



MINUTES
Recreation and Community Services Commission
Adjourned Regular Meeting held
January 11, 2017

MEETING WAS CALLED TO ORDER at 6:01 p.m. by Chairperson Winnie Heiss

PLEDGE OF ALLEGIANCE was led by Commissioner Ted Spaseff

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

ABSENT: Commissioner Dave Allen

APPROVAL OF MINUTES: A motion was made by Vice Chairperson Kirk Real and seconded by Commissioner Ted Spaseff to approve the minutes from the meeting of November 9, 2016 and December 14, 2016. The motion was carried by unanimous roll call vote.

ANNOUNCEMENTS AND PRESENTATIONS:

Director Lisa Litzinger previewed upcoming programs and events which include the State of the City Luncheon at The Centre on January 31, and the Lakewood Youth Hall of Fame Banquet on February 27, also at The Centre. Ms. Litzinger requested that commissioners RSVP to the secretary for both events. Other events announced included the CPRS Conference on February 28 – March 3, Earth Walk on March 11 at Monte Verde Park, Arbor Day performances the week of March 13, the LYS Coaches Barbeque on April 8, Volunteer Day on April 22, and the Pan Am Fiesta on May 11-14.

A new organization chart of the Recreation and Community Services Department was distributed to each commissioner. Ms. Litzinger noted that the chart reflects Chuck Martucci's promotion to Community Services Manager, the new Community Services Manager, Irving Montenegro, Jr., and Catherine Schad's new position as Recreation Program Coordinator. She mentioned that some responsibilities have been reassigned among Community Services Managers.

Vice Chairperson Kirk Real thanked Ms. Litzinger for the updated organization chart. In response to Vice Chairperson Real's inquiry, Ms. Litzinger reported that CPRS awards have not yet been announced and that results are expected within the next week or so.

REPORTS:

1. Spring Programs/Catalog

Community Services Manager Nancy Hitt introduced Catherine Schad as the department's new Recreation Program Coordinator. She explained that Catherine has already been working on the Spring catalog, and transitioning our activity and facility registration system from CLASS to ActiveNet.

Catherine Schad then presented information regarding the Spring Recreation Catalog, and the activities and events scheduled for the season, as noted in the written report.

The Commission received and filed the report.

2. Teen Programs Annual Report

Community Services Supervisor Mark Freeman expanded on the various programs and events noted in the written report that were held at the Lakewood Youth Center and Teen Resource Center during 2016. Mr. Freeman then introduced members of the Lakewood Teen Action Committee (LTAC) who were present at the meeting. Three of the teens, Matthew Sanchez, Brook Brent, and Kailyn Wilkerson, spoke at the meeting expressing why they joined LTAC and what their favorite activity has been so far.

Chairperson Heiss thanked the teens for coming to the meeting and for sharing their experience.

Commissioner Spaseff also thanked the teens. He added that this is a great start for them and commended each of them on a great job speaking in front of the Commission. Commissioner Spaseff also thanked Mr. Freeman for arranging for the teens to attend the meeting.

Vice Chairperson Real expressed his appreciation for the teen's willingness to attend and participate in the meeting. He added that Lakewood thinks highly of people who are involved in the community and this will serve them well.

The Commission received and filed the report.

3. Project Shepherd Recap

Community Services Supervisor Caitlin Carioso displayed slides and provided information included in the written report regarding the 2016 Project Shepherd Program. She reviewed statistical information in various aspects of the program including registration, school participation, donations and volunteers.

Ms. Litzinger noted Mayor Ron Piazza gave all volunteers of the Project Shepherd Holiday Program an *I Made a Difference* pin to thank them for their service.

Vice Chairperson Real thanked Caitlin for the visuals provided in the slide presentation. He stated that he is encouraged by the decrease in number of residents in need of assistance. The number of home deliveries to individual increased this year, but Ms. Carioso stated that there does not seem to be any specific reason for this increase, in response to Vice Chairperson Real's inquiry.

Commissioner Spaseff stated that he is impressed with amount of money donated by sponsors. Ms. Litzinger noted that many sponsors continued to give to Project Shepherd after the discontinuation of the Kris Kringle Golf Tournament. Commissioner Spaseff thanked teens for their service at the Project Shepherd Warehouse, and Ms. Carioso for all of her efforts to make this program a success.

Chairperson Heiss thanked Ms. Cariaso for organizing all aspects of the program so wonderfully. She added that providing home deliveries is her favorite part of the program.

The Commission received and filed the report.

4. Activities and Maintenance Report No. 7

A written report was provided describing the Recreation and Community Services Department Programs, Services and Maintenance Activities for the month of December 2016, and a listing of upcoming activities for February 2017.

The Commission received and filed the report.

WRITTEN COMMUNICATIONS:

1. Letter to Sara Flores, Part-Time Employee of the Month of November 2016.

The letter will be filed.

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 6:39 p.m. to February 8, 2017, at 6:00 p.m. in the City Council Chambers.

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