

**Richland County Recreation Commission
Regular Board Meeting Minutes
Monday, November 23, 2009
6:00PM**

Commissioners in Attendance:

Delano Boulware, Chairman
J. Marie Green, Vice-Chair
Rev. Charles Epps, Secretary
Barbara Mickens, Commissioner
G. Todd Weiss, Commissioner
Wilbert Lewis, Commissioner

RCRC Staff:

Brian Devost
Cornelia Watts
Curt Wilson
Cynthia Robinson
David Stringer
Leigh Cheatham

Others:

James Bridgett Jr., Consultant/Parliamentarian

1. Call to Order:

Chairman Boulware called meeting to order a 6:05p.m.

2. Adoption of Agenda: (Action)

Chairman Boulware asked for a Motion to adopt the agenda.

Motion to adopt the agenda; made by Commissioner Weiss, second by Commissioner Epps. Motion approved unanimously by all members present, Boulware, Epps, Green, Mickens and Weiss.

3. Approval of Minutes: (Action)

Motion to approve minutes from October 26, 2009 made by Commissioner Green, second by Commissioner Weiss. Motion approved unanimously by all members present, Boulware, Epps, Green, Mickens and Weiss.

Minutes from November 5, 2009 Special Called Meeting tabled until next Regular Board Meeting.

4. **Public Input: (Information)**

No Public input.

5. **Financial Report: (Information) - Handout**

Curt Wilson, Business Operations Department Director, reviewed cash flow projections outlined in handout with a three year comparison chart. He explained that December is always a critical month and we have received less money from the County Treasury than projected; \$220,000 below what we received thru this time last year. Mr. Wilson explained that two payrolls and benefits will have to be paid from the December balance before we get January allotment. To help manage the cash flow through December, Management has imposed spending for critical items only and extended the hiring freeze. The next chart, the \$10 MIL BAN received last year, shows activity through October. The BAN was paid off when we sold the \$10 MIL Bond in November. Mr. Wilson asked if there were any questions before audit presentation.

Q: Commissioner Epps: Hiring freeze was mentioned, what else are we looking at during this critical time?

A: Curt Wilson: We have made arrangements with some vendors to not make payments until January and only paying for critical items.

Q: Commissioner Epps: Do you see any RIF (Reduction in Force) in the near future, furloughs, credit cards, cars, etc.?

A: Curt Wilson: Right now I do not see that.

Q: Commissioner Epps: We took cars from some employees, do we have any cost saving statistics?

A: Curt Wilson: There has been savings in gas usage.

Q: Commissioner Epps: Are any employees driving cars home?

A: Curt Wilson: Not that I am aware of.

Q: Commissioner Weiss: It is amazing how we can manage our Operations on a cash flow basis as well as you do, this is meant as a compliment, when your projections shows 16% thru the end of December we will be down on tax revenue, is it realistic that they will make it up to us in the last six months of the fiscal year?

A: Curt Wilson: I have not received any input from the Treasurer's Office that we would not receive the money.

Comment: Brian Devost, Executive Director, added that there is nothing on the expense side of things that we are not looking at critically from this point on. The unfortunate thing is that with the realignment, we are not able to give the staff the tools to do the great things that we expect from them. We have to hold back until January to start new projects and get new things running and off the ground.

6. Audit Presentation FY 2008-2009: (Information) - Handout

Curt Wilson, reported that we have a new auditing firm and he introduced, Matthew Hodges, CPA & Auditor of Burkett Burkett & Burkett CPA's of West Columbia. Matthew Hodges, CPA & Auditor, reported that Burkett Burkett & Burkett has issued a clean audit in all material respects, no significant changes in accounting policies, no disagreements with management, there were no consultations with any other independent accountants, no issues were discussed prior to retention of us as independent auditors and there were no significant difficulties encountered in performing the audit. We experienced full cooperation from all personnel and personally thank Curtis Wilson, Kasey Wilson and Sandra James for their assistance in completing the audit of the Richland County Recreation Commission. Mr. Hodges presented a brief overview of the financial statements as documented in the audit and asked for questions or comments.

Q: Commissioner Weiss: The debt that we incur with the Bond Program, in your opinion will that affect our credit rating?

A: Matthew Hodges: As far as debt rating, it all comes down to being able to make your payments, operating cash flow.

Mr. Hodges advised that if there were further questions after review of materials that he will be at next Board meeting and also Curt Wilson has his contact information.

