4. A.

Please Post

Cleveland Metroparks

PERSONNEL COMMITTEE

2008 Meeting Schedule

Diversity
Cleveland Metroparks
Strengthening Human & Natural Resources

The Personnel Committee regularly meets on the third Thursday of each month, at 1:00 PM. The meeting locations vary between field locations and the Administrative Offices.

Meeting Date	Meeting Location
Thursday, January 17	Board Room, Administrative Offices
Thursday, February 21	Board Room, Administrative Offices
Thursday, March 20	Board Room, Administrative Offices
Thursday, April 17	Board Room, Administrative Offices
Thursday, May 22	Hickory Room, Park Operations Admin. & Ranger HQ
Thursday, June 19	Board Room, Administrative Offices
Thursday, July 17	Garfield Park Nature Center, Garfield Reservation
Thursday, August 21	Board Room, Administrative Offices
Thursday, September 18	Windows Room, Zoo Education Building
Thursday, October 16	Board Room, Administrative Offices
Thursday, November 20	Board Room, Administrative Offices
Thursday, December 18	Board Room, Administrative Offices

Role of the Personnel Committee

The purpose of the Personnel Committee is to advise management on employee issues and provide advisory assistance to the Human Resources Department. The Committee is comprised of employees representing various levels and departments. The Personnel Committee selects members from self-nominations accepted year round; self-nominations may be submitted to Diane McDaniel, Director of Human Resources. The Personnel Committee also selects members of the Position Evaluation Committee and non-union members of the Benefit Study Team.

2008 Committee Members	E-mail Address	Work Location	Term Expires
Bob Chambers (440) 891-3776	rsc@clevelandmetroparks.com	Big Creek Park Mgt.	1/09
Frank Costanzo 216-635-3300	fac@clevelandmetroparks.com	Zoo – Facility Ops.	9/10
Debbie Hairston (216) 635-3281	drh@clevelandmetroparks.com	Exec. Director/Law	4/08
Diane Herold (216) 382-5660	dch@clevelandmetroparks.com	Euclid Creek Mgt.	9/10
Karen Kannenberg (216) 635-3217	kjk@clevelandmetroparks.com	Exec. Director/Sec. Office	9/10
Donna Studniarz (216) 635-3291	dls@clevelandmetroparks.com	Plan./Des./Nat. Res.	4/08
Sean McHugh (440) 232-7247	spm@clevelandmetroparks.com	Golf - Turf	6/08
Janet Miller (216) 635-3305	jlm@clevelandmetroparks.com	Zoo - Guest Services	1/09
Toni Moore (216) 341-1704	tam@clevelandmetroparks.com	Garfield Park	1/09
Gary Tata (216) 635-3248	gjt@clevelandmetroparks.com	Plan./Des./Nat. Res.	9/10
John Virzi (216) 635-3328	jmv@clevelandmetroparks.com	Brecksville Park Mgt.	6/09
Margie Walker (440) 331-5530	mhw@clevelandmetroparks.com	Rangers	7/10
Linda Baszak (216) 635-3353	lmb@clevelandmetroparks.com	Zoo – Facilities Ops.	1/09

Information Contact / Committee Facilitator: Diane McDaniel, Director of Human Resources, Administrative Offices (216) 635-3259 or dom@clevelandmetroparks.com

January 10, 2008
Distribution: Dept. Directors, Committee Members and all employee posting locations.
G:\Human Resources\Zach\Personnel Committee\Schedule\2008 Personnel Committee Schedule.doc

Cleveland Metroparks

Diversity
Cleveland Metroparks
Strengthening Human & Natural Resources

Personnel Committee Meeting

Thursday, July 17, 2008 - 1:00 p.m.
Board Room, Administrative Offices

Committee Members:

- Linda Baszak
- Frank Costanzo
- Rick Ditch
- Debbie Hairston
- Diane Herold
- Karen Kannenberg
- Sean McHugh
- Janet Miller
- Toni Moore
- Donna Studniarz
- Gary Tata
- John Virzi
- Margie Walker
- Mike Wegas

- Cedra Westbrook, Manager, Employee Relations – Facilitator
- Crystal Tarrence, Human Resources Coordinator – Records Minutes
- Dave Duane, Manager of Compensation, Benefits and Continuous Learning

1. Healthy Eating Throw Down Update
2. Flu Shots Schedule
3. Women's Health Education Day Update
4. Komen Race for the Cure Update
5. New Employee Bus Tour Update
6. Seasonal Random Drug Testing
7. Review Diversity Awareness Video
8. Member Questions and/or Comments

Next meeting: Thursday, August 21, 2008, 1:00 p.m., Board Room, Administrative Offices

Cleveland Metroparks

Diversity

Cleveland Metroparks

Strengthening Human & Natural Resources

PERSONNEL COMMITTEE MEMBERS 2008

Committee Members	E-mail Address	Work Location	Term Expires
Linda Baszak (216) 635-3353	lmb@clevelandmetroparks.com	Zoo – Facilities Ops.	1/09
* Bob Chambers (440) 891-3776	rsc@clevelandmetroparks.com	Big Creek Res. Mgmt.	1/09
Frank Costanzo (216) 635-3300	fac@clevelandmetroparks.com	Zoo – Facility Ops.	9/10
Rick Ditch Jr. (440) 234-1516	N/A	Site Construction	3/10
Debbie Hairston (216) 635-3281	drh@clevelandmetroparks.com	Exec. Director/Law	4/08
Diane Herold (216) 382-5660	dch@clevelandmetroparks.com	Euclid Creek Res. Mgmt.	9/10
Karen Kannenberg (216) 635-3217	kjk@clevelandmetroparks.com	Exec. Director/Sec. Office	9/10
Donna Studniarz (216) 635-3291	dls@clevelandmetroparks.com	Plan./Des./Nat. Res.	4/08
Sean McHugh (440) 232-7247	spm@clevelandmetroparks.com	Golf Turf	6/08
Janet Miller (216) 635-3305	jlm@clevelandmetroparks.com	Zoo - Guest Services	1/09
Toni Moore (216) 341-1704	tam@clevelandmetroparks.com	Institute of the Great Outdoors, Garfield Res.	1/09
Gary Tata (216) 635-3248	gjt@clevelandmetroparks.com	Plan./Des./Nat. Res.	9/10
John Virzi (216) 635-3328	jmv@clevelandmetroparks.com	Brecksville Res. Mgt.	6/09
Margie Walker (440) 331-5530	mhw@clevelandmetroparks.com	Rangers	7/10

*Retired. Currently in the process of finding a replacement.

Rev 5/8/2008 ct

Cleveland Metroparks

Diversity
Cleveland Metroparks
Strengthening Human & Natural Resources

Self-nomination
For Employee Committee Assignment

Name_____ Today's Date_____

Department_____ Position_____ Hire Date_____

Work Location_____ Phone _____

Purpose

The purpose of this form is to encourage employees to communicate interest in serving on a Park District Employee Committee. The information provided will only be shared with those charged with the responsibility of selecting representatives to serve on a given committee. Applying for an Employee Committee Assignment does not guarantee your selection; rather it is notice that you have an interest and/or skills, information, knowledge that will benefit the committees' process and goals. If selected, your regular attendance is required.

Instructions

Please answer the following questions. If you should need additional space, please use back of this form or attach a separate paper.

1. What employee committee do you wish to serve?

2. Why do you want to serve on this committee?

3. How will you benefit the committee?

4. What experience or education would you bring to this committee?

Continued on next page ⇒

5. In your opinion, what is the purpose of this committee?

6. If you were not selected for this committee assignment, is there an alternative committee assignment for which you would have an interest? If so, what other committee?

This Application for Employee Committee Assignment is good for two (2) years. Should an opening on your selected or alternative committee occur, this application will be considered. It is your responsibility to acquire acknowledgment from your supervisor prior to submitting this application.

Employee Signature_____ Date_____

Acknowledgement of application submittal, Supervisor Signature/date_____

Please forward this completed application to Human Resources Department for consideration.

Sample List of Employee Committees; Detail list available
(Contact Human Resources for further information)

Committee Name	Purpose	Size & Representation	Frequency of Meetings	Comments
Personnel Committee	Advise Management on employee issues	14 Members representing departments, levels, race and gender	Monthly meeting – Thursdays at 1 pm.	5 or more years service preferred-but not required; selected by current members
Position Evaluation Committee	Rate non-union position for compensation plan	10 members selected on decision making ability	Quarterly meeting - Wednesdays at 9 am.	5 or more years service preferred-highly desired; selected by Personnel Committee
Diversity Advisory Committee	Developing awareness & understanding of differences	18 members selected to represent departments	Monthly meeting – Tuesdays at 9 am.	Selected by Department Director representing diverse employee base.
Benefit Study Team	Study and advise management on benefit issues	10 members represent union, non-union, all depts.	Monthly meeting - Tuesdays at 9 am.	5 or more years service preferred-highly desired; Non-union selected by Non-union members of the Personnel Committee; Union(s) selects union reps.

Committee Use Only

Date received _____ Received by _____

Communication to employee applicant_____

Cleveland Metroparks

PERSONNEL COMMITTEE MINUTES

Inter-office Correspondence

Date: June 17, 2008

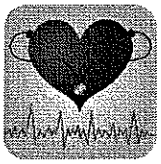
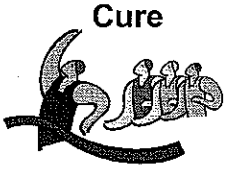
To: **All Cleveland Metroparks Employees**

From: Diane McDaniel, Director of Human Resources

Subj: **Personnel Committee Minutes from meeting held Thursday, May 22, 2008 in the Hickory Room, Park Operations Administration.**

For additional information concerning any subject shown below, please contact a Personnel Committee member:

Present: Linda Baszak (216-635-3353); Bob Chambers (440-891-3776); Rick Ditch (440-234-1516); Debbie Hairston (216-635-3281); Karen Kannenberg (216-635-3217); Sean McHugh (440-232-7247); Toni Moore (216-341-1704); Gary Tata (216-635-3248); Margie Walker (440-331-5530); John Virzi (440-526-8300)
Absent: Frank Costanzo (216-635-3300); Diane Herold (216-382-5660); Janet Miller (216-635-3305); and Donna Studniarz (216-635-3291)

Deferred Compensation Meeting Schedule	Cedra Westbrook, Manager, Employee Relations, reported that individual meetings with Kathy McCully, Ohio Deferred Compensation Account Representative, that were scheduled May 15 through May 29, 2008 were full. Employee response was so positive that additional times were scheduled for employees to attend.
Women's Health Education Day 	Cedra Westbrook reported that a Women's Health Education Day is scheduled for Tuesday, September 23, 2008 from 8:30 a.m. – 12:30 p.m. This will include speakers from The Cleveland Clinic who will present topics related to women's health issues such as bone density, breast health, nutrition and weight, etc. Blood and cholesterol screening will be available as well as information from the American Health Association, Kaiser Permanente, Komen for the Cure, and the Health Awareness Committee.
Komen Race for the Cure 	David Duane, Manager of Compensation, Benefits & Continuous Learning, reported that the Health Awareness Committee would like to sponsor two teams (walking and running) to participate in the 5K (3.1 mi) Komen Race for the Cure. David is looking for individuals who would be willing to be Team Captains for this event. If interested, contact David Duane at (216) 635-3256 for further information.
Cleveland Metroparks Management Essentials Update	David Duane reported that on May 14, 2008 twelve (12) employees attended Cleveland Metroparks Essentials. The purpose of this training is to educate recently hired or promoted supervisors/managers about Cleveland Metroparks policies, procedures and practices related to Human Resources, Financial Basics, and Marketing. The training concluded with a Leadership Breakfast with Vern Hartenburg, Executive Director on Friday, May 30, 2008.
Worker's Compensation	Diane McDaniel, Director of Human Resources, reported that she and Tom Coles, Risk Manager, are reviewing the Transitional Work Policy as it relates to time away from work for follow-up appointments.
Personnel Committee Self Nominations Update	Mike Wegas, Fleet Manager, was selected by the Personnel Committee to replace Bob Chambers, Park Manager, Big Creek Reservation. Debbie Hairston, Legal Specialist, Donna Studniarz, Real Estate and Grants Manager, and Sean McHugh, Chief Superintendent of Golf Turf will continue serving on the Personnel Committee.
Position Evaluation Committee Self Nominations	Kim Hawkins, Analyst - Park Operations, was selected by the Personnel Committee to serve on the Position Evaluation Committee. She will replace Mike Wegas. Dan Veloski, Ranger Captain - Field Operations and Linda DeHoff, Zoo Hospital/Medical Records Administration will continue serving on the Position Evaluation Committee.

NEXT PERSONNEL COMMITTEE MEETING WILL BE THURSDAY, JUNE 19, 2008 AT 1:00 P.M., BOARD ROOM, ADMINISTRATIVE OFFICES

Cleveland Metroparks

PERSONNEL COMMITTEE MINUTES

Inter-office Correspondence

Catastrophic Sick Leave Update	The Committee reviewed a request for an extension of benefits under the Catastrophic Sick Leave Program by a previously awarded employee that continues to have serious health issues. The Committee conducted an extensive review of such request and agreed to grant the employee 100% of his pay during the requested time period.
Members Comments and Questions	o A Committee Member asked whether it would be possible for employees to work four ten hour days instead of five eight hour days to conserve gas. Diane McDaniel responded by saying that in the past when Vern Hartenburg, has been approached about that subject, he was not supportive of such a change scheduling difficulty due to maintaining complete service to the public as well as internal "service" to fellow staff.. However, Diane said she would speak with Vern regarding this question. o Cedra Westbrook reported that there will be a health care fair at CrossRoads 2008. o The Committee expressed their well wishes for Bob Chambers and indicated that he will be sorely missed..

