



An agency of the Centre Region Council of Governments
Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

Meeting Agenda
for Thursday, 19 March 2015, 12:15 PM
COG Building - Forum Room
2643 Gateway Drive, State College, PA 16801

Sue Mascolo, Chair, Township of Ferguson Chris M. Hurley, Vice-Chair, Township of Patton Kathy D. Matason, Secretary, Township of College	Diane J. Ishler, Treasurer, Township of Harris James W. Dunn, Ph.D., Borough of State College Shannon E. Messick, SCASD
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Mr. Hurley will chair the meeting; Ms. Mascolo is not able to attend.

- I. CALL TO ORDER
- II. COMMENTS FROM THE PUBLIC for any item not on the agenda (up to 3 min./person)
- III. APPROVAL OF MEETING SUMMARY (Attachment #1) (ACTION)
The draft meeting summary from 19 Feb 2015 is enclosed for consideration.
- IV. SPECIAL PRESENTATION: High School Project – Planning Update
The District Staff /Project Management Team will present a brief informational update for the High School Project with regard to the plan status at the “60% Stage.” A similar update will also be provided to the COG General Forum at their 23 March 2015 meeting.
- V. VOUCHER REPORTS from February 2015 (Attachment #2) (ACTION)
- VI. BOARD MEMBER ITEMS & UPDATES

Ferguson Twp.	Harris Twp.	State College Area School District
Patton Twp.	State College Borough	
College Twp. & Nature Center Advisory Committee c/o Ms. Matason		
- VII. STAFF REPORTS
 - A. Director's Report – Mr. Woodhead
 - Staff Activity Report for February (Attachment #3)
 - Update on Staff Vacancies:

Parks Caretaker	Staff Asst. - Sr. Center	Seasonal Staff
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 - Project Updates: Hess Driveway Improvement Project
Nature Center Parking Area Project
Linden Hall Road Curbing & Guiderail Project

- April 25 “Spring Spruce-Up / Park Partner Day” update: Mr. Carpenter (*Attachment #4*)
- May 2 Oak Hall Regional Park Grand Opening: Ms. Tourscher (*Attachment #5*)
- ClearWater Conservancy “Connections Grant” Award to Nature Center: Ms. Hetrick

Season	Number of School Children to attend MMNC programs	Grant Award*
Spring 2013	1,859	\$13,013
Spring 2014	2,125	\$14,875
Spring 2015	2,164	\$15,148

*Does not include the annual fall Connection grants, which are generally very small.

- 2015 League & Tournament Schedules: Ms. Tourscher & Mr. Hall (*Attachment #6*)
- Staff Job Description Updates (*Attachment #7*)

B. Staff Highlights

Ms. Niki Tourscher, Program Mgr. Mr. Jeff Hall, Rec. Sup. Fitness & Sports Ms. Cindy Stahlman, Sr. Ctr. Sup. Ms. Beth Lee, Rec. Sup. Programs & Mktg.	Mr. Jim Carpenter, Parks Mgr. Ms. Molly Hetrick, Nature Ctr. Sup. Mr. Todd Roth, Aquatics Sup.
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VIII. DISCUSSION / ACTION ITEMS

- A. **Action on 2015 Food Concession License Proposals** *Attachment #8* (ACTION)
 Based upon the Board meeting discussion in February, a letter was sent to both vendors to clarify their proposals. The questions and their responses are summarized on Attachment #8. In view of their responses, staff recommends and proposes the following motion:
“That the Centre Region Parks and Recreation Authority authorize a Food Concessions License to “Here’s the Beef” to provide food concession services at John Hess Softball Complex and Oak Hall Regional Park in 2015.”
- B. **Nature Center Advisory Committee – Volunteer Member Appointment** (ACTION)
 The Centre Regional Planning Commission has asked that Lisa Strickland be named as their representative on the Millbrook Marsh Nature Center Advisory Committee. If approved by the Authority Board, Ms. Strickland’s term would expire on 31 Dec 2015. Proposed motion:
“That the Centre Region Parks and Recreation Authority name Lisa Strickland as the volunteer representative of the Centre Regional Planning Commission on the Nature Center Advisory Committee with a term through December 31, 2015.”
- C. **Grant Applications – Board Authorization Requested: Ms. Hetrick** (ACTION)
 The Board is asked to authorize an application to two grant programs:
 1. **"Get Outdoors PA"** Mini-Grant Application from PA DCNR
 A grant application in the amount of \$1,500 is proposed to assist with funding “Introductory Kayak Classes” to be offered by the agency at Welch Pool in July 2015. If awarded, the grant would assist with the purchase of kayaks and equipment, which will also be used in the Boating Summer Camp in the future.

