



Parks, Recreation & Leisure Services Advisory Board Meeting

Tuesday, January 3, 2023 | 5:00 p.m. | 5th floor City Hall, Canty Conference Room

Members:

Steven L. Raudman, Chair
Michelle Griffin, Vice Chair
Jennifer Colton
Katherine G. Dermanis
Shawn O' Keefe

Dr. Norman C. Merrifield
Jennifer R. Parker
Dr. June G. Javier
[One Vacancy]

Opening Business

- Welcome, Introduction and Call to Order
Attendees: Katherine Dermanis, Dr. June Javier, Jennifer Parker, Steven Raudman, Michelle Griffin, Shawn O'Keefe, David McCauley, Angela King, Nicole Dennis, Petrice Newman, Evony Howe, and Josh Zulauf

Mr. Raudman called the meeting to order at 5:00pm, welcomed the attendees, and advised that a quorum was present.

- Approval of December 6, 2022 Minutes
Ms. Parker made a motion to approve the minutes as written. Dr. Javier seconded the motion and the minutes were passed unanimously.

New Business

CIP Budget Updates

Director McCauley introduced budget analysts Josh Zulauf and Evony Howe from the Budget Department to present a brief overview of capital improvement plan budget updates. Mr. Zulauf explains that the capital improvement plan (CIP) is a five (5) year rolling expenditure plan that addresses the acquisition of property and equipment, new construction, and other major improvements to existing public facilities. He summarized the CIP process to include requirements to qualify as a capital and the challenges pertaining to restrictions on funding sources. Generally, CIP projects are categorized and ranked by City Council seven (7) strategic priority areas.



Board Updates—Neighborhood and Community Center

Director McCauley introduced Nicole Dennis (Community Centers Manager) and Petrice Newman (Neighborhood Resource Coordinator- Mary Jackson Neighborhood Center) to provide a brief overview of updates of programs within the centers. Ms. Dennis explained the necessary steps that are involved to propose a program within the community, specialty, and neighborhood center(s). She provided information in reference to the program proposal requirements packet and program proposal application. The applications will be presented to the board members once a month where they will vet each of the applications. This would be an opportunity for the board members to see the companies and organizations that would like to have a partnership with HPRLS.

Although the neighborhood center mimics the same application process for program proposals, there is an extra step that takes place where the applications are vetted through the associated nonstock corporation board members as well. It was also noted that HPRLS conducts background checks once program proposal applications are submitted. Discussion between staff and board members included the structure/level of background checks and also funding/staffing that may be needed to go in hand with the program proposal requests. HPRLS would like to incorporate a collaborative partnership with the board members to ensure open forms of communication.

Discussion regarding Subcommittees

Ms. King started the discussion by reiterating the of topic subcommittees that was introduced by Ms. Griffin at the December 2022 meeting. Ms. Griffin continued the discussion by stating that subcommittees would be an opportunity for the board to take accountability and ensure that things are getting done in a timely manner. Subcommittees could be an opportunity for oversight for community center programming. Discussion among board members included the possibility of areas of focus within the subcommittees to include programs, projects, and athletics. Ms. King noted that subcommittees are considered a public body so FOIA requirements regarding public meetings would be applicable.

Department Updates

Director McCauley discussed that the CIP brief was presented to Council to provide an update regarding the 54 different projects that are either completed, in progress, or ongoing. Director McCauley also elaborated on the organizational changes within the HPRLS Department. He thanked the board for their commitment and would like to proceed with idea/concept of the subcommittees.



Open Discussion

Mr. Raudman had a question about the current status of the Community Plan meeting. Director McCauley elaborated that the Community Plan meeting is ongoing and that the strategic plan is five (5) years out, gearing towards the Community Plan to be completed by 2025. There was also discussion in reference to the golf courses final report.

Adjourn:

There being no further business, Ms. Parker made a motion to adjourn. Mr. O’Keefe seconded the motion and it passed unanimously. The meeting adjourned at 6:22 p.m.

Next Meeting:

Tuesday, February 7, 2023 @ 5:00 p.m. 5th Floor City Hall, Canty Conference Room