

## RECREATION AND PARKS ADVISORY BOARD MEETING

February 28, 2024  
Robert Moton Center

### Unapproved Minutes

**Members Present:** Gary Davis, Austin Johnstone, David Ferguson (Chair), Donald Gerkin, John Woodley

**Members Excused:** Meghan Vaughn (Vice-Chair), Michael Duffy, Anita Taylor, Kristin Darby, Nadine Rosendale

**Ex-Officio Member Present:** Bob Hicks, Director

**Staff Present:** Lisa Carroll, Ashley Caltrider

The Recreation and Parks Advisory Board met on, February 28, 2024, in the Friends of Robert Moton Room at Robert Moton Center. The meeting was called to order at 7:00 pm by Mr. Ferguson.

### **Welcome and Introductions:**

Welcome and Introductions were exchanged, there was a notable introduction of Mr. Woodley. Mr. Woodley has recently joined the board with an extensive related background. He is actively coaching soccer at Manchester Valley High School, was active with North Carroll Soccer, a former President of North Carroll Recreation Council, and a former President of Friends of Carroll County.

### **Approval of Minutes:**

Motion to approve the September minutes was made by Mr. Johnstone, it was seconded by Mr. Ferguson, the vote was unanimous.

Motion to approve the October minutes was made by Mr. Johnstone, it was seconded by Mr. Woodley, the vote was unanimous.

### **Director's Report**

Mr. Hicks provided the Director's Report.

*Staff Updates:* Holly Zimmerman was promoted from Front Office Associate to Program Associate at Hashawha/Bear Branch Nature Center in November. Myiah Seymour started as the new Program Associate on December 7<sup>th</sup>. The same day Steve Aberts was promoted from Hashawha maintenance specialist to Maintenance Forman for the new Community Parks Maintenance Team. Stacey Widener began as the new Front Office Associate January 4<sup>th</sup>. Two maintenance team members will be starting tomorrow, the remaining position was relisted. An offer has been extended to fill Steve's prior position as Maintenance Specialist at Hashawha. Seasonal hiring has started for Piney Run Park. There is a position for a Range Officer listed at Hap Baker Firearms Facility, we're hiring two.

Range Officer Charles Dorsey passed away rather unexpectedly a few weeks ago. He was a retired from the Baltimore County Police Department, served with the Maryland National

Guard for over 30 years, and with Hap Baker as a Safety Instructor. There was a very nice memorial service held last weekend. I was in attendance.

*Board Updates:* Mr. Woodley has recently accepted the position to serve with the Recreation and Parks Advisory Board. We met and oriented on current items and general board information. We're very excited for him to join us.

*Meetings:* The March meeting is typically held at Hashawha. Unfortunately, there was a scheduling conflict. We will be holding that meeting at Charles Carroll Community Center on March 27, 2024 at 1 PM.

There are a number of items listed as "TBD" meetings. In 2022 it was decided that the preference of the Board was to meet at RMC rather than the county office building. We can hold those meetings at Robert Moton Center, The County Office Building, or at a Pavilion at one of the Parks. Exceptions being when power point is needed. We would like to know what the pleasure of the board is at the next meeting.

Mr. Davis, "At one time the Advisory Board was offered to do a Parks tour with the Director. We met, loaded into a van, and over one or two days saw every park in Carroll County. Could this be done again?"

Ms. Carroll, "I believe the last time we did that was when the 194 property was purchased, an invitation was extended to the board."

\*The 194 property was acquired in October, 2019.

Mr. Ferguson, "Not necessarily as a meeting, but for the board."

Mr. Hicks, "We have the ability to be flexible. If this is the pleasure of The Board, we have access to a van. We can meet in the morning, and spend a day seeing the various parks."

Ms. Carroll, "There may be limitations for working individuals."

Mr. Hicks, "Later in the day is also possible."

*Volunteer Training:* (Update from Ms. Carroll) The first volunteer training was completed at South Carroll High School with Woodbine and Winfield Recreation. There were 75 slides, it took well under two hours, there were not many questions. I will be going through and adding and subtracting, there are a few changes to make before the next training at the 911 Training Center. These meetings are not including all volunteers. They are geared toward Sports Coordinators hoping to address risk management and policies and procedures for them to relay to their volunteers. The slide deck will be online once it's concrete. We're trying to incorporate some recent challenges.

Mr. Ferguson, "There are two remaining trainings at the 911 center?"

Ms. Carroll, "There is one remaining, one was cancelled due to registration. March 11<sup>th</sup>, this will be presented in New Windsor. March 13<sup>th</sup>, it will be presented at the Mount Airy Middle School. March 14<sup>th</sup> it will be presented at 7:00 pm. Additional requests are expected.

The board discussed benefits of offering a recording of a presentation with the slide deck, it was thought to be valuable. Ms. Carroll is looking into the possibility.

Mr. Woodley shared knowledge of an increasing concern where AI can be utilized to generate images that can be vulnerable for coaches and volunteers. Once this situation has been created, it is very difficult to navigate. Simple best practices, such as always having multiple coaches and encourage parental presence can safeguard volunteers and coaches.

Ms. Carroll, "Once this is rolled out, the goal will be to offer this training three times per year."

Mr. Davis, "There will be instances where Rec Councils will have to change their By Laws, Meetings, and adjust to budget reporting."

Ms. Carroll, "Also related, and expected to pass, Senate Bill 686, they will need to develop written procedure and practice scenarios for AEDs." (Cross File House Bill 0830)

Mr. Ferguson, "That's stemming from High School practices. With their AED's they create an action plan, they have to practice with coaches and then also with players at least once per year. Some schools use QR codes for you to access their emergency plan. This is rolling down from there, there should be grants to apply for when this passes.

