

**October 17, 2007**  
**Jefferson County Park and Recreation Commissioners meeting.**

**Commissioner Jacobs calls the meeting to order 7:01 p.m.**

**Roll:**

**Present:** Cheryl Roberts, Bill Hoak, Toni Milbourne, Charles Cheezum, George Nichols, Dan McVicar, Shawna Molina, Etts Elliot, Paul Marshall, Mike Jacobs

**Absent:** Richard Baron

**Jefferson County Commissioner Liaison:** Commissioner Dale Manuel

**Jefferson County Assistant Prosecuting Attorney,** Stephanie Grove

**Public Comment:**

None

**Approval of September, 2007 Minutes:**

Commissioner McVicar motioned approval of September minutes

Commissioner Marshall second

**Motion carried with 10 votes**

**Treasure Report:**

None at this time.

Treasurer, Commissioner Milbourne stated she is still reviewing finances and working hard on understanding the JCPR finance reports.

Treasurer, Commissioner Milbourne recommended an outside audit before she completely manages the role of Treasurer.

**Summit Point Soccer Field:**

4 years ago Mr. Childs donated \$25,000.00 to establish a soccer field at Summit Point. Mr. Childs recently contacted Commissioner Milbourne inquiring about the Summit Point Soccer Field and why it has not been complete. Commissioner Milbourne informed the JCPRC Mr. Childs mentioned taking legal action.

Director Barr stated that Mr. Childs agreed to have \$20,000.00 of that amount redirected toward the purchase of gymnasium equipment for the community center. The remaining \$5,000.00 was to be spent to construct a field. Director Barr said he met with the EPIC Soccer Club board who did not seem to be interested in a game field at that location. Commissioner Hoak indicated that Jefferson Asphalt rough graded an area to accommodate a field on the property but nothing has been done. This rough grading was done at no cost to the JCP&R department. Commissioner Milbourne is of the opinion that Mr. Childs did not authorize the \$20,000.00 to be redirected. Commissioner Marshall asked Commissioner Milborne to solicit a written communication from Mr. Childs to clarify his concerns for consideration by the JCP&R Commission.

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**Commissioner Roberts** motions the JCPRC President, in collaboration with the JCPR Director, draft a letter explaining the situation regarding the Summit Point soccer field. Commissioner Milbourne seconds

**Motion carried with 10 votes**

**Commissioner Hoak** motions to spend up to \$5,000.00 to grade and seed Summit Point soccer field in the fall of 2007.

Commissioner Roberts seconds

→**Commissioner Marshall** motions for an amendment to Commissioner Hoaks motion stating the Summit Point Soccer field to be complete and ready for use by June 2008

Commissioner Hoak seconds

**Motion carried with 9 votes**, Commissioner Milbourne abstained

**Commissioner Milbourne** motions for JCPR financial, external, audit to be bid out immediately

Commissioner Elliot seconds

**Motion carried with 10 votes**

Commissioner Milbourne informs the JCPRC a part time Finance Officer was hired in violation with WV State Code.

**Commissioner Jacobs** motions to hire Tom Diehl for the function to present to the JCPRC the financials until the JCPRC and JCPR Director is able to hire someone in the capacity of the part time Financial Officer.

Commissioner Cheezum Seconds

Director Barr and Commissioner Jacobs state that this hire was done per the motion adopted by the JCP&R board in its regular September meeting (*Commissioner McVicar motions the **Director, in cooperation with Treasurer and Commissioner Cheezum, secure the services of someone to take over the auditing functions past Commissioner Tom has done pro bono until now.***

**Commissioner Roberts second**

**Motion carried with 10 votes.**) Discussion followed as to the exact meaning of that resolution and touched on the delineation audit versus bookkeeping functions. Tom Diehl agreed that the list of items contained in the part time Financial Officer job description are all things that he performed while he was the Treasurer but that they are not all auditing functions.

→**Commissioner Marshall** motions to Lay on the Table Commissioner Jacobs motion to hire Tom Diehl in the function of part time Financial Officer.

