

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A regular meeting of the Stockert Youth & Community Center Board was held on Thursday, January 04, 2024, at 4:30 p.m., in City Hall Council Chambers with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Absent
Board Member	Pam Bucklew	Absent
Board Member	Sam Nolte	Present
Board Member	Tammy Samples	Present
Board Member	Don Nestor	Present
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
Board Member	Jessica Vincent	Present
SYCC Executive Director	Debora Brockleman	Present
MyBuckhannon	Monica Zalaznik	Present

*City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting – 4:30 pm in City Hall Council Chambers
Meeting Agenda for Thursday, January 04, 2024*

- A. Call to Order**
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests**
 - B.1
- C. Financial Report**
- D. Department Report- Debora Brockleman**
 - D.1 Staff Report: Upcoming Events and Current Programs
- E. Correspondence & Information**
 - E.1
- F. Consent Agenda**
 - F.1 Approval of Minutes: 04/06/23, 08/10/23, 10/05/23
- G. Strategic Issues for discussion and vote**
 - G.1 Approval COB Sexual Abuse and Misconduct Prevention Policy
 - G.2 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision

H. Board Members Comments and Announcements

I. Adjournment

Posted 12/29/2023

A. Call to Order: Mayor Skinner called the meeting to order, followed by a moment of silence and the pledge to the flag led by Recorder Sanders.

B. Recognized Guests:

B.1 None

Mayor Skinner had to leave the meeting temporarily, so Recorder Sanders took over as the Chair. He introduced the newest SYCC Board Member to the attendees, Jessica Vincent of West Virginia Wesleyan College. Jessica told the group a little about herself, including being the Director of Community Development for WVWC. She focuses on partnering with community businesses and organizations, including the SYCC, that provide support for Wesleyan Service Scholars and other students who volunteer in the community.

D. Department Report:

D.1 Staff Report-Upcoming Events and Current Programs – Recorder Sanders recognized Director Deborah Brockleman who presented and explained the following report (We and Our refers to SYCC):

Stockert Youth & Community Center
Board of Directors Meeting
January 4, 2024
Staff Report

The Stockert Youth & Community Center remains very busy. Since our last meeting we have begun basketball practices and will be having our first games of the season this Saturday, Jan 6, 2024. We have 325 players with our program. We have several team practicing at SYCC, but most are practicing at their schools. Once again, we are at the mercy of the High School, and Middle school for gym time for games. We have very limited time at the High School and that is in the Aux gym. While we are thankful for the use of it there is not seating and no heat. We have 2 days in the afternoon available at the middle school which if it wasn't available we would not have gym time for those games on those days. We need our own space for our programs. We cannot continue to have a successful program without adequate space. We are using our small gym at SYCC but as you know it is so small and only the young players can have games there and again there is not adequate space or seating.

Our after school program is doing well. We continue to have close to maximum attendance. In Dec we received a large donation for children in our programs. The donation was from the Chapel Hill Band of Brothers organization. Every child in our after school program was giving gifts brought especially for them. We also brought gifts for other children in various programs. We also had a time for parents to come in and "shop" for their own families if there was a need. We are very appreciative of the Band of Brothers organization for thinking of us and helping us to help make our SYCC kid's Christmas a little bit better.

Building Activities on Going

- [Tutoring \(daily\)](#)
- [Homework Help \(daily\)](#)
- [Karate \(twice weekly\)](#)
- [Karate Cubs-Mondays 530-630](#)
- [Kick boxing \(weekly\)](#)
- [Birthday Parties \(every weekend\)](#)
- [4-H Monthly](#)
- [Home School Group Monthly](#)
- [Healthy Grand families Social \(Monthly\)](#)
- [Tobacco Coalition \(Monthly\)](#)
- [Kangoo \(weekly\)](#)
- [Basketball Practices \(daily through Feb\)](#)
- [Cheer practice \(weekly\)](#)
- [Drill Team \(weekly\)](#)
- [Birthday Parties \(Every Weekend\)](#)
- [Violin Lessons \(weekly\)](#)
- [Room Rentals](#)
- [Open Gym times](#)

During the Department Report, Deborah explained the difficulty of operating the SYCC Basketball, noting several times how desperate the staff is for their own facility. She said that the Upshur County Schools gymnasiums are in high demand by the school's programs, and WVWC has a limited amount of time to allow their small gym to be used by SYCC.

Board Member Nestor led a discussion on Narcan's absence from the SYCC building. It was recommended that Mrs. Brockleman investigate the possibility of having Narcan in the building and provide training on its use to the SYCC staff.

Board member Samples also discussed the STOP THE BLEED® Interactive Course, which guides you through the three methods of bleeding control, and suggested that be considered for the SYCC staff.

A general Q&A with the board occurred following the Director’s report.