Mr. Davis, "There are also instances where player specific training is needed. I had to complete training in addition to the AED Training for diabetics before traveling"

Mr. Ferguson, "How far is the bill?"

Ms. Carroll, "They last met on 2/21. The goal implementation date is 10/1/2024."

Mr. Davis, "It has the support to pass. It's expected."

Ms. Carroll, "The concern at MACO was that AEDs are on back order. Another consideration, many of CCRP Parks have open buildings. These may need secured and serviced."

Mr. Ferguson, "There was a time when maintenance only consisted of changing a lithium battery."

Mr. Woodley, "Schools have them affixed at various locations as well as a portable device."

Mr. Ferguson, "For a program, that is a lot."

Mr. Davis, "The affixed ones often set off an alarm."

Mr. Ferguson, "Freedom has one attached to the building and locked with a combo lock. The programs know the combination. There was a grant through the Baltimore Ravens several years ago to obtain them."

Mr. Woodley, "North Carroll Soccer got one years ago. Training with our kids includes teaching them different roles. One person runs for the AED while one calls 911, and I do what I need to."

*Needs Assessment:* Mr. Hicks, "There is a good response. We received 1121 responses with 482 comments and are working on organizing that to provide information next month."

*Helping Hands:* “Approximately half of the Parks are spoken for. We are working on cost effective signage updates.”

*Freedom Park Playground:* “This is on the agenda for the Board of Public Works on March 13<sup>th</sup>. The Nathan Chris Baker Foundation will make the final donation once it passes. At that point we will meet with the Nathan Chris Baker Foundation and the Anonymous donor to finalize. We have Board of Commissioners’ approval.

*Self Help:* “All funds for FY24 have been utilized. We anticipate revisiting the subject in FY25.”

*Quorum:* “Last meeting, we were not able to meet quorum. This meeting we are at the minimum. Would it be the pleasure of the board to create a deadline response for Monday before a meeting?”

The board agreed.

### **Capital Budget**

Mr. Hicks presented the Capital Budget. A recent meeting with MACO, Directors, Municipalities, and DNR led to learning that Program Open Space will be drastically reduced for FY25. We’re working on meeting with our Budget Analyst to organize projects. DNR will base the allocation off of population per jurisdiction. The housing market is the funding source. This has happened before. Currently, there are no numbers available.

Mr. Ferguson, “I missed the July conversation on lights at Mayeski and Freedom, this was pushed back. We need to establish a light plan. Rec Councils have one maybe two years worth of bulbs on hand. Bulbs can no longer be sourced. Often there are rebates and buyback programs when this stuff is implemented. How many are affected? Is there Federal, State, or Private Funding available?”

Mr. Davis is checking with BGE. Mr. Hicks is checking with grants. Mr. Woodley showed that there are lighting grants lasted with grants.gov.

Mr. Hicks will look into this further.

### **Strategic Plan**

The motion to approve the strategic plan was made by Mr. Davis, it was seconded by Mr. Johnstone, the vote was unanimous.

### **Nominating Committee- Chair & Vice Chair Election at March Meeting**

The board is scheduled to vote on the Chair and Vice Chair next month. Mr. Hicks requested nominations.

Mr. Ferguson nominated Megan Vaughn (Current Vice-Chair) for the Chair position. Mr. Gerkin seconded this nomination.

Mr. Ferguson nominated Mr. Davis for Vice-Chair. Mr. Gerkin seconded this nomination as well.

Nominations or Volunteers were sought for the strategic planning committee. Mr. Davis, Mr. Johnstone, and Mr. Woodley volunteered.

**Other Business:**

Mr. Ferguson moved to other business. Tax IDs were discussed. Rec Councils are now responsible for obtaining their own tax IDs. There are recommendations from there, but the choice is the pleasure of the council. Programs can be their own parent, or they may roll under the Council.

Ms. Carroll, "That's decided by the councils, anything "Optimist" cannot fall under the county insurance, an alternative organization may sponsor them.

Mr. Davis, "Training will help with this."

Mr. Ferguson, "Training and Recreation training. We're looking at bank accounts being defined and looked at."

Mr. Davis, "Winfield has ours. Basketball reported that they got one also."

Mr. Ferguson, "Certain programs will need Treasurers, even accountants. There's a lot of transparency coming from this. Volunteers are hard to find."

Mr. Woodley, "North Carroll Rec Council owns the account. All programs work through that account."

Mr. Ferguson inquired whether the Community Parks Maintenance Team was designated for certain parks, or if the intentions are preventative maintenance, and what the current correlation is with Facilities.

Ms. Carroll, "Facilities does the dumpsters. Community Parks Maintenance Team does the rest. The mowing is contracted."

Mr. Davis, "There were challenges with the frequency of the mowing. Or mowing occurring on a Monday when there's a tournament Saturday."

Mr. Hicks, "Staff will be out and about daily to have oversight on that. They will be able to contact the contractor."

Mr. Ferguson, "Will they be maintaining benches and picnic tables?"

Mr. Hicks, "Yes, as well as trees, painting, and anything in the parks."

Mr. Gerkin, "Speaking of nominating committees, back in the day were there other committees?"

Ms. Carroll, "I can appeal to the department."

The group consensus was no. Other committees would be sought ad hoc.

**Public Comments:**

There were no public comments.

**Adjournment:**

The next meeting will be held March 27, 2024 at 1:00 PM at the Charles Carroll Community Center.

Motion to adjourn was made by Mr. Gerkin, it was seconded by Mr. Davis, the vote was unanimous. The meeting was adjourned at 7:58 PM.

Respectfully submitted,

*Bob Hicks*

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Bob Hicks, Director

*Ashley Caltrider*

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Ashley Caltrider, Secretary