NEXT PERSONNEL COMMITTEE MEETING WILL BE THURSDAY, JUNE 19, 2008 AT 1:00 P.M., BOARD ROOM, ADMINISTRATIVE OFFICES

Cleveland Metroparks

Please Post

PERSONNEL COMMITTEE MINUTES

Inter-office Correspondence

Date: May 15, 2008

To: **All Cleveland Metroparks Employees**

From: Diane McDaniel, Personnel Committee Facilitator

Subj: **Personnel Committee Minutes from meeting held Thursday, April 17, 2008 in the Board Room, Administrative Offices.**

For additional information concerning any subject shown below, please contact a Personnel Committee member:

Present: Linda Baszak (216-635-3353); Frank Costanzo (216-635-3300); Debbie Hairston (216-635-3281); Karen Kannenberg (216-635-3217); Janet Miller (216-635-3305); Toni Moore (216-341-1704); Donna Studniarz (216-635-3291); Gary Tata (216-635-3248); John Virzi (440-526-8300)
Absent: Bob Chambers (440-891-3776); Diane Herold (216-382-5660); Sean McHugh (440-232-7247); Margie Walker (440-331-5530)

Stress Management Workshop Update 	Diane McDaniel, Director of Human Resources, reported that the Stress Management Workshop held Tuesday, April 15, 2008, at CanalWay Visitor Center, was well received; with approximately twenty-one (21) employees attending. Megan Vilardo, Director of Impact Consultative Services, presented methods to deter stress and discussed options to relieve stressful situations. This opportunity was coordinated by the Health Awareness Committee.
Diversity Workshop Update	Diane McDaniel reported that the Diversity Education Workshops held Tuesday, March 26, 2008 and Wednesday, March 27, 2008 from 8:30 a.m.– 4:00 p.m. at Look About Lodge, were well received with eighteen (18) employees in attendance. The majority of attendees at these workshops were newly hired employees. Overall, the feedback was very positive and many employees indicated their appreciation for the opportunity to work at Cleveland Metroparks.
CrossRoads 2008 Update	Crystal Tarrence, Human Resources Coordinator, reported to that the theme for the 2008 CrossRoads is "Always Drink Upstream of the Herd." CrossRoads will be hosted by the Park Operations Department and will be held on Wednesday, August 6, 2008 from 11:30 a.m. to 3:30 p.m. at Brookside Reservation. A BBQ style lunch will be served starting at 11:30 a.m. until 1:00 p.m., and will be followed by rodeo themed games and activities. Invitations for this event will be attached to all full-time and part-time paychecks in July.
Summer Magic 2008 	Janet Miller, Guest Services Administrative Assistant/Training Coordinator, reported that the Summer Magic Committee reviewed possible locations for the part-time and seasonal employee event. Chris Roman, Guest Services Associate, prepared a special diversity song which will be adapted into a music video. The video will be recorded at Squire Castle and Manakiki Golf Course.
Take Your Child to Work Day	Cedra Westbrook announced that Take Your Child to Work Day was held on Thursday, April 24, 2008, which allowed children, ages nine and older, to attend a tour for a structured learning experience designed to help them understand the work performed by Cleveland Metroparks staff. The Bus Tour visited Garfield Park Nature Center, Brecksville Reservation and the Zoo. Twenty-one children and four chaperones attended the Tour.
Healthy Eating Cookbook	Diane McDaniel announced that recipes from employees who participated in the Health Eating Cook-Off, which was held on February 15, 2008, have been published into a cookbook available for purchase for $5.00 each. Money raised will be used for various health awareness related activities.
Cleveland Metroparks Essentials	Crystal Tarrence reported that Cleveland Metroparks Essentials has been scheduled on the following dates: o Wednesday, May 14, 2008, Human Resources Essentials o Tuesday, May 20, 3008, Financial Basics o Friday, May 30, 2008, Leadership with Vern Hartenburg The purpose of this program is to educate recently hired or promoted supervisors and managers on Cleveland Metroparks policies, procedures and practices.

NEXT PERSONNEL COMMITTEE MEETING WILL BE THURSDAY, MAY 15, 2008 AT 1:00 P.M., IN THE HICKORY ROOM, PARK OPERATIONS ADMINISTRATION.

Position Evaluation Committee Self Nominations	The following members of the Position Evaluation Committee will expire: Dan Veloski, Mike Wegas and Linda DeHoff. Therefore, the Committee is requesting self-nominations. Forms were sent to all Park District posting locations with a deadline of Friday, April 25, 2008.
Personnel Committee Self Nominations	With the retirement of Bob Chambers, Park Manager, Big Creek, and the term expirations of Debbie Hairston, Legal Asst. /Legal Secretary, Administrative Offices; Donna Studniarz, Real Estate & Grants Mgr., Administrative Offices; and Sean McHugh, Chief Superintendent of Golf Turf, Shawnee Hills, the Personnel Committee is requesting self nominations for full-time non-union representatives from Administration, Park Operations Management and Golf Turf Management. Self nomination forms were sent to all Park District posting locations with a deadline of Friday, May 9, 2008.
Self Service Update	Crystal Tarrence thanked the Personnel Committee for allowing she and Terri Gasser, Manager, HR Administration to present the new Self Service website. The Committee advised that some computers are not equipped with the correct programming to view the website; otherwise overall the website has made viewing personal information such as emergency contacts and benefit information easier.
Combined Directors and Personnel Committee Meeting Feedback	Diane McDaniel requested feedback regarding the combined Directors and Personnel Committee Meeting. The Committee felt that all of their questions were answered and that the Directors' answers were helpful. The following suggestions were made regarding the Exceptional Performance peer nomination review process: All nominations forms should be available on the intranet. Completed nomination forms should initially be reviewed by the Personnel Committee. Toward the end of the selection process, a combined Director's and Personnel Committee meeting should take place for Directors to explain the reasoning behind their selections.
Members Comments and Questions 	○ A Committee Member asked whether employees could be alerted before the end of the year about any vacation time not yet taken. Diane McDaniel responded by stating that all accrued vacation time is listed on each employee's pay stub. She will ask Shari Hallman, Payroll and Fringe Benefits Specialist, if such an alert is possible. ○ A Committee Member asked whether it was possible for CMEA union employees who work eight (8) hours, to receive two ten (10) minute breaks and have a twenty (20) minute lunch. The idea is to keep the employees refreshed by the end of the day. Diane McDaniel responded that because the CMEA union provides for their members to have a half-hour unpaid lunch, shortening the time to twenty minutes would allow payment for the lunch break. She also indicated that she does not believe there would be any change to the current agreement. ○ A Committee Member asked about seasonal retention rates. Due to some seasonals within the Zoo quitting after their first date of employment, it is hard to collect company property such as uniforms from them. Diane McDaniel responded by saying that approximately 400 seasonal employees return each summer and that we hire a total of approximately 800 seasonal employees per year. To deter seasonals from not returning company property after termination, seasonal employees within Zoo Guest Services are required to sign an agreement to pay $75 (80% of uniform cost) should they are terminated or resign within thirty days of employment. ○ A Committee Member complimented the seasonal application process. She indicated that she has been able to obtain more information on applicants using the new form.

NEXT PERSONNEL COMMITTEE MEETING WILL BE THURSDAY, MAY 15, 2008 AT 1:00 P.M., IN THE HICKORY ROOM, PARK OPERATIONS ADMINISTRATION.

4.B.

Cleveland
Metroparks

The Benefit Study Team

What is the Benefit Study Team?

A diverse team of employees established to review and recommend to the Board of Park Commissioners changes and modifications to group insurance plans - - - medical, dental and vision. The team focuses its efforts on plan design, cost containment and employee contribution.

Benefit Study Team Goal:

The goal of the Team is to reach a consensus recommendation regarding group insurance. However, if a consensus cannot be reached, a vote is conducted and a recommendation supported by the majority is recommended. Additionally, the Team strives to provide the best possible benefits at a cost which takes into account the maximum allowable per employee expenditure to minimize or avoid employee premium contributions.

What is the make up of the Benefit Study Team?

The Benefit Study Team is comprised of a diverse group of union and non-union employees. Union employees are represented by 3 unions, the Cleveland Metroparks Employee Association, Fraternal Order of Police/Ohio Labor Council, Inc., and Teamsters Local 507. The Team consists of 11 members who meet monthly. The number of employees assigned to the Team are in direct proportion to the number of employees they represent. The Manager of Benefits serves as an advisor and facilitator to the Team.

Why the Team was formed:

- Growing concern for the future costs associated with providing of employee benefits.
- No cost containment mechanism existed in any of the union contracts.
- The Treasurer's Department needed a cost predictor.
- The combining of union and non-union groups increased bargaining power in the market.
- To have an ongoing forum between union and non-union to address benefit problems.

Cleveland Metroparks

BENEFIT STUDY TEAM

JANUARY 2008

1. **Mike Barnhart**, Visitor Services, Marketing and Golf Clubhouse Services
2. **Ron Ciancutti**, Purchasing, Treasurer's Office
3. **Bob Clarkin**, Horticulture, Zoo (Teamster Rep.)
4. **Nancy Grabski**, Administration, Rangers
5. **Tom John**, Brookside , Park Operations (CMEA Rep.)
6. **Walt Kendzierski**, Rangers (FOP Rep.)
7. **Kevin Marsh**, Rangers (FOP Rep.)
8. **Don Mitzo**, Mill Stream Run, Park Operations (CMEA Rep.)
9. **Mike Patera**, Facility Operations, Zoo (Teamster Rep.)
10. **Rick Tyler**, Natural Resources-East, PDNR
11. **Joe Valencik**, Building Trades, Park Operations (CMEA Rep.)

David Duane, Human Resources, Team Facilitator
216.635.3256

4.C.

Cleveland Metroparks

POSITION EVALUATION COMMITTEE

Position Evaluation
The Position Evaluation Committee evaluates non-union, full and part-time positions using the criteria of know-how, problem solving, accountability and results, communication and influence, and working conditions. Based on the committee's evaluation, positions are assigned a salary grade. Position evaluation results are posted at all employee-posting locations.

2008 Meeting Schedule

Meeting Date	Location
Wednesday, April 16	Overlook Room, Administrative Offices
Wednesday, June 11	Board Room, Administrative Offices
Wednesday, August 6	Board Room, Administrative Offices
Wednesday, November 5	Board Room, Administrative Offices

The Position Evaluation Committee regularly meets once per quarter on Wednesday mornings at 9 a.m.

Committee Members

The Personnel Committee selects Position Evaluation Committee members from self-nominations; self-nominations are accepted year round and may be submitted to David Duane, Manager, Compensation, Benefits & Continuous Learning. Members serve staggered terms as shown below.

Member – Work Location	Term Expiration
John Cardwell, PDNR – Admin. Offices	1/09
John Fiander, Sleepy Hollow Golf Course	5/09
Ann Kaminsky, Zoo Facilities - Alternate	7/09
Lt. Mark Carney, Ranger HQ	1/10
Gary Baran, Bradley Wood/Huntington	7/10
Pam Krentz, Zoo Animal Care	7/10
Nate Orchard, PDNR – Admin. Offices	7/10
Captain Dan Veloski, Ranger HQ	7/11
Kim Hawkins, Park Operations	7/11
Linda Dehoff, Zoo Medical Center	7/11

Facilitator:
David Duane, Compensation, Benefits & Continuous Learning (216) 635-3256

Cleveland Metroparks

Position Evaluation Committee

Effective July, 2007

The Position Evaluation Committee meets quarterly to evaluate non-union positions using the compensable factors of know-how, problem solving, accountability and results, communications and influence, and working conditions. The Committee's evaluation is used to assign the position to a salary grade. The members of the Committee are listed below:

Member	Phone	Position	Location	Term Ends
Dan Veloski	440-331-5745	Ranger Captain	Ranger Headquarters	7/08
Mike Wegas	440-331-8537	Fleet Manager	Park Operations Administration	7/08
Linda Dehoff	216-635-4458	Zoo Hospital Medical Records Admin.	Zoo Medical Center Hospital	7/08
John Cardwell	216-635-3250	Senior Landscape Architect	Planning, Design & Natural Res.	1/09
John Fiander	440-526-2745	Golf Professional/Clubhouse Manager	Sleepy Hollow Golf Course	5/09
Ann Kaminsky	216-635-3352	Zoo Systems & Records Administrator	Zoo Facility Operations	7/09
Mark Carney	440-331-5627	Ranger Lieutenant	Ranger Headquarters	1/10
Gary Baran	216-341-1706	Park Manager	Ohio & Erie Canal Reservation	7/10
Pam Krentz	216-635-3361	Animal Registrar	Zoo Animal Care	7/10
Nate Orchard	216-635-3248	Surveyor	Planning, Design & Natural Res.	7/10
Dave Duane	216-635-3256	Manager, Compensation and Benefits Committee Facilitator	Human Resources	

Position Evaluation Committee members serve a three (3) year term and are appointed by the Personnel Committee.

