

Westchester County

George Latimer
County Executive

Department of Parks,
Recreation & Conservation
Kathleen M. O'Connor
Commissioner

Team Leader Meeting – Tibbetts Brook Park Thursday, April 27, 2023 - 10am

- Important Upcoming Dates
 - Beaches
 - Pools
 - Field Rentals
 - Pitch in for Parks
- Communication
 - Keep everyone in the loop
- Rec Trac – Reservations and Reporting
- Time & Leave
- Payroll
- Seasonable Preparations
 - Update Signage
 - Lockers
 - Pool Rules and Park Pass Program Evaluations
 - Field Preparations/Playgrounds
- PIP
 - Be prepared
 - Consider past reports
- Other Inspections
 - Health
 - Risk
 - Vehicle
 - Fire
 - Other
 - Playground
- Event Dates
 - DJ
 - Family Fund Day
 - Other recreation programs
- Evaluating Facilities, Programs and Services
 - NRPA
 - Framework for Program Evaluation
- Next Meeting – Thursday, May 18, 2023 – 10am - Tibbetts



Date: Thursday, April 27, 2023

Parks Division Leadership Meeting Sign-In

Name	Facility	Signature
Bland, William	Administration	
Simoncini, Joseph	Administration	
Anderson, Ronald	Administration	<i>R. Anderson</i>
Valcourt, Vladimir	Blue Mountain-George's Island	<i>V. Valcourt</i>
Oates, Stone	Blue Mountain-George's Island	<i>Stone Oates</i> - At the Park today
Lanza, Charles	Blue Mountain-George's Island	<i>Charles Lanza</i>
Cavanaugh, Sara	Croton Point/Croton Gorge	
Falcone, Doug	Croton Point/Croton Gorge	<i>Doug Falcone</i>
Alcantara, Roberto	Glen Island	<i>Roberto A. Alcantara</i>
Habersham, Trinodd	Glen Island	
White, Robert	Glen Island	<i>Robert White</i>
Rossi, Joseph	Glen Island	<i>Joseph Rossi</i>
Mazzella, Luigi	Sprain Ridge/ Ridge / Macy	<i>Luigi Mazzella</i>
Porter, Mark	Sprain Ridge/ Ridge / Macy	<i>Mark Porter</i>
Brown, Daniel	Sprain Ridge/ Ridge / Macy	
Mathews, Ryan	Saxon Woods	<i>Ryan Mathews</i>
Santangelo, Martin	Saxon Woods	<i>Martin Santangelo</i>
Nelson, Niyra	Saxon Woods	<i>Niyra Nelson</i>
Wilson, Tim	Tibbets	<i>Tim Wilson</i>
Lindsay, Sheldon	Tibbets	<i>Sheldon Lindsay</i>
Davis, Jené	Willsons	<i>Jené Davis</i>
Thomas, Wilson	Willsons	<i>Wilson Thomas</i>

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Parks Division Meeting Agenda
Thursday, May 18th – 10am – 2pm

- Important Upcoming Dates
 - Beaches Open – May 27th
 - Pools Open – June 23rd
- Communication
- Rec Trac – Reservations and Reporting
- Time & Leave
 - Annual – 2-Week minimum notice
 - Sick – Day of
 - Personal – 48 Hour notice – whenever possible
- Payroll
 - Refer to the memo sent out by HR-Calyca
- PIP – Be prepared and take a look at your past inspections.
 - Health Inspections
 - Risk Inspections
- Lifeguard Updates
- Seasonal Preparations – Park Foreman
 - Beaches & Pools
 - Pavilion/Picnic Locations
 - Field Preparations/Playgrounds
 - Pothole repairs
 - Drain/Culverts
- Park Foreman Roles – Expectations
- DJ Dates and Family Fun Days
- 2024 Budget
- Evaluating Facilities, Programs and Services
 - NRPA
 - Framework for Program Evaluation
 - After Program Reports
- Next meeting – Thursday, September 7th