C. Financial Report: Mayor Skinner returned as Chair and provided the following financial report.

1/27/2023	weyerhauser	928136	\$	2,500.00		
1/27/2023	Carr, Sharon	928135	\$	300.00	\$	2,300.00 Put in SYCC Savings 5-31-23 s/b \$2800 set
					\$	500.00 Put in SYCC Savings 6-21-23
12/30/2022	Interest (1388) Dec			\$21.36	\$	21.36
6/30/2023	Interest (1388)apr-mar			75.63	\$	75.63
6/30/2023	Interest savings 6-30-23				\$	430.16
9/15/2023	McCauley, David	977730	\$	100.00	\$	-
11/6/2023	J Walker capital campaign	988997	\$	300.00	\$	400.00 Put in SYCC Savings 1-4-24
Contributions	Interest Savings 9/30/23				\$	549.82
	Interest Savings 12/31/23					550.87
			\$	445,198.28		
						D Thomas Pledge not received yet
						\$12,000.00
Total receive			\$	445,198.28		
with pledges			\$	457,198.28		\$12,000.00

Samples/Nestor made a motion to approve the financial report. Motion carried.

E. Correspondence and Information:

E.1 None

F. Consent Agenda:

F.1 Approval of minutes 04/06/23, 08/10/23, 10/05/23 – Mayor Skinner asked for any necessary corrections or a motion to approve the minutes 04/06/23, 08/10/23, and 10/05/23 as presented.

Nestor/Shobe made a motion to approve the Consent Agenda as presented. Motion carried.

G. Strategic Issues for Discussion and Vote:

G.1 Approval of COB Sexual Abuse and Misconduct Prevention Policy—Mayor Skinner reviewed the COB Sexual Abuse and Misconduct Prevention Policy.

CITY OF BUCKHANNON

Sexual Abuse and Misconduct Prevention Policy

CITY OF BUCKHANNON, prohibits and does not tolerate sexual abuse or misconduct during any organization-related activity. CITY OF BUCKHANNON, provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, or volunteerism, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

Reporting Procedure

Immediately report suspected sexual abuse or misconduct to any Board Member or Director of CITY OF BUCKHANNON, or any law enforcement personnel. It is not required to directly confront the person who is the cause of the report, question or complaint before notifying any of the individuals listed. CITY OF BUCKHANNON, will take every reasonable measure to ensure that those named

in complaint of misconduct, or are too closely associated with those involved in the complaint will not be part of the investigative team.

Anti-retaliation and False Allegations

CITY OF BUCKHANNON, prohibits retaliation made against any employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. CITY OF BUCKHANNON, prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership or volunteerism and criminal prosecution.

Investigation and Follow-up

CITY OF BUCKHANNON, will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether or not misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. CITY OF BUCKHANNON, will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective service agencies. CITY OF BUCKHANNON, will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services:

CITY OF BUCKHANNON, is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of CITY OF BUCKHANNON, not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Employee and Worker Screening and Selection

As part of its sexual abuse and misconduct prevention program, CITY OF BUCKHANNON, is committed to maintaining a diligent screening program for prospective and existing employees, and volunteers that may have interaction with those employed by, associating with or serviced by CITY OF BUCKHANNON, The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

Supervision of Youth

To provide a safe environment for minors, CITY OF BUCKHANNON, strives that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Board Member/Employee/Volunteer's Printed Name: _____

Board Member/ Employee/Volunteer's Signature: _____

Witness's Signature: _____

Date of Review: _____

Instructions:

- Employee or volunteer is required to read the policy.
- Sign and date with a witness signature.
- One copy will go to the Employee or Volunteer.
- Original will go in Employee or Volunteer file.

Sanders/Samples made a motion to approve the COB Sexual Abuse and Misconduct Prevention Policy as presented. Motion carried.

G.3 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision— Recorder Sanders provided an update on the work with the USDA on the latest processes that have moved the project along. He noted that we are simply waiting for approval from the USDA. The meeting packet had an overview prepared by Amby Jenkins that provided a more thorough update. A discussion of all took place.

USDA is still going over financials. Stacy is trying to solidify and clarify information in our financial feasibility study. After speaking with Stacy Karickhoff (USDA), we need to make sure Council is aware of costs they will be responsible for in this process. She plans to get the final report to USDA National Office before the end of this year.

Council directed in October that the maximum they are comfortable with borrowing is \$4M. This includes contingencies (approximately \$3.6M building plus 10% contingency) The City has \$439,000 that will also be contributed to the project, for a project budget of \$4,439,000.

Ms. Karickhoff wants City Council to confirm this information is correct and the minutes of this meeting will be submitted to her as quickly as possible, to help complete the submission to National Office.

In the feasibility study \$4,439,000 will go toward project costs as follows:

Development & Construction	\$3,636,000
10% contingency	\$364,000
Bond Counsel fee of	\$47,500
Interim Interest	<u>\$391,500</u>
	\$4,439,000

City Council also understands that the City of Buckhannon will pay for the following costs that may come in above the construction loan of \$4,439,000.

Note Counsel \$47,500

Costs of any construction overruns and change orders that do not fall within the \$4,439,000 budget.

