



**AGENDA
PARKS & LEISURE SERVICES BOARD
Thursday, June 4, 2015
2:30 p.m.**

**Conference Room, Building 3, Beaufort Industrial Village
104 Industrial Village Road, Beaufort
843.255.6680**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTIONS
4. REVIEW AND APPROVAL OF MARCH 5, 2014 MINUTES ([backup](#))
5. PUBLIC COMMENT
6. PALS FISCAL REPORT – ALAN EISENMAN
7. UNFINISHED BUSINESS
 - A. STRATEGIC PLANNING
 - B. HILTON HEAD ISLAND RECREATION TRANSFER
 - C. SCOTT AND COOSAW COMMUNITY CENTERS
8. NEW BUSINESS
 - A. POD EXERCISE ON JUNE 10TH AT SUN CITY
9. PROGRAM REPORTS
 - A. ISLAND RECREATION ASSOCIATION – FRANK SOULE
 - B. ATHLETICS – MATT WHITMORE
 - C. AQUATICS – VIKI HILL
 - D. PROGRAMMING - MELANIE OTT
 - E. PROJECT UPDATES
10. DIRECTOR'S REPORT – SCOTT MARSHALL
 - A. PALS VISION / PROGRESS
 - B. CONSTRUCTION PROJECT UPDATES
11. ANNOUNCEMENTS
 - A. NEXT MEETING – DECEMBER 10, 2015
12. ADJOURN



BEAUFORT COUNTY PARKS & LEISURE SERVICES ADVISORY BOARD MINUTES

Conference Room
Beaufort Industrial Park, Building 102
Thursday, March 5, 2015
2:30 PM

Board Members Present : Tom Ertter, Vice Chairman
Ronald Campbell
Chuck Culpepper
Christian Kata
Mike Manesiotis
Gregory McCord
Erac Priester
Bruce Yeager

Board Members Absent: Arthur Middleton, Chairman

Staff Present: Scott Marshall, PALS Director
Shannon Loper, PALS Deputy Director
Viki Hill, PALS Aquatics Supervisor
Melanie Ott, PALS Recreation Supervisor
Matthew Whitmore, PALS Athletics Program Manager

Guest Present: Phil Foot, Assistant County Administrator, Public Safety
Alice G. Howard, County Council District 4
Alan Eisenman, Finance Department
Frank Soule, Island Recreation Association
David Coleman, Beaufort County Engineering

CALL TO ORDER

Tom Ertter, Vice Chairman of the Advisory Board, called the meeting to order at 2:31 PM. The pledge of allegiance was said by all present. Scott introduced Phil Foot, Assistant County Administrator for Public Safety Division, and Alice Howard, our new liaison for District 4 on County Council. He also introduced Melanie Ott, PALS Recreation Supervisor for the Enrichment Programs (After School, Summer Camp, and Seniors). Everyone else introduced themselves.

APPROVAL OF DECEMBER 4, 2014 MINUTES

The double sentence of "The pledge of allegiance was said by all" needs to be removed. Pending that change the minutes were unanimously approved.

PUBLIC COMMENT

There were no public comments.

PALS INTERIM FINANCIAL STATEMENT

Alan Eisenman, Finance Department, gave the report for the January financials. He included a one page narrative that puts the financials in layman's terms. The General Fund Revenues were \$287k while the Expenditures were at \$1.91M. When we compare that to this time last year our revenues were \$294M and our expenditures were \$1.77M. The Special Revenue Funds (which have restrictions as to how they can be spent) are as follows: PALS Capital Program, PALS Impact Fees,

Summer Nutrition Program, Special Events The Special Revenue Funds Impact Fees are as follows: Daufuskie, Bluffton, Port Royal, Lady's Island, and St. Helena. These reports are unaudited and can be located at the following website: <http://www.bcgov.net/departments/Finance/finance/documents/2013/Jan%202015%20Financials%20and%20Signed%20Letter.pdf>

UNFINISHED BUSINESS

A) **Strategic Planning** – Scott presented a suggested presentation for PALS Board to take to County Council entitled “It’s time for a change with Beaufort PALS.” According to the Ballard King assessment study done two years ago “any recommendations being made are with the understanding that it may be difficult to implement all of the findings of the study with the current operational funding for the Department.” Basically it says 1) Beaufort County will need to determine their long term commitment to parks and recreation. 2) Counties usually focus on larger regional parks, open spaces and greenways, and county wide indoor spaces. 3) Counties are rarely major program and service providers. We (being the county) should determine level of commitment – what services will/should the County provide, how much subsidy is expected, complete a community needs assessment. Our options are: Do Nothing – continue on current path, quality of products become diluted, and enter into liability phase. Do Something – determine commitment to public recreation, reconfigure existing resources, and then implement whatever it is we come up with. As the PALS Director my vision based on our current operational constraints of resources (not enough personnel to efficiently function in the day to day activities and our facilities and their conditions), our employment practices (part time employees limited to 29 hours and no recruiting/retention – employees making the same no matter how many years of service/experience), no corporate commitment to recreation (continue to do what we’ve been doing for years and no vision) is to 1) Transition enrichment programs to more capable delivery agents. PALS doesn’t have the expertise or the resources to run quality programs. Shift programs (with subsidy) to some of the struggling nonprofits with expertise benefits to all. Transitions must equal no service gaps. 2) Implement new service delivery model for recreation south of Broad River. A) County demographics are too wide ranging to combine service delivery with a county-centric delivery model. B) Complete process for transfer of recreational property and responsibility to Town of Hilton Head Island. C) Complete process for transfer of recreational property and responsibility to Town of Bluffton for greater Bluffton area. 3) Refocus centralized recreational activities in northern Beaufort county by designating new organization to include sports, passive parks, and boat landings. The agents of change are County Council (being the center) / County Administration-PALS Management -PALS Advisory Board / Town of Hilton Head-Town of Bluffton-City of Beaufort-Town of Port Royal.

