

**BEAUFORT COUNTY PARKS & LEISURE SERVICES BOARD**  
**MINUTES**  
**THURSDAY, JULY 1, 2004**  
**Burton Wells Complex**  
**2:30 P.M.**

Present: Arthur Middleton, Chairman  
Allan Stern  
Thomas Mobley  
Corinne Hagood  
William Brown  
William Grayson

Non- Board Members Present: Mr. Gary Kubic, Beaufort County Administrator

Absent: Orethia White, Vice Chair  
Michael Manesiotis

PALS Staff: John Miller, Director, Northern Beaufort PALS  
Joe Penale, Director, Southern Beaufort PALS  
Jeannie Wells, Assistant to the Directors, PALS  
Sarah Krueger, Marketing and Special Events Coordinator, PALS

**CALL TO ORDER**

Mr. Middleton called the meeting to order at 2:35 p.m.

**APPROVAL OF July 1, 2004 AGENDA**

**Mr. Stern motioned to approve July 1, 2004 agenda.**

**Mr. Mobley seconded the motion.**

**Motion passed unanimously.**

**APPROVAL OF June 3, 2004 MINUTES**

**Mrs. Hagood motioned to approve June 3, 2004 minutes.**

**Mr. Brown seconded the motion.**

**Motion passed unanimously.**

**CHAIRMAN'S CORRESPONDANCE**

Mr. Middleton welcomed and introduced Mr. Kubic to the Board.

Mr. Kubic thanked the Board for having him to Burton Wells. He introduced himself and told the Board about his background. He has been here for approximately 6 months and has a three-year contract. Mr. Kubic would like to get involved in management here in Beaufort County and get out into the community. He believes in open communication in government, which he feels is lacking here. Information is meant to be shared with everyone, not kept in his office. Public information requests do not have to be in writing and no one should have to be forced to make a FOI request to get any data on anything.

This year in the budgetary process, all salaries of every employee were published and given to all the media. Mr. Kubic is a stickler for intergovernmental agreements since both parties know where they stand, it is formal, and the public gets to see it. When memories begin to fade or people change jobs, there is a written agreement stating who agreed to do what.

The Capital Improvement Budget was decreased by \$60M of proposed budgetary requests from various districts and councils including new development for parks. This was done by Mr. Kubic simply because this county does not pay attention to what is necessary to operate after something is built. Ironically, in our Comprehensive Plans, there is no mention of how to fund the things mentioned in the plan.

Mr. Kubic would like to add some positions in the administration to do things like multi-year budgeting, forecasting an operation budget out three to five years. Ideally, this would be done in conjunction with the School Board while tying in the Capital Improvement Program. Projects that are proposed to be developed will also have to include how to fund them long term.

This was Mr. Kubic's first time around with the budgetary process and it is mostly a repeat of last year but he is learning and finding out more about each division. He also stressed that Beaufort County is one community, not "North or South of the Broad" and expects everyone to talk to each other. Every taxpayer is a shareholder and is entitled to have an opinion.

Mr. Kubic stated that he intends to beef up the internal audit division. His goal is that every unit of government in Beaufort County will be audited every single year. Self-examination is crucial. Compensation for employees needs to be looked at. The Maximus Study results are not cohesive. Economic development must be improved.

Mr. Middleton brought up three issues; the PALS Board responsibilities, the Summer Camp fee increase and the re-visiting of a job description for PALS.

Mr. Kubic talked about the camp fee increase from \$150 to \$300 per first child registered. Mr. Kubic said he tried to go back and figure out why that decision was made. It seems that they were looking at the Summer Camp Program and tried to increase the revenue deductions to offset the expenditures. The fees should not have been doubled and some marketing expectations as to affordability should have been done. The participation dropped about 75%. This needs to be re-evaluated. Mr. Kubic agrees that the children need some instruction and educational benefits while the parents are working, etc during the summer. Mr. Kubic does support a re-evaluation of the fees for Summer Camp. He also would like to evaluate all the cost centers to see if there are any other ways to raise more revenue.

On the note of re-visiting programs, Mr. Kubic also stated that he would like the daily counts of pools to see if the hours and/or programs need to be adjusted.

Mr. Kubic addressed the Athletic Director job description issue. He stated that the report he got back was that the Maximus job classification clearly calls for a BS Degree or equivalent from a 4-year college in the recreation field. In addition, he had a copy of the same job description and the minimum qualification says an AA Degree. Then he was told that staff corrected this and this job was meant to be a four-year BA Degree requirement.

Mr. Stern brought up his concern about the mission of this board. The PALS Board feels that this requirement should not be four-year degree. He also feels that the board knows better than someone who runs HR what the qualifications should be for a PALS position. His question is to what purpose the board is here. HR feedback has not been complete. Mr. Kubic stated again that the Maximus Study was done and this was the result. Mr. Kubic does not feel that the Maximus Study was done to the county's best advantage. He is willing to maybe consider re-evaluating the job description. However, he stated that he is not hiring anyone anymore and *then* offering training to do the job. If job requirements and educational qualifications are listed, then they should be met. Everyone will be given a General Aptitude Test before hiring to see if the candidate can read, write, comprehend and understand directives, etc. If there are software requirements, a computer test will be done with those software programs. As far as the Athletic Director job description, if there are special reasons why the job does or does not require a four-year degree, Mr. Kubic would like to know the thinking behind requiring a four-year degree. He does not agree with either position, but does need more information.

