



Reading Recreation Commission

MINUTES of the October 18, 2011
Inaugural Meeting

Members Present: J. Drue Miles (Acting Superintendent of Schools), Jim Washington,
John Santoro, Marsha Goodman-Hinnershitz, Otis Smith and Mike Schorn. Excused: Eddie
Moran; Absent: Vaughn Spencer and William Hall.

The meeting was called to order at 7:00 PM by Mike Schorn, Commission Facilitator. Following the Pledge-Of-Allegiance and Moment of Silent Reflection, the members present were greeted with Welcoming remarks and a reminder of the importance of this Commission.

Matt Lubas was also present and he gave periodic input as to present programs, as well as the fact that both he and Heather were looking forward to this new challenge. He offered their support to this Commission as we advance our organizational structure. Frank Denbowski presented comments of praise and gratitude to the Commission on behalf of the Mayor, who was home sick today.

Sue Landes was introduced and gave an overview of the Agreement of Cooperation, as well as the preliminary work that had been done by the study group these past 23 months. Sue then discussed the Circuit Rider Application and the process it is undergoing in Harrisburg. She said that we have been approved for \$ 65,000 (first year of grant), and that the announcement should be forthcoming in the next ten days or so.

Sue asked the members if they would like for her (Sue) to be on board to lead them through the application and job search process, as we look for an Executive Director to lead the RRC. A state grant of \$ 2,500 is available and Sue said she would advertise in professional journals; DCNR and the local paper. Mr. Miles suggested that Colleges and Universities that offer a strong Recreational course of study, also be considered. Sue said she would do that, as well. The members present agreed to have Sue lead us in the Search process.

A discussion ensued as to several specifics, including salary range, educational requirements, Bi-lingual skill set, etc. After a review of a Position Description, provided by Sue, it was decided that Sue develop an appropriate AD, requirements, salary range (\$ 60,000 to \$ 75,000) and begin advertising asap.

John Santoro stated that this is a huge responsibility, and we better be able to attract a top-notch candidate; Frank D. spoke of a possible " Career Risk ". Frank also suggested that all letters-of-interest be forwarded to my attention, c/o the Mayor's Office. Sue will also work with the following sub-committee for the application process: Jim Washington, Otis Smith and Mike Schorn. John Santoro was also invited to join this committee, if time allows him to do so.



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It was agreed that no more than 30 days be involved with the application process. If we follow that timetable, the deadline for applications should be November 21. If the process moves efficiently, then we should have a candidate to be approved by the December 13th (tentative) meeting date?

Frank Denbowski volunteered to assure that the City will pay for any advertising fees associated with this process, as well as pushing for a Federal ID #. Frank said he would separate all expenses related to the Rec Commission through the balance of the year.

Mike Schorn received clarification that there is a mentoring program that Sue could offer this Board. This would take place AFTER the Executive Director has been hired. Sue said she could assist Matt, Heather and the new Ex. Director for a period not to exceed (9) months.

Mike spoke about the sense of urgency that exists on several fronts: He suggested that Matt and Heather take the COBRA program, as offered by the City, for perhaps 6-9 months. Other topics that received some discussion were:

- a. Payroll Services - Drew Miles will contact John George @ the BCIU to share information
- b. Employee Benefits - Must have a plan(s) in place to offer new employees
- c. Memorandum Of Understanding - City and RSD; look at In-Kind services;
- d. City's 2000 10-year plan; Advisory Board's Future;
- e. E-Mail List for Commission members = Frank will arrange and forward;
- f. Governing Board Information - Sue provided for us to read and comprehend'
- g. John has concerns about the RSD and their ability to implement new programs without additional costs; discussed a need for "feeder school activities";
- h. The main goal of this Commission and the new Exec. Dir., will be to establish a Strategic Plan w/Mission and Vision included. Sue thinks we may be three years away from a final product like that one. John stated that once it is done and approved, it needs to be followed consistently.

Meeting Adjourned at 8:35 PM

The next meeting is TUESDAY, NOVEMBER 15th @ 7:00 PM

Respectfully submitted,

Mike Schorn, Commission Facilitator