



## BOARD OF PARKS AND RECREATION

December 14, 2015

5:30 p.m. Basement Thorman Conference Room  
801 Texas Ave., City Bldg. 3, El Paso, Texas

### Minutes

Members Present: 4

District 2 – Steve Lujan  
District 5 – Theresa Welch Fordham  
District 6 – Francoise A. Feliberti  
District 7 – Sylvia Carreon

Members Absent: 3

District 3 – Deanna A. De La Cruz  
District 4 – Roy Gilyard  
District 8 – Ana Roush

Vacancies: 2

Mayor – Vacant  
District 1 – Vacant

City Staff Present

Tracy Novak, Director of Parks and Recreation  
Paula Powell, Parks and Recreation Assistant Director  
Jose Rodriguez, Recreation Manager  
Julie Belcher, Recreation and Sports Coordinator  
Ada Hatten, Human Resource Manager  
Antonette Fraire, Youth Activities Coordinator  
Cecilia Alonzo, Youth Activities Specialist  
Maggie Binkley, Administrative Assistant

City Attorney

Lauren Ferris, Assistant City Attorney  
Juan Gonzalez, Assistant City Attorney

Public Present

Elizabeth Heidelberg

1. Agenda Item #1. Meeting Called to Order  
Theresa Welch Fordham, Chair, called the meeting to order at 5:35 p.m.
2. Agenda Item #2. Introduction: New Board member Steve Lujan (District 2)  
Chair Theresa Welch Fordham introduced Steve Lujan to the Board. Mr. Lujan will be representing District 2.
3. Agenda Item #3. Approval of Minutes: November 9, 2015  
Motion by Sylvia Carreon to approve minutes as written. Second by Francoise Feliberti. Motion carried (unanimous).

4. Agenda Item #4. Call to the Public (for items not on the agenda)

None

5. Agenda Item #5. Discussion and Action: Appeal of Suspension: Elizabeth Heidelberg for Four (4) Months for Violation of the City of El Paso Parks and Recreation Department’s Behavior Management Policy.

Joe Rodriguez, Recreation Manager, began by explaining to the Board the day care services provided by the Parks and Recreation and the procedure to apply for those services (handout). He reported in detail the incidents that lead to the suspension of Elizabeth Heidelberg.

Elizabeth Heidelberg, appellant, was given the opportunity to explain her actions. Her comments were focused on the frustration with her ex-husband and Parks staff not allowing her to pick up her child from the daycare. Her ex-husband has shared custody of the child and Ms. Heidelberg was in violation of court orders. Her complaint was that staff would not allow her to remove her child from the facility without her ex-husband’s consent.

Park staff (Antonette Fraire – Youth Activities Coordinator, Cecilia Alonzo – Youth Activities Specialist, Julie Belcher – Recreation and Sport Coordinator) explained to the Board that Ms. Heidelberg was abusive to staff and they felt threatened by her aggressive behavior. They also felt they have an obligation to keep children in their care, safe and secure.

The Board determined that this was more of a civil dispute regarding a custody battle and that Ms. Heidelberg was in violation of the Code of Conduct. Sylvia Carreon sited safety concerns for staff and children under their care, and motioned to uphold the suspension. Second by Francoise Feliberti.

Motion to uphold the suspension for four (4) months for violation of the City of El Paso Parks and Recreation Department’s Behavior Management Policy. Motion carried (unanimous).

6. Agenda Item #6. Discussion: Ethics and Sexual Harassment Training – Ada Hatten, Human Resource Manager

Ada Hatten, Human Resource Manager for Parks and Recreation, explained to the Board that sexual harassment and ethics are required training courses that must be taken and then retaken every three years. This is a requirement for all City employees, City Council, Boards and Commissions.

Options given to the Board members were to view a video currently on the City Attorney’s website that will satisfy the requirement for Ethics training or attend training at City Hall. Sexual Harassment Prevention training will be conducted in December and January. Recording Board Secretary, Maggie Binkley, will be sending out schedules and links to the training.

7. Agenda Item #7. Presentation: Lean Six Sigma Project Parks Permitting Update – Paula Powell, Assistant Parks and Recreation Director

Paula Powell, Assistant Parks and Recreation Director, presented the Board with a PowerPoint presentation outlining the Lean Six Sigma Project on permitting.

Discussion ensued on the process of obtaining a field permit and the new online system which streamlines the procedure.

8. Agenda Item #8. Discussion and Action: Subcommittee Assignments (as needed)

Chair Theresa Welch Fordham reviewed the subcommittee assignments and made the following appointments:

- Sylvia Carreon - Park Naming Subcommittee
- Steve Lujan – Alternate to the Park Naming Subcommittee
- Steve Lujan – Tree Subcommittee
- Theresa Welch Fordham – Alternate to the Grievance Subcommittee

It was noted that the Tree Subcommittee will need to elect a Chairperson at their next subcommittee meeting.

9. Agenda Item #9. Reports on Recent Activity

- a. Recent City Council Agenda Items
- b. Upcoming Committee Meetings List
- c. Land Acquisition List
- d. Parks and Recreation Construction Projects List

Theresa Fordham, Chair, advised the Board that further information on the above items can be located in their packets and on the City’s website. Being no further discussion she moved on to the next agenda item.

10. Agenda Item #10: Identify Items for Future Agendas

- El Paso Water Utilities dual efforts – skate parks
- Project updates
- Parks Sports Penalty Matrix - revision
- Project recreation center designs (Chamizal, etc.)

11. Adjournment – 7:29 p.m.