

PARKS AND RECREATION COMMITTEE MEETING  
Wednesday, September 27, 2006, 5:30 p.m.  
Administrative Complex Board Meeting Room

The September meeting of the Santa Rosa County Parks and Recreation Committee was held at the Administrative Complex beginning at 5:30 p.m. on Wednesday, September 27, 2006. The following members were present representing the sports associations and host organizations: Larry Dixon and Darrin Nicely, Navarre Youth Sports Association, Navarre Sports Complex/Navarre Football-Soccer Park/Holley Ball Field; and Charles Baxley and Albert Ward, Pace Athletic and Recreation Association, Pace Athletic and Recreational Park/Santa Rosa SportsPlex.

Absent were representatives from Tiger Point Recreational Park, Futbol Club of Santa Rosa, Inc., East Milton Recreational Park, Chumuckla Community Center and Park, Fidelis Community Center and Park, Benny Russell Park, and Swenson Park.

Also present were the Administrative Services/Parks Operations Manager, Tammy Simmons, County Administrator, Hunter Walker.

Guest at the meeting was Connie Clark and Tina Bailey with East Milton Recreational Park.

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

The Administrative Services Manager welcomed all.

Minutes from the March 22, 2006 meeting were approved as written.

The first item of discussion was the background screening of volunteer applications. Simmons explained the process for the screening. Once an application is received, it is checked to make sure that all pertinent information is filled in and that a pre-adverse actions disclosure form is included and has an original signature. The application is then submitted to E7sports for the screening to take place, once the screening is complete the results are returned to Simmons to evaluate against the approved volunteer policy in order to approve or deny the applicant. Should an applicant get a negative response that would disallow them from volunteering, it is then verified through the county attorney before a pre-adverse action notice is sent to the applicant. His notice explains the findings and instructs the applicant how to correct the information if it is incorrect; instructs the applicants how to file an appeal to the Parks and Recreation Committee if they choose to; and includes a Summary of Your Rights under the Fair Credit Reporting Act. It was further explained that the only county employees that have access to the applications and results is the Administrative Services Manager and the County Attorney.

Simmons handed out two separate spreadsheets: The first spreadsheet was a list of all approved volunteers. Simmons explained that these are the only approved 2 volunteers and that she would send the approved list to the presidents every time there is a change. The second spreadsheet was a list of applications received that could not be screened, with the reason stated, either being because a Drivers License was not supplied or a pre-adverse action disclosure form was not included or signed with the application or both. Simmons explained that in order for the incomplete applications to be screened the additional items would need to be submitted. Simmons further explained that this additional information and any additional applications needed to be submitted promptly, as the county is only going to fund the screening process for the first year.

The Park Fee Schedule that was approved in March was the topic of the next discussion. Simmons stated that she has only received two payments, one from East Milton and the other from Tiger Point, and she is aware that numerous tournaments have taken place in the Santa Rosa County parks. Simmons handed out each member the approved fee schedule and encouraged each park to submit payments they may owe to the county and in the future to submit in a timelier manner. Simmons reminded the Committee that along with the payment the organizations will also need to submit the hotel card and event summary.

Baxley requested that the county assist them with citizens who utilize the park for bow target practice. Dixon stated they are having a problem with a motorcycle group utilizing the parking lot for trick practice. Simmons stated she would bring this to the attention of the County Attorney as well as other items that have been discussed in the past such as skate boards and bicycles.

The meeting adjourned at 6:10 p.m.