

**THE CITY OF WHITE PLAINS  
DEPARTMENT OF RECREATION & PARKS  
RECREATION ADVISORY COMMITTEE MEETING  
MINUTES  
FEBRUARY 15, 2018**

**Attendance**

**Present**

Honorable Nadine Hunt-Robinson, Chairwoman

Commissioner Wayne Bass

Caroline Furry

Michele Schoenfeld

Leonard Gruenfeld

Deputy Commissioner Fran Croughan

Charles Morgan

Cayne Letizia

Christopher Kent

**Absent**

Richard Sanchez

Johnathan Schere

Evelyn Santiago

Joanna Falisi

Kevin Scully

Frank Williams

The meeting was called to order by Chairwoman Hunt-Robinson.

Motion made to accept January Minutes by Michele Schoenfeld and second by Caroline Furry.

**Old Business**

**Visioning**-Commissioner Bass reported individual meetings were held with staff. As a result of the meeting, four committees were formed: Accountability-minor insubordination issues, Personnel-various hiring issues, Department Procedural Guide-Transitioning of employees, the how of what to do in various jobs, etc. and a Social Committee. Chairwoman Hunt-Robinson commented that the board supports the undertaking, ownership of task is significant and engagement helps productivity, take quick action. Advise of her of action items.

**Community Pass**-Two staff training held in addition to conference calls. Staff has begun inputting program details into Community Pass. A few problems encountered, some resolved and some unresolved. Community Pass continues to customize registration system to our needs. Ms. Ferry questioned if Special Needs registration is available online. Deputy Commissioner Croughan said yes, only if child has IEP on file. Deputy Commissioner Croughan also advised the Committee of self-help stations, two lap tops will be available on the registration floor. Registration will begin Monday, March 12.

**Camp Fair**-Deputy Commissioner Croughan reported the following: Fair was held February 3<sup>rd</sup> over 400 in attendance and approximately 80 camp applications received. Camp trips have been booked and bus transportation bids submitted. Letters and applications mailed to returning part-time staff and camp administrative staff hired. All facilities for camp are reserved and new hire applications are available for pickup or download. The high school will be closed this summer for capital projects; therefore, Camp Quarropas and Teen camp will be held at Highland Middle School. The use of Highland for camp qualifies campers for free lunch program. However, there

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(cont.)**

will be an additional expense to the department to bus campers to the pools. The total weekly camp attendance is 500 campers.

**Jump In and Swim**-Commissioner Bass reported the two week joint sponsorship event with Recreation Department, YWCA, the Youth Bureau and the WP School District will feature USA Olympian Maritza McClendon. Swim programs will be held at the WP High School and the YWCA. All activities are free. The program main objective is teaching the children water safety skills.

**New Business**

**Budget Submission**-Deputy Commissioner Croughan reported recreation submitted a budget that exceeds the targeted goal by \$36,000. The department has strategized on how to meet its' goal without affecting programs and feels that by eliminating the purchase of a vehicle, saving in the area of training and conference attendance, as well as modifying the Park Ranger schedule, we will fall in-line with our goal.

**Customer Service Training** -Commissioner Bass said department will have an in-house customer service training class. "Good Customer Service, Dealing with That Person" will cover management of customer expectations, defusing heated situations, and being prepared to provide customer service. Lunch will be provided for the staff courtesy of himself and Deputy Commissioner Croughan. Staff visioning meeting will follow.

**City Guide** -Deputy Commissioner Croughan reported guide will be Fed Ex to printer Friday, February 16; mailed from post office on Monday, March 5, received by customers March 6 and 7. Registration begins Monday, March 12. Deputy Commissioner Croughan said page one and two of guide has introduction to Community Pass login and creating an account. Existing users will receive ID and password from Community Pass. The city website requires a push of a green button to access Community Pass.

**Upcoming Events** - St Patrick Day Parade Saturday, March 10 and installation ceremony at Vintage Lounge on February 28, 6:30 p.m.

Chairwoman Hunt-Robinson request motion to adjourn, motion by Ms. Schoenfeld and seconded by Ms. Furry.

Meeting adjourned.