



PLAYEAST!

East County Recreation

BOARD MEETING MINUTES

Tuesday, March 1, 2022
6-7:30 PM
Zoom

BOARD PRESENT:

Mike Abbaté, Vice Chair Fairview Resident
Patricia Smith, Wood Village Resident
Tom Miles, Wood Village Resident

BOARD ABSENT:

Darren Riordan, Chair Fairview City
Councilor
Scott Harden, Wood Village City Councilor
Jenni Weber, Fairview Resident
Stephanie Field, Reynolds School District

STAFF PRESENT:

Jairo Rios-Campos, Program Manager
Nolan Young, Fairview City Administrator
Greg Dirks, Wood Village City Manager

STAFF ABSENT:

1. Call to order: Vice Chair Abbate delay on calling the meeting to order as there was not a quorum.

2. Spring/Summer Forecast 2022

Rios-Campos shared with the board staff proposed programs and camps for spring and summer 2022. Rios-Campos shared spring will consist of 11 classes for the spring including soccer, basketball, piano, art, and a multi-sport class. He also mentions dividing the basketball class into more appropriate age groups, taking in count with what parents said in the surveys.

Miles asked where classes would take place. Rios-Campos mentions they will be taken place at various places including the Donald L. Robertson Parks, Fairview Community Center, Wood Village Baptist Church, Fairview Elementary, and Reynolds Middle School.

Rios-Campos applauds Fields for all the help and support straightening the partnership with the Reynolds School District and allowing PlayEast to use facilities.

Weber entered the meeting 6:16pm

Abbate called the meeting to order with a quorum present. 6:17pm

Rios-Campos shared summer will consist of 14 camps. He mentions there is a bigger focus on half day camps instead of the full day camps. Rios-Campos mentions they have scheduled camps to allow for parents to register participants for multiple camps allowing for a full day experience. Rios-Campos shares there will be eight sport camps, one art camps, two STEM camps and three nature camps.



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Board members had question on some of the providers for summer camps (Chess for Success & Free Arts NW).

Rios-Campos shared he has come to an agreement with Chess for Success to offer two summer camps this year in hope to increase in the future. Rios-Campos clarified about Free Arts NW. He mentions they sold the mobile art bus but have agreed to provide art classes through the program.

Abbate asked if Shooting Stars Adventures, was a new provider. Rios-Campos mentions contracting with them last summer to provide summer camps and they will be running the spring break camp.

3. Minutes for February 2022: Miles motions to adapt minutes. Weber seconds. Minutes pass.

4. Fundraising Committee Update:

Rios-Campos shared a draft version of this year's fundraising letter, he mentions Weber took the lead in crafting the letter. Rios-Campos also shares that the committee recommends contracting Zeke Goodrich as the technical system coordinator for the virtual event for \$1,500.00. This includes all the equipment need for the virtual event plus helping craft a video highlighting the program. Rios-Campos also states this will allow the fundraiser event to grow as we look towards the future.

Rios-Campos states the sponsor tiers will stay the same as in previous years.

Abbate asked if First Community Credit Unions has agreed to be this years Premier Partner. Rios-Campos mentions his point of contact is moving on and they are ensuring the partnership continues. He also states being introduced to the individual that will be the interim while bank finds the person to fill the position permanently. Rios-Campos mentions being in conversations with them and is hopeful they will continue and is expecting an answer by next week.

The board agrees needing confirmation from the bank before sharing the letter with potential sponsors. They all agreed the letter highlighted all the essential accomplishments the program had during this last year.

Few things were suggested to bold in the letter to catch the reader's attention.

Board discussed sharing the letter with FCCU in lieu of continuing their sponsorship. There is some concern that may come across being too "pushy". Rios-Campos mentioned approaching them and asking if the language where they are included fits their values. The board agreed with that approach.



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Abbate suggested writing Khari a letter on the PlayEast letter head, expressing our gratitude for the partnership and all her support. Rios-Campos will craft the letter and board member Weber has volunteered to review it. The board agreed.

Rios-Campos states if board members have not yet looked and assigned themselves to contact sponsors please do so. If they identify a contact not on the list to add their information or share it with Rios-Campos and he can enter information.

Abbate suggest Rios-Campos assign board members to sponsors. If members have questions or would prefer a particular sponsor letting Rios-Campos know and he will make correction on master list. The board agreed.

5. Budget FY 2022-23:

Rios-Campos share a document titled PlayEast staff hour. Rios-Campos states staff heard the board concern during last month meeting about staff capacity and needing to find ways to provide additional staff support. Rios-Campos gave background on how staff was able to identify way to add staff capacity to assist Recreation Manager.

Rios-Campos shared staff used 576 hours for temporary help to assist in various of opportunities when creating annual budget, he also mentions never using all the allowed hours in previous years due to not having identify staff or positions of need.

Rios-Campos shares employees one and two are current staff that help with current programs. Employee four is identified as an Admin Assistant. Their roles would be managing the summer nutrition program, help plan coordinate summer events as well as help supervise volunteers and other staff. As well as other task Recreation Manager assigns. These positions would be temporary but there would be potential to extend for longer durations, depending on APRP funds. He shares that employee three has been identified with the focus during the summer and assisting with the summer nutrition program and summer events, limited duration.

Rios-Campos shares this is possible with in the current budget and is sustainable for the future. He also highlights this is not including any ARPA grant funding.

Board was in favor of this approach as it provides sustainability and potential future growth.

Rios-Campos clarified that employees one and two are current staff members and this is just expanding for employee three and four.

Rios-Campos shares the adjusted recommended budget to the board. He shares recommendation from the Finance Directors is to reflect ARPA grant expenses in proper categories. Rios-Campos also share creating a separate category for capital expenses (vehicle).

Abbate ask if Cost of Living Adjustment (COLA) was included in staff expenses. Young stated the budget has an estimated COLA as final number has not been determine by city council.



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Rios-Campos highlights this is the budget staff is proposing to the board. He also mentions this is the last budget under the current IGA contract between both cities for the recreation program.

Abbate mentions after budget is approved this would be a great opportunity to discuss where the board envisions the program going.

Smith moves to recommend the proposed budget to Wood Village and Fairview City Council. Miles seconded motion. Recommendation passes unanimously.

6. Other Items:

Abbate acknowledge Youngs dedications to the recreation program. Ensuring it was given the opportunity to demonstrate it full potential.

The board shared their gratitude and appreciation for Youngs work for the program.

7. Adjournment:

Vice Chair Abbate adjourned the meeting at 7:16.

DocuSigned by:
Mike Abbate

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Mike Abbate, Vice Chair

5/6/2022

Date

DocuSigned by:
Jairo Rios-Campos

9A3627B42C5A461...
Jairo Rios-Campos, Recreation Manager

5/9/2022

Date