Date: Thursday, May 18, 2023

Parks Division Leadership Meeting Sign-In

<u>Name</u>	<u>Facility</u>	<u>Signature</u>
Bland, William	Administration	
Simoncini, Joseph	Administration	
Anderson, Ronald	Administration	
Valcourt, Vladimir	Blue Mountain-George's Island	<i>R. Sheldon</i>
Oates, Stonie	Blue Mountain-George's Island	
Lanza, Charles	Blue Mountain-George's Island	on P+D
Cavanaugh, Sara	Croton Point/Croton Gorge	<i>D. P. O.</i>
Falcone, Doug	Croton Point/Croton Gorge	
Alcantara, Roberto	Glen Island	
Habersham, Trinodd	Glen Island	
Mazzella, Luigi	Sprain Ridge/ Ridge / Macy	<i>[Signature]</i>
Tomanelli, Michael	Sprain Ridge/ Ridge / Macy	<i>[Signature]</i>
Porter, Mark	Sprain Ridge/ Ridge / Macy	<i>[Signature]</i>
Brown, Daniel	Sprain Ridge/ Ridge / Macy	<i>[Signature]</i>
Mathews, Ryan	Saxon Woods	<i>[Signature]</i>
Santangelo, Martin	Saxon Woods	<i>[Signature]</i>
Nelson, Niya	Saxon Woods	<i>Niye Nelson</i>
Wilson, Tim	Tibbets	<i>[Signature]</i>
Lindsay, Sheldon	Tibbets	<i>[Signature]</i>
Davis, Jené	Willsons	<i>[Signature]</i>
Thomas, Wilson	Willsons	<i>[Signature]</i>

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Parks Division Meeting Agenda
Tuesday September 12, 2023 10am – 2pm

- Summer Season Overview
 - Staff
 - Annual
 - Vacation Time – Winter Wonderland
 - Seasonal
 - Evaluations – To be submitted to the appropriate team member
 - Lifeguards
 - Recreation Attendants
 - SPR's
 - Picnic Reservations
 - Special Events
 - Winterization
 - Pools
 - Bathhouses and other buildings
 - Public Restrooms – Last day for non-portable restrooms - Sunday, October 15th (Weather permitting)
 - Pool and Beach Records
 - Health Inspections – Filter Rooms
 - Fall – Winter 2023-2024
 - Bi-Weekly Meetings - Ron, Joe (William Optional)
 - Deadlines – Information Needed
 - E-mail and Cell phone responses
 - Budgets
 - Overtime
 - Equipment Requests
 - Project Lists -
 - Winter Wonderland Staff
 - Refresher Training on Evaluating Facilities, Programs and Services
 - Framework for Program Evaluating
 - After Program Reports

- NRPA
- Customer Comments
- Next Meeting – Thursday, October 5, 2023

Date: Tuesday, September 12, 2023

Parks Division Leadership Meeting Sign-In

Name	Facility	Signature
Bland, William	Administration	
Simoncini, Joseph	Administration	
Anderson, Ronald	Administration	
Young, Shakaila	Administration	
Valcourt, Vladimir	Blue Mountain-George's Island	
Oates, Stonie	Blue Mountain-George's Island	
Lanza, Charles	Blue Mountain-George's Island	
Cavanaugh, Sara	Croton Point/Croton Gorge	
Falcone, Doug	Croton Point/Croton Gorge	
Alcantara, Roberto	Glen Island	
Habersham, Trinodd	Glen Island	
Mazzella, Luigi	Sprain Ridge/Ridge / Macy	
Tomanelli, Michael	Sprain Ridge/Ridge / Macy	
Porter, Mark	Sprain Ridge/Ridge / Macy	
Brown, Daniel	Sprain Ridge/Ridge / Macy	
Mathews, Ryan	Saxon Woods	
Santangelo, Martin	Saxon Woods	
Nelson, Niya	Saxon Woods	
Wilson, Tim	Tibbets	
Lindsay, Sheldon	Tibbets	
Santos, Claudinei	Tibbets	
Davis, Jené	Willsons	
Thomas, Wilson	Willsons	

William Bland

Joseph Simoncini

Ronald Anderson

Shakaila Young

Vladimir Valcourt

Stonie Oates

Charles Lanza

Sara Cavanaugh

Doug Falcone

Roberto Alcantara

Trinodd Habersham

Luigi Mazzella

Michael Tomanelli

Mark Porter

Daniel Brown

Ryan Mathews

Martin Santangelo

Niya Nelson

Tim Wilson

Sheldon Lindsay

Claudinei Santos

Jené Davis

Wilson Thomas