



**Tuesday, October 4, 2022
6-7:30 PM**

Fairview City Hall, Heslin Room

BOARD PRESENT:

Darren Riordan, Chair Fairview City Councilor
Mike Abbaté, Vice Chair Fairview Resident
John Miner, Wood Village City Councilor
Tom Miles, Wood Village Resident
Patricia Smith, Wood Village Resident
Jenni Weber, Fairview Resident

BOARD ABSENT:

Danna Diaz, Reynolds School District

Guest:

Joslynn Bigelow

STAFF PRESENT:

Jairo Rios-Campos, Program Manager
Philip Morley, Fairview City Manager
Greg Dirks, Wood Village City Manager

STAFF ABSENT:

- 1. Call to order:** Chair Riordan called the meeting to order at 6:01 pm.
- 2. Minutes for September 2022:** Abbate motions; Weber second. Minutes pass

3. TOP Soccer:

Bigelow introduce herself a Board-Certified Behavior Analyst and Autism Consultant. Bigelow operates the program TOP Soccer and is the director of Unify Sports in the Special Olympics. She also coached the first ever down syndrome national soccer team.

Bigelow shared Weber reach out in hope to identify recreation opportunities for PlayEast serve a more diverse population.

Bigelow presented on who and what TOP Soccer is and what they provide. The organization focuses on providing opportunities for participants with disabilities ages four to adulthood. They currently provide programs with the Eastside Timbers that is held at the Troutdale Indoor facility.

Bigelow share they are the longest program operating for the last 15 years. She also shares that there are eight other programs in the state of Oregon, four of which are in the Portland Metropolitan area.

Bigelow shared the Eastside Timbers covers registration and insurance for their current programs. Morley asked what the registration fee was. Bigelow shared that the program is



meant to be free but has charged five dollars a session. The program is once a week for an hour for eight weeks (\$40 for the season). Program operates spring and fall with some summer camp opportunities. Bigelow shared there is small room to grow in current program with a max of 60 participants.

Discussion amongst the board on how this can fit with PlayEast.

Staffing is an area that was identified as a need as well as funding. The board asked if Bigelow could share how many current participants live in the three cities (Fairview, Wood Village, and Troutdale). Abbate mention PlayEast helping with scholarship for those Fairview/Wood Village residents to participate on TOP Soccer.

Board directs staff to engage and find more information on way that PlayEast could become a partner with these efforts.

4. 5K:

Rios-Campos shared the event was this weekend and there is need for volunteers. Miner agreed to be volunteer for the event. Rios-Campos share check-ins start at 8am with the run at 9am. Rios-Campos also shared a map of the course identifying areas where volumeters would be located to help guide participants.

Dirks asked how many participants are currently registered. Rios-Campos shared not many but is hopeful that more will register leading to the event.

Weber asked if the local newspaper was contacted. Rios-Campos mentioned that they were and had already put something in the paper. Mentions that McMenamins has also posted it on their website and share the newspaper will be there on the day of the event.

Rios-Campos informs that PlayEast received a sponsorship from TriMet for the event for \$1,000 and as well as a vendor fee from FedEx for \$100.

5. Fall Programs:

Rios-Campos shares a graph on fall registration and participation numbers. Sharing that they were able to successfully launch 9 out of 10 classes serving 147 registered participants in the fall term. Rios-Campos shared registration revenue in projected to surpass the previous year. He also shares awarding 14 scholarships in a total amount of \$471.

Miner asks if the number of scholarships awarded was typical. Rios-Campos stated yes.

Riordan mentions a higher number of participants in the 7-9 years. Rios-Campos shared what staff has notice is participants older are looking for more structured or competitiveness and not looking for skill building programs.

Staff noted this is the first term without SkyHawks.



6. Strategy for more instructors:

Rios-Campos share a breakdown of how instructors/providers have been compensated. He mentions payment is agreed base off a split share of registration fees structured as an 80/20 split. 80% of registration going to the provider and 20 % to the program. Rios-Campos mentions that revenue split for the provider is not impacted by scholarships awarded to participants, the program absorbs that cost and is paid through the scholarship funds. He also mentions this is calculated based off registered participants with a minimum and maximum set prior to the start of program.

Rios-Campos shared staff is identifying best practices when it comes to calculating registration fees. He shares other agencies have a set amount they pay their providers then add to the cost to help with cost recovery. Rios-Campos mentions this is important as the program will have the mobile rec vehicle that will need to be funded.

Miner asked if PlayEast hires staff. Rios-Campos states all program providers on contract based.

Abbate shared that there is a benefit in contracting with a third-party provider as they cover background checks, training, certifications and have their own insurance to cover staff.

Discussion amongst the board if there were processes in place to help ensure background checks and other safety measures where covered.

Rios-Campos states that currently individuals and volunteers are covered through the city's insurance, all other providers have to have insurance naming the City of Fairview as an insurance holder. He states that staff is currently working with the risk management department to update policy and contracts.

Board discussion around background checks and the process. Rios-Campos shared that some of the instructors also are SUN instructors and SUN has done the background check of them through the Reynolds School District. He also mentions that the city has a individual that process background checks but not as in depth as the district.

Discussion if staff should engage with the district of what process they use for background check and if the program adopts that process.

Discussion amongst the board on how to recruit more coaches and instructors. Board directed staff to create marketing materials to attract potential community members who would be interested in coaching. Board members emphasize to highlight compensation was available.

Staff will create something and share it at the next meeting.

7. Other Items:




Rios-Campos mentions he will be gone the first week in December. He recommends the December meeting be cancelled and the January meeting be postponed until the second week of January due to the holiday.

8. Adjournment:

Chair Riordan adjourned the meeting at 7:41 pm.




Darren Riordan, Chair



Date



Jairo Rios-Campos, Program Manager



Date