



Reading Recreation Commission

Mission Statement: to provide a mechanism to adequately and efficiently maintain community recreation services and facilities and to organize, manage and supervise recreational and educational programs, with a primary focus and emphasis on programs for youth, within the political boundaries of the City and the School District

November 15, 2011

Reading Recreation Commission Meeting @ 7:00 PM in RSD

The second meeting of the RRC was called to order by Mike Schorn at 7:00 PM. In attendance were: J. Drue Miles, John Santoro, Jim Washington, Marcia Goodman-Hinnershitz, Marisol Torres, Eddie Moran, Frank Denbowski (Guest), Matt Lubas (G) William Hall and Otis Smith. Excused: Vaughn Spencer.

The MINUTES OF THE OCTOBER 18th Initial meeting of the RRC were approved without dissent on a motion from O. Smith and J. Washington. Frank then mentioned that the City has given some help with the application process. He said a large AD will run in the Reading Eagle on November 17 and 20, as well as in professional journals and other organizations that the City is linked into. He reminded the members that the deadline is December 5th for applications.

Eddie Moran had some questions as to the job qualifications. Marcia responded that the qualifications are very stringent, very intense but that doesn't mean that every issue must be experienced. Weight will be given to the entire application; more consideration will be given to educational background and individual skillsets. Marcia spoke of the integrity of the applicant. There will be reference checks, a personal reference file and a review of educational credits among all semi-finalists. Otis suggested that there be an emphasis on background checks and any outstanding issues.

Matt Lubas, presently one of two Recreational Directors on staff with the City, gave a thorough overview of a tentative 2012 budget. His presentation reviewed current programs, as well as wishful thinking for enlarged programs in 2012, which includes some reinstatement of the summer Playground programs. Matt informed the members that the new RRC will NOT be eligible for CDBG funding, because we will not have our 501-C3 status for some time. Matt then explained that Fromuth Tennis is an extremely important partner, picking up about \$ 20,000 in salary plus benefits for our Tennis supervisor. Fromuth Tennis also gets our program plenty of equipment at a nominal cost or gives it to us free-of-charge. Pat Shields, owner of Fromuth Tennis, is on-board with us for 2012. Matt had questions about future maintenance concerns; also, facilities must be improved if we expect to be able to rent them to the public.



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A discussion of RSD involvement and in-kind service followed. Jim Washington stated that negotiations with several Unions are now taking place. Jim mentioned custodial costs, the George Field issues, as well as the fact that rentals are tiered, depending on the applicant's intention(s). Dru Miles spoke of the manner in which the Lancaster Rec Commission and the LSD worked together. Security issues will always be a concern.

Some essentials that must take place quickly include:

- a. Federal Tax ID will be required to establish an account
- b. Matt will have to close existing account(s), and roll them over into a new account, once the paperwork is complete;
- c. Marcia will attempt to get the IEN # and paperwork necessary for implementation of a new account;

Other options were discussed as to existing non-profit accounts that could help us until everything is stable at our end. The body felt we should do our best, so that we don't have to rely on others for our lack of due diligence. This discussion was in reaction to O. Smith asking about a temporary bridge to our dilemma. All agreed that we are in a state of urgency.

Frank stated that the RBE of the City might be able to act on our behalf; Marcia will check with Councilman Acosta to see if he will provide some guidance.

General commentary followed. All were thanked for their attention and for their input. Mike will meet with Matt and Heather tomorrow to discuss numerous items, including their request(s) for compensation consideration. Neither Matt nor Heather have had any pay raise in the past 30 months.

Meeting was adjourned on a motion from Marisol Torres and William Hall at 8:33 PM.

Respectfully submitted,

Mike Schorn, Liaison
RCC



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Selection Committee Meeting

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Selection Committee Members (Executive Director): Jim Washington, John Santoro, Mike Schorn and Sue Landes.

Sue opened the meeting at 6:05 PM. She stated that the job description for an Executive Director has been posted on the Pennsylvania Park & Rec website. She stated that she had just returned from the National Conference in Atlanta, and that it was job # 1 listed at the convention informational network. A few other discussion points included:

- December 5th is the deadline for receiving applications and/or resumes;
- Mike stated that this same AD will be posted in the Reading Eagle on Nov 17 and 20;
- Also, Sue indicated that the (8) state colleges and/or universities that offer Recreation as a major field, have also been notified of this opportunity;

Sue provided a packet of blank information forms that can be used to follow the initial application, should the candidate be selected beyond the first round of screening. A telephone interview was suggested, but that met with some negative reaction - at least in the initial stages of interviewing;

- Mike said that he would copy all application material and forward to other committee members prior to our first screening date;
- We will meet at 5:15 PM on December 13th here at the RSD Board Room; we will meet as an entire Board at 7:00 PM, our third meeting of the year;
- Informational forms include: reference check, educational confirmation, as well as an experience profile. Mike was asked to copy a letter to all applicants, informing them of receipt of their information, and that we will be in touch at a later date;
- Sue will draw-up a questionnaire to be used during the personal interview process. Thinking here is consistency for each candidate. A time period of about an hour should be devoted to each candidate;
- Initial screening should reduce total to about (6) semi-finalists;
- Interviews will be scheduled by Sue or Mike; time frame is 6,7:15 and 8:30;
- December 19th and 21st are the tentative dates; City HR will hold the applications and forward them (unopened) to Mike; discussion of travel reimbursement for applicants will be re-visited.

Respectfully submitted,

Mike Schorn, Liaison
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