Please Post

Cleveland Metroparks

Position Evaluation Committee

EVALUATION RESULTS

The Position Evaluation Committee met on Wednesday, July 23, 2008, in the Board Room, Administrative Offices. The Committee interviewed and evaluated the following position, and assigned the grade shown below:

Position	Department	Assigned Grade
Interpretative Technology Specialist/ Division Analyst (part-time) (Formerly known as Research Assistant/Naturalist)	Park Operations – Outdoor Education	25 - PT (Previous grade 25-PT)

The next Position Evaluation Committee meeting will be held on Wednesday, October 15, 2008; **position descriptions to be evaluated at the next Committee meeting must be received by David Duane no later than Friday, October 3, 2008.**

If you have questions related to this information, please contact David Duane, Manager, Compensation, Benefits and Continuous Learning, 216-635-3256 or djd@clevelandmetroparks.com.

Diversity
Strengthening Human & Natural Resources
Cleveland Metroparks

Please Post

Cleveland Metroparks

Position Evaluation Committee

EVALUATION RESULTS

The Position Evaluation Committee met on Wednesday, November 28, 2007, in the Overlook Room, Administrative Offices. The Committee interviewed and evaluated the following positions, and assigned the grade shown below:

Position	Department	Assigned Grade
Helpdesk Support Specialist (Part-time) (New Position)	Treasurer's Office	26 – PT
Zoo Hospital Administrator	Zoo	27 (was 26)
Ranger Lieutenant (Combined position)	Rangers	31 (was 30)

The next Position Evaluation Committee meeting will be held on Wednesday, February 13, 2008; **position descriptions to be evaluated at the next Committee meeting must be received by David Duane no later than Friday, February 1, 2008.**

If you have questions related to this information, please contact David Duane, Manager, Compensation, Benefits and Continuous Learning, 216-635-3256 or djd@clevelandmetroparks.com.

Diversity
Cleveland Metroparks
Strengthening Human & Natural Resources

4.D.

Wellness Goals

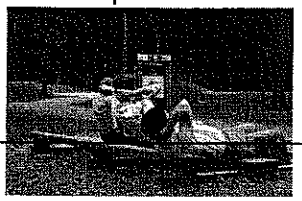
- Assist employees and dependents to live long healthy lives
- Positively influence employee behaviors
  - Nutrition
  - Physical
  - Mental Health
- To help manage healthcare costs

Cleveland Metroparks

Health Awareness Committee

Committee's purpose is to educate employees and dependents on the value of a healthy lifestyle with a focus on minority and women's health concerns and people living with disabilities.

- Established by Diversity Advisory Council in 2006
- Committee is comprised of 12 employees representing various departments



Cleveland Metroparks

Health Awareness Committee

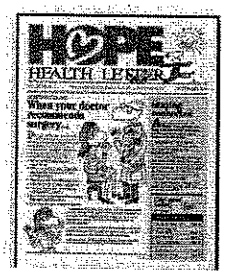
1. Chlondra Hunter, Treasurer's Office
2. Linda Quast, Executive Director's Office
3. Meghan Lyons, Rangers
4. Min Keung, Park Ops – Outdoor Education
5. Gloria Rivera, Zoo Animal Care
6. Veronica Naglic, Zoo Group Sales
7. Nicole Shahid, Rangers
8. Marjorie Thomas, Marketing
9. Chuck Engelhart, Park Ops. – Forestry
10. Bill Roeder, Golf Turf – Manakiki
11. Rick Sorcek, Golf Turf – Shawnee Hills
12. Dave Duane, Human Resources

Cleveland Metroparks Healthcare Wellness Initiative

Cleveland Metroparks has implemented a Healthcare Wellness Initiative to assist employees and dependents to live long healthy lives, to positively influence employee behaviors in such areas as nutrition, physical, and mental health, and to help manage healthcare costs. Various Wellness programs are in place or being expanded by the Health Awareness Committee, which was initiated by the Diversity Advisory Council. Employees are encouraged to become actively involved. Shown below are current Wellness Programs.

The **Impact Employee Assistance Program** (EAP) offers employees and dependent counseling on a wide variety of subjects and on-line Work-life and Health Information at www.impactemployeeassistance.com.

Hope Health Newsletter provides useful health information in an engaging, humorous format. Hope Health is sent monthly to each employee's home. Employee feedback is very positive.



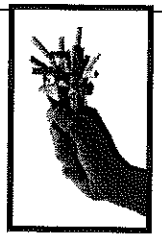
The American Heart Association's **"Start!" Walking** program is an intentional physical exercise program encouraging employees to walk. A pilot group walked locally and charted miles walked toward the goal of walking 2,641 miles from Cleveland Metroparks Zoo to the San Diego Zoo. 68 employees walked 6,345 miles. Employees are encouraged to join.

A 28 employee pilot group participated in the **Weight Watchers At-Work Program**. The group lost 531 lbs. during a 17 week session. Weight Watchers encourages healthy nutrition and physical activity.

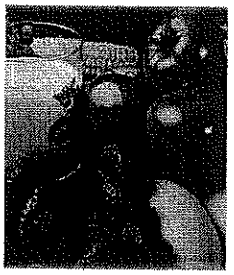
Medical Mutual reimburses $150 for participation in a Weight Watchers program.

Cleveland Metroparks reimburses$ 50%, up to $250 for participation in an approved weight reduction program.

Cleveland Metroparks offers a 75% reimbursement up to $250 for an approved **smoking cessation program**.



Healthy Eating Initiative is funded by a mini-grant from the Healthy Cleveland Business Council, to provide employee nutrition education, including Healthy Eating at Work Presentations, Healthy Cook-off Challenge, and a Cookbook containing cook-off recipes. Presentations are scheduled for December 12 and 20, 2007.



The **Health Risk Assessment**, available on Medical Mutual's and Kaiser's websites, are free confidential assessments, which provide personalized information and recommendations. Employees and/or dependents answer a series of health related questions and receive a health appraisal and specific actions to improve their health. Cleveland Metroparks has no access to this information.

Men's Health Education Day will be February 7, 2008. Guest Speaker: Dr. Charles Modlin, from the Cleveland Clinic will address health issues with a focus on minority men. Break out sessions will feature: physical condition, nutrition, mental heath, and health screenings. Watch for announcement posting.

Contact Dave Duane at 216-635-3256 or Christina Seabold at 216-635-7016 to obtain information on any of the above programs.

Investing time and effort in improving our health holds great benefits!

Please Post

Cleveland Metroparks

Healthy Eating Initiative

Join the Health Awareness Committee for a "Healthy Eating at-Work" presentation by Kristen Kirkpatrick, Registered Dietician, from the Cleveland Clinic. Kristen's presentation will cover:

- The Basics of a Healthy Diet
- Eating Myths
- Healthy Options to Bring to Work
- What's Healthy in the Vending Machine
- What's Healthy at Nearby Fast Food Restaurants

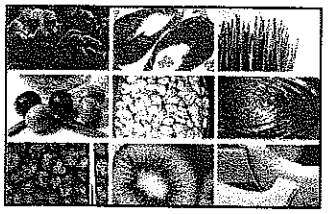
The "Healthy Eating at-Work" presentation will be offered:

Date	Time	Location
Thursday, December 6, 2007	11:30 a.m. – 12:30 p.m.	Zoo Auditorium
Thursday, December 20, 2007	11:30 a.m. – 12:30 p.m.	Hickory Room Park Operations Administrative Offices

Employees attending will receive a free healthy lunch of pizza and salad. A reservation is needed to order an appropriate supply of food.

TO MAKE A RESERVATION or if you have questions, contact Christina Seabold at 216.635.7016 or email at: cms@clevelandmetroparks.com

The Healthy Cleveland Business Council provided a $1,000 mini-grant to initiate the Healthy Eating Initiative, which consists of Healthy Eating Presentations, an employee Healthy Eating Cook-Off Challenge and a Cookbook containing the recipes of the Healthy Eating Challenge. **The Healthy Eating Cook-off Challenge is scheduled for Thursday, January 10, 2008 in the Zoo Auditorium. Save the date!**



Diversity
Cleveland Metroparks
Strengthening Human & Natural Resources

Healthy Eating Cook-off Challenge
Friday, February 15 (new date)
noon - 1 p.m.
Zoo Windows Room

Cleveland Metroparks wants your secret.

Do you have a great recipe that everyone loves, but only you know it's healthy?
It's time to let the world in on your secret!

Enter Cleveland Metroparks Healthy Eating Cook-off Challenge and you can see your healthy recipe in Cleveland Metroparks first Healthy Eating Cookbook.
Submit an original healthy recipe or a family favorite changed by substituting healthier ingredients.

Categories:
Snack
Appetizer
Side Dish
Main Dish
Dessert
Entries will be limited to seven per category

Bring your prepared nutritious nibbler (microwave is available) on February 15th.
Bring enough for 20 "tastes."
Recipes will be judged on taste, healthy ingredients and healthy preparation methods (ie. baked, not fried). Plates and utencils will be provided.

Prizes
$25 gift card for each category winner
$75 gift card for Best of Show winner

Name _____ Work Location _____

Work Phone number _____ Name of recipe _____

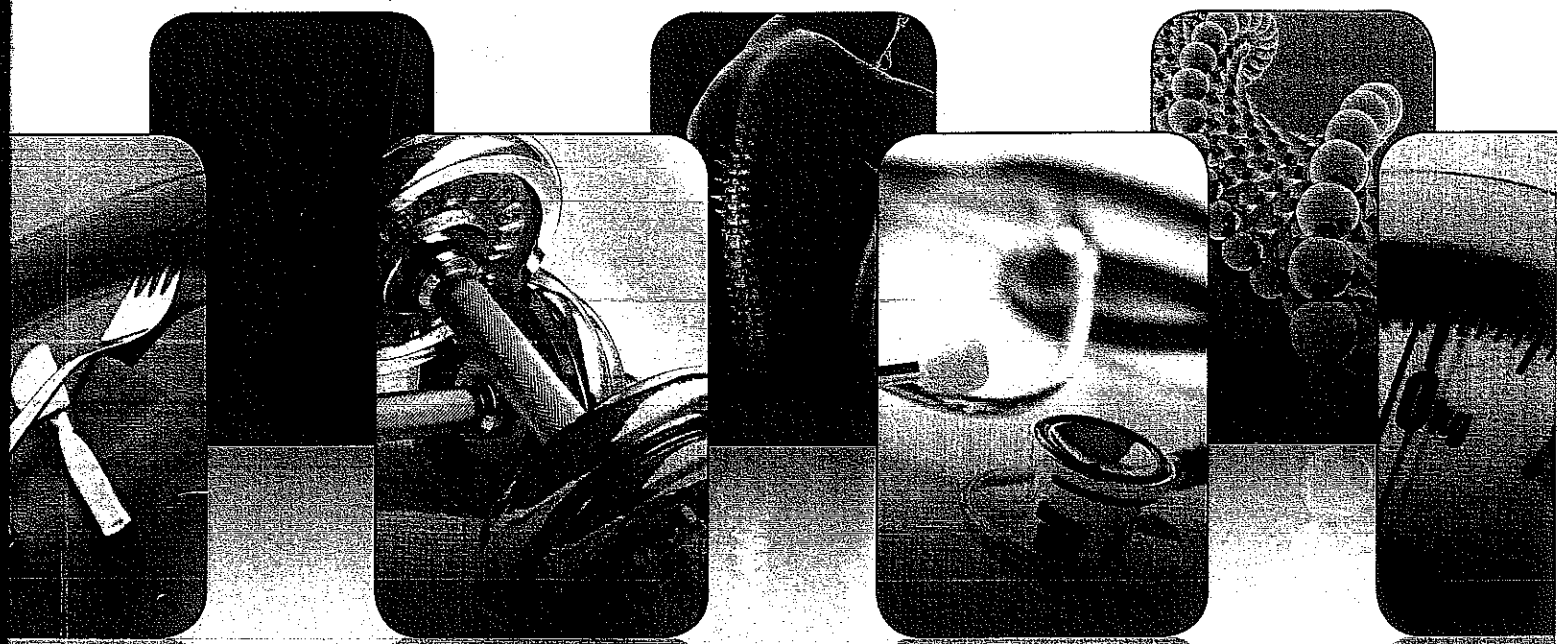
O Snack O Appetizer O Side Dish O Main Dish O Dessert

Please attach one copy of the recipe.

Submit completed form and recipe to David Duane, Human Resources or email information to djd@clevelandmetroparks.com by FEBRUARY 1, 2008.

Self-Care ESSENTIALS®

A SIMPLE GUIDE TO MANAGING YOUR HEALTH CARE AND LIVING WELL



Cleveland Metroparks

Diversity
Strengthening Human & Natural Resources

HAC Minutes
Board Room
March 12, 2008

Present: Marjorie, Veronica, Linda, Chlondra, Rick, Bill, Chuck, Dave, Gloria
Absent: Nicole, Meghan, Min

Healthy Eating Initiative
The final report has been submitted to the Healthy Cleveland Business Council. Cookbooks are in the proofing stage and should be done shortly. It was decided that a mini-cook-off will take place this summer. It will feature Vern challenging Jane. Staff will be invited to participate by making summer side dishes and desserts.

Start!
We have lots of pedometers from Medical Mutual and the American Heart Association. In order for American Heart Association pedometers to be given out, employees must complete a pledge card. Linda will get an updated flyer out for the Administrative Office and Zoo employees about the new goal of walking to the Dublin Zoo. She will send it to Cathy Thoryk for inclusion in Zoo Bull. The other sites are ready to go.

Healthful Hints
Min and Chlondra will meet this month to update the format.

