

THE MINUTES OF THE PUBLIC RECREATION COMMISSION
August 19, 2025

The regular meeting of the Public Recreation Commission was held with the following Commissioners present: Messrs. O'Callaghan, West, Lee. Mmes. Rich, Bolton. Staff in attendance: Mmes. Stewart, Williams, Shoecraft, Cossins, Webb, Riggins, Nuss, Jones. Messrs. Higby, Betts, Heyl, Courtland, Benjamin, Elliott, Jones, Ford.

Commissioner Pat O'Callaghan, Jr. called the meeting to order at 4:03 pm.

PRESENTATION

Schack's Yaks – Chris Schack

INTRODUCTIONS

None

RETIREMENTS

Dave Harris

PROGRAM HIGHLIGHTS

None

MINUTES

Commissioner O'Callaghan called for a motion to approve July 15th, 2025, Regular Board Meeting minutes. Commissioner Bolton made the motion to accept the minutes, Commissioner West seconded; the motion carried.

PUBLIC COMMENTS

Dave Schmidt from Millcreek Alliance attended to express support for the kayak kiosk through Schack's Yaks.

CORRESPONDENCE

None

TEAM HIGHLIGHTS

None

DIRECTORS REPORT

HUMAN RESOURCES

April Jones provided an update on the vacancy report. Interviews are scheduled for the SAC position with a hire date sometime in October. Some positions have been put on hold. Accountants and Accounting Tech positions are currently in the interview stage. April Jones reported that the current workload is manageable, and that they are currently short-staffed,

but have three new employees coming on board after Civil Service. The reason for the vacancies is normal and cyclical, and nothing out of the ordinary. Positions on hold are due to financial reasons.

FINANCE UPDATE

Jeanette Shoecraft provided a general finance update, stating that the regular monthly report reflects a full-year report. She reported that the general funds provided by City have been nearly spent, and that CRC received more grant funding in Fund 324 last fiscal year.

Rob Higby provided an update on golf's final year end numbers. He reported that CRC finished the year 12,000 rounds down from last year, mostly (10,000) lost during the winter months. He also reported that CRC beat last year's budget by \$1.4 million, and the prior year by \$114,000. He stated that the main drivers for this increase were green fees, driving range fees and food/beverage rent from the contractor. The largest increase was seen from the return of corporate golf outings, which were back at 100% of what we have seen in the past. Every golf course has grown YOY for last 3-4 years. Rob Higby also offered a reminder of the Cincinnati Recreation Foundation golf outing on October 10th, 2025.

P-CARD IMPROVEMENT UPDATE

Jeanette Shoecraft provided an update on the CRC P-Card Improvement Action Plan. There are five elements in the investigation that was done. She explained the action steps, including a refresher training in the second quarter for P-Card Holders, starting on September 16th. P-Card holders have been notified of this mandatory training. She also shared that Finance has updated a drafted policy that was shared with the governance committee, and that edits will be shared next month. A meeting was held with OPDA to determine the best structure for the paperwork processes. In regard to proactive planning and P-Card use, there was nothing new to report, but this is in progress.

Tiffany Stewart added that the Purchasing office is also reviewing their processes for P-Cards, including increasing the spending amount to reduce number of P-Cards needed. The CRC timeframe goal is to hold off spending in October in order to retrain and go over new procedures and accountability, launching a new process in January. CRC is currently drafting this new process with OPDA and then will bring it back to be reviewed at the September Commission meeting.

YEAR END OVERSPEND UPDATE

Director Betts shared that one of the ways CRC is addressing this is by holding off on hiring certain positions, as well as restricting conference attendance.

Jeanette Shoecraft provided an update on strength and inventory controls, sharing that CRC is looking at RecTrac, FMX, and PowerDMS. CRC will look at RecTrac to utilize since it has the most reasonable in cost, we are able to pilot it, and CRC already uses RecTrac. The end of the report shows dollar amounts charged in aggregate each month.

She then addressed the proposed action plan for spending across the division, providing an update that the second page attached, which correlates to vacancy report, shows full time positions charged to the general fund, and indicates how long CRC anticipates it will take to fill them. She reported that the Accounting role is anticipated to be filled during the first part of September, and the CCD role to not be filled until January. Dollar amounts seen in the attachment are considered savings from not filling positions, resulting in total savings of \$493,000 based on the included positions. This attachment does not include part-time staff, which is currently being reviewed by Operations team.

Director Betts acknowledged that there will be impacts from having unfilled positions, and that CRC will measure those impacts appropriately. He stated that there will be adjustments made to try to ensure minimum impact.

RECREATION OPERATIONS UPDATE

Kristen Riggins provided an update on Summer Day Camp. She reported that there were 215 participants at the final Rec @ Nite event, and that 206 backpacks were given out at the back-to-school event. The After School program is currently at 61% capacity, and there were 1,562 unique program registrants for summer childcare.

