

Reading Recreation Commission  
7:06PM  
3<sup>rd</sup> & Spruce Recreation Center  
Minutes of the February 10, 2015 Meeting

The Reading Recreation Commission was called to order on Tuesday, February 10, 2015, at 7:06PM by James Washington.

The Board performed the Pledge of the Allegiance and then the roll call of members. There were ten of eleven board members present and they included: Christopher Celmer, Christopher Daubert, Carl Geffken, Marcia Goodman-Hinnershitz, Manuel Guzman, David Ruyak, John Santoro, Otis Smith, Donald Taddei, Jr. and James Washington. The following board members were absent: Eddie Moran. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (recording secretary).

**Minutes**

The minutes from the December 9, 2014 meeting were reviewed. John Santoro made a motion to approve the minutes. Christopher Daubert seconded the motion. The motion was approved unanimously.

**New Business**

- Election of Officers

Nomination for Chairman: Carl Geffken nominated James Washington for Chairman. John Santoro seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert – yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – yes, David Ruyak – yes, John Santoro – yes, Otis Smith – yes, Donald Taddei Jr. – yes, and James Washington – yes. Motion passed 10-0.

Nomination for Vice Chairman: James Washington nominated Carl Geffken for Vice Chairman. David Ruyak seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert – yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – yes, David Ruyak – yes, John Santoro – yes, Otis Smith – yes, Donald Taddei Jr. – yes, and James Washington – yes. Motion passed 10-0.

Nomination for Treasurer: John Santoro nominated Marcia Goodman-Hinnershitz for Treasurer. David Ruyak seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert – yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – yes, David Ruyak – yes, John Santoro – yes, Otis Smith – yes, Donald Taddei Jr. – yes, and James Washington – yes. Motion passed 10-0.

Nomination for Secretary: Marcia Goodman-Hinnershitz nominated Donald Taddei, Jr. for Secretary. Christopher Daubert seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert – yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – yes, David Ruyak – yes, John Santoro – yes, Otis Smith – yes, Donald Taddei Jr. – yes, and James Washington – yes. Motion passed 10-0.

AMA Photography took a group photo of the board as well as individual head shots of each member.

Daphne discussed the vacation policy. It was originally approved by the board in October 2013. The section she discussed was on page 22 under Employee Service. It currently reads Year of the 1<sup>st</sup> anniversary – 5<sup>th</sup> anniversary is entitled to 10 days effective January 1<sup>st</sup>. She would like to change this to read Year of the 1<sup>st</sup> anniversary – 3<sup>rd</sup> anniversary is entitled to 10 days effect January 1<sup>st</sup>; Year of the 4<sup>th</sup> anniversary – 9<sup>th</sup> anniversary is entitled to 15 days effective January 1<sup>st</sup>. Daphne read Resolution 2015-2 revised Time Off and Leaves of Absence policy (Attachment A) with the notable changes under Employee Service reading Year of the 1<sup>st</sup> anniversary – 3<sup>rd</sup> anniversary – 10 days effective January 1<sup>st</sup>; Year of the 4<sup>th</sup> anniversary – 9<sup>th</sup> anniversary – 15 days effective January 1<sup>st</sup>; Year 10<sup>th</sup> anniversary to 15<sup>th</sup> anniversary – 20 days effective January 1<sup>st</sup>. Daphne asked if there were any questions. Discussion ensued regarding the wording of accrued, carryover of time, cash out policy, and our benefit package.

It was decided to make an amendment as 4 hour increments. David Ruyak made a motion to accept Resolution 2015 – 2. Marcia Goodman-Hinnershitz seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert – yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – yes, Dave Ruyak – yes, John Santoro – yes, Otis Smith – yes, Donald Taddei Jr. – yes, and James Washington – yes. Motion passed 10-0

John Santoro made a motion to amend segment for all eligible for their pay. Marcia Goodman-Hinnershitz seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert – yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – yes, Dave Ruyak – yes, John Santoro – yes, Otis Smith – yes, Donald Taddei Jr. – yes, and James Washington – yes. Motion passed 10-0.

Voting on the vacation policy and time off as amended. Carl Geffken made a motion to accept Resolution 2015-2. David Ruyak seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert – yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – yes, Dave Ruyak – yes, John Santoro – yes, Otis Smith – no, Donald Taddei Jr. – yes, and James Washington – yes. Motion passed 9-0.

