

Reading Recreation Commission  
7:05PM  
11<sup>th</sup> & Pike Recreation Center

Minutes of the November 27, 2012 Meeting

The Reading Recreation Commission was called to order on Tuesday, November 27, 2012, at 7:05PM by James Washington.

The Board performed a roll call of members and then the Pledge of the Allegiance. There were 8 of 11 Board members present and they included: Carl Geffken, Marcia Goodman-Hinnershitz, John Santoro, Otis Smith, Donald Taddei Jr. and James Washington. Francis Acosta, Robert Heebner Jr. and Eddie Moran were absent. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (recording secretary). Bob Peters and Marisol Torres entered the meeting at 7:15PM.

**Minutes**

Minutes were reviewed. John Santoro made a motion to approve the minutes of the October 27, 2012 meeting. The motion was seconded by Marcia Goodman-Hinnershitz. The motion was approved unanimously.

**Old Business**

A. **2013 Budget**

The proposed 2013 budget will be discussed during the finance committee presentation.

**Executive Director's Report**

Daphne handed out her Executive Director's report from November.

Highlights:

The Reading Recreation Commission held its first Fall Festival at Schlegel Park on Friday, October 19, 2012 and Saturday, October 20, 2012. It was a success with a net profit of \$1,171.32. A huge thank you to everyone that volunteered (board members, Donna Reed, Reading Fire Department, Alvernia volunteers, Muhlenberg Middle school students and employees). There were close to 400 people in attendance and that was only with flyers being sent to four school districts and weather that did not cooperate! A HUGE thank you to Public Works for all their assistance. They had their own hayride on Sunday.

The Halloween Costume Dance was held on October 26, 2012. Close to 100 children attended the Halloween Costume Dance which had DJ Serrano. Members were charged \$2.00 which included pizza and snacks. Prizes were awarded for most original, scariest, prettiest and funniest costumes. Everyone had a great time!

Tiffany Anderson, Tomas Gonzalez, Rhonda Morrison & Barbie Rivera from 11<sup>th</sup> and Pike & 3<sup>rd</sup> and Spruce Recreation Centers worked very hard on a new float for Santa for the Reading Parade that was held November 17, 2012. They built a train and new sled for Santa. Berks Digital printed decals to include on the train on the float. Barbie Rivera coordinated the dance the children performed

during the parade. The children and volunteers walked and handed out candy to everyone. Heather Boyer, Barbie Rivera and Rhonda Morrison decorated the Christmas tree at 5<sup>th</sup> and Penn Street. A huge thank you to everyone for all their hard work and to John Santoro and Otis Smith for helping in the parade.

The next upcoming event is Cookies with Santa. This event will be held Saturday, December 8, 2012 at Pandora Fieldhouse. This is a free event. There will be crafts, games and refreshments. Daphne stated if anyone was able to help to feel free to stop in. We do not know who Santa is but we do have a Mrs. Claus. Discussion followed regarding options for Santa.

Daphne referenced the new participation and special events summary report. This report is for October and shows all the special events for Matt Lubas and Heather Boyer's programs.

Daphne met with Superintendent Purcell of the Reading School District, Mayor Spencer and James Washington to give an overview of the Commission. The meeting went well and the Superintendent did give her assurance that our flyers will be distributed in the schools when delivered. She followed up the meeting to note that Bob Peters will be the new commission member from the school district and that the school's IT department will not be able to address filter issues with our recreation center computers.

The Reading Recreation Commission will be sending a newsletter to all the children in the school districts, eventually on a monthly basis. It is advertisement for the recreation centers and information for events that are upcoming. There is a section on the bottom written in Spanish stating if they need the newsletter translated to contact Barbie Rivera at the 3<sup>rd</sup> and Spruce center. In the past we have printed the entire newsletter in Spanish which is very costly. By having it done this way we were able to have it printed in color. Marisol stated that Maritza Loaiza sent the newsletter out city wide. They will also add it to the city website. Marisol was under the impression that the city website has the ability to translate any newsletter into different languages. Barbie is going to track who calls in asking for the Spanish version.

Marcia Goodman-Hinnershitz asked if we thought about having a Facebook page for the Recreation Centers. Daphne stated that we have but would need someone to manage it. Marcia stated that she is willing to create the Facebook page, manage it as well as answer any questions. She stated that she currently handles the Pagoda Facebook page. Thank you to Marcia for volunteering to do this.

