

MINUTES
SPECIAL WORKSHOP OF THE
SPRINGFIELD-GREENE COUNTY PARK BOARD
Wednesday, November 18, 2015
Park Board Administrative Offices, 1923 N. Weller
Springfield, Missouri

I. ROLL CALL

Dr. Sarah McCallister, Vice Chair, called the meeting to order and Mr. Bob Horton made a motion to begin the meeting; seconded by Mr. John Price. Motion passed unanimously, and the meeting began at 5:35 pm.

Members Present: Scott Bailes, Matt Bailey, Carolyn Gerdes, Paula Glossip, Bob Horton, Sarah McCallister, Sidney Needem, John Price

Members Absent: Tim Shryack

Park Board Staff Present: Bob Belote, Jon Carney, Matt Coats, Mike Crocker, Jenny Fillmer Edwards, Jim Fisher, Karen Herron, Anne-Mary McGrath, Jerry Mitchell, Tom Moore, Miles Park, Diana Tyndall, Lana Woolsey

Guest: Dr. Peggy Riggs, Contract Accreditation Consultant; Alice Wood, Parks Human Resources Specialist

II. CAPRA COMPLIANCE REVIEW OF PLANS AND POLICIES

Mr. Bob Belote, Director of Parks, began the workshop by introducing our guests, Ms. Alice Wood, our Parks Human Resources Specialist, and Dr. Peggy Riggs, Contract Accreditation Consultant. Ms. Wood has been instrumental in most of our recent personnel hires and reclassification of positions process. Dr. Riggs has been guiding our department through the accreditation application process for the past two years. Mr. Belote thanked both of them for their efforts in assisting with the accreditation process.

Mr. Belote stated that this video produced by the National Recreation and Park Association shows why it is important for a park agency to seek accreditation and the steps an agency must complete to be accredited. Within the City of Springfield, the Police, Fire, 911, and Public Works Departments have been successful in achieving accreditation. The video was shown for the Park Board members.

After the video, Mr. Jim Fisher, Assistant Director, and Dr. Riggs began the discussion of reviewing the plans and policies within the packet. Dr. Riggs stated that seeking accreditation is similar to a strategic plan, but focuses more on the daily operations. She stated that staff has done a great job so far transferring the tasks and procedures they perform onto paper. Achieving accreditation validates the work an agency does, and it is recognized by other agencies as a standard of excellence. Right now, we are completing the

self-assessment process and the gathering of documents. To achieve accreditation, an agency must comply with all 36 Fundamental Standards, and at least 85 percent of the remaining 108 standards. However, we have challenged ourselves to comply with all 144 standards. The standards are revisited every five years, so we are currently using the 2014 standards.

Mr. Fisher stated that the documents in the packets are required plans or policies and correspond with a suggested evidence of compliance for a specific standard. Many of the plans and policies have already been in place, but just needed formal review and adoption from the Park Board. All of the suggested evidence of compliance documents will need to be submitted electronically for the Accreditation Site Team and linked appropriately for immediate viewing.

REVIEW OF PROPOSED POLICIES

Mission Statement A revised Mission Statement was suggested by staff as it more accurately reflects our agency's operation. No comments from the Board members, other than their support for the updated version of the Mission Statement.

Goals and Objectives The Goals and Objectives Policy reflects the reformatting of many of the goals as previously outlined in the Vision 2020 and Field Guide 2030 documents. The Board members agreed that more emphasis should be added towards stating our goal to maintain sustainability to ensure that other goals can continue to move forward.

Comprehensive Revenue and Fees and Charges This document outlines the current operating procedures we use regarding revenue and fees and charges. No comments from the Board members.

Gifts and Donations Gifts in excess of \$5,000 are subject to review and approval by Park Board staff. This dollar amount is based on IRS Guidelines and mirrors the City of Springfield gift and donation acceptance policy. The Board discussed adding a statement to the Goals and Objectives that encourages staff to seek gifts and donations and citizens to consider giving opportunities to the Park Board.

Grant Procedures and Processes This document formalizes our current practices regarding grant procedures and processes. No comments from the Board members.

Sponsorships The Board suggested that we amend the document, while still indicating that we can review any proposed sponsorship agreements to ensure a sponsor's public image or mission is compatible with the Springfield-Greene County Park Board.

Media This document formalizes our current media practices. No comments from the Board members.

Park Safety Information and Education This document specifically states how we inform the public of laws, rules and regulations as they apply to Park Board properties,

programs, and facilities. A review of the updated Conceal and Carry law at the State level was discussed and explained to the Park Board members. No other comments from the Board members.

REVIEW OF PROPOSED PLANS

ADA Transition The document is considered a Phase I listing of mostly minor improvements that can be made to become more ADA compliant. The implementation strategy and priorities were reviewed with the Park Board members. Additional priorities such as accessible routes within parks will be developed in Phase II and III documents. The Board commended staff on the in-depth and comprehensive study in preparing this document.

Safety Policy and Procedures Manual This broad-based document reflects many current practices found in the City of Springfield Administrative Memorandums and City Ordinances. The City of Springfield is also developing a Risk Management Manual, and once completed, we will incorporate any appropriate practices as needed.

Family Center Medical Emergency This document has actually been in practice for over ten years. No comments from the Board.

Marketing and Community Relations Dr. Riggs stated that after further review of the standards, it was determined that the Media Policy needs a Community Relations component to it. Therefore, the Marketing and Community Relations Policy may undergo some minor updates and include similar concepts as the Media Policy so they complement one another.

Recreation Plan The Recreation Plan is broad-based by design because of the variety of programs and services we provide. Our programs and offerings are reviewed often and updated accordingly based on citizen input, surveys, and comments, market studies both regionally and nationally, and predictions of future trends in the industry.

Dr. Riggs stated that she and the Park Board staff have valued the guidance they received from accredited agencies that shared completed accreditation documents in preparation of our own plans and policies. Our next step is to submit all suggested evidence of compliance and provide direct links to the documents to the Site Accreditation Team at least 12 weeks before our site visit. Our site visit will be scheduled the week of June 27-July 1, 2016, for three consecutive days.

Dr. Sarah McCallister, Vice Chair, mentioned that in working for an agency who currently just became reaccredited, she appreciates the work staff has done. Dr. McCallister stated that achieving accreditation it is important to the community that we provide our program and services to, but also to the educational institutions that prepare professionals for the future.

Mr. Belote stated that it is our over-riding goal to achieve 100 percent compliance of the standards as each of them are important enough to us as an agency to make provisions for them. We will make revisions based on suggestions from tonight's meeting, and send out updated plans and policies for the Park Board to review before the December meeting.

III. ADJOURNMENT

Mr. John Price made a motion to adjourn the meeting; seconded by Mr. Sidney Needem. The motion was approved unanimously. The meeting adjourned at 7:25 p.m.