### **Treasurer's Report**

Marcia Goodman-Hinnershitz discussed the Treasurer's Report. Daphne reported that we paid \$22,000.00 for the comprehensive plan. This is an in and out payment. We will receive full reimbursement for the \$22,000.00. RKL, RRC's auditor was in the last week of January. She asked what we were owed for Daphne's salary. It was determined we are owed back money for each year 2012, 2013, 2014. This was resolved and the money will be sent from DCNR to Cindy DeGroot at the City of Reading. Daphne informed the board that we are up to date with the City and School District payments. Our current balance is \$446,000.00. Carl added last year was the first year that we took money out of our "reserve". This year is a much larger year. There are a lot of positives going for us. Marcia reviewed the following reports: Profit and Loss budget vs. actual; Balance Sheet Previous Month Comparison which compared months November and December and December and January; Administration Profit

and Loss budget vs. actual; Programs Profit and Loss budget vs. actual; Tennis Profit and Loss budget vs. actual; Pool Profit and Loss budget vs. actual; Income Detail Report and Expense Detail Report.

Marcia asked if there were any questions. There being none, John Santoro made the motion to accept the Treasurer's report as presented. Manuel Guzman seconded the motion. The motion was approved unanimously.

Marcia thanked Daphne for coming to all the City Act 47 plan meetings.

### **Old Business**

Daphne provided an update on the comprehensive plan. They had their first meeting of the COR, James Washington, Christopher Celmer & Christopher Daubert. It is going very well. The assessments are being wrapped up. You can expect a preliminary draft of that plan in the next two months. It won't be approved for final till the fall. Discussion followed regarding City Park and the 106 building. Daphne stated that the comprehensive plan is addressing City Park.

### **Executive Director's Report**

Daphne gave a verbal Executive Director's report for December 2014 and January 2015.

#### **Highlights:**

1. Things are going very well!
2. There is a basketball program in progress where we are partnering with the Olivet Boys & Girls Club
3. Our urban cooking program, Chef Sprout, is being submitted for an award.
4. We are continuing to improve the facilities. Daphne thanked Dave Ruyak and his employees for all their hard work.
5. Daphne met with the President of Berks Encore. They are interested in using our rec center to have a senior programming that will be held during the day. It is for senior city residents. There will be no cost to us and we will be paid for the use of our facilities.
6. Girls leadership is now held here at 3<sup>rd</sup> & Spruce and at Southern Middle School. So far they have two community service projects completed. We will be submitting a grant for \$13,000.00 to expand into other schools next year!
7. The art program was a huge success. We are looking to expand that into two programs.
8. We received 28 resumes for the Sports Program Manager position and 10 resumes for the Chief Development Officer position.

### **Executive Session**

At 7:58PM the board went into Executive Session to discuss personnel matters. The session was resumed at 8:33PM.

Daphne read Resolution No. 2015-1 hiring of Reading Recreation Commission's Chief Development Officer. Motion to accept Resolution No. 2015-1 that Camille F. Stock is hired as the Reading Recreation Commission's Chief Development Officer with an annual salary of \$65,000.00 pro-rated from on/before March 16, 2015 with an effective starting date of on/before March 16, 2015. Otis Smith made a motion to accept Resolution No. 2015-1. Marcia Goodman-Hinnershitz seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert –

yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – yes, Dave Ruyak – yes, John Santoro – yes, Otis Smith – yes, Donald Taddei Jr. – yes, and James Washington – yes. Motion passed 10-0.

Discussion followed regarding the job description for the Sports Program Manager position with a salary of \$32,500.00 and reporting to Matt Lubas. There is a very qualified candidate which changes the salary and reporting supervisor. John Santoro made a motion to increase the salary from \$32,500.00 to \$42,500.00 and to report to the Executive Director. Christopher Daubert seconded the motion. James Washington directed what the next steps would be. Options were to move forward and hold the vote till March or go back to candidate with the boards' resolutions. Carl Geffken made a motion to accept the Executive Director's recommendation and move forward with the increase in salary and change in supervisor. Christopher Daubert seconded the motion. The Board performed a roll call of members: Christopher Celmer – yes, Christopher Daubert – yes, Carl Geffken – yes, Marcia Goodman-Hinnershitz – yes, Manuel Guzman – no, Dave Ruyak – no, John Santoro – no, Otis Smith – yes, Donald Taddei Jr. – yes, and James Washington – no. Motion passed 6-4.

There will be a special meeting held on March 3<sup>rd</sup> at 6:00PM to solely discuss the candidate for the Sports Program Manager position.

#### **Adjournment**

There being no further business to be brought before the board, Donald Taddei Jr., made a motion to adjourn the meeting at 9:00PM. Christopher Celmer seconded the motion. The motion was approved unanimously.

#### **Upcoming meetings:**

**-March Special Meeting – March 3<sup>rd</sup> at 6:00PM, 3<sup>rd</sup> and Spruce Recreation Center**

**-April Recreation Commission Meeting – Tuesday, April 14<sup>th</sup> at 7:00PM, 3<sup>rd</sup> and Spruce Recreation Center.**

Respectfully submitted,  
Rebecca Swoyer  
Recording Secretary