Men's Health Day
The event was held on February 21 and went well. The men who attended had very positive things to say. The speakers were entertaining and also got to the point. The health screenings and healthy food went okay. There were 34 men in attendance. No Rangers attended. Some comments were that very people heard about it and that there should have been directors in attendance. There is a Minority Men's Health Fair at Cleveland Clinic on Thursday, April10 from 4-8:30. Dave Duane, Diane McDaniel, Tina Bates, Paula Mitchell and Joel Howson are volunteering at this event. Let Dave Duane know if you'd like to volunteer.

Women's Health Day
The American Heart Association and Susan G. Komen Foundation would like to participate. We will try to coordinate the event with Breast Cancer Awareness Month (October) or the Komen Race for the Cure (September 13).

Weight Watchers
There are 21 people participating and they have lost 105lbs. There are a lot of repeat participants.

Brown Bags
Our EAP Impact will provide a speaker for the Stress Management presentation on April 15 at CanalWay from 12-1pm.

Healthy Snacks

Chuck is meeting with the SIS group on Thursday, April 17 to tell them about our committee and talk to them about having healthy snacks at meetings. Chuck will work with the CrossRoads Committee and Veronica will work with the Charity Choice Committee on having healthy food at their events. Chuck, Veronica and Meghan will work on a list of healthy snacks for meetings to put on the intranet.

Other Business

The Healthy Cleveland Business Council will hold their April meeting at the Zoo and the CMP Eco-team will do a presentation. In addition to the meeting, the 50 -75 people attending will take a one-mile walk around the Zoo.

The American Heart Association would like to sponsor a walk at the Zoo. Veronica will contact them.

Club Metro wanted us to participate in their bowling party in some manner. We will find another activity to collaborate on, possibly the Corporate Challenge. Dan Crandall will be invited to a future meeting to give us background on the Corporate Challenge.

The American Cancer Society is having a breakfast meeting on Tuesday, March 20 at Windows n the River. Breakfast is at 7:30 and the meeting is at 8am. The topic is "Making Strides Against Breast Cancer".

Veronica received Quitline posters from the Cleveland Health Department and Dave received Quitline posters from Ohio State Medical Association. They will each try to get more posters. We will post one poster at work locations and then switch to the other at a later date.

Chlondra read a testimony from Pam Krentz.

Veronica passed out dates for upcoming Zoo walks.

Next Meeting: Tuesday, April 22, Board Room, 9am

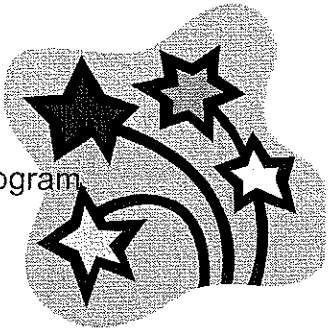
CM Wellness Projects
2007-08

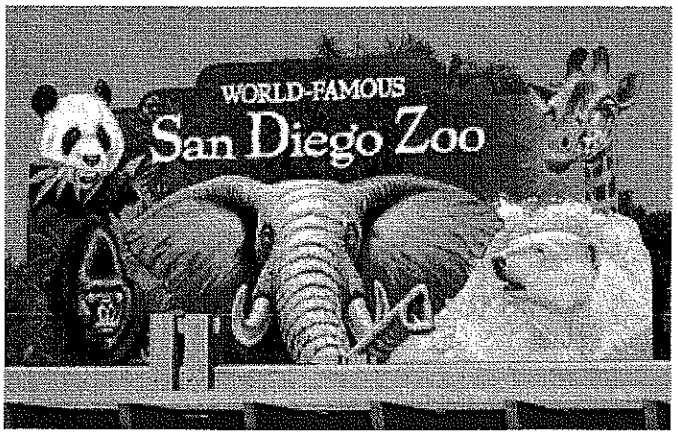
#	Program Name	Physical	Emotional	Intellectual	Spiritual	Social
1	Start! Walking	✓✓				
2	Healthful Hints	✓✓		✓✓		
3	Men's Health Day (Feb. 2008)	✓✓		✓✓		✓✓
4	Healthy Eating Initiative	✓✓		✓✓		✓✓
5	Healthy Snacks	✓✓				
6	Weight Watchers	✓✓	✓✓	✓✓		✓✓
7	Brown Bags (by Impact EAP)		✓✓	✓✓		
8	Smoking Cessation	✓✓		✓✓		
9	Wellness Check Calendar	✓✓		✓✓		
10	Weight-loss Group	✓✓				
11	Health Testimonials		✓✓	✓✓		
12	Health Program Survey					
13	Preventative Health Program	✓✓		✓✓		
14	On-site Exercise Equipment	✓✓				
15	Onsite Trainer/coach	✓✓	✓✓	✓✓		
16	Women's Health Day	✓✓		✓✓		✓✓
17	Health Fair and Screenings	✓✓		✓✓		✓✓
18	Discounted Gym Memberships	✓✓				
19	Healthy Choice Vending	✓✓				
20	Health Risk Assessment	✓✓	✓✓	✓✓		
21	Corporate Challenge	✓✓	✓✓			✓✓
22	Day-off work incentives		✓✓			
23	Ranger Partnership Program					
24	Steps to Healthier Cleveland Newsletter			✓✓		
25	Cleveland Clinic Matrix			✓✓		

Projects approved and continued

We have met our goal!
We have arrived at the San Diego Zoo!

Congratulations to everyone who walked miles in the Start! Walking Program.
As of July 23, 2007 we have walked a total of 3,226 miles.





The world-famous **San Diego Zoo,** opened in 1915 (92 years ago) in Balboa Park, San Diego, California is one of the largest, most progressive zoos in the world with over 4,000 animals of more than 800 species. It is privately operated by the nonprofit Zoological Society of San Diego on 100 acres of parkland leased from the City of San Diego, and ownership of all animals, equipment and other assets rests with the City of San Diego.

The San Diego Zoo also operates the San Diego Wild Animal Park, which displays animals in a more expansive condition than at the Zoo. Animals are regularly transferred between both parks, as well as other zoos. (Source: http://en.wikipedia.org/wiki/San_Diego_Zoo)

It's time to Start! Walking back to Cleveland. Linda Baszak and Ann Kaminsky have planned the return trip across the norther tier of zoos.

Good work everyone and keep walking the healthy miles!

start!
Proud To Be a Start! Walking Organization

CLEVELAND METROPARKS ZOO -125 YEARS-

SAN DIEGO ZOO

Please Post

Save the Date!

WOMEN'S HEALTH EDUCATION DAY

TUESDAY, SEPTEMBER 23, 2008
8:00 A.M. TO 1:00 P.M.
CLEVELAND METROPARKS ZOO AUDITORIUM

Full- and part-time female employees are invited to the Women's Health Education Day, part of Cleveland Metroparks Wellness Initiative, **featuring health screenings, healthy food and interesting topics related to women's health**.

- Topics include Women's Nutrition, Breast Health, Bone Density-Osteoporosis and Heart Health.
- Speakers are from the Cleveland Clinic, Kent State University and Komen for the Cure.
- Representatives from Medical Mutual, Kaiser Permanente, Aetna Dental, Union Eye Care, American Heart Association, American Cancer Society and Komen for the Cure will have information available.
- A healthy continental breakfast and lunch will be served.
- No cost to attend.

Please mark your calendar for **WOMEN'S HEALTH EDUCATION DAY ON TUESDAY, SEPTEMBER 23!**

Watch emails and bulletin boards...more information will be available soon.

For more information contact David Duane, Manager of Compensation and Benefits, at 216-635-3256

Cleveland Metroparks

Diversity
Strengthening Human & Natural Resources

Health Awareness Committee

Administrative Office
Bulletin Board (2)
Hall

August 2008: National Immunization Awareness Month

Immunization is one of the most significant public health achievements of the 20th century. Vaccines have eradicated smallpox, eliminated wild poliovirus in the U.S., and significantly reduced the number of cases of measles and other diseases. But despite these efforts, tens of thousands of people in the U.S. still die today from these and other vaccine-preventable diseases.

Immunization is one of the most effective ways to protect children and adults against many common infectious diseases. Keeping individuals healthier through immunizations results in lower associated social and financial costs for families, including time lost from school and work, as well as the expense of medical bills.

For a listing of recommended vaccines for adults and children, check www.immunize.org/.

The above information is from Health Alliance Plan, 2850 W. Grand Blvd. Detroit, MI 48202, www.hap.org.

Additional Health Observances:

Cataract Awareness Month
www.aao.org

Psoriasis Awareness Month
www.psoriasis.org

National Minority Donor Awareness Day
www.nationalmottep.org

Upcoming Health Awareness Committee Events:

Susan G. Komen Race for the Cure
Saturday, September 13, 2008
Malls B & C/ E. 6th and Lakeside Avenue
Downtown Cleveland
5K Race/Walk and 1 Mile Walk
$25 registration fee
Contact: Joel Howson, 216.635.3241 or
Nicole Shahid, 440.331.5530

Women's Health Education Day
TUESDAY, SEPTEMBER 23, 2008
8:00 A.M. TO 1:00 P.M.
CLEVELAND METROPARKS ZOO AUDITORIUM
Contact: David Duane, 216.635.3256

FREE Seminars & Screenings:

Information is from Cleveland Clinic's Journey to Wellness.

Vertigo: Causes and Treatments
Wednesday, August 6, 7 – 8 p.m.
Westlake Village at the corner of Schwartz and Center Ridge Roads
Registration: 1.877.234.FITT (3488)

How to Reduce your Risk for Diabetes & Hypertension
Thursday, August 7, 8 a.m.
Willoughby Senior Center
Registration: 440.951.2832

Common Foot Problems and Maintenance of Healthy Feet
Wednesday, August 13, 9:30 a.m.
Ross C. D John Community Center
Registration: 1.877.390.1732

Urological Problems
Wednesday, August 13, 5:30 p.m.
Brooklyn Senior Center
Registration: 1.877.234.FITT (3488)

Living Fit & Staying Healthy in East Cleveland
Monday, August 18, 5:30 p.m.-8 p.m.
Windermere United Methodist Church
Registration: 440.312.6242

Eating Right for a Healthy Heart
Tuesday, August 26, 6:30 – 7:45 p.m.
Fairview Hospital Wellness Center
Registration: 1.877.234.FITT (3488)

Cleveland Metroparks Cook-off Throwdown is over!

Jane is the winner and still champion!!!

Employees were invited to the Healthy Eating Cook-off to taste some healthy and delicious food on Friday, July 11 at the Primate Picnic Canopy. Jane Christyson, Director of Marketing & Clubhouse Services, defeated Vern Hartenburg, Executive Director of Cleveland Metroparks, in the meatless main dish division of the cook-off with her "Better than anything Vern can make casserole".

Congratulations to the winners of the following supporting dish categories:
Side Dish (Cucumbers in Dilled Sour Cream)
Renae Truelson, Marketing & Clubhouse Services
Salad (Southwest Corn Salad)
Sharon Simon, Purchasing
Dessert (Booster Your Morning Smoothie)
Christina Seabold, Human Resources

THANK YOU to all the cook-off participants, cook-off tasters, recipe reviewer and dietician Kristen Kirkpatrick, emcee Dan Crandall, tally-counter Dave Kuntz and judges Diane McDaniel, Sue McRitchie and Captain Dan Veloski for your participation.

General Health Websites:

Cancer:
American Cancer Society - Cancer.org
National Cancer Institute - Cancer.gov

Heart Health:
American Heart Association - www.Americanheart.org
American Stroke Association - www.strokeassociation.org

Nutrition:
Heinen's/Cleveland Clinic - www.heinens.com/cnt/HealthyAppetite.html
Local Harvest - www.localharvest.org
Organic Consumers Association - www.organicconsumers.org
The Vegetarian Resource Group - www.vrg.org

Overall Health:
American Academy of Pediatrics - www.aap.org
American Dietetic Association - www.eatright.org
America on the Move - aom.amercaonthemove.org
Kaiser Permanente - www.kaiserpermanente.org
Medical Mutual - www.medmutual.com
Mental Health Advocacy Coalition - Mentalhealthadvocacy.org
My Family Health Portrait - familyhistory.hhs.gov/
Ohio Commission on Minority Health - mih.ohio.gov
U.S. Department of Health & Human Services - www.omhrc.gov

Recipes:
CalorieKing
www.calorieking.com
CookingLight
www.cookinglight.com/cooking

Smoking:
www.quitnet.com

Weight Loss:
The 50 million pound challenge - www.50millionpounds.com
Weight Watchers - www.weightwatchers.com

Health Awareness Committee:

The Health Awareness Committee was established by the Diversity Advisory Council in 2006. The committee's purpose is to educate employees and dependents on the value of a healthy lifestyle with a focus on minority and women's health concerns and people living with disabilities.

Chlondra Hunter, Chair, Treasurer's Office
Chuck Engelhart, Forestry
Meghan Lyons, Rangers
Gloria Rivera, Zoo Animal Care
Nicole Shahid, Rangers
Marjorie Thomas, Marketing
David Duane, Human Resources
Min-Sui Keung, Outdoor Education
Linda Quast, Executive Director's Office
Bill Roeder, Manakiki Golf Turf
Rick Soreck, Shawnee Hills Golf Turf

Cleveland Metroparks

CHARITY 2008 CHOICE

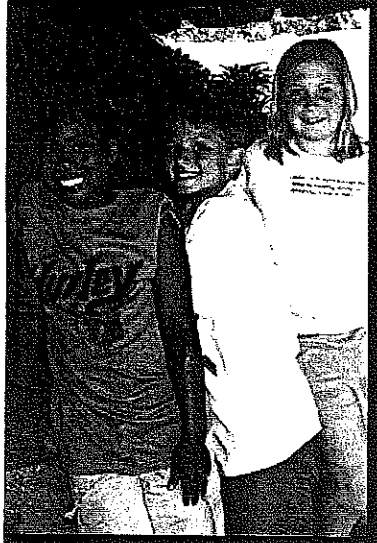
4E

CLEVELAND METROPARKS ZOO

–125 YEARS–

Who Says Age Slows Us Down?