Commissioner Milbourne seconds

**Motion carried with 10**

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The motion to Lay on the Table is undebatable and cannot have any subsidiary motion applied to it. It may be applied to any main motion; to any question of privilege or order of the day, after it is before the assembly for consideration; to an appeal that does not adhere to the main question. No motion that has another motion adhering to it can be laid on the table by itself; if laid on the table it carries with it everything that adheres to it.

**Commissioner Molina** motions to suspend Tom Diehl as part time Financial Officer until the JC Assistant Prosecuting Attorney, Stephanie Grove, informs the JCPRC the legal guidelines to hiring part time employees and/or contractors.

Commissioner Milbourne Seconds

**Motion carried with 9**, Commissioner Jacobs abstained

Tom Diehl is asked to present the JCP&R financial report even though he has been suspended. He declines and exits the JCPRC meeting.

**Directors Report:**

Jennifer reports on JCPR programs:

**Summer 2007:**

Over 2000 participants during the summer of 2007

Swimming, over 700

Dance, 78

Arts and Crafts etc. 57

**New:** Track and field camp

Wrestling Camp, 30

Preschool Programs have over 250 registered

Golf Program, 42

Teen cooking camp, 15

Fishing Derby, over 100

Averaged over 175 kids per week in summer camps. And many more programs

**Fall 2007:**

Not all programs are completed with registration. This is a report on current registration records for the fall of 2007.

Swimming, 150

Color shapes, 10

Gymnastics, 390

Halloween, 10

Christmas, 10

Preschool Spanish, 12

Indoor Golf (in partnership with Shepherd University), 6

**New:** Lacrosse, 6

Messy Kids, 8

Ahoy Mate, 10

Dance, ages 2-15, 110

Crazy Concoctions, 10

Thanksgiving, 10

Teen Dance, 420

Pilates, 20 (adults)

Princess Tea Party, 10

Halloween Happening: 40 pre-registered expecting 200-300

Indoor Soccer, over 160

**New:** Volleyball Open Gym (Wednesday & Thursday nights)

**New:** taking over the Jefferson County School basketball program

Preschool program is full.

Jennifer points out; many new programs (i.e. Lacrosse, Basketball, Volleyball etc) may have small numbers its first time running but will soon pick up in registrations. For example; Pilates started with a low number and now has 20 adults registered.

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**Barr:**

Discusses the JCPR grants from the State Budget Digest resulting from request submitted by Congressman Yoder and for Kitchen Equipment and proposes the total amount of \$17,000.00 (\$10,000.00 + \$7,000.00) be used for Sam Michaels Community Center signage and lighting.

JC Commissioner Manuel stated he will provide specific information regarding the \$7,000.00 grant and what is required of the monies.

Barr would like to draft a letter to the State requesting the \$17,000.00 grant be used for signage for the Community Center.

**Commissioner Elliot** motions for the Director, Tim Barr, to write a letter to WV State listing several different ideas for the use of the \$17,000.00 grant in a form of 2 (two) letters (one (1) letter for the \$10,000.00 grant and one (1) letter for the \$7,000.00 grant)  
Commissioner Roberts Seconds

**Motion carried with 10**

**Facilities:**

None

Commissioner Hoak states the Land Acquisition Committee will develop a preliminary report regarding facilities and be prepared to report at the next meeting (scheduled in November)

**Land:**

None

JC Commissioner Manuel stated the JCPRC now has the deed to the 11 acres on Blue Ridge. Further, the Blue Ridge Fire Department Chief was not able to attend and present at the October meeting due to personal reasons.

Barr reports the 13 acres in probate on Mission Rd has not moved.

**Pool:**

None

Commissioner McVicar describes the RecTrac, Famis and CICS software system being used by Claude Moore in Loudoun and the Warrenton Community Centers. One of the benefits is a more efficient and accessible program registration as well as more efficient program performance tracking. Director Barr agrees that such a system is highly desirable. It is decided to add it to the list of potential items to be funded by the \$17,000 budget digest funds.