2. **"Community Giving"** Grant Program from the Wal-Mart Foundation

A grant application in the amount of \$2,500 is proposed to support the purchase of kayaking equipment for the MMNC specialty programs. (This would be used as a local match for the above listed grant). For the past two years, the Wal-Mart Foundation has provided funding to support the specialty camps at the nature center (\$2,000 in 2013, \$2,500 in 2014).

Proposed motion: *“That the Centre Region Parks and Recreation Authority authorize staff to submit the grant applications to “Get Outdoors PA” and the Wal-Mart Foundation as proposed.”*

D. **Active.Net Convenience Fees** (Attachment #9) (ACTION)

Staff has proposed a two-part proposal to reduce costs and increase Internet registrations. This proposal is fully outlined on Attachment #9. The first part of the proposal involves reducing one full-time Staff Assistant position to half-time as a result of a recent staff resignation in the front office. This part of the proposal is a COG administrative change and does not require Board action. The second part of the proposal, which requires Board authorization, is to use a portion of the cost-savings to eliminate the Convenience Fee (approximately 5.2%) that is charged to Active.Net patrons when they register online. Essentially, this action is requested to (1) encourage on-line registrations and (2) reduce the need for staff-entered registrations with the reduced staff level. Staff recommends the following motion so the new services can be implemented in time for the Summer Active Guide distribution on Sunday, 26 April 2015:

“That the Authority Board, effective 15 April 2015:

1. *Amend the Active.Net Service Agreement (from July 2007) to absorb the Convenience Fee currently charged to each customer who registers via the Internet, and*
2. *Remove the 7-day restriction on limiting patron-entered registrations that follows the publication of each seasonal Active Guide.”*

E. **Child Safety Policy – Draft of Updated Policy** (for Action at the April Meeting)

(Attachment #10)

As a result of changes required by 23 pieces of state legislation, it is necessary to update the CPRR Child Safety Policy that was originally adopted in 2003 and amended in 2007 and 2012. While strengthening child safety, the requirements have expanded the number of staff and volunteers who must obtain the certifications, the number of required certifications, the costs to obtain those certifications and the periodic training required. Board member comments on the updated policy are welcomed. Following further reviews, the policy will be proposed for action and implementation at the April Board meeting.

IX. ADJOURNMENT

(ACTION)

ATTACHMENTS	FUTURE MEETING SCHEDULE
1 February Meeting Summary (draft) 2 February Voucher Report 3 February Activity Report 4 2015 Spring Spruce-Up / Park Partner Day 5 A/B OHRP Grand Opening flyer 6 2015 League and Tournament Schedule 7 Staff Organizational Chart (updated) 8 Food Concession Proposal Summary 9 Internet Convenience Fee Proposal 10 Updated Child Safety Policy (draft)	<ul style="list-style-type: none"> • Joint Meeting of the COG Parks Capital Comm. & the CRPR Authority Board Thur., 9 Apr 2015, 12:15 PM at the COG Bldg. • CRPR Authority Board - Regular Meeting Thur., 16 Apr 2015, 12:15 PM at the COG Bldg. • Oak Hall Regional Park Dedication Ceremony Sat., 2 May 2015, Noon, at the park.