Mr. Kubic stated he feels the hiring procedures for Beaufort County are lax. There is not one job offer or promotion given to any county employee without coming across his desk. He is looking at all the applications and interviewer notes. He needs support from PALS and all divisions to raise the bar in the county. Annual performance evaluations are very important.

Mr. Kubic suggested that if one job description needs to be re-evaluated in PALS, then all of them should be re-evaluated. If the reason for re-evaluation fits into the long-term mission and goals of the county, then it should be no problem. Compensation should be parallel to the requirements for the job. For example, if the salary of this job is based on a four-year degree and it is lowered to a two-year degree, then the salary should be reduced accordingly. A Compensation Plan spanning a number of years needs to be produced.

Mr. Grayson stated that the last three Athletic Directors hired in Bluffton had degrees but had no clue as to how to run an athletic program. He says we now have someone in PALS who knows how to run these programs, knows the system inside and out and has been doing it for the past two years. He feels some credit needs to be given to the job that has been done. Mr. Kubic stated that there is a conflict with the requirement and someone who does not have the requirements is trying to be stuffed into the job. So, is the requirement necessary or unnecessary? He also stated that promotions do not come automatically-there has to be competition. That person may not be the only one qualified. If this person is the best qualified that it will show during the interview process but the interview process must be done and there are no guarantees.

Mr. Kubic also stated the purchase of vehicles will be preceded by inventory of all vehicles, who has them and how much they are driven. A study must be done to be sure the vehicles are being used in the best possible way. Maybe some vehicles can be re-assigned to employees who need them the most.

Mr. Mobley asked what the status is of obtaining land on Lady's Island. Mr. Kubic said that there will be an article the upcoming Beaufort Gazette. There are a few tracts of land the county is looking at but land is limited. Maybe the Rural and Critical Lands Program could be used. Commercial enterprise is an option also.

Mr. Grayson asked about the soccer field lights at M.C. Riley, Shults Park, Basil Green, Dale and Bluffton Centers. Mr. Miller stated that the bid process is ongoing and takes at least 30 days. The lights are probably not going to be ready for this years soccer season.

Mr. Middleton announced that council had asked him to do a study on the competitive Weight Lifting Program. Mr. Stern also added that there was once a very active program. Mr. Kubic said to bring this issue and any others to the council. He will be more that happy to introduce some or all of the Board to Council.

Mr. Kubic closed with reminding us that his contract is three years only. His performance and how he is evaluated by his bosses is contingent upon what all county employees do and how well they perform. He is willing to support and nurture staff, hire better people, hire qualified people and motivate employees. Everyone should have a voice. Mr. Kubic thanked everyone and is looking forward to working with us.

Mr. Grayson will be added to the Program Committee.

### **COMMITTEE REPORTS**

None.

### **DEPARTMENTAL UPDATE**

Mr. Miller introduced Sarah Krueger, PALS new Marketing and Special Events Coordinator and gave her background to the board. Mr. Stern asked if she will be involved with the Senior Games. Mr. Miller and Mr. Penale will meet to discuss this. All- Star Season has started and tournaments will begin next week. Registration for soccer, football and cheerleading is going on. Burton Wells fitness equipment arrived yesterday. July is Parks and Recreation Month and Mrs. White received the Proclamation at the County Council meeting on Monday.

Mr. Penale stated that sports in Bluffton are much the same. Joshua Pelger, the Athletic Specialist will be starting work on July 10<sup>th</sup>, 2004. Katie Sullivan, the new Pool Manager for Bluffton will begin July 7<sup>th</sup>, 2004.

### **OLD BUSINESS**

Mrs. Hagood asked about the job requirement for the Athletic Director position. What is the equivalent to 2 or 4 years education? No one can seem to say. Mr. Penale said he is trying to abolish a current position PALS no longer uses and create a new position of Recreation Coordinator. This would include administrative duties as well as athletic responsibilities.

Mr. Middleton asked if the PALS buses are still going to be purchased. Mr. Miller said PALS is getting three buses to replace the 15-passenger vans. The CIP borrowing will cover the three buses. All PALS directors will be testing for their CDL licenses through Jan Watts in Risk Management.

**NEW BUSINESS**

PALS Board will re-convene and have the Weight Lifting Program resubmitted before the next budget cycle. Mr. Stern wanted to pass on the thanks from Bluffton High School for the support the Bluffton Recreation Center has given them in regards to sports programs.

**NEXT MEETING/ADJOURNMENT**

Next meeting is Thursday, August 5th, 2004 at 2:30 p.m. at the Bluffton Center, 61B Ulmer Road, Bluffton, SC 29910.

Meeting adjourned at 3:58 PM.

/jmw