Scott said he would contact Sue Rainey, Clerk of Council, to establish a date and format for presentation to the Board.

B) **Community Center Transfers** –We have scheduled another meeting with Scott Young Men’s Social Club and Beaufort County Administration to discuss the results of the recent survey. We will be conducting a survey for the Coosaw center similar to the one we used for the Scott center. Scott will get with Sue Rainey to find out our next step and when we can meet with Council. We are moving forward with transferring the Hilton Head recreation over to the Town of Hilton Head.

NEW BUSINESS

A) **Budget Process** – The budget is being done in incremental process. Pool hours have been decreased. We have two full time positions open at this time (Pool Manager and Water Safety Instructor). We have requested to fill the Pool Manager position and give up the WSI position. We have also requested for a full time Business Operations Manager. After all of these changes we will have a net loss of \$68,000.00. We have requested some additional money for the warranties on Muscogee lighting. First draft of budget process is March 16th.

B) **Boys and Girls Club Partnership** - We are negotiating a partnership between PALS and the Boys and Girls Club to run the Lind Brown (Green Street) summer camp. PALS will provide a subsidy.

PROGRAM REPORTS

- A) **Island Recreation Update** - Frank Soule gave an update on the Island Recreation Center. Their winter activities include hockey, ballet, youth and adult basketball, pickle ball, golf, pool activities, and tennis for the seniors. They are partnering with the Special Olympics and SOAR. Community events include a snow day, seafood fest, and wing fest. Shelter Cover ribbon cutting is set for April 1st however, there will not be any community events held there until June. Our challenges for 2015 include 1) working with the town to design/develop construction documents to enhance center and expansion of Island Rec Center. 2) Develop programs for the rowing-sailing center at Squire Pope Community Park. 3) Develop operations plan for Shelter Cover. 4) Work with County to reinstate \$75,000 funding for pool operations.
- B) **Athletics** - Matt Whitmore gave an update the athletics programs. He thanked the administrative staff for all their assistance with the Athletics Department. This weekend South Carolina Association of Parks and Recreation (SCAP) will be hosting the Basketball All Stars. We are hosting Districts at Buckwalter for 9-10 Boys, 9-10 Girls, 11-12 Boys, 11-12 girls, and 13-14 boys. We will be holding state tournament next week. Spring sports registration closed February 23rd. So far we have Lacrosse – 49, Baseball – 348, Softball – 80, Soccer – Bluffton 899 and Beaufort 342, Flag Football - Bluffton 77 and Beaufort 45. We have a total of 1,841 -1,900 with the waiting list added. All staff and head coaches will be required to take NFHS Concussion Training. Matt said that he and one Recreation Specialist from Beaufort and Bluffton will be attending a Player Safety Coach training in June. Also looking to partner with the schools at the Coaches Convention at the high schools.
- C) **Aquatics** – Viki Hill reported that there is Water Safety Instructor certification classes set for March 7 and 8 and again on March 14 and 15. Bluffton recently completed a lifeguard certification class and there is one pending for Beaufort in April. The pool heaters continue to be a problem. The manufacturers from China have been in to see if they can find out the cause. Due to the heater problems we are encountering we have to cancel classes, move the Masters to the YMCA, along with it hurting our numbers.
- D) **After School** - Shannon Loper reported that the late policy has been accepted by the parents. We decided after the incident at Lind Brown Center we now lock the front door during the day, have the parents go to the side door and then one of the staff members let them into the building to pick up their child.
- E) **Special Events** - We have three State tournaments for 2015: 1) Division 1 & 2 basketball for 13-14 boys and girls and Division 1 & 2 basketball for 15-17 boys to be held March 13-14 at Buckwalter, 2) State Ponytail Softball Tournament to be held July 10-16 at Oscar Frazier Park, and 3) State Soccer Tournament to be held December 5-6.
- F) **Summer Camp** – Melanie Ott reported that summer camp is set for June 15th through August 14th at the following locations: Bluffton, Burton Wells, Port Royal, Broomfield, Gloria Potts. We are trying to set up at Dale also. Online registration will start in late March. We are having more in-house staff training, and CPR/First Aid certified. We are planning on more local field trips. We have started the hiring process.
- G) **Project Updates** – We have three capital improvement projects: 1) Burton Wells Vestibule construction has been delayed for parts. 2) Wesley Felix Ball Park expected completion is June 2015. 3) Buckwalter Center Phase Two Expansion - groundbreaking is to be determined and should take about 15 months.

MEETING/ADJOURNMENT

There were no further concerns that needed to be addressed at this time. Tom thanked everyone for attending. The next Board meeting will be held on June 4, 2015 at 2:30 PM at the Beaufort Industrial Village, Bldg. 3 in Beaufort, SC. The meeting was adjourned at 3:45 PM.