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ANSONIA RECREATION COMMISSION

August 9, 2016

Special Meeting
Recreation Oversight Policy Committee

Present: Al Smith
Timothy O'Reilly
Paul Velardi

Absent: Anne Lynch

The Special Meeting of the Ansonia Recreation Commission was called to order by Paul Velardi at 6:00 p.m.

The secretary called the roll and there was no quorum present.

There was discussion on holding the committee meeting after the regular monthly meeting. It was suggested that the committee members can converse via e-mail to update the policy they are currently working on. Many options were explored regarding holding a meeting to finalize the Recreation Program Oversight Policy and it was agreed that a special meeting of the committee will be held after the regular monthly meeting to edit the policy. The committee will update the Commission on their progress. Once the final document is ready it will be presented to the full Board for discussion and vote.

Mr. Velardi will forward the draft document prepared from the meeting this evening to the committee members.

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The committee reviewed the Ansonia Recreation Program Oversight Policy received this evening from Mr. Velardi. He discussed different situations and policies to handle these situations. Recreation has to establish a set of policies for their programs. Each program can augment their own policies but the Recreation Policies supersede any other policies.

There will be exceptions to the Policy but it has to be an approved exception. Recreation Commission can make a special exception to rules and regulations.

The commissioners discussed duties and responsibilities of the Recreation Liaison person and the Recreation Director and their relationship with the programs. A concern that was discussed is that someone must make the programs aware of the Recreation Policy. That person would have to make sure that the program complies with the policy.

There are City run programs and private run programs. The City of Ansonia invests resources to these programs. Many programs have their own set of By-Laws which are approved by the Commission. The Recreation policies should be given to the programs at the beginning of their season so that everyone involved will know what the policy is. If there is a problem within the program, where do they go to arbitrate and mediate the situation? There has to be a Recreation policy in place that is consistent.

Discussion on the Liaison person duties versus the program director's duties and what is the role of the Liaison person. One question that was discussed is that if there is a situation that comes up, does the Program Board President go to the Liaison person or to the Recreation Director to mediate or solve the problem. If there is no resolution to the situation does the Recreation Director go to the Recreation Commission? At what point does all of this happen. The commissioners feel that it should be written in a policy as to how a situation should be handled – who to go to first, second, third and finally to the Recreation Commission for resolution. Is the Recreation Director position more operational and less policy and programs? Is the Recreation Liaison position more handling of the policy conflicts and to facilitate resolutions that could not be resolved at the program level? Mr. O'Reilly will get a copy of the Recreation Director's job description to help clarify some of these questions.

Discussion on enforcement of the policy. The Recreation Commission is in the process of creating a policy and rules and regulations for each program. These

rules will be given to all programs and the programs will have to operate by these rules. The Commission is aware that at times there may be a request to deviate or waive a rule but that must be approved at the Recreation Commission level.

It was agreed by those present that any changes made by the different programs to their by-laws, policy or operations must be brought before the Recreation Commission.

There was discussion on the raising of funds for the programs. The different programs (football, baseball, softball, soccer, basketball, cheer) all have fundraisers. They prepare their own budgets and submit a financial statement to the Recreation Commission each month.

The Commissioners present discussed page 3, Operating Requirements. Some of the concerns are: attendance at the meetings, if a member misses three meetings are they off the Exe. Board, the meeting minutes must be published, if they want to change one of their by-laws/rules and the change wasn't discussed in their minutes it can't be changed, their policies cannot be changed if they are not published, public comments must be included in their minutes. The Recreation Liaison will attend their meetings and verify what was said regarding policy changes.

Currently there are members of the Recreation Commission that also serve as coaches and Program Board of Director members. The members discussed a concern regarding the rule that was in effect in the past that stated a Recreation Commission member could not coach or sit on the Board of Directors for a Recreation Program. They discussed the rule and the possibility of different types of conflicts that could occur however it was noted that if there is a written policy in place and the role is clarified, there should not be a problem. If the Commission foresees a problem with it in the future, they will address it.

Mr. Velardi stated the Liaison must be consulted on any deviation from their policies or our policies. He discussed the Disciplinary Policies and Procedures and the need for a Disciplinary Coordinator on page 4, item 12. The Disciplinary coordinator will investigate the offense, get all parties involved statements and decide should there be a punishment. There should be a disciplinary review/hearing and a report should be forwarded to the recreation commission.

The discussion continued on the remaining items: #13 Modifications, #II Status and Activity Reports, # III Budget Forecasts which includes their budgets and

budgeted line items and income and expenses. Financial Statements should be submitted to the Recreation Commission monthly.

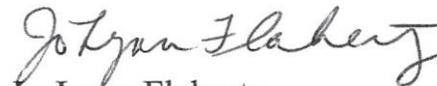
The commissioners stated that it is important that the Programs are managing expenditures in an appropriate manner.

After discussion the commissioners agreed to add the following to VII Fiscal Accountability: Item #4: All expenditures shall be executed in accordance with the budgeted investment/expenditure amounts. Any deviations from the budget shall be approved by the Recreation Commission.

There was a discussion on the fundraising that is done by all Recreation Program Boards and Parent's Clubs. Fundraising money may be used to run the programs, however Program money raised from dues or donated by the city should not be used for celebration activities, awards or gifts to the Program members. The Parent's Club funds should be kept separate. At the end of the year the Parent's Association should bring in their budget and the income/expense report to the Recreation Commission. At the end of the year the Recreation Commission should receive a report for all income and expenses for each program's Executive Board and Parent's Club.

The meeting closed at 7:45 p.m.

Respectfully submitted,



Jo-Lynn Flaherty
Secretary