We just keep giving better and better with time!



4.E.

Our Giving Has Just Begun

2008 Charity Choice Pancake Breakfast

April 29, 2008 • 8:30am • Zoo Auditorium

Bring your appetite to the next ENN meeting

You're going to flip over the flapjacks

Minimum $2 donation appreciated

(The Zoo's food/beverage concessionaire, Aramark, is donating the breakfast so your donation will be a 100% contribution.)

PROCEEDS WILL BENEFIT

2008 CHARITY CHOICE

AND

THE CLEVELAND

ZOOLOGICAL SOCIETY

This delicious, healthy breakfast includes pancakes with whole wheat batter, berry toppings, heart healthy butter, sugar free maple syrup, fruit, coffee and juice.

CHARITY CHOICE 2008

Thank you so much for your generosity last year to Charity Choice!

As we begin our 2008 campaign, I hope that once again you find it in your heart to help the many agencies who help others throughout our community.

Please return your contribution information by November 30, 2008. Submit the form(s) to Liz Geith at South Chagrin Management Center. To assist you with your decision for the 2008 campaign you will find the amount you gave last year on the attached label.

Thank you for supporting our parks.
Celebrating 125 Zoo years & 90 Cleveland Metroparks years

- What $1 a week can provide =
  - Undergarments and socks for four children
  - Household start-up supplies for a family; including pots, pans, utensils, dishes, cleaning supplies, bedding and food
  - Necessary prescription medication for one senior for one month

Cleveland Metroparks
CELEBRATING 90 YEARS

Affiliate Non-Profit and Designation Form

Charity Choice Campaign

Office of the Treasurer
4101 Fulton Parkway
Cleveland, Ohio 44144
Administration (216) 635-3200
FAX (216) 635-3286

Employee Name _____ *(Please print)* Address _____

Employee Signature _____ Date _____

Cleveland Metroparks Department _____ Department Number _____

Method of Contribution ☐ Check ☐ Payroll deduction *(Total amount paid over 26 pays)* ☐ "One-time" contribution - First pay in February *(Total deducted in one (1) pay)*

My Total Pledge for the Charity Choice Campaign is $_____, is designated as follows:

Agency	Pledge Amount(s)
• United Way (Designate specific agency if desired and fill out designation form) • _____	_____
• _____	_____
• Greater Cleveland Community Shares (Designate specific agency if desired) • _____	_____
• _____	_____
• United Negro College Fund	_____
• Canine Companions	_____
• Cleveland Zoological Society ($68.00 or more includes a one-year family membership with the Zoological Society)	_____
• Achievement Center for Children-Camp Cheerful (Mill Stream Run Reservation)	_____
• BAYarts (formerly Baycrafters) (Huntington Reservation)	_____
• Brecksville Historical Society (Brecksville Reservation)	_____
• Brooklyn Exchange Club (Hinckley Reservation)	_____
• Chagrin Valley Trails & Riding Club (South Chagrin Reservation)	_____
• Emerald Necklace Endowment Fund (Funds managed by the Cleveland Foundation for Cleveland Metroparks)	_____
• First Tee of Cleveland (Washington Reservation)	_____
• Hinckley Historical Society (Hinckley Reservation)	_____
• Huntington Playhouse (Huntington Reservation)	_____
• Lake Erie Girl Scout Council (Bedford, Brecksville, North Chagrin Reservations)	_____
• Lake Erie Nature and Science Center (Huntington Reservation)	_____
• Legacy Program (Tree planting in Cleveland Metroparks)	_____
• Olmsted Historical Society (Rocky River Reservation)	_____
• Therapeutic Riding Program (Brecksville and Rocky River Reservations)	_____

"The choice is yours, the charities are all of ours."

Total Pledge $

2008 Charity Choice Instructions

As we begin our 2008 campaign, we hope that you will find it in your in hearts to give generously to the many agencies that help others throughout our community.

Forms to Fill Out

1. Affiliate Non-profit and Designation Form:
    a. Must be completed
    b. This form will be used to compute your payroll deductions (as appropriate)
    c. This form provides a breakdown of your donations various agencies
2. Cleveland Zoological Society Form:
    a. If contributing more than $68 to the Society and you desire a membership

Methods of Payment

1. Check = separate checks payable to each agency
2. Payroll deduction (if possible, donation divisible by 26)
3. One-time contribution (deducted from first pay in February)

Send Completed Forms To

Liz Geith, Park Manager, South Chagrin Reservation

Please complete forms and forward by November 30, 2007

Thank you for your generosity!

Liz Geith, Park Manager – South Chagrin Reservation
440-248-5919/ eag@clevelandmetroparks.com
Edith Maloney, *Guest Services Manager - Cleveland Metroparks Zoo*
216-635-3344/ eam@clevelandmetroparks.com

Campaign Co-Chairs

2008 Charity Choice Agenda – Thursday, April 29th, 2008,

Pancake Breakfast

Liz Geith – Update

Thank you to Aramark for donating today's breakfast, all proceeds will benefit the ZOO Society

- Thanks to committee for their hard work and ideas
- Thank you to all who contributed, without you
- Current dollars/over last year
- Participation/ flat to this years employees/ down versus number that donated last year
- Raffle continue thru break, drawing at end with $ update
- Upcoming Crossroads in August ~ tickets to throw a pie at a manager or supervisor/tickets for bird grouping to be raffled at Fall ENN

My tour has finished as co-chair. So, I am turning over the helm to Edie.....

Here's to Edie and the 2009 campaign

4. F.

Outdoor Education Staff Advance Agenda
February 12 and 13, 2008
Look About Lodge
Focus: Public Programming
(programming for school groups to be addressed at a later staff advance)

Tuesday, February 12, 2008
Day 1

9:15 a.m. - 9:30 a.m. Welcome and comments from Bob Hinkle, Chief, Division of Outdoor Education

9:30 a.m. - 10:15 a.m. Break into 8 RANDOM groups of 6-7. Have easels, markers.

- Leading question #1: Why aren't people spending time in the out-of-doors?
- Leading question #2: Some folks do spend time out-of-doors but not with us. Why are we not relevant to them? How can we capture this audience?

10:15 a.m. -10:45 a.m. Group reports

- Each group reports their findings
- Some common themes should emerge.

10:45 a.m. - 11:00 a.m. Chief identifies common themes on giant piece of paper.

11:00 a.m. - 11:45 a.m. Groups discuss common themes that emerged

- Ask groups to address how OE can overcome some of the issues identified, i.e. what is our responsibility, if any? What is our role in bringing awareness to the public? How do we help the public overcome eco-phobia?
- What is missing? Based on the work done today, how can we improve our public offerings?

11:45 a.m. - 12:30 p.m. Lunch Break

12:30 p.m. - 12:45 p.m. YOGA break!

12:45 p.m. Chief gets us back on track. Reminds us of what we discussed this morning. Lead us back in to reports of how OE can be relevant to non-user groups and have more impact on traditional user groups.

1:00 p.m. -1:30 p.m. Group reports on how OE can be alter programming to be part of the solution

1:30 p.m. - 1:45 p.m. Chief asks us to consider that we have identified some common threads that are **KEY ELEMENTS** that should be considered in successful programs. So, when planning out our monthly offerings what programs should we always offer? Consider perhaps that we should always offer, possibly including, but not limited to:

- Pre-school/young child programs (get them before they are 7)
- Boomers
- Fitness-types
- Cerebral content
- Appropriate season
- Place-based
- Others

1:45 p.m. - 2:30 p.m. Groups report and identify KEY ELEMENTS in programming

2:30 p.m. - 3:00 p.m. Group discussions and recommendations

- Entire group creates consensus on KEY ELEMENTS to consider each month when planning interpretive programs. Each staff member has 10 stickers to use to vote for most important KEY ELEMENTS to consider in the monthly and annual program cycle. . Not more than 4 stickers can be placed on any one KEY ELEMENT based on importance to the staff member.
- Reassure staff that there is still great freedom to innovate and create new programs, but the KEY ELEMENTS will help us focus our planning. i.e.. did we offer enough pre-school opportunities in January? Are there recreational components to most interpretive programs?

3:00 p.m. - 3:30 p.m. Chief discusses creating and practicing *Purposeful Interpretation*

3:30 p,m. Adjourn

Wednesday, February 13, 2008
Outdoor Education Division Staff Advance Day 2

9:15 a.m. - 9:30 a.m. Fun warm up activity

9:30 a.m. - 9:45 a.m. Chief reviews progress of yesterday. Re-arrange groups this time by nature/visitor center.

Introduces communication challenge. If part of our problem is that people do not know what we offer, how do we change that? Goal is to arrive at an action plan that we can use to approach the Department of Marketing to address our concerns. Keep it positive – no problem can be listed without proposing a solution. Create a wish list, dream your dream, *no limitations on wishes*.

- Is the Emerald Necklace newsletter an effective communication tool? What others are there?
- Are our monthly program write-ups effective? i.e. birds of prey vs. birds that kill.
- How can we better use the world-wide web to reach audiences?
- Other communication ideas?

9:45- 10:15 Groups report their communications wish list

10:15 a.m. - 10:30 a.m. Audience discussion [whole group]

- Who do we serve now?
- Why do we serve that group?
- Who are we missing?

11:00 a.m.- 11:30 a.m. Chief discusses and introduces interpretive planning based on demographics

- Socio-economic/age/"class" vs. traditional demographic focus on race. NO LONGER AS RELAVANT to focus on just on race.
- Boomers are retiring at very high rates. How does that change our approach?
- Cleveland is rated as one of the poorest cities. How does that change our approach?
- Examples: consider times of programs, how we advertise programs, working parents, hours of centers, all day camp vs. helping existing camps.

11:30 a.m. - Noon Groups brainstorm new approaches to the new demographics

- What are some new & creative solutions to the barriers we face?

Noon- 12:45 p.m. Lunch Break

12:45 p.m. -1:00 p.m. Chief reviews the National Association for Interpretation's "best practices" process used by each center to create comprehensive interpretive plans (most have been working on theirs since Fall, 2007) .

1:30 p.m. -2:30 p.m. Chief asks each center/unit work group to look at KEY ELEMENTS we identified yesterday and OVERLAY their themes, stories, mission. Address the demographic mix their audience? Work groups should use **KEY ELEMENTS** as the foundation and weave **their** themes and audiences as the base for programming design for the next year (June 1, 2008 – May 30, 2009)

2:30 p.m. Chief summarizes, lays framework and goals for 2008-2009 programming season, restates the goal of practicing purposeful interpretation.

3:00 p.m. Dismiss

RDH/WSW 2-2008

February 2008 Staff Advance Outcomes and Outputs for Public Programming Planning

Outdoor Education professionals!

At our Outdoor Education Division Staff Advance, we developed by consensus our 10 most creative approaches to improving public programming. These are the main initiatives we voted on to incorporate into our public programming as we meet the needs of our changing neighborhoods and world. How people use, value and perceive our parks, environment, historic sites and wild places are changing as well. We must be willing to expand our interpretive approach, while maintaining our goal to preserve and conserve our natural and cultural heritage.

Cleveland Metroparks Outdoor Education Division has won many regional and national awards for our creative programming and top-notch interpretive skills. Let us take this opportunity to stay on the cutting edge and continue to provide leadership within our region and nation. It is true that some of the creative approaches have already been folded into many of our programs. However, let's take a close look at all of our programs and see if we can incorporate more of these creative ideas into more presentations and special events.

Dr. Bob Hinkle gave the charge to begin these new initiatives starting in June 2008. Be sure to incorporate these approaches to at least five programs a month per center and in outdoor education outreach.

As Bob emphasized, "***Let's provide purposeful interpretation***" that meets the needs of our audiences, yet still holds to the mission and goal of our agency and our personal convictions to be wise stewards of the natural world around us.

Your commitments for improving public programming:

1. Merge/partner with other organizations/events/agencies/clubs.
2. Provide citizen science/history opportunities.
3. Get them young and combat ecophobia – preschoolers.
4. Provide more recreational programming (all ages).
5. Highlight uniqueness/local-ness, place-based interpretation.
6. Use technology for staff and public.
7. Multi-layer programs with learning, socializing, food, crafts etc…
8. Increase urban outreach.
9. Spread out/organize programming parks-wide for less repetition, etc…
10. Offer more flexible times/hours.

Thanks, Foster Brown, reporter

4. G.

105 Labor/Management Safety Committees

Introduction

Cleveland Metroparks maintains three employee safety committees. This section outlines the goals of those committees, and procedures for meetings and for information flow to and from the committees.

Goals

There are several goals promoted by the various safety committees:

- To promote safe work practices by Cleveland Metroparks employees.
- To promote an organizational culture that recognizes the need for constant attention to safety.
- To recommend health and safety practices, policies and administrative procedures to appropriate management personnel.
- To investigate safety concerns raised by employees, such as reviewing accidents and recommending preventive measures.
- To provide input and feedback on management initiatives involving health and safety.

Documents creating committees

The safety committees operate in accordance with the documents that provide for their creation and maintenance. For the CMEA Health and Safety Advisory Committee, and the FOP/OLC Safety Committee, that document is the applicable collective bargaining agreement, which takes precedence over any other document regarding those committees.. For the Zoo Safety Committee, that document is the administrative procedure creating the committee.