Daphne met with WEEU to discuss the website design for the Recreation Commission. She will be meeting with WEEU again to create a website on Thursday, November 29, 2012. She is looking to keep the price around \$3,000. The Facebook page will wait till the website has been created.

Bob Peters newly appointed board member and Marisol Torres entered the meeting at 7:15pm

James Washington took a moment to introduce Bob Peters, Financial Director for the Reading School District, as the newly appointed board member. The board members introduced themselves to Bob. James reviewed the information that had been discussed at the meeting that Bob and Marisol missed.

James asked for the board to be informed on the activities that are occurring every month. Since everyone on the board is representing the commission it is helpful for them to be aware of activities that occur. He had questions about special events. A discussion followed regarding next year and having year-to-date information provided. Daphne stated in January we will look at December numbers. A lot of things will continue through the year. At the end of the year we will have a total number of children who joined the recreation centers. We will have a report stating this is how many children and this is what we did. Marcia stated she will e-mail a report which she already keeps for her employment.

Daphne discussed facilitating a National Water Fitness Training Certification course in Reading with the United States Water Fitness Association. They need a location to hold the training course, the first for this area.

Working with the Reading Athletic Department, Matthew Lubas and James Washington to help develop a youth soccer program (under 8's) for next fall. A possible location for the program would be Glenside. Additional locations could include the Jewish Community Center, 3<sup>rd</sup> and Spruce, 11<sup>th</sup> and Pike and Pendorf.

She met with Marshall Kauffman, at Mayor Spencer's request, to discuss expanding his current youth boxing program which is currently housed in the garage behind his upholstery business. The main issue is finding space for the program. Our current facilities are not ideal for housing a permanent boxing program. Daphne sent the Mayor an e-mail summarizing her meeting with Mr. Kauffman.

Daphne met with Managing Director Snyder to discuss future grant projects in the city and projects with Wells Fargo. She attended the Wells Fargo dedication at the Reading Iron playground.

She met with the Personnel Subcommittee to discuss benefits for employees. They will divide the current draft handbook into two sections covering benefits and policies. Daphne also met with Bernie Gerber, David Thun and James Washington to discuss board training.

Daphne attended the Pennsylvania Urban Youth Alliance in Bethlehem which is a statewide DCNR initiative to identify issues in Urban Recreations and find solutions to those programs. She is a member of the core group which will be meeting in Harrisburg on December 14, 2012 to discuss statewide findings.

She sent information about the Burlington Vermont Park Patrol to the Reading Police Department (Captain Powell and Chief Heim). They will meet in few weeks to discuss this further.

Daphne and Rebecca met with the auditor and solicitor to discuss the process for our annual audit to be started in January. We need to pass a Whistleblower Policy which will be presented at this meeting.

Daphne will be attending a CPSI recertification course in State College on December 2 – 5, 2012.

Informed the board they we are renting Pendora on a regular basis. Residents have been giving positive feedback about the cleanliness of the facility, the fresh paint and the new furniture. We are currently working on Schlegel Fieldhouse (new coat of paint, cleaning and curtains) to hopefully increase rentals.

Daphne had nothing further to report. No questions were asked.

### **Treasurer's Report**

Marcia Goodman-Hinnershitz discussed the Treasurer's report.

Marcia reviewed the order of the reports and asked if they could be e-mailed prior to the meeting so everyone is able to review them. There were several new reports created from QuickBooks per the prior requests of the board. Daphne contacted Lancaster Recreation Commission and inquired about the reports that are presented to their board. The forms created in QuickBooks mimic the Lancaster Recreation reports. The following reports were provided to all board members: Balance Sheet; 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. Lancaster Recreation Commission using the software Peachtree and their reports are printed from their software. Their reports are broken down even further but they have been operating a lot longer. As the recreation commission grows we will be able to do this as well.

Carl stated that the reports were great but for future reference the reports should only be ran till month end (example end of October).

Comments were made about the reports and what the board members liked and would like to see in the future.

Marcia stated that she felt it was very helpful to see all items listed in the income and expense detail reports. Daphne stated that our bills are being paid the day they are received.

James commented on the Tennis report. He stated there is a line item for a website for tennis, however COR Tennis has a Facebook page. At the time that was budgeted a website for the recreation center was not planned. The money budgeted for the tennis website will be used for the recreation website and tennis will be included in the website. Daphne stated that she is meeting with WEEU regarding the recreation website on Thursday, November 29, 2012. They originally gave a quote of \$5,700. Daphne met with them and now it is going to be much smaller – under \$3,000.00. Daphne stated that we want to become the HUB that people come to and then you can click on different sites. We want to be the place to go to get certain information. The website will have approximately 10 main pages with subpages.

