

MINUTES OF THE MEETING OF THE JOINT RECREATION BOARD OF THE VILLAGE OF OTTAWA HILLS, OHIO HELD ON AUGUST 19, 2009 AT 7:30 A.M.

Chairperson Lori Dixon called the August 19, 2009 meeting of the Ottawa Hills Joint Recreation Board to order with members Willis Day, Gretchen Rohm, Margaret Rodriguez, Norma King and Chair Lori Dixon present. Cathleen Heidelberg, Superintendent of Schools, and Marc Thompson were present. Nasrin Afjeh was in the audience.

Mrs. King made a motion to approve the minutes of the August 5 meeting. Mr. Day seconded the motion which passed unanimously.

In response to a question from Mrs. Dixon there were no citizen comments.

The Chairperson then reviewed an August 14 email from Marc Thompson briefly identifying the role of the Recreation Board. She stated that she agreed with the specifics included and thought it might be appropriate for that email to serve as general guidance for the Recreation Board, at least in the short term.

Mrs. Rohm raised a question regarding priorities not related to school events and confirmed the general agreement that school events would have first priority particularly related to school facilities.

Mrs. King reported on the extensive work she has done regarding background checks. Sylvania Recreation uses American Background Check and pays approximately \$15 per background check with the Recreation District paying the fee. American Background Check charges \$24.61 per background check by comparison.

Sylvania does background checks on a six month basis but many recreation boards do the background checks annually. These background checks include a criminal search and a search of sex offender files, but do not include fingerprinting. These background checks are done online.

Another alternative is Certified Background which is also done online and involves no fingerprinting. This company has different types of background checks and the cost ranges from \$25 to \$40.

Mrs. King also mentioned a National Alliance for Youth Sports which has a nine step program regarding checks which is incorporated by the Sylvania Recreation District.

Beverly Gottlieb entered the meeting at this time.

Mrs. King continued stating that Sylvania has a lot of detail on background checks, why they are important, what they look for, etc.

The Bureau of Criminal Investigation and Identification and the FBI have a service for background checks that involves fingerprinting.

Mrs. Dixon asked if there was general agreement that the Recreation Board needed to continue its investigation into background checks.

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Willis Day mentioned that there will be several questions regarding background checks including who does the screening, who pays for the background check, what will be done with the information received.

Mrs. King commented that a background check process would not be in place by the start of the 2009 sports season and that it was more realistic to identify a 2010 start date.

Lori Dixon said that there was not an enforcement provision in place regarding background checks and although the details are not yet in place she suggested that communication with the various league commissioners might be appropriate on this subject. She also commented that use of the website to foreshadow agenda items of the Recreation Board might be appropriate. Items such as background checks, meeting dates and agendas would be included.

Mrs. Gottlieb asked if it was necessary for all of the recreation instructors to have background checks.

Mr. Day suggested that instructors, league commissioners, etc. be made aware that background checks were on the horizon. He also suggested that there should be some legal assistance for the board as it develops policies related to use of facilities, background checks, etc.

Cathy Heidelberg commented that some school districts require all volunteers to get background checks and that those checks are generally valid for a five year period. Those checks frequently are done through the BCI and FBI and are about \$50 in cost. Currently all coaches and assistant coaches on school teams are required to have background checks.

Mrs. Dixon suggested that if there was an objection to background checks from youth groups it would be important to find out why and address those concerns.

Gretchen Rohm reported that a webpage exists now as part of the school's website. Eventually it is hoped that registration forms will be added and that individuals and groups will be able to register online.

It was generally agreed that the Recreation Board would try to move away from a webpage which is currently linked to the school site and moved to a site of its own. It was also mentioned that the Village would, at least for the foreseeable future, be the custodian of any hard copy records created by the board.

Discussion followed regarding the Dynacal school scheduling calendar. Mrs. Rodriguez asked if it was capable of doing what the Recreation Board would desire. She referred to the common concern expressed that facilities are scheduled and if a change in plan occurs it is not generally communicated.

Mrs. Heidelberg responded that Dynacal when only works if those people who have scheduled facilities use it properly and identify when they have canceled scheduled activities. Mrs. Gottlieb commented that notifying other interested parties of canceled activities is critical. Mrs. Dixon said that Dynacal has limited applicability and might not be the entire solution and thought it was important that there be some effort to coordinate Dynacal with the Recreation Board website.

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Mrs. Dixon will establish a website address for the Joint Recreation Board even though we are not ready to have a website opened yet. She also hoped to have an email address established for the Joint Recreation Board by the next meeting. As soon as the webpage exists efforts will be made to move the minutes and other such documents from the Village's website to the webpage.

Mrs. Heidelberg commented that if the Recreation Board website is to be linked to the school then it must meet certain policies established by the school regarding content.

Discussion then turned to signage at various facilities. It was agreed that signs could be developed and placed at various facilities that might include some very basic rules and provide information about how to schedule facilities.

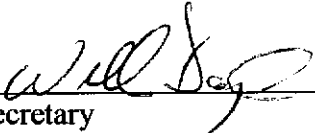
Mr. Day briefly reviewed the potential Code of Regulations. He will have a draft to the board before the next meeting, if possible. He also suggested that some type of legal review should occur of any potential Code of Regulations. He also described the Sylvania Area Recreation District organizational chart and suggested that Sylvania Recreation District may be a model that could be used in some cases for the Village of Ottawa Hills.

Discussion followed regarding creating a profile for each group as well as a profile of various facilities. Regarding the group profiles it is hoped that eventually it can be done online and would include information that will be useful for the Recreation Board in terms of scheduling, policies, development, etc.

Mrs. Dixon also stated that she and Margaret Rodriguez will be meeting with representatives of the various youth groups to consider how they can best fit with the Recreation Board and to determine if there is "buy in" or not.

Discussion followed regarding the staffing requirements for the Recreation Board with Mrs. Rodriguez commenting that it may not be best to continue with two part time people involved but perhaps one part time person or moving eventually towards a full time person.

It was agreed that the next meeting of the Recreation Board would be on September 2, 2009 at 7:30 a.m. The meeting was adjourned at 9:10 a.m.

  
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Willis Day, Secretary