Committee meetings

Meetings are scheduled by agreement of those serving on the committees.

The CMEA Health and Safety Advisory Committee

meets monthly, except June and August. Meetings are ordinarily held on the first Wednesday morning of every month. A quorum consists of at least two-thirds of the labor representatives and two-thirds of the management representatives present. The committee may invite guests to attend, such as CMEA officers or other employees with information relevant to the agenda. Items may be placed on the agenda by any committee member, by contacting the risk manager before the meeting.

The FOP/OLC Safety Committee meets at least twice per year. Meetings are held at a predetermined time agreeable to all committee members. Items may be placed on the agenda by contacting the captain of protective services or an FOP representative on the committee. Items may also be presented at the meeting.

The Zoo Safety Committee meets monthly, at a time set by the park manager or assistant park manager. Meetings are normally held in the Zoo Maintenance lunch room beginning at 1:00 pm and ending by about 2:30 pm. Items may be placed on the agenda by any committee member, by contacting the park manager or assistant park manager.

Communication to the committees

Employees wishing to bring items before a safety committee may contact any committee member, to ask that the item be placed on the agenda.

An agenda is provided to each committee member prior to the meeting.

Where possible, the safety committees reach their recommendations by consensus of those present.

Meeting minutes

Recommendation of the safety committees are recorded in meeting minutes.

CMEA Safety Team

Mission

Cleveland Metroparks is committed to providing a safe working environment through a cooperative involvement between all employees. Our goal is clear-to prevent and eliminate unsafe conditions, hazards and practices that create an environment where an accident can occur. This will be accomplished through continuous innovative training and education allowing the Cleveland Metroparks to meet and exceed governing standards.

Goals

- To prevent unsafe work conditions, hazards and practices.
- To eliminate environments where accidents can occur.
- To provide continuous innovative safety training and education.
- To enable Cleveland Metroparks to meet and exceed governing standards.

Roles

The role of the Safety Team is to:

- Provide a safe work environment - ID workplace hazardous conditions and work practices
- Improve employee/management communication
- Provide PPE
- Provide Trainings
- Standardization of Rules
- Standardization of Guidelines
- Monitor Progress
- Define team member authority

Purpose

The purpose of the Safety Team is to implement needed change. This is accomplished primarily through communications between management and associates. Types of change would be:

- Provide necessary education
- Implement Change
- Bring labor and management together to solve problems
- ID potentials to cause injury
- ID root cause of injury
- Mitigate Risk

It is important to note that the responsibility and accountability for safety and health lies squarely on the shoulders of management - from top to bottom – because they control the workplaces.

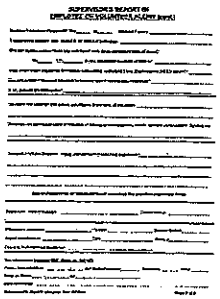
Function

The function of the Safety Team is a dependent variable on its purpose. It is dependent upon the effectiveness of the group to follow through with its stated purpose. Members must be given the proper tools/training in order to properly carry out its purposes and achieve its goals. Points to remember:

- Function may be either the intended or unintended result or effect
- It is dependent on it's stated purpose – team must be given proper tools/training
- Must be given the proper tools/training's so that it may achieve its goals

Needs

- Management to actively show support of safety process/goals
- Management to allow time for safety projects
- Safety budget – money for training material



Employee Accident Review

Purpose and Goal

- Identify the immediate/root cause of the accident
- Determine what corrective action/change in procedure or process would assist in preventing a reoccurrence of the circumstances causing the accident
- Educate co-workers on the results of the accident and what steps have been taken to prevent a reoccurrence
- Reduce accident frequency and days away from work

Employee Accident Review

Who conducts an accident review?

- Location Manager, Safety Point Person and Safety and Environmental Manager

What is determined?

- Immediate/root cause of the accident
- Corrective action/changes in activity, process or procedure that would assist in preventing a reoccurrence

How is the accident review conducted?

- An accident review kit will be provided to each location

Commitment

Cleveland Metroparks is committed to providing a safe working environment through a cooperative involvement between all employees. Our goal is clear-to prevent and eliminate unsafe conditions, hazards and practices that create an environment where an accident can occur. Therefore, reasonable measures will be taken to prevent and eliminate unsafe conditions, hazards, and practices that create an environment where there is potential for an accident to occur. This will be accomplished through continuous innovative training and education allowing the Cleveland Metroparks to meet and exceed governing standards.

Health and Safety Regulations

It is the intention of Cleveland Metroparks to comply with Public Employment Risk Reduction Program (PERRP) as imposed upon it as a political subdivision of the State of Ohio. With the ratification of Ohio House Bill 308 in December 1992, PERRP went into effect. Legal authority is granted under Chapter 4167 of the Ohio Revised Code (Public Employment Risk Reduction). The purpose of the program is to ensure that the public employees in the State are provided with a safe and healthful working environment. The Ohio Department of Commerce, Division of Labor and Worker Safety, Bureau of Occupational Safety and Health (OSH) administers the program through a 16 member commission, appointed by the Director of Commerce, whose mission is to develop rules and monitor the activities of PERRP. This commission is referred to as the Public Employment Risk Reduction Advisory Commission (PERRAC). Where employee action or conduct is mandated to comply with such regulations or their implementation, Cleveland Metroparks employees are expected to comply.

New Hire and seasonal employees will be provided employee safety orientation in agreement with Public Employee Risk Reduction Program requirements.

Employee Safety Orientation

Safety/Skills Training

In accordance with Public Employment Risk Reduction Program (PERRP) Cleveland Metroparks has identified and provides continuous, specific safety trainings and written programs. Cleveland Metroparks continues to develop and implement safety and skills training programs to provide employees with information which help them to perform their jobs more safely, and to present a safer environment to the public. No employee should operate equipment or engage in any activity for which they have not been adequately trained. It is the responsibility of

Safety/Skills Training (Cont.)

the employee to alert their supervisors if they are aware of need for additional safety training, if necessary, before performing any task.

Employee Responsibility

Employees should respond to potentially unsafe situations by taking such corrective actions as they are capable of, within the capacity of their jobs, and by promptly notifying appropriate supervisory personnel. In order to facilitate efficient responses to safety concerns, Cleveland Metroparks employees are encouraged to complete the *Request for Safety Review* form. Once the *Request for Safety Review* form is completed it should be immediately forwarded on to the work location Supervisor and Safety Point Person. Supervisors are encouraged to advise such employees of action taken.

Safety Committees Purpose

Four safety committees meet regularly to consider and recommend action on safety related issues.

1. The C.M.E.A. Health and Advisory Committee meets at regularly scheduled intervals. Committee members are recognized as a "Safety Point Person" and act as a liaison between the Union and Management on safety related issues. Membership obligations are outlined as: (1) Attend regular meetings; (2) to act as the safety liaison for reporting unsafe conditions; (3) to address unresolved, unsafe conditions in an appropriate manner via the committee; (4) to execute the Cleveland Metroparks Safety Orientation; and (5) to maintain site specific safety documentation.

   A current list of members is on file with the Department of Human Resources and the Safety and Environmental Manager. Any member of this labor-management committee may be contacted in confidence to address safety issues that have not otherwise been resolved. While employees are free to discuss safety-related issues with committee members, employees are encourages to attempt to resolve safety concerns with the help of their immediate supervisors.

2. The Ranger Department Labor-Management/Safety Committee meets at regularly scheduled intervals throughout the year to provide recommendations for a safe and healthful work environment for ranger department

employees, by encouraging abatement of hazards and education programs.

Safety Committees Purpose (Cont.)

3. The Zoo Safety Task Force assists zoo supervisory personnel with identifying concerns, setting priorities and seeking solutions to safety issues. Its primary purpose is to provide a safe environment for Zoo employees and visitors.

4. The Safety Oversight Committee (SOC) is comprised of management personnel from various operations divisions within Cleveland Metroparks. Its primary purpose is to recommend policy and procedure as appropriate to Cleveland Metroparks.

Risk Manager

The Risk Manager's duties include investigating, developing, and recommending safety practices for the Park District. While safety related issues can usually be most efficiently addressed by the appropriate personnel, the Risk Manager is available for consultation.

Any Cleveland Metroparks employee with any unresolved personal or visitor safety concern may contact the Risk Manager for further consideration of the issue. Where possible, safety concerns will be resolved with the input and assistance of appropriate supervisory personnel.

Safety and Environmental Manager

The Safety and Environmental Manager monitors and directs a comprehensive Park District safety program. Thereby ensuring that high-quality and progressive safety initiatives are established and maintained. The Safety and Environmental Manager leads safety management teams and directs the departmentally-appointed safety point employees. He/she ensures Park District compliance with federal, state, local and Park District safety rules and regulations. He/she coordinates safety training and disseminates safety information to employees. In cooperation with the Risk Manager, he/she investigates, develops, and recommends safety practices for the Park District.

Issued: 4-30-91
Edited: 3-19-98, 10-31-05

2008 Cleveland Metroparks Safety Team		
Location	**Name**	
Admin - Risk Manager	Tom	Coles
Aquatics - Park Ops Admin	Carolyn	Hollingsworth
Bedford	Michael	Keene
Big Creek	Pete	Wildenhause
Brecksville		
Brad Wds/Huntington	Paul	Ware
Brookside	Willard	Moore
Builing Trades	Joe	Valencik
Chalet - Strongsville	Melissa	Tirpak-Chylik
Euclid Creek	Mike	Relliford
Garfield Park	Ken	Robinson
Forestry	Rotating Employee	
Hinckley	Shelley	Bondra
Manakiki	John	Samsa
Mill Stream	John	Bianchi
North Chagrin	William	Davis
North Chagrin	Raymond	Kasicki
OEC	Tom	Barnhart
Rangers - RRHQ	Dan	Veloski
Rocky River	Ed	McElhiney
Rocky River Golf	Robert	Barnes
Rocky River Nature Center	Kathy	Scebbi
Safety & Environmental - Park Ops Admin	Nicole	Lorenzo
Shawnee	Jeff	Rolen
Site Construction	Ryan	Shalashnow
Sleepy Hollow	Anthony	Foschia
South Chagrin	Robert	Cimperman
Washington Park	Chad	Heck
West Creek	Patrick	Arch
Zoo Administration	Cathy	Thoryk
Zoo Facility Ops	George	Skarl
Zoo Horticulture	Dana	Lamphier

4.H.

Employee Conservation Opportunities Team (ECO Team)

Good recycling programs are inherently sustainable, and Metroparks has found a number of ways that recycling can both create income and save money. Cleveland Metroparks has a well established comprehensive, cost effective and sustainable recycling program which is consistent and feasible for every work location throughout the Park District and geared toward assisting the public. Currently, the agency recycles a wide variety of materials on a park-wide scale. Recycling programs encompass 16 reservations, eight outdoor education facilities, six golf courses, Cleveland Metroparks Zoo, a security force and all administration related to operating these entities. Nearly 1000 employees in the peak seasons participate in the recycling programs.

This program is spearheaded by the internal working group, the Employee Conservation Opportunities Team (ECO Team), which was established to explore, fund and implement sustainable practices throughout Cleveland Metroparks. The Park District also maintains a link on the website which discusses recycling efforts and offers practical recycling information to those viewing the website. All of the initiatives meet the Park District's mission and must be economically viable.

The ECO Green Project Fund

The ECO Green Project Fund, created by the Cleveland Metroparks Employee Conservation Opportunities Team (ECO Team), encourages Cleveland Metroparks employees to develop, submit and complete new and innovative projects with a "green" or sustainable approach. The in-house project fund, totaling up to $8,000.00/per year is provided by the Park District's return on recycled materials, is used as "seed" money for projects that may initially benefit the employee and the Park District, but directly correlate into a benefit to our constituents in terms of education and exposure.

EMPLOYEE CONSERVATION OPPORTUNITIES TEAM
2008

Name	Title	Department
Nicole Lorenzo Luna *	Safety and Environmental Manager	Park Ops Administration
Ron Gleske *	Asst. Building Trades Manager	Building Trades
Shan'ton Jones	Technician	Bedford
Bill Riebau	Senior Technician	Big Creek
Dan Boyle	Grounds Maintenance	Brecksville
Brad Shawhan	Park Manager	Brookside
Mike Relliford	Grounds Maintenance	Euclid Creek
Bob Brownfield	Grounds Maintenance	Garfield Park
Gary Baran	Park Manager	Huntington/Bradley Woods
Gene Pachtler	Technician	Hinckley
Jeff DeLuca *	Technician	Mill Stream Run
Martin Neal	Grounds Maintenance	North Chagrin
Corey Armstrong	Grounds Maintenance	Ohio Erie Canal
Andrea Nagy	Grounds Maintenance	Rocky River
Denise Brown	Grounds Maintenance	South Chagrin
John Robb *	Senior Technician	West Creek
Kevin Jackson	Technician	Forestry (East)
Kathy Scebbi	Janitor	Rocky River Nature Center
Barb Holtz *	Nature Center Manager	North Chagrin Nature Center
	Grounds Maintenance	Sleepy Hollow
	Grounds Maintenance	Manakiki
	Grounds Maintenance	Shawnee Hills
Joel Howson *	Recruitment and Retention Manager	Human Resources
	Senior Technician	Site Construction
Nancy Desmond *	Visitor Center Manager	CanalWay Center
Sonia DiFiore *	Conservation Coordinator	Animal Care
John Kosek *	Lieutenant	Ranger Department
	Marketing Specialist	Zoo Marketing
Patty Cayton *	Manager Grounds and Services	Zoo Facility Operations
Nancy Hughes *	Lead Service Mtce./Recycling Coordinator	Zoo Facility Operations
Mike Durkalec *	Aquatic Biologist	Natural Resources
Rick Sorcek *	Golf Turf Manager	Shawnee Hills
Paulette Welch *	Marketing Assistant	Marketing

* denotes member of ECO Oversight Committee

ECO Green Project
Application Guidelines

Statement of Purpose:
The ECO Green Project fund was conceived to further the Park District's resource conservation mission: *Cleveland Metroparks is committed to stewardship of the natural environment in Northeast Ohio. In part, this stewardship will be practiced through employee and park user's education and services that emphasize the importance of environmental consciousness through resource conservation initiatives.*

Funding for this initiative is provided through Cleveland Metroparks with projects selected by the Employee Conservation Opportunities (ECO) Team. Funds will be used for the support of programs/projects within Cleveland Metroparks as the ECO Oversight Committee deems appropriate.