Commissioner Molina discusses the field trip with Commissioner McVicar and JC Commissioner Manuel to the Claude Moore Recreation Center in Loudon County VA.

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Commissioner McVicar mentioned he will organize a meeting with the Pool Committee.

**Unfinished Business:**

**Commissioner Cheezum** motions to go into an Executive Session to discuss Executive Directors performance appraisal. WV Code 694

Commissioner Milbourne Seconds

**Motion carries, 10**

**Commissioner Marshall** motions to come out of Executive Session

Commissioner Cheezum Seconds

**Motion carries, 10**

**Review and Set Motions to Amended By-Laws**

**Commissioner Marshall** motions for October 17, 2007 meetings votes on by-law amendments to hold a simple 2/3 majority vote of the current JCPR Commissioners in attendance to pass voting.

McVicar Seconds

**Motion Caries with 7**, opposed Hoak, Jacobs, Nichols.

**Commissioner McVicar** motions to accept Article I.1 of the amended by-laws

Commissioner Marshall Seconds

**Motion Carried with 10**

**Commissioner McVicar** motions to accept Article II. Seal. as presented

Commissioner Marshall Seconds

**Motion Carried with 10**

**Commissioner McVicar** motions to accept, as presented, Article III.2 through III.4 of the amended by-laws

Commissioner Marshall Seconds

**Motion Carried with 10**

**Commissioner McVicar** motions to accept, as presented, Article III.5 of the amended by-laws

Commissioner Marshall Seconds

**Motion Carried with 10**

**Commissioner Marshall** motions to revise amended by-laws presented in section III.5.a. to state: *III.5.a. Commission Authority. The Board of Commissioners, by majority vote of those present, shall:*

Commissioner Milbourne Seconds

**Motion Carried with 7**, Commissioner Hoak, Jacobs and Nichols opposed.

**Commissioner McVicar** motions to accept, as presented, Article III..5.b of the amended by-laws

Commissioner Marshall Seconds

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**Motion Carried with 10**

**Commissioner McVicar** motions amend III.6, as presented, to delete *Add def of official business*

Commissioner Jacobs Seconds

**Motion Carried with 10**

**Commissioner Marshall** motions to accept III.7., as presented, with the following addition of, Regular meetings of the Commission shall be held on the Third Wednesday of each month during the year *excluding August and December*. Correcting Roberts.

Commissioner Milbourne Seconds

**Motion Carried with 10**

**Commissioner McVicar** motions to accept, as presented, Article III.9. through III.14., of the amended by-laws

Commissioner Marshall Seconds

**Motion Carried with 10**

**Commissioner McVicar** motions to accept, as presented, Article IV. Officers, of the amended by-laws

Commissioner Marshall Seconds

**Motion Carried with 10**

**Commissioner McVicar** motions to accept, as presented, Article V. Committees, of the amended by-laws

Commissioner Marshall Seconds

**Motion Carried with 10**

**Commissioner Jacobs** motions to amend Article VI.1. **General Bank Accounts and Safe Deposit Boxes** first sentence, to state *Funds of the Commission shall be secured within the official office of the Commission* with such depositories as may be selected by the Commission. Accepting the remaining by-laws, as presented, Article VI.1. of the amended by-laws

Commissioner Roberts Seconds

**Motion Carried with 10**

**Commissioner McVicar** motions to accept, as presented, Article VI.2. through X.7., of the amended by-laws

Commissioner Marshall Seconds

**Motion Carried with 10**

**Commissioner Roberts** motions to hold the November 2007 meeting on the second Wednesday of November. November 14, 2007

Commissioner Jacobs Seconds

**Motion Carried with 10**

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**Commissioner Jacobs states the new committee appointments will be on the next regular meeting agenda per the requirement of the By-laws just adopted.**

**Commissioner Milbourne** motions to adjourn 11:11 p.m.

Commissioner Roberts Seconds

**Motion Carried with 10**