communication from Craigo regarding anything that she was unhappy with.
- Myers indicated that she has talked with Mr. Knott and Tom Diehl regarding budget for preschool at Craigo's request. Request was sent to Knott in April (but not before at any other time).
- Barr indicated preschool program only nets profit of about \$1,000 after expenses.
- Myers indicated front desk staff is directed to help Craigo with her things if she needs help. Acknowledged this does cause some resentment among staff.
- Myers indicated that steps have been taken to try and make Craigo happy in her job and provide what she needs. Budgetary constraints are main problem.
- Myers indicated that Craigo has indicated from the start of the program that she wants a 10-month position. That position was discussed in finance committee meeting.

At this point in discussion, Marshall gave following summary:

- Position has evolved and gotten larger.
- Fiscal pressure is constant
- Communication issues

Barr indicated that he is committed to improving relations and making the program work and to work with Craigo. Craigo also expresses desire to remain at Parks and Rec and wants to work out issues.

Marshall's comments:

- Need to look at budget issues. Things are now being tracked, i.e., supplies specific to programs.
- Need to grow the program but board must address staffing issues and recognize this is a stressful position.
- Remember that need is not to make money but cover costs so program is self-sufficient.
- More autonomy needs to be given to preschool director.

Barr asks for recommendation to have Craigo take June/July off and make the preschool director position 10-month at same salary/benefit level.

Shirley moves to make position 10-month with same benefit/salary level. Second by Hoak. Motion approved with McVicar abstaining.

Follow up action to include a mediated meeting with Craigo and Barr in July. Mediators will be Marshall and Milbourne.

Cheryl Roberts bids farewell to board members as this is her last meeting.

Motion to adjourn at 10:35 p.m.

Respectfully submitted:
Toni Milbourne
Secretary