Marcia asked if anything else needed to be noted. Daphne stated that we are waiting on the 4<sup>th</sup> quarter payment from the school district which will be \$31,000.00 and of course the DCNR grant for \$65,000.00.

Marcia stated at the reading council meeting last night the Reading Recreation Commission was mentioned.

John Santoro made a motion to accept the treasurer's report as presented. Donald Taddei Jr. seconded the motion. The motion was approved unanimously.

At 7:52PM the board went into Executive Session to discuss personnel matters. The session was resumed at 8:50PM.

James Washington apologized for the length of the session. There were 4 resolutions for consideration.

Motion to accept Resolution No. 3 that Daphne E. Klahr was hired as the Reading Recreation Commission's Executive Director with an effective starting date of February 13, 2012 at an annual starting salary of \$65,000.00 + benefits which was increased to \$67,500.00 + benefits (retroactive to date of hire) by board approval at the regular meeting of the Reading Recreation Commission in June 2012. The benefits as defined in Attachment A are retroactive to the starting date of February 13, 2012. John Santoro made a motion to accept Resolution No. 3. Bob Peters seconded the motion. The Board performed a roll call of members: Carl Geffken, yes; Marcia Goodman-Hinnershitz, yes; Bob Peters, yes; John Santoro, yes; Otis Smith, yes; Donald Taddei Jr., yes; Marisol Torres, yes; and James Washington, yes. Motion passed 8-0.

Motion to accept Resolution No. 4 that Full-time positions of the Reading Recreation Commission will receive fringe benefits as defined in Attachment B. These benefits are retroactively effective for all current employees back to their 2012 date of hire. Carl Geffken made a motion to accept Resolution No. 4. Bob Peters seconded the motion. He asked if the discussion in the Executive session should be noted that the benefits are subject to annual review. Does an amendment need to be in the Resolution or on the Attachment?

Noted: benefits are to be reviewed and approved annually by the Commission Board. A discussion followed regarding the city cell phones that certain employees hold. It was determined that they can be returned to the city. The Board performed a roll call of members: Carl Geffken, yes; Marcia Goodman-Hinnershitz, yes; Bob Peters, yes; John Santoro, yes; Otis Smith, yes; Donald Taddei Jr., yes; Marisol Torres, yes; and James Washington, yes. Motion passed 8-0.

Motion to accept Resolution No. 5 that John O'Mara is hereby approved as the Reading Recreation Commission's Maintenance Supervisor with an effective starting date of January 1, 2013 at an annual salary of \$31,200.00 + benefits. Otis Smith commented stating with the approval of Resolution No. 3 and Resolution No. 4 he feels we need to be very cautious of any new hires. Marisol Torres asked if Public Works will still be needed with the hiring of the Maintenance Supervisor. Daphne stated that John has been assisting Public Works, keeping the fields clean and painting, etc. He has already taken some of their duties however he will not be responsible for trade type duties i.e. electric, carpentry. Daphne stated that the Recreation Center has already begun purchasing maintenance items which Public Works has used. \$1,200.00 worth of maintenance supplies has already been purchased.

Marcia stated that we have revenue to cover the expense in the 2013 budget. She asked if we remove this item from the budget how will it affect the playgrounds? Daphne responded that glass in the playgrounds, trash lying around, field houses looking horrible, etc. is an issue that our maintenance person can help to address and alleviate Otis Smith asked if his position has been part-time this entire time. Daphne stated that he has been full-time the entire time with no benefits. She stated we used to have a maintenance person (Chico) who now works at City Hall. Otis has an issue with taking on a full-time person with benefits and feels it should be revisited in June 2013. John Santoro made a motion to accept Resolution No. 5. Marcia Goodman-Hinnershitz seconded the motion. The Board performed a roll call of members: Carl Geffken, yes; Marcia Goodman-Hinnershitz, yes; Bob Peters, yes; John Santoro, yes; Otis Smith, no; Donald Taddei Jr., yes; Marisol Torres, yes; and James Washington, yes. Motion passed 7-1.