Y2WK UPDATE

Tim Heyl provided an update on the Y2WK program. The program wrapped up officially on August 2nd, and participants were incorporated in the Hoop It Up event on August 9th. During the program there were 123 teens on payroll between CRC and City partners, which was right in line with projections from the beginning of summer with known budget cuts. 68 participants were brand new to CRC. The Y2WK program employed 66 females and 57 males. 86% of participants identified as African American, 34% as Caucasian, and 3% as 2 or more races. 79% of participants fit into low-income thresholds. More program data will be provided in the next month or two.

PLANNING AND ENGINEERING - CAPITAL PROJECTS (UPDATE)

Dan Jones updated the Commission on the major capital projects underway currently:

Projects Completed:

- Ashland Playground
- North Avondale Gym Floor
- A community meeting was conducted last week for the Camp Washington Skatepark, including 40 participants. The participants were very engaged and offered a lot of feedback that will be taken into account. The next phase is to find construction services. Community outreach will continue with the Community Council.

Projects Under Construction:

- Newman Clubhouse - Golf

- Dyer Sprayground
- Dunham Recreation Center, which will be a \$7.5 million renovation. The RFP is in progress. This project will take about 6-9 months to design and 3-4 months to bid. CRC will need more money from the City to complete.
- Madisonville Pool

Projects in DEI and Purchasing:

- Dan Jones reported that CRC continues to submit projects but has not received much in response at this point. CRC is attempting to spend the Railroad money as quickly as possible.

COMMISSION BOARD COMMITTEE AND SUBCOMMITTEES:

BUDGET AND FINANCE UPDATE

Commissioner Rich stated that she had no additions and that Jeanette Shoecraft and Tiffany Stewart covered all necessary content.

GOVERNANCE AND POLICY COMMITTEE UPDATE

Commissioner West had no updates to share this month.

OLD BUSINESS

7.a None Currently

NEW BUSINESS

Commissioner O'Callaghan shared that at the next Commission meeting, it will be time for another election of officers. He will reach out to each Commissioner individually to see if they wish to continue. There will be another Commissioner appointed over the next couple of months.

8.a Recommended Action

Board Approval

Background

Board approval for the Salway Park Kayak Kiosk

Commissioner O'Callaghan called for a motion to approve the installation of a kayak kiosk at Salway Park. Commissioner Lee made the motion to approve the policy, and Commissioner West seconded; the motion carried.

EXECUTIVE SESSION

4:53- 5:05 PM

Board Action:

The Board considered disciplinary action against the following employees:

Kristin Prichard
Charge: Neglect of Duty
Recommended Penalty: 40-hour suspension
Approved Penalty: 40-hour suspension

Commissioner O'Callaghan motioned to accept the recommendation of the Human Resource and the Hearing Officer for a Penalty of 40-hour suspension. Rollcall: Commissioner O'Callaghan - Yes, Commissioner Rich-Yes, Commissioner West- Yes, Commissioner Bolton – Yes, Commissioner Lee - Yes. The motion carried. Passed unanimously

Michael Orso
Charge: Violation of Admin Reg 25
Recommended Penalty: 40-hour suspension
Approved Penalty: 40-hour suspension

Commissioner O'Callaghan motioned to accept the recommendation of the Human Resource and the Hearing Officer for a Penalty of 40-hour suspension. Rollcall: Commissioner O'Callaghan - Yes, Commissioner Rich-Yes, Commissioner West- Yes, Commissioner Bolton – Yes, Commissioner Lee - Yes. The motion carried. Passed unanimously

Rick Mayhugh
Charge: Violation of Admin Reg 49
Recommended Penalty: Dismissal
Approved Penalty: Dismissal

Commissioner O'Callaghan motioned to accept the recommendation of the Human Resource and the Hearing Officer for a Penalty of dismissal. Rollcall: Commissioner O'Callaghan - Yes, Commissioner Rich-Yes, Commissioner West- Yes, Commissioner Bolton – Yes, Commissioner Lee - Yes.

Commissioner West stated that Mr. Mayhugh has a clean record, and that dismissal seems extreme for a first offense. He recommended a suspension of 80 hours. Commissioner O'Callaghan stated that this has happened in the past, and he accepts the City's opinion for dismissal. Commissioner Rich stated that it is important that all recreation centers are safe spaces, and that it is important to take corrective action. Commissioner Lee gave Mr. Mayhugh a lot of credit for walking away to cool off and recommended an 80-hour suspension for a first offense.

In favor of Dismissal: Commissioner O'Callaghan - yes, Commissioner Lee – no; Commissioner Bolton – yes, Commissioner Rich – yes; Commissioner West – no; 3 in favor, 2 opposed. Passed.

Meeting adjourned at 5:12 PM

NEXT COMMISSION MEETING

The next meeting of the Public Recreation Commission will be held on September 16, 2025, at CRC Main Office.

Pat O'Callaghan, Jr., President

Daniel E. Betts, Director

/ss Minutes prepared by Marie Cossins