OSCEOLA COUNTY PARKS PERSONNEL COMMITTEE  
June 20, 2017

Commissioner Langworthy called the meeting of the Osceola County Parks Personnel Committee to order at 1:00 p.m. A prayer was offered followed by the pledge to the flag.

Present: Commissioners Langworthy, Jr., Gregory.
Abscnt: Commissioners Thompson & Elkins
Park Personnel: Carl Baumgras, Julie Homan, Rose Lake Park: Mike & Karen Tribley, Crittenden Park: Fritz & Kathy Denny
Others: none

Agenda: Motion by Commissioner Gregory, supported by Commissioner Langworthy, Jr. to approve the agenda as written with the additions of j & k to new business. Motion carried unanimously.

Public Comments – none given.

New Business:

a. Staffing needs were received and reviewed. The Parks Director discussed the budget, employee pay, modifications to staffing, a recreational employee and our current needs. The Rose Lake Manager indicated that one volunteer is currently needed and they would like another paid maintenance person for the booth registration. The Crittenden Manager spoke of the need for staffing to be couples, not just an individual person (which is what they have currently) and the need for 3 more volunteers. It is believed that campers in the park make good volunteers and to utilize this resource at both of our parks when needed. Discussion followed regarding using advertisement, the website and Work Kamper to locate additional volunteers. With Crittenden Park, discussion revolved around group campers; staff changes; and completely new inexperienced staff. With Rose Lake, discussion was on the new booth, mini golf staffing, the store, timeframes for staff and extra help that is needed. The Rose Lake home was discussed for possible year-round living arrangements. The commissioners reviewed with staff that the staff is our own worst enemies and that the commissioners do not expect the staff to do all they do. Recommendation by Commissioner Langworthy, Jr, supported by Commissioner Gregory for an extra Rose Lake Park maintenance couple to be hired for the 2018 season. Recommendation carried unanimously.

b. Advisory board for the parks, the Commissioners are part of policy making and stewards of the tax payers money. The State mandates procedures for the parks commission to follow, which they in turn make policies and procedures to follow at the county level. All issues should be reviewed with the parks director and then to the Parks Commissioners if needed. The lines of communication and the chain of command should always be followed.

c. Operation hours and services were discussed with the following; look at continuing with the same opening and closing dates for the parks, additional man hours needed at both parks during peak season, the job descriptions and how they relate to jobs performed, volunteers may not need to be campers (local people come in, volunteer and utilize the camp grounds), staying on top of all requirements needed and review timelines for completion.

d. Contract services should be reviewed when our park staff does not have time for completion of services needed. This starts with the managers, they know the workload and time constraints. The need to review compensation for staff services that could be contracted out if the staff has time to complete projects.

e. Fee structures and the 2018 budget for parks personnel were reviewed. Recommendation by Commissioner Langworthy, Jr, supported by Commissioner Gregory to have the Parks Administrator complete a study of other county parks in the area and the rates associated with these parks for services. This will be completed in the October timeframe for the 2019 budget and to present findings to the Parks Commissioners later this year. Recommendation carried unanimously.

f. Reservations and how to accomplish the influx of calls being received were reviewed with the following items being mentioned; online reservations and the need for high speed internet, reservations system to be put in place, with emails being used for reservations starting in 2018 and some evening hours to return calls. Recommendation by Commissioner Gregory, supported by Commissioner Langworthy, Jr, to have reservations start on January 1st each year to be lifted and replaced with reservations on all campsites, except seasonal campsites, can be made for the next camping season in advance. Recommendation carried unanimously.

Recommendation by Commissioner Gregory, supported by Commissioner Langworthy, Jr, to create an email form to be placed on the county website for camping reservations starting in 2018. Recommendation carried unanimously. (Parks will need to publicize this information to get the word out.)

g. The assistant manager rate of pay was reviewed for increase with the following discussions; the minimum wage is to increase at the end of 2017, our wage schedule and possibility of changes to our wage schedule. The committee asked of the Parks Director to do a wage study with the surrounding counties that have parks for ideas of what staff
rates are paid at other county parks for the 2019 timeframe. The manager at Rose Lake proposed a $1500 per season increase for the Assistant Manager position and a 5% increase for the Maintenance staffing.

h. A recreational person to help staff at both parks was received. The Parks Director would like to have a paid internship position for 2018 to help with all aspects of recreation at both parks. He would like to receive innovative ideas from this position; as well as helping to understand that new kids camping at the park today will be our campers for tomorrow. Recommendation by Commissioner Gregory, supported by Commissioner Langworthy, Jr, to hire a part-time recreational coordinator internship position for 2018, with a salary for this individual to be discussed at the next board meeting. Recommendation carried unanimously.

i. Social media was reviewed and discussed. The Parks staff need to be very vigilant and not act out on social media sites. There will be no negativity posted on any social media sites by our staff. If negativity is received, staff should ignore the posting and to communicate to campers our standard practice for comments at the parks is to fill out a survey form and submit to the office.

j. Medical marijuana was discussed for issues received at both parks of individuals smoking marijuana in the open. The county park commission would like it to be known that there will be no public medicating at our parks, smoking must be done in a camper and quiet discretion will be advised.

k. Physicals and drug testing for park staff was reviewed for compensation to the assistant manager at Crittenden Park. The Parks need a reasonable means of hiring employees and paying them for work completed. This process to hire a parks employee is very cumbersome and time consuming. The parks should be able to hire a person and pay them to work on a probationary period starting at the time the background check is completed and passed; and paperwork is submitted to human resources. The parks need a reasonable means of hiring staff now, when needed and paying them for the hours worked prior to a physical and drug test which can take up to three weeks to set up and complete.

**Old Business:** none.

**Park Manager/Employee Comments:** A donation of $500.00 was raised by the Personnel Committee to pay the Assistant Manager at Crittenden Park for the last two weeks of work and prior to her drug test/physical. Other comments were made regarding the drain at Rose Lakes Pine River and how to fix the culvert that is in the park.

**Public Comments** – none given.

**Motion by. Commissioner Gregory, supported by Commissioner Langworthy, Jr to adjourn at 5:00 p.m. Motion carried unanimously.**

Respectfully submitted,

---

Julie Homan – Executive Secretary/Bookkeeper  
Draft until approved at the next Osceola County Parks Commission meeting