Motion to accept Resolution No. 6 that the Reading Recreation Commission has adopted a Whistleblower Policy for all employees as outlined in Attachment C. John Santoro made a motion to accept Resolution No. 6. Don Taddei Jr. seconded the motion. The Board performed a roll call of members: Carl Geffken, yes; Marcia Goodman-Hinnershitz, yes; Bob Peters, yes; John Santoro, yes; Otis Smith, yes; Donald Taddei Jr., yes; Marisol Torres, yes; and James Washington, yes. Motion passed 8-0.

Daphne asked about the extra vacation days for Matthew Lubas and Heather Boyer. Should they receive a payout for days not used or be able to roll them into the next year? It was determined that Daphne has the right to determine the rollover policy but vacation days should not be reimbursed with financial compensation. All vacation days, personal days, and sick time is tracked by the Business Manager. It was asked if we can create a report tracking their time off and present it at the monthly board meeting. Bob Peters asked for clarification on the Commission's "Use it or lose it policy". Discussion ensued about Heather and Matt's previous employment with the City and it was generally agreed that the employee handbook with clear up many policy issues, once passed.

### **Subcommittee Reports**

B. **Finance** – Carl Geffken reported on the budget for next year which was handed out to all board members. This was reviewed at the last meeting. The board asked questions which were answered. Otis Smith asked if by adopting the budget does that include raises. Daphne stated that she did include 3% raises into the budget. Otis stated that he does not feel that the upper echelon should get raises. That raises should be distributed to lower management and the employees working with the children. Carl stated that he felt there should not be a pick and choose of raises. Otis stated that he feels any one of the board members could have done this job. John Santoro stated that this is not a proper time to discuss money for individuals.

Bob Peters commended the recreation for putting together the budget. He asked if the budget numbers reflect and increase, decrease, or maintaining of programs. Daphne stated that we are slowly increasing programming and attempting to do more. The 2012 budget was an estimated budget because we had very little to compare it to from 2011. The 2013 budget is much more realistic. The tennis program was discussed. Carl Geffken made a motion to approve the 2013 budget. John Santoro seconded the motion. The board performed a roll call of members: Carl Geffken, yes; Marcia Goodman-Hinnershitz, yes; Bob Peters, yes; John Santoro, yes; Otis Smith, yes; Donald Taddei Jr., yes; Marisol Torres, yes; and James Washington, yes. Motion passed 8-0.

C. **Personnel** - James Washington stated that we do not have a handbook now. Otis asked if we can approved the components and then put everything in the handbook. James stated that can be done.

D. **Facilities/Programs** – John Santoro stated that he had nothing to report because the committee did not meet. He is thinking of switching it to every other month. The next meeting is scheduled for Tuesday, December 4, 2012 at 7:00PM at 3<sup>rd</sup> and Spruce Recreation Center.

James Washington will touch base with Bob Peters to discuss the subcommittees. If there is no objection he would like to appoint Bob to the Finance Committee. No objections noted.

Daphne stated she has a meeting with DCNR tomorrow, November 28, 2012. Marisol stated that she will get the Mayor to sign the forms and e-mail them to Daphne first thing in the morning.

### **New Business**

The Olivet's Boys and Girls Club is not running their basketball program. Reading Recreation Center used to run the program. The Olivet's Boys and Girls Club took it over a few years ago. Matthew Lubas contacted Donald Taddei Jr. today. Don talked about registration (sign up date is December 15, 2012) and age groups. The program is starting in January. Cost was discussed. Donald stated that they usually charge \$50.00 however they received sponsors this year. The fee for this year is \$35.00. He feels the children need to get off the streets. Donald stated for the age group 10 -12's to just have them signed up in the school where it is already happening. Donald's program is all volunteers. If it is something that you are going to promote you will need to promote the need for volunteers as well. He stated they would give a discount to the child who had team mom or parent volunteer. Discussion followed. It was also noted that the Olivet's Boys and Girls Club is not running their baseball program either. This is all due to funding issues.

### **Adjournment**

There being no further business to be brought before the board, Carl made a motion to adjourn the meeting at 9:25PM. Marisol Torres seconded the motion. The motion was approved unanimously.

### **Upcoming meetings:**

- **Facilities/Program meeting – December 4, 2012 at 7:00PM at 3<sup>rd</sup> and Spruce Recreation Center.**
- **December Recreation Commission Meeting – Tuesday, December 11, 2012 at 7:00PM, Schlegel Park Fieldhouse**

Respectfully submitted,  
Rebecca Swoyer  
Recording Secretary