

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

**Attendance**

**Present**

Honorable Nadine Hunt-Robinson, Chairman  
Commissioner Wayne Bass                      Deputy Commissioner Fran Croughan  
Caroline Furry                                      Charles Morgan  
Michele Schoenfeld                              Cayne Letizia  
Leonard Gruenfeld                              Kevin Scully  
Evelyn Santiago  
Richard Sanchez

**Absent**

Christopher Kent  
Jonathan Schere  
Frank Williams  
Joanna Falisi

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

Motion to accept February Minutes by Michele Schoenfeld, second by Evelyn Santiago.

Chairwoman Hunt-Robinson request Program Report. Recreation Supervisor Martha Guarin reported the following: She currently supervises the following programs: Pre-School, Youth and Partner programs, including Special Interest summer and Adult programs. Partner Program: Sports Institute, Mad Science. TGA Golf, White Plains Youth Soccer, Playwell, Tennis Innovators. She is responsible for Santa's Mailbox, coordinates Halloween Window Painting for the girls and boy scouts and coordinates the dances classes Dance Recitals. She assists the Commissioner with Jump In and Swim which will be held March 23 and 24 and currently has approximately 80 children registered. Commissioner said the YMCA pool is inoperable and will not be a Jump In and Swim participant this year. Martha said there are new program offerings and the swim classes have expanded from five to nine classes. Martha said Community Pass is going well and the public is loving online registration. Commissioner said Martha is very organize, professional, bi-lingual, Community Pass expert and she is usually the first person to engage residents at 8:30 in the mornings. She is a leader and the department appreciates her work.

**OLD BUSINESS**

**Community Pass**

Commissioner reiterated the success of Community Pass registration implementation with the staff, customers' registration in house and online. He is optimistic online registration will definitely increase. Camp online registration implementation is next year.

**Jump In and Swim**

Commissioner reported Jump In and Swim program will kick off next week. The sponsors: WP Recreation Department, WP Youth Bureau, WP School District and the YWCA. Olympian Marissa McClendon will participate in the event for three days. She is scheduled for nine (9) appearances, three swim clinics, visting elementary schools and the Saturday Academy at the Youth Bureau.

**City Guide**

New programs listed in the spring/summer guide: Chess at the Galleria Mall for youth. Flag football registration increased, Rugby Clinic, 50 Plus Silver Softball league. The Commissioner said the owner of the Galleria Mall wants the mall to become host for youth and teens programs. Chairwoman Hunt-Robinson noted the owner is currently working with the Youth Bureau to make it happen.

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Also new in the guide is Vintage Market at Ebersole Ice Rink.

Visioning

Commissioner reported the following from the various committees:

**Personnel**-The committee is investigating the personnel rehiring procedures for part time personnel: paper work necessity, time required to complete paperwork, materials and cost involved in rehiring process. Ms Schoenfeld said if committee can show inefficiency and waste then a change is necessary.

**Social Committee**-The committee is on task with team building suggestions: paint night, summer yoga class prior to work or after, pot luck, etc. All are good team spirited suggestions.

**Accountability Committee**-The accountability committee is focusing on "things I saw this week".

**Policy (Procedural) Committee**-The committee's task is to update or develop a valuable manual for internal office procedures: change of job responsibility, part time staff, etc. The committee will update manual and present for approval.

**Chairwoman Hunt-Robinson** suggested monthly highlight of an employee as a gesture of caring for what they do. She said she wants to attend the events to show her support of them.

**School Security**-Commissioner said Recreation will be required to provide afterhours security at schools for their permitted facilities use. Commissioner said the cost for security and its expense effect on the current budget is being assessed.

**Parks Update**-The storms caused a few trees/limbs to fall in some of the parks. DPW has eliminated the debris but Bryant-Mamaroneck Park remains closed due to large amount of down trees.

Upcoming Events

**Funny Bunny**-Free program at WP Performing Arts, 9:30 & 11 a.m. and 1:30 p.m. shows.

**Hockey Tryouts**-April 9-12. Two hockey teams will go to state Championship in Buffalo next week.

**Mrs. Furry** thanked the Commissioner for the new online registration. She registered her child without any complications.

**Ms. Santiago** questioned new pool ID cards. Commissioner advised current ID cards are good for Family Free Swim until end of session. A new swipe Pool ID card will be required for the pools.

**Chairwoman Hunt-Robinson** requested motion to adjourn. Motion to adjourn by Ms. Schoenfeld and second by Ms. Santiago.

Meeting adjourned.