Wednesday, May 25, 2005, 5:30 p.m.
Administrative Complex Board Meeting Room

The May meeting of the Santa Rosa County Parks and Recreation Committee was held at the Administrative Complex beginning at 5:30 p.m. on Wednesday, May 25, 2005. The following members were present representing the sports associations and host organizations: Dan Millham, Futbol Club of Santa Rosa, Inc., Santa Rosa Soccer Park; Charles Baxley, Pace Athletic and Recreation Association, Pace Athletic and Recreational Park/Santa Rosa Sports Plex; David Radcliffe, Tiger Point Recreational Park; Dan Melvin, East Milton Recreational Park; and Darrin Nicely, Navarre Youth Sports Association, Navarre Sports Complex/Navarre Football-Soccer Park/Holley Ball Field.

Absent were representatives from Chumuckla Community Center and Park, Fidelis Community Center and Park, Benny Russell Park, and Swenson Park.

Also present were County Administrator, Hunter Walker; the Administrative Services/Parks Operations Manager, Tammy Simmons; and Pat D'Asaro with the Bagdad Village Preservation Association.

The meeting was called to order at 5:30 p.m.

The Administrative Services Manager welcomed all.

Minutes from the March 23, 2005, meeting was accepted as written.

Simmons provided information on questions that were asked at the March meeting:

- A question was raised concerning 1.h. in the program outline: Does this refer to all paid staff; county, associations, lessee, etc? Staff was asked to get this clarified by Devann Cook.
    - Simmons stated that Mr. Cook's response to this question was, "My comments about "paid staff" referred to anyone that was paid (by an association, the County or lessee) to work at the facility while children were present. From personal experience, I know that concession workers are sometimes employed by the association. This group might also include persons employed to perform custodial duties, maintenance work, etc. The county does a background check on its employees, so unless they were having direct contact with the children, I would not see a need for an additional check".
- Dixon requested that staff find out what the school system uses to disqualify employees.
    - Simmons stated that they contacted the School Board and the following information was provided: Santa Rosa County School System requires a FDLE-FBI Screening for potential employees, each individual applicant FDLE-FBI report is reviewed and approved/declined by a committee based on the position they have applied for. The screening requires fingerprinting as well as drug testing.
    - For a volunteer position the requirement is a local background check and the disqualifying criminal offenses are: Assault - any type; arson; battery - any type; burglary; carrying a concealed weapon; child abuse; contributing to delinquency of a minor, domestic violence, drugs/drug paraphernalia (sale or possession of); DUI or DWI – two or more charges; felony - any type; forgery; grand larceny; incest; lewd and lascivious act; property damage; prostitution; resisting a law enforcement officer; sexual offenses – regardless of victim's age; theft – exception petty; trespassing; and violent crime of any type.
- Staff was directed to contact Jan Allen in Human Resources of the Santa Rosa County School Board to get a copy "Take Stock in Children" program.
    - The internet site was provided, http://www.takestockinchildren.com/home.jsp; also provided in the agenda package was an overview of the program
- Staff was directed to contact Carol Calfee with the Santa Rosa County School Board to get a copy of "Character Counts, Six pillars of character".
    - The internet site was provided, http://www.charactercounts.org/ ; also provided in the agenda package was a copy of the program.

The first item on the agenda for discussion was the draft volunteer program and draft code of ethics. The draft policies were provided in the agenda package and discussion took place based on these documents.

Millham expressed concern with military volunteers whom do not want a background check performed. Nicely suggested that the policy address the way to handle background checks on military personnel; he will check with the local bases for input on background checks on these individuals.

Discussion took place on background checks of umpires when they are hired through the umpire association, the committee felt that they should have a minimum sex offender background check and they would request that the umpire association require them.

Discussion took place on the Volunteer Application provided in the agenda package. The committee recommended that the information be downscaled to only address the information required by the company that would perform the background checks. Nicely will contact the company and make changes to the application as necessary.

Discussion took place on who would actually perform the background checks. The committee discussed that the county could perform the checks and the organizations would pay a small fee to the county for the service. Another option discussed is the organizations could input the information for the background check and the results could be sent to the county. The committee requested that the county maintain a database with all volunteers screened and make this information available to all park organizations. This would help when a volunteer is involved in more than one program and when they move from one park to another. No decision was made who would perform the background checks. If the county chose to screen 100% of the volunteers, county staff would request county funds to help defray the cost to the association.

It was noted that in the Draft Volunteer Policy on the second page: Program Outline: 1. all volunteers … needs to reflect the age of 16.

Committee requested that staff e-mail draft code of conduct and draft volunteer program to all members for each organization to make suggested changes and e-mail back to staff. Millham was tasked with compiling all the recommended changes to the draft code of conduct from each organization and bringing the final document back to the next meeting; Nicely was tasked with compiling all the recommended changes to the draft volunteer program from each organization and bringing the final document back to the next meeting.

The items to be taken up at the next meeting, which is scheduled for Wednesday, June 22, 2005, at 5:30 p.m., at the Santa Rosa County Administrative Complex Board meeting room, will be the discussion on the final draft of code of conduct and volunteer program that will be presented to the Board of County Commissioners for approval.

The meeting adjourned at 7:00 p.m.