Funding Eligibility:
To be eligible for funding, the applicant(s) must be a full-time or part-time employee of Cleveland Metroparks. The applicant must have his/her supervising manager's written approval before submission.

Application Procedure:
1. Complete the ECO Green Project Application form (attached).
2. Supply supporting information you deem appropriate.
3. Submit electronically to Cleveland Metroparks ECO Team chair no later than April 1 of the year you would like to use the funds.
   Applications should be sent to: nl@clevelandmetroparks.com (Reference *ECO Green Project* in the subject line.) Fax: 440-331-8555 Phone: 440-331-8641
4. Send any additional documentation relative to the project to:
   ECO Green Project
   c/o Nicole Lorenzo-Luna, Safety and Environmental Manager
   Cleveland Metroparks Park Operations Administration
   4500 Valley Parkway
   Fairview Park, OH 44126

Conditions of Award Acceptance:
1. A report outlining program/project results and use of funds will be submitted to the ECO Team at the completion of the project.
2. Results/outcomes obtained from the ECO Green Project will be acknowledged in publications/printed materials.
3. All information given to the ECO Team will become the property of Cleveland Metroparks and the ECO Team and used as deemed appropriate by the Oversight Committee.
4. Information gained from the program/project will be made available to Cleveland Metroparks employees and the public upon request.
5. All projects must be performed in and for Cleveland Metroparks.

Notes:
1. The amount awarded will not exceed $8,000.00 per year.
2. Funding requests must be received by April 1 of the year in which funds will be used.
3. Pending approval from the Executive Director, applicants will be notified of their award status by June 1 of the year of the application.

Cleveland Metroparks
ECO Green Project
Application

Application for Use of the Fund

Project Title: _____

Project Location: _____

Applicant's Name: _____

Applicant's Work Location: _____

Phone: _____ Fax: _____ E-mail: _____

Describe how this program/project will further the Park District's resource conservation mission *(all projects must be performed in and for Cleveland Metroparks)*:

Is this program/project endorsed or supported by any other association? ___Yes ___No

Amount requested: _____

If partial funding is awarded, will the project proceed? ___Yes ___No

I have read and agree to abide by the terms outlined in the *ECO Green Project* guidelines.

_____ _____
Signature Date

_____
Signature of Supervising Manager

Return this form not later than April 1 to: Nicole Lorenzo-Luna, Safety and Environmental Manager
email: nl@clevelandmetroparks.com or mail courier: Park Operations Administration

Program/Project Narrative

Use the following format to describe the proposed or ongoing program/project. Sections may be expanded, but project narrative should not exceed two pages.

Purpose of the program/project:

Objectives:

Anticipated benefits/outcome:

Project design/methods:

Schedule of completion:

Project Budget

A short budget that lists the total project budget and a detailed, line item budget for the amount requested from ECO Green Project. Sources of additional support and amounts should also be noted, if applicable, and whether funding is pending or confirmed, and a justification for specific budget items (if necessary).

***ECO Green Project funds are not to be used for wages, lodging or travel.**

Return this form not later than April 1 to: Nicole Lorenzo-Luna, Safety and Environmental Manager
email: nl@clevelandmetroparks.com or mail courier: Park Operations Administration

Conservation Opportunities Throughout Cleveland Metroparks

1
8/13/2008

Mission

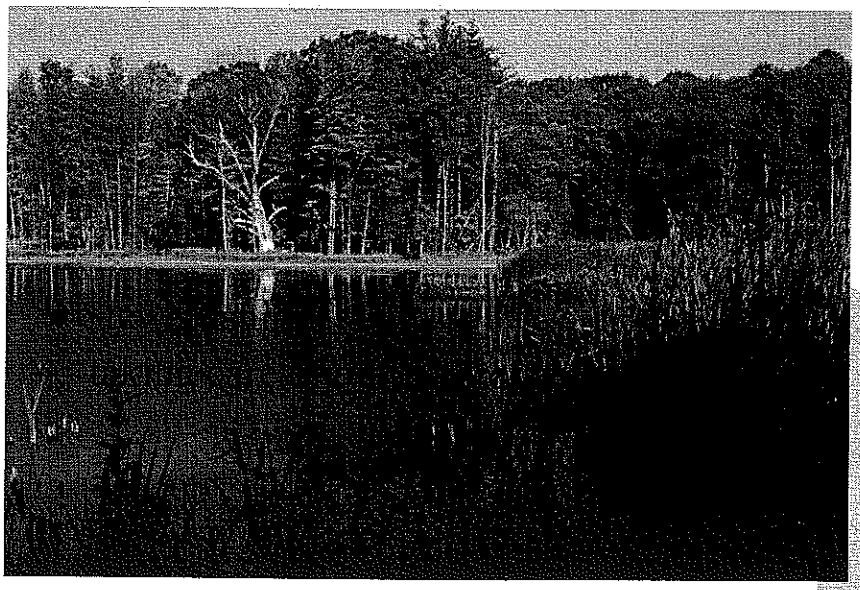
- Cleveland Metroparks is committed to the stewardship of the natural environment.
- Cleveland Metroparks ECO Team (Employee Conservation Opportunities) helps facilitate recycling and other conservation initiatives throughout the Park District.

2
8/13/2008

Conservation Initiatives

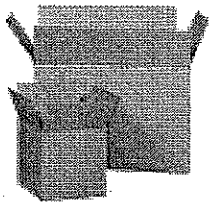
- The 3 R's (Reduce, Reuse, Recycle)
- Education
- Alternative Fuels (Biodiesel)
- Composting (Zoo & Stables)
- Renewable Energy (Solar Power)
- Community Outreach
- Partnerships
- Research

3
8/13/2008

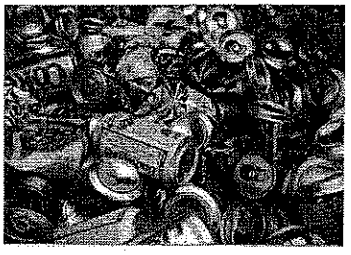


4
8/13/2008

What Do We Recycle?

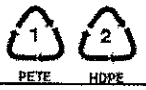


Cardboard



Aluminum Cans & Scrap

Plastic Containers



Glass Containers

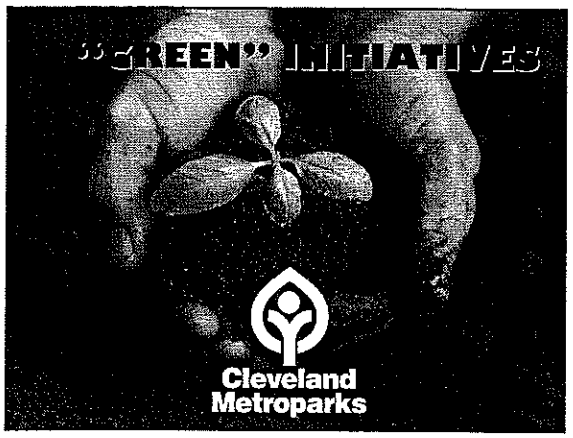
What Do We Recycle?

Office paper, newspapers, magazines, junk mail

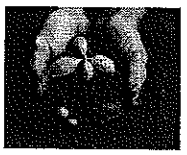
Phonebooks

Inkjet and Toner Cartridges

6
8/13/2008



Mission



- Cleveland Metroparks is committed to the stewardship of the natural environment.

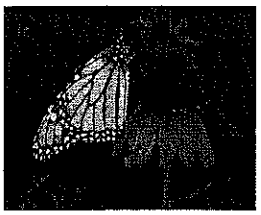
- Cleveland Metroparks ECO Team (Employee Conservation Opportunities) helps facilitate sustainable initiatives throughout the Park District.

Conservation
Education Recreation

Initiatives

- Recycling
- Conservation Education
- Alternative Energy
  - Solar Power
  - Biodiesel
  - Wind Power
- Composting
- Community Outreach
- Partnerships
- Research

Conservation - *OUR* Responsibility



We expect at Cleveland Metroparks that employees include "green thinking" in their daily activities at work.

Conservation
Education Recreation

Cleveland Metroparks RECYCLES...

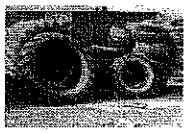
Cardboard

Aluminum Cans & Scrap

Plastic Containers

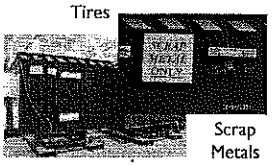
Glass Containers

and ...



Tires

Fluorescent Bulbs



Scrap Metals

Batteries

Conservation
Education Recreation

and...

Office Paper, Newspapers, Magazines, Junk Mail

Phone Books

Inkjet and Toner Cartridges

Education Recreation

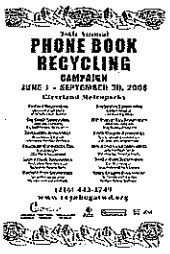
How Cleveland Metroparks RECYCLES ...

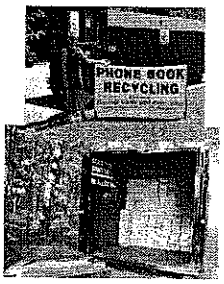
Paper Recycling

Conservation

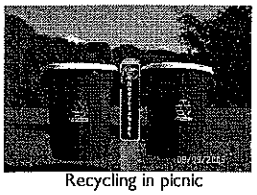
Education Recreation

and...





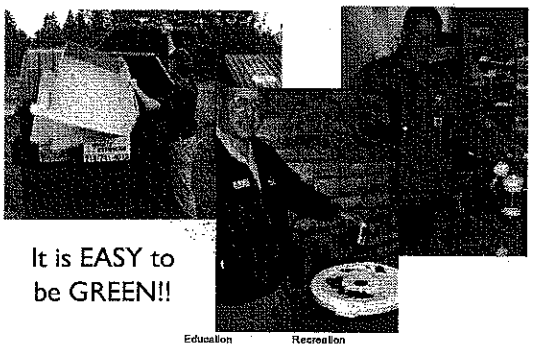
and...



Recycling in picnic areas

Inkjet and Toner Cartridge Recycling

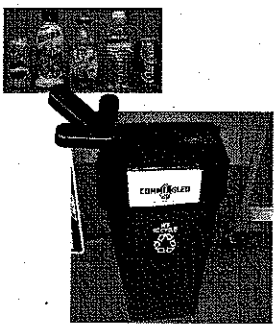
How Cleveland Metroparks RECYCLES...



It is EASY to be GREEN!!

Education Recreation

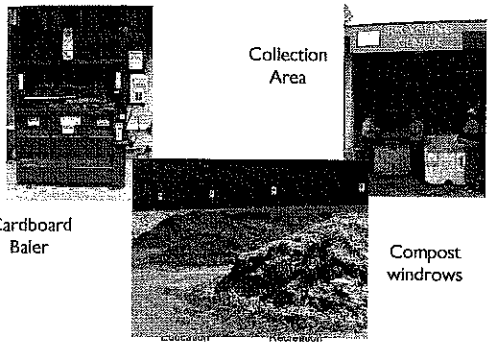
and...



Conservation

Education Recreation Tire Recycling

and at the Zoo...



