



MINUTES

Recreation and Community Services Commission

Adjourned Regular Meeting held

August 10, 2016

MEETING WAS CALLED TO ORDER at 6:03 p.m. by Chairperson Winnie Heiss

PLEDGE OF ALLEGIANCE was led by Valarie Frost

ROLL CALL: PRESENT: Chairperson Winnie Heiss
Vice Chairperson Kirk Real
Commissioner Dave Allen
Commissioner Ben Delarosa
Commissioner Ted Spaseff

APPROVAL OF MINUTES: Meeting of July 13, 2016. A motion was made by Vice Chairperson Kirk Real and seconded by Commissioner Dave Allen to approve the minutes. The motion was carried by unanimous roll call vote.

ANNOUNCEMENTS AND PRESENTATIONS:

Director Lisa Litzinger previewed upcoming programs and events which include the final Concert in the Park for the season featuring Hard Days Night, a Beatles tribute band, Movie Night Under the Stars at Monte Verde Park on August 12 featuring "The Good Dinosaur," the Greater Lakewood Chamber of Commerce Car Show on August 14 at Mayfair Park, FUN-Tastic Family Night with John Abram's Animal Magic at The Centre on August 19, and Parents Night Out, Kids Night In on August 26 at the Lakewood Youth Center. In September, the Patriot Day Concert will take place from 6 to 8 p.m. on September 11 at Del Valle Park, and the annual Lakewood Special Olympics fundraiser is on September 16 at the Lakewood Youth Center. On October 10, the Lakewood Education Foundation will once again hold a golf tournament to raise funds for Lakewood schools. This year, the event will have fun new components such as on-course small bites and beverages, and a hole-in-one contest with a \$5,000 prize.

Commissioner Dave Allen stated that he attended the LYS Awards Ceremony and Family Play Day at Del Valle Park noting that the stands were packed. He added that all components of the event were very well planned. Vice Chairperson Kirk Real echoed Commissioner Allen's comments when referring to his experience at Mayfair Park. He added that he assisted Vice Mayor DuBois with handing out the LYS awards prior to the Family Play Day activities. Chairperson Winnie Heiss noted that the event also went very well at Bolivar Park where she attended, due in great part to Nicole Duran's calm yet enthusiastic presence overseeing the event.

REPORTS:

1. Department Annual Training Program

Community Services Supervisor Nancy Hitt presented a report on the department's annual training program. She explained that the program is designed to train both full- and part-time staff in the areas of health and safety and in practical work-related areas as well. The Program Division provided approximately 24 trainings to park staff, and the Environmental Resources Division (ERD) held about 30 training sessions to crew members in 2015. Nearly

1,200 training hours were logged in 2015 and a 2016-17 list of scheduled trainings was included in the agenda packet.

Ms. Hitt continued pointing out that a major component of the training program is CPR/AED/First Aid. These American Red Cross approved classes are taught by Community Services Supervisors and certifies participants for two years. It is provided a few times each year for field and recreation staff to renew certifications.

A key element of the city's training program is documentation. Ms. Hitt stated that staff is very adept at keeping accurate records of participation, with training verification forms, spreadsheets, and by issuing certificates. Ms. Hitt added that by offering a wide variety of training courses, the city not only ensures compliance with Cal/OSHA, but it also keeps the workforce healthy and safe, and keeps programs and facilities running smoothly.

Commissioner Allen asked if there is any cross-training between divisions. Ms. Hitt responded by stating that some areas of training overlap between the divisions. For example, ERD staff trains Recreation Leaders in areas such as wading pool, and ball field care. Ms. Litzinger added that some trainings are provided by a consultant to Safety Committee members, who then train city staff. Commissioner Allen stated that he likes the intermingling of divisions for trainings.

Commissioner Real expressed his gratitude to Ms. Hitt for pointing out the information regarding documentation of trainings. He understands and appreciates the importance of documentation of training, as it protects the city, its employees, and residents alike.

2. Fall Programs and Catalog

Community Services Manager Nancy Hitt displayed a slide presentation and expanded on information provided in the written report regarding programs, classes, activities and events planned for the fall. Ms. Hitt provided information on some of the new classes being offered in the fall, and details on programs such as the College Fair, Lakewood Youth Sports, and the After-School Activity Zone. The fall Activity Zone schedule was distributed to commissioners. Ms. Hitt announced that Santa Claus will visit Lakewood parks on December 17 this year, and winter vacation activities are scheduled for kids from December 26 through January 6 when schools are closed. The Patriot Day Concert, Lollipop Lane Craft Boutique, Halloween Carnivals, and Project Shepherd program will all return in the fall as traditional community events in which everyone can participate.

3. Human/Senior Services Programs Annual Report

Community Services Manager Karen Plantz described the variety of programs the city offers in order to provide services to residents in need. These programs are provided from the Burns Community Center, the Weingart Senior Center and from various other agencies.

Ms. Plantz stated that the Burns Community Center is the hub for the Project Shepherd Program, which continues to provide emergency food and water bill assistance, back-to-school backpacks for Lakewood children in need, and holiday assistance of food for families and gifts for children. Additionally, a wide variety of classes are offered at Burns and are

administered by staff, contract class instructors, or in partnership with local organizations and businesses to provide learning opportunities. Nifty after Fifty continues to complement the city's senior wellness options on the building's second floor. Meals on Wheels and Mothers at Work Children's Center both also continue to provide valuable services to the community from the Burns Community Center as well. Ms. Plantz announced that in January 2017, a renovation project of the Burns Community Center will begin. The renovation will include improvements to the lobby, restrooms, and assembly room on the first floor, and a new elevator relocated to the outside of the building.

Ms. Plantz reviewed the many activities and programs provided at the Weingart Senior Center based on the written report. She pointed out that Karaoke has grown in popularity at the Senior Center and is now being offered twice a month. Seniors also enjoy fitness classes and use of the fitness room, congregate meals service provided by Human Services Association, free seminars, and special events. She also noted that case management continues to be an integral part of programming at the Weingart Senior Center offering free assistance to seniors needing help in areas such as housing, jobs, health insurance programs and food.

4. Activities and Maintenance Report No. 2

A written report was provided describing the Recreation and Community Services Department Programs, Services and Maintenance Activities for the month of July 2016, and a listing of upcoming activities for September 2016.

The Commission received and filed the report.

WRITTEN COMMUNICATIONS:

1. Letters to Part-Time Co-Employees of the Month of May, Michael Quijada and Alvin Tumala.

Chairperson Heiss commented on how well written these letters are every month. Ms. Litzinger noted that each employee of the month receives a certificate, a small gift card to a local business, and has their photo posted in the Recreation Department. They are all also recognized in front of their peers at Summer Orientation each year.

ORAL COMMUNICATIONS:

None.

ADJOURNMENT:

There being no further business to be brought before the Recreation and Community Services Commission, Chairperson Winnie Heiss adjourned the meeting at 6:38 p.m. to September 14, 2016, at 5:00 p.m. in the Executive Board Room.

Barbara Di Iorio, Secretary to the
Recreation and Community Services Commission