Please note that we will not know until bids are received and opened, what added alternates can be included in the building construction.

Additive alternates #1 through #8 has been identified in the contract documents, dated November 15, 2023. The additive alternatives must be selected in the order that they are listed, starting with additive alternate #1 through #8.

Current Additive Alternates for SYCC (3)
October 20, 2023

These alternates are listed in order of preference, and will be included in the project should funds allow after receipt of bids.

- Alt. 1 – Brick on Main Street façade
- Alt. 2 – Brick on SYCC Street façade
- Alt. 3 – Add 4 side basketball court backboards and rims (2 each side court)
- Alt. 4 – Finish lower level locker room area
- Alt. 5 – Frame and finish the workout room (Room 108) on the entry level
- Alt. 6 – Add the connector / breezeway
- Alt. 7 – Add large rear storage area and concession area
- Alt. 8 – Addition of the drop off area at Main Street

Stockert Youth & Community Center
Multi-Purpose Building Addition
Buckhannon, WV

Project #21180
November 15, 2023

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. **Add Alternate No. 1:** Add to the base bid all labor and material to install brick on the front (north) façade of the pre-engineered metal building. Refer to sheets A807 and A809 for specific area and limit of installation.
- B. **Add Alternate No. 2:** Add to the base bid all labor and material to install brick on the east side of the pre-engineered metal building facing the existing Stockert Youth and Community Center. This brick will be limited to a veneer of the masonry the wall height only, and will not include the wall area under the gable end, which will remain metal panels. Refer to sheets A807 and A809 for specific area and limit of installation.
- C. **Add Alternate No. 3:** Add to the base bid all labor and material to install four (4) basketball backboard and rims, including motorized apparatus to raise and lower each, on the north and south sides of the large multi-purpose room (Room 007). Refer to sheet A800 for specific locations.
- D. **Add Alternate No. 4:** Add to the base bid all labor and material to finish and install slab, finish floor and appropriate fixtures in the lower-level locker rooms, Rooms 003A and 006A. All rough-ins, as part of the base bid, will be available for connection of the fixtures. Soap, towel and toilet paper dispensers will also be included. Refer to sheet A804 for specific fixture, wall and door, and lighting locations.
- E. **Add Alternate No. 5:** Add to the base bid all labor and material to frame and finish the upper-level multi-purpose room, Room 108, with the exception of the (plan) N/S wall, Column line 9 which shall be constructed as a portion of the base bid, as well as the lighting and electrical work, which is also part of the base bid.
 - a. This work shall include all associated framing, GWB, as well as door frames and doors as specified. Refer to sheet A803 and drawings in electrical sheets for specific lighting and grid locations.
- F. **Add Alternate No. 6:** Add to the base bid all labor and material to construct the connector from the new structure to the existing Community Center as shown on Sheet A800. This work shall include demolition of the existing greenhouse adjacent to, as well as the existing canopy and existing concrete slab connected to the existing Community Center, preparation and installation of the new slab, footings and foundation to support the framed walls and roof. Locations at both the existing Community Center and new building will require proper connection, flashing and finishes to each building. Additionally, the connector shall meet code requirements for an exit corridor, including type of construction and exit doors. Refer to sheet A800 and A807 as well as electrical structural and civil drawings for specific information related to this connector.

- G. **Add Alternate No. 7:** Add to the base bid all labor and material to construct the approximately 2,200 square foot lean-to addition on the rear (south) side of the new structure. This work shall include installation of the new slab, footings and foundation to support the framed walls and roof. The roof will consist of metal structure and panels shown on drawings and will be connected to the CMU of the building as shown. Locations at the new building will require proper connection, flashing and finishes. This addition will have two separate rooms – a storage area, Room 013 and a concession area, Room 012. These rooms will require adequate mechanical systems and lighting as shown on the MEP Sheets, and the concession area will require all items identified on Sheet A806.
- H. **Add Alternate No. 8:** Add to the base bid all labor and material to provide semi-circular drop off area on the front (north) side of the building connected to E. Main Street. Refer to sheet C101 for type and finish of material. This will also require necessary site preparation and finish upon completion.

END OF SECTION 012300

Mayor Skinner again welcomed Jessica Vincent to the Board.

H. Board Member Comments and Announcements:

Jessica Vincent discussed the importance of the policies, such as the Sexual Abuse and Misconduct Prevention Policy.

Don Nestor spoke about the importance of letting the public know about the positive impact that the SYCC is making. He recommended that we focus on all the children in the programs.

Sam Nolte spoke about the importance of the after-school programs and wished everyone a Happy New Year.

Recorder Sanders recommended that Board members stop in and see the great things happening at the SYCC.

Pam Martin spoke about the Garden Club's monthly meeting and its positive interaction with the SYCC children.

There were no other Board Member comments.

I. Adjournment:

Nestor/Shobe made a motion to adjourn at 5:15 PM.

Mayor Robert N. Skinner III

Recorder Randall H. Sanders