2007 Recycling Totals

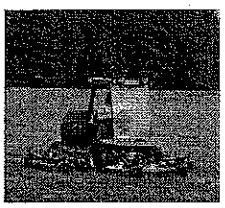
Recycled Materials	Quantity
Antifreeze	110 gallons
Aluminum - Zoo	3.34 tons
Appliances	15
Batteries (all types)	1602 pounds
Cardboard - Zoo	44.93 Tons
Commingled Material - aluminum, glass, plastics, and cardboard	1122 y^3
Compost – Rangers Barn	1500 y^3
Compost - Zoo	780 y^3
Deer Waste	(19) 55 gallon drums + 294 Deer
Fluorescent Tubes/Ballast	1,503 tubes + 30 ballasts
Glass - Zoo	5.58 Tons
Grease - cooking	55 gallons
Plastic - Zoo	184 y^3
Solvents	82 gallons
Scrap Metal (non/stainless)	8.5 tons
Shrink Wrap	32 y^3 + 3,745 pounds (Greenhouse Roof Material)
Tires	462 tires
Uniforms	140 pounds
Waste Thinners	55 gallons
Wooden Pallets	150

2007 Recycling Totals (cont)

Recycled Petroleum Products	
Crushed oil filters	715 lbs
Mixed Fuel Gasoline and Diesel	165 gallons
Scrap oil	3132 gallons
Water contaminated with waste oil	110 gallons
Rags and Debris	(1) 55 gallon drum
Partnerships/Programs	
Abitibi Paper Recycling	894.32 tons (includes 105 tons from LCHSC)
Collect Inc. Inkjet and Toner Recycling	1,377
Cuyahoga County Old Paint and Pesticide Roundup	780
Cuyahoga County Phone Book Roundup	371.75 tons
B2T3 Computer Recycling	156 pieces
Cell Phones	1,366
Misc. Media – VCR tapes, CDs, Diskettes Totals reflect amounts reported by parks, golf and Zoo	46 Pounds e-media

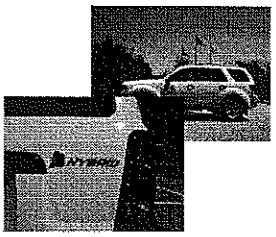
Alternative energy

Biodiesel



Solar Electric

Alternative energy

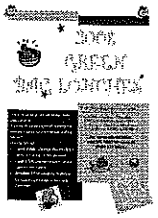


Celebrate Success

- Rewards and Awards
  - Recognized by ABITIBI as #1 in Parks and Preserves
  - 2007 Governors Gold Medal Award
  - 2006 OPRA Meritorious Award for Management Innovation
  - 2005 Partners for Sustainability
  - Trash Oscars

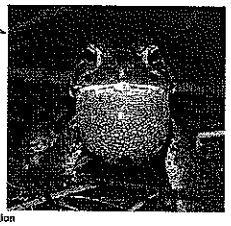
Education & Outreach

- New Hire Orientation
- ECO Green Project Fund
- Green Bag Lunch
- Employee field trips
- Published in trade magazines



Cleveland Metroparks Employees

"CONSERVING RESOURCES... NATURALLY!"



Conservation
Education Recreation

4.I.

Cleveland Metroparks

Administrative Offices
4101 Fulton Parkway
Cleveland, Ohio 44144
216-635-3200
FAX 216-635-3286
TTY 216-351-0808

Diversity
Strengthening Human & Natural Resources

NATIONAL GOLD MEDAL AWARD FOR EXCELLENCE IN THE FIELD OF PARK AND RECREATION MANAGEMENT
THREE TIME WINNER

CMEA Uniform Committee

The following employees are Uniform Committee members:

1. Chuck Engelhart, Forestry manager
2. Ron Gleske, Assistant Building Trades Manager
3. Gary Bambam, Senior Technician (CMEA Rep.)
4. Ken Schneider, Senior Technician (CMEA Rep.)
5. Mike Szoke, Senior Technician (CMEA Rep.)
6. Rick Ditch, Senior Technician (CMEA Rep.)
7. Bill Davis, Park Manager
8. Shana Keller, Terchnician (CMEA Rep.)
9. Shelly Bondra, Technician (CMEA Member)

Manager's Uniform Meeting
October 3, 2006, 10:00 a.m., Park Operations Administration - Sycamore Room
Notes

In Attendance: Scott Robbins, Joan Pfingsten, Nikki Lorenzo, Gary Baran, Gus Katsas, Lonnie Marshal

Purpose: To discuss and develop the new uniform contract parameters for the next two years.

- Review and discussion of the Operations Managers Uniform List (handout)
  - Fitting for women – Most companies discriminate and make as few sizes as possible. Lands End offers the most choices for women.
  - There was discussion on removing brand names from the list (i.e.: Lands End, Cabela, Carhartt) and include item description specifications and weight of fabric only. (For bidding purposes.)
  - Edwards shirts include ladies sizes. Jersey polos are available in several colors (secretaries).
  - Several pant and shirt items were deleted from the managers uniform list.
- A cover letter will explain specific items that may be purchased off bid if needed (i.e.: Lands End *for ladies*, Columbia 7 pocket Hiker Pant II.)
- Loose ends
  - Spring Jacket (like Keith Kessler's) – One time order?
  - Shirt with front pocket flaps (like John Cardwell's)
  - Shoes – Scott will talk to Bill Binggeli
- **Final uniform lists should be to Gus Katsas no later than the last week of October.**
- A CMEA Uniform Meeting is in the process of being scheduled. (Tentative: Tuesday, October 17, 10:00 a.m., Park Operations – Sycamore Room)

SLR/jaf

Park Operations

Memo

To: All Park Operations Park Management Divisions, Golf/Turf, VisCom, Fleet Management, Building Trades, Site Construction, Forestry

From: Bill Binggeli, Acting Director of Park Operations
Sean McHugh, Chief Superintendent of Golf Turf
Scott Robbins, Chief of Parks

Date: February 8, 2007

Re: Uniform Ordering Packet and Guidelines (1/11/07 – 12/31/08)

Attached is the 2007-08 uniform ordering packet. The uniform bid was awarded to Cintas Uniform with the exception of two Operations CMEA items which were awarded to BP Britches. Vendor contact information is included in the Purchasing Division's cover memo.

- The uniform ordering packet includes:
  - Purchasing Division cover memo
  - Invoice examples
  - Cintas order forms for faxing – (CMEA, Managers and Branded-Carhartt) **These forms must be signed by the division/budget manager and/or Golf Turf Superintendent before faxing**. Cintas will not fill orders without the proper signature.
  - BP Britches order form for faxing – (CMEA) This form **must be signed by the division/budget manager and/or Golf Turf Superintendent** before faxing. BP Britches will not fill orders without the proper signature.
  - Uniform Descriptions - (CMEA, Managers and Branded-Carhartt)
- The order forms display the respective vendor's contact information, can be copied as needed and are to be faxed directly to the appropriate vendor (Cintas or BP Britches).
- **Managers should keep a uniform record as part of each employee's file**. The vendor order forms can be used for tracking uniforms that have been ordered and the frequency of ordering.
- **Replacement uniforms are on an exchange basis only.** Exchanges are due when clothes are in poor condition or deemed unusable by division/budget manager.
- Returned uniforms, in recyclable condition, can be sent to **Lucy Wheeler** at Park Operations Administration through interoffice mail. She will notify Jack Schultis who has a source that recycles for rags.

Following, are the standards for issue:

- Operations Managers
  - Pants – 6 any combination of bid items – chino, trail hiked or cotton canvas
  - Shirts – 12 any combination of bid items – short sleeve dress, long sleeve dress, short sleeve field, long sleeve field, short sleeve polo, long sleeve polo, mock turtle, t-shirts
  - T-shirts – 3
  - Winter three season's jacket – 1
  - Rain suit – 1
  - Coveralls – 1
  - Wind and rain jacket – 1
  - Shorts – 3 (optional)
  - Hats – 2 (optional)
  - Carhartt type "Active Jacket" (hooded) – 1 (optional)
  - Sweater crew or V-neck – 2 (optional

- Sweatshirt – 2 (optional)
- Rubber boots

- Secretaries

  16 hours or under 2sets
  17-32 hours 4 sets

  - Shirts – 2 or 4 any combination bid item – of short or long sleeve polo shirts
  - Pants – 2 or 4 any combination of bid items – Chino or Trail hiker
  - Shorts – Trail hiker - 2 or 4
  - Outerwear – as per bid specification – 1
  - Sweater/Sweatshirt – crew or V-neck – 2 (optional) – colors as issued
  - Sweatshirt – 2 (optional)

- CMEA – Park Operations/Golf Turf
  - 3 lime green safety t-shirts
  - 3 short sleeved shirts – any combination of:
    - gray t-shirt
    - button front
  - 6 long sleeve shirts – any combination of:
    - button front
    - crewneck (Carhartt LS)
    - sweatshirts
  - Lime green hooded sweat shirt
  - 2 pair shorts (optional)
  - 4 pairs of pants (2 Carhartt / 2 other)
  - 1 winter Carhartt - lined or unlined (hood optional)
  - 1 winter bib overalls - lined or unlined
  - 1 rain suit
  - **Point of clarification:** Hats and gloves are not considered as a sustained compliment. They are issued on an annual basis.

If you have any questions, contact:

- Park Operations – Scott Robbins, Chief of Parks (440) 331-8520
- Golf/Turf – Sean McHugh, Chief Superintendent of Golf Turf (440) 232-7208

CC: Diane Mc Daniel

Distribution List:

Sean McHugh (8 packets)	Chris Brabander	Mike Weags
Phil Nawalaniec	Tim Tighe	Chuck Engelhart
Rob Angiocchi	Gary Baran	Bob Chambers
Bill Davis	Gene Devezin	Keith Kessler
Joan Pfingsten	Ed Povraznik	Liz Geith
Kevin Vinicky	JohnVirzi	Brad Shawhan

Date:	Division/Budget Manager Signature:

8221 Dow Circle East Strongsville, Ohio 44136
440.238.5565 • Fax: 440.238.3920
E-Mail: pettrys@cintas.com

Employee _____
Division:

Branded Work Uniforms--CARHARTT

Shipping Address: _____
_____
_____
Phone # _____

Embroidery includes 1 color logo (unless bottom is completed)

Item #	MFG	Description	Size	Quantity	Color	Price by Size	Price
B11	Carhartt	12oz 100% duck dungaree				32 - 50	$25.30
Mgr/CMEA		(specify waist and inseam)			Moss	52 - 54	$27.95
B111	Carhartt	65/35 blend duck dungaree				32 - 44	$32.35
Mgr.		(specify waist and inseam)					
B151	Carhartt	7.5oz 100% dungaree (Women)			Olive	32 - 50	$22.35
Mgr/CMEA		(specify waist and inseam)					
B144	Carhartt	7.5oz 100 cotton short			Olive	30 - 44	$18.80
Mgr/CMEA							
K126	Carhartt	Long Sleeve crewneck (black/ash)				M - XL	$11.45
Mgr/CMEA		**silk-screened**				2XL - 3XL	$12.65
J140	Carhartt	Medium wt. jacket, drawstring hood				S - 2XL	$52.35
Mgr.						3Xl - 4XL & talls	$58.25
J131	Carhartt	12oz 100% cotton jacket, hood				S - 2XL	$46.45
CMEA						3XL - 4XL & talls	$52.35
J02	Carhartt	Traditional Duck Jacket				Regular	$55.30
CMEA						Talls	$61.15
C03	Carhartt	Traditional Duck Coat				S - XL	$64.10
CMEA						2XL - 4XL & talls	$70.00
A02	Carhartt	Snap on hood				OSFM	$14.10
C01	Carhartt	Chore Coat				38 - 50	$43.50
CMEA						52 - 60 & talls	$49.40
A02	Carhartt	Snap on hood				OSFM	$14.10
V01	Carhartt	Duck Vest				S - 2XL	$34.70
Mgr.						3XL - 4XL & talls	$37.65
R02	Carhartt	Duck overall, quilt lined				30 - 50	$54.70
Mgr/CMEA		no logo				52 - 58	$60.60
R01	Carhartt	Duck overall, unlined				28 - 50	$35.30
		no logo				52 - 58	$38.82
R37	Carhartt	Duck, zip-to-thigh bib overall, unlined				30 - 50	$47.05
*** Embroidery upcharge to 10,000--5 color logo**							**$ 1.20**

*** Please list items**	**PLEASE SPECIFY IF PARK OPERATIONS TAGLINE IS REQUIRED**

Date:	Division/Budget Manager Signature:

8221 Dow Circle East Strongsville, Ohio 44136
440.238.5565 • Fax: 440.238.3920
E-Mail: pettrys@cintas.com

Embroidery is 1 color logo (unless noted)

Employee _____

Division: Operations CMEA Uniforms

Shipping Address: _____

_____

_____

Phone # _____

Item #	MFG	Description	Size	Quantity	Color	Price by Size	Price
17-292GY	Dickies	Jean Cut, 100% cotton, denim pants				28-42	$14.15
		(specify waist and inseam)				44-50	$15.95
874CH	Dickies	Full cut, 65/35 twill work pants				28-44	$13.95
		(specify waist and inseam)				46-50	$15.35
						52-56	$16.70
PC20CH	Red Kap	Full Cut, 100% cotton twill pants				28-42	$12.95
		(specify waist and inseam)				44-48	$14.80
2430-09	Edwards	Shorts, 100% cotton 12oz twill				28-42	$15.70
						44-50	$18.85
8430-09	Edwards	Women's shorts				W 4 - 20	$15.70
SC30GG	Red kap	100% Cotton workshirt, Long sleeve				S - XL	$12.70
						2XL - 4XL	$14.80
SC40GG	Red Kap	100% Cotton workshirt, Short sleeve				S - XL	$11.80
8300	Gildan	50/50 Poly/Cotton Blend w/ pocket				M - XL	$ 4.85
		silk-screened				2XL	$ 5.90
		color: Safety Green only				3XL	$ 6.00
PC61P	Port Auth	100% 6.1oz Cotton t-shirt, pocket				M - XL	$ 4.70
		silk-screened				2XL	$ 6.15
		color: Ash only				3XL	$ 6.70
CT10CH	Red Kap	65/35 Twill Coverall				34-50	$17.35
		silk-screened				52-58 & Long	$20.60
C531	Camber	Cotton/Poly Lime green sweatshirt				M - XL	$26.50
		color: Hi-Vis lime green only				2XL	$29.50
						3XL	$30.60
31-069	Otto	60/40 bard brim ball cap-**screened**				OSFM	$ 2.35
39-071	Otto	Mesh back ball cap-**screened**				OSFM	$ 2.55
C815	Port Auth	100% washed twill, **embroidered**				OSFM	$ 5.05
CP90	Port Auth	Knit Hat, 100% acrylic				OSFM	$ 3.90