



**FREDERICK COUNTY PARKS AND RECREATION COMMISSION**  
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Jeremy Kortright, Division Director

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## MINUTES

### **The Frederick County Parks and Recreation Commission May 8, 2025**

#### **Parks and Recreation Commission Attendees:**

Mary Ann Brodie-Ennis  
Charlotte Davis  
Tamir Shahid  
Jason Schupp  
Wayne Watkins  
Nancy Allen

#### **Parks and Recreation Commission Absentees:**

Nicholas Augustine  
Daniel Vigus  
Mason Carter

#### **Staff Attendees:**

Joseph Hayden  
Heather Heier  
Dave Heerema

#### **Voting Legend**

For-Against-Abstained-Absent

4-0-2-3

**APPROVED**  
*June 12, 2025*

**Call to Order:**

{Both Chair & Co-Chair were absent, Mary Ann Brodie-Ennis led the meeting}

Acting Chair Mary Ann Brodie-Ennis called May 8, 2025, meeting to order at 6:35 p.m.

**Approval of Minutes:**

Minutes from the April 2025 meeting were presented for approval. Jason Schupp motioned to approve Nancy Allen seconded the motion.

**The Motion passed 5-0-0-4**

**PRC Chair Comments:**

Acting Chair Mary Ann Brodie-Ennis spoke to a gentleman from the Washington County Parks and Recreation Commission. Jeremy Kortright gave him Mary Ann's number to contact. He was wondering how we work and how we operate. Their commission is fairly new, started 2 years ago. He wanted to make sure their commission is running the way it should.

**PRC Commission Member Voting**

Voting was delayed due to Tamir Shahid arriving late. At the time the voting was to take place in accordance with the agenda we did not have enough voting members present; therefore, voting was delayed until after the Summer Camp presentation when Tamir Shahid arrived.

Charlotte Davis's application to renew her membership for another 4 years was received and accepted. Charlotte Davis stepped out of the room for voting. Nancy Allen motioned to recommend to the County Executive Charlotte Davis as a renewed Commission member and Wayne Watkins seconded the motion.

**The Motion passed 5-0-0-4**

Nicholas Augustin's application to renew his membership for another 4 years was received and accepted. Nicholas Augustin was not present for voting. Tamir Shahid motioned to recommend to the County Executive Nicholas Augustine as a renewed Commission member and Charlotte Davis seconded the motion.

**The Motion passed 6-0-0-3**

**Summer Camp 2025 Overview**

David Heerema, Recreation Supervisor, presented a PowerPoint presentation on 2025 Summer Camp's. Preparing for Summer Camps requires a full year of planning and preparation from September to August.

**September** – Camp Debrief/Form Summer Camp Committee

**October** – Designate Work Groups

**November** – Recruitment

**December** – Finalize Camp Dates and Locations

**January** – Submit State Applications or Renewals/CAMPDOCs

**February** – Begin Interviewing Applications

**March** – Training and New Hot Topics

**April** – Finalize Speakers and Update Policies/Procedures

**May** – Onboarding Staff

**June** – Training and Beginning of Camps

**July** – Onsite Observations and Monitoring

**August** – Submit Annual Reports

**Recruiting and Hiring:** In 2024 we had 69 new staff, 166 returning staff, 75% retention ratio and 51 accepted CITs.

**Training:** Training runs June 9<sup>th</sup>-20<sup>th</sup>. Topics include Behavior Management, Child Abuse Awareness, CPR/First Aid, CRASE Training (Active Shooter Training), Deaf Awareness Training, DEIB Training (Diversity, Equity and Inclusion Training), Emergency Plans, Inclusion, Medical Health Program, Policies and Procedures and Situational Awareness.

**Camp Overview:** Currently for 2025 we offer 14 Regulated Camp Sites, 238 Total Camps, 7,900+ Total Registrations and 2,569 Individual Profiles.

**Director's Report:**

Joseph Hayden (Deputy Director) on behalf of Jeremy Kortright, provided updates for the following items:  
Summer Camp Season Launch

- Staff Training Day: Tuesday, June 17
  - Camp Start Date: Monday, June 23
  - Program Highlights: Offerings include adaptive camps, coding, Camp Monocacy, nature and history themes, youth sports, and preschool enrichment.

Youth Triathlon Event

- Event: Mighty Tykes and Mighty Kids Triathlon
  - Date: Friday, June 7
  - Location: Ballenger Creek Park
  - Participants: Children aged 3–7 years

Vaulted Toilet Epoxy Refurbishment Project

- Status: Completed at Ballenger Creek Park
- In Progress: Pinecliff Park
- Next Location: Old National Pike Park

Facility Maintenance and Upgrades

- Ballenger Creek Park: Quotes received for athletic fence replacement

Volunteer and Community Engagement

- Old National Pike Park: Volunteer Day organized by Carl, focusing on improvements in the park's wetland area

Community Grant Program FY26:

- Applications are available beginning June 2, 2025, and must be submitted by 11:59 pm August 15, 2025.

**Commission items:**

Acting Chair Mary Ann Brodie-Ennis inquired if anyone had items to discuss. Charlotte Davis asked about a presentation on our Strategic Goals where the commission could weigh in. Tamir Shahid inquired what, if anything we would be contributing to phase 2 of the "Enough Initiative" (a non-profit by Governor Moore regarding the homeless children).

**Discussion of Next Month (JUNE 2025) PRC Agenda:**

In next month's agenda we will discuss the following topics: **Election of Chair and Vice Chair on June 12, 2025, at 6:30 pm.** Charlotte Davis and Nancy Allen will not be present at the June meeting.

**Adjourn:**

Acting Chair Mary Ann Brodie-Ennis adjourns the meeting at 7:35 pm. Wayne Watkins motioned to adjourn the meeting and Charlotte Davis seconded the motion.

**The Motion passed 6-0-0-3**

Respectfully Submitted,

Heather Heier

Recording Secretary