7. Executive Director Report: (Information) - Attachments

Brian Devost, Executive Director, reviewed information from attachments:

1. Bond Series 2009A closed on 11/19/09 and paid off 2008 BAN
2. Staff realignment completed and now working on job descriptions and soliciting feedback from Staff
3. Strategic Long Range Planning Retreat scheduled for December 5 & 6 at the Adult Activity Center-good response from Board, Staff and community on surveys
4. Attended County Council drop-in last week for myself and new Executive Director for Library
5. Vehicle Fleet moved from Denny Terrace to Shakespeare Road, Billy Threatt in charge
6. Conducting a fee/cost analysis of programs and other fees headed by a committee
7. Working on budget accountability
8. In house quarterly training for staff
9. Working with Foundation staff to redefine focus and recruit new board members.
10. Meeting with Val Hutchinson and Ron Tryon to discuss fees
11. Review of Board approved and staff recommended Bond Project List, the top three projects were not voted on in any particular order just top three and also on the list outlines other projects that we can bring up based on amount of money we have because of acceleration of the Bond.

Chairman Boulware asked if there were any questions.

Q: Commissioner Green: How can the RCRC Foundation, a nonprofit 501C3, be aligned in this governmental agency?

A: Brian Devost: The chart is for communication purposes only, in reality the Foundation being that it is a 501C3, should be out on its own, we kept the ties close because the entire salary is paid thru RCRC so we just want it on paper to show that it is a direct line there.

Q: Commissioner Weiss: What time do you want us there on the 5th?

A: Brian Devost: Somewhere between 9 and 10, we have not sent email out yet, the Board on its own in the morning and then the committee in the afternoon. The second day will start around same time with senior staff and Directors. The board is on the 5th only, but you are welcomed to come back on the 6th.

Commissioner Epps stated that he would like to see the Board come together as a whole with some objectives before the retreat, but it maybe too late.

Executive Director, Brian Devost, stated that we could show up earlier to talk before M3 arrives at 9:00am.

Chairman Boulware asked Board if they had a date in mind for Commissioner Epps' idea.

Commissioner Green stated that her understanding is that policy and strategic planning starts with the Board; does Commissioner Epps want clarification as to when the Boards' input will begin the Strategic Plan Process?

Executive Director, Brian Devost, explained that this is why we are meeting with the Board alone on Saturday to have the M3 planning people guide us as a Board towards a handful of broad goals that we will be using to direct RCRC for the next 3 to 5 years and from that point, we will get to setting objectives in the afternoon.

Commissioner Green asked if the information solicited from Board Members by M3 over the phone be used as a pivoting point to start.

Executive Director, Brian Devost, advised absolutely and he will send the information to all Board Members for review before retreat.

Commissioner Weiss asked if Mr. Devost is happy with the M3 group.

Executive Director, Brian Devost, answered absolutely, very efficient and quick.

8. Executive Session:

Chairman Boulware asked for motion to go into Executive Session:

Commissioner Epps made motion to go into Executive Session to discuss contractual matter, second by Commissioner Weiss. Motion approved unanimously by all members present: Boulware, Epps, Mickens, Green and Weiss.

Executive Session

Commissioner Wilbert Lewis entered Executive Session at 6:55PM

Motion to come out of Executive Session made by Commissioner Lewis, second by Commissioner Mickens. Motion approved unanimously by all members present: Boulware, Epps, Mickens, Green, Weiss and Lewis.

Chairman Boulware stated that no action was taken in Executive Session.

Commissioner Epps made motion to allow Mr. Koon to receive his longevity pay until July 3rd, second by Commissioner Weiss. Motion approved unanimously by all members present: Boulware, Epps, Mickens, Green, Weiss and Lewis.

Commissioner Epps made motion to pro rate longevity pay in the future based on retirement date, second by Commissioner Weiss. Motion approved unanimously by all members present: Boulware, Epps, Mickens, Green, Weiss and Lewis.

Commissioner Weiss made motion to continue due diligence on property located at Parklane and contact appropriate attorney. Chairman Boulware asked Mr. Bridgett, Parliamentarian, if vote was needed or just allow Brian the go ahead and move forward and bring information back? Mr. Bridgett advised you can go either way, but for the purpose of what you are doing and the questions that have been asked, I think a vote by the Board to follow up on it would be the wise thing to do. Motion second by Commissioner Lewis. Boulware, Epps, Mickens, Weiss and Lewis vote yes, Green opposed.

Commissioner Weiss made motion to resend the vote to have the outside firm to look into our pay bands and instead adopt the state and/or county pay band schedule, second by Commissioner Lewis.

Q: Commissioner Epps who would do it in house?

A: Executive Director, Brian Devost, advised me and David.

Q: Commissioner Mickens asked if Mr. Bridgett could help.

A: Human Resource Director, David Stringer, advised yes.

Motion approved unanimously by all members present: Boulware, Epps, Mickens, Green, Weiss and Lewis.

Motion to adjourn meeting made by Commissioner Mickens, second by Commissioner Lewis. Motion approved unanimously by all members present: Boulware, Epps, Mickens, Green, Weiss and Lewis.

Meeting adjourned 8:20PM.


Delano Boulware, Chairman

Minutes approved on this 22nd day of December, 2009