

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON AUGUST 18, 2020 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

General Functions

Call to Order: President Renee called the meeting to order at 9:30 a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:
Audrey Marcquenski, Director Frankfort Square Park District
Greg Vitale, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Barb Sim, Commissioner, Peotone Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Stacey Proper, Superintendent Recreation, Frankfort Park District
Absent: Jay Kelly, Executive Director, Manhattan Park District

Others present were: LWSRA Attorney John M. O’Driscoll; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Marie Ventura, Accountant; and Mary Strand, Recording Secretary.

Guests: Belinda Olszewski, Susan Eisenbrandt, Justin Hillman.

Public Comments

Susan Eisenbrandt said that LWSRA was very important to her and her son. She said that several former employees and residents have spoken up in recent months and asked the current Board to look at how taxpayer money is spent in the best interest of the community. It is the Board’s job to not approve the spending of LWSRA tax money on personal projects. Concerned parents will continue to pay attention to the way tax dollars are allocated. She encouraged the attorney to analyze the books and perform financial analysis.

Justin Hillman has been part of LWSRA since 2005. He met with Keith Wallace to go over all the allegations presented recently by residents. He saw that there was an answer for the misunderstandings by the parents. He was upset that \$8,000 in FOIA requests could have been better used for programs. He questioned how the cost to answer FOIA requests could be good money management. He suggested that if you have questions to sit with Keith to get the answers to your questions before submitting a FOIA. He offered his help to anyone and asked for everyone to unite for the good of LWSRA.

Belinda Olszewski thanked the Board members for the work that they do. She felt that the parents that went to the member Park Districts recently were helping to keep them informed. She said that \$8,000 is a small amount of the taxpayer money.

Treasurer’s Report

- A. July 31, 2020 Treasurer’s Report – President Chavez asked for a motion to accept the July 31, 2020 Treasurer’s Report as presented.

Commissioner Vitale moved to accept the Treasurer’s report as presented and Commissioner Lewis seconded the motion.

Ayes: (6) Marcquenski, Proper, Vitale, Chavez, Sim, Lewis

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

Payment of Bills

President Chavez asked for a motion to approve the Payment of the Bills in the amount of \$82,611.53 which may include lodging and travel. Commissioner Lewis inquired about the timeline for taking on most of the accounting duties. Keith said as new software with better capabilities is acquired more financial accounting will be done in-house.

Commissioner Lewis made a motion to approve the payment of the bills as presented and Commissioner Marcquenski seconded the motion.

Ayes: (6) Vitale, Chavez, Sim, Lewis, Marcquenski, Proper

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

Special Guests:

None

Communications:

None

Consent Agenda:

Approval of Regular Meeting Minutes of July 21, 2020. President Hassett asked for a motion to approve the consent agenda as presented.

Commissioner Lewis made a motion to approve Consent Agenda as presented and Commissioner Marcquenski seconded the motion.

Ayes: (6) Sim, Lewis, Marcquenski, Proper, Vitale, Chavez

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staffing – Keith told the Board he has four of the staff trained in FOIA procedures. Each department head will answer the requests, so it does not fall on one person. The list was included in the packets. Current officers: Keith Wallace, Tom Krauss, Melissa Jensen and Marie Ventura.
- b. Donations, Fund Raising, Outreaching and Grants – Double Good raised over \$7,000 for the agency. A Wheelchair basketball participant did a birthday fundraiser that raised \$1,620 for the adult teams. Justin Hillman also raised over \$100. Frankfort Square Park District sent in \$10,000 for the Playground. Rep. Anthony DeLuca and Rep McDermed committed \$25,000 each for Building expansion. Fifteen iPads were donated from the Disability Resource Center of Joliet for rental while signed up for a virtual program.

- c. LWSRA Summer Programs - Three individuals have tested positive for Covid-19. The incident was isolated and protocols were followed for participant and staff to return to programs. Staff will only be in the office 2 days a weeks. Plans are being made to add participants from the B Group to Fall programming. All based on State guidelines.
- d. Fiscal Year Program Participation report – participants are down slightly from last year.
- e. Eagle Scout Project – LWSRA has two scouts planning on doing a picnic area and another seating area.
- f. Banking – Staff is in the process of setting up a positive pay with BMO Harris. Also moving accounts to another local banking institution is being considered. Commissioner Vitale gave an example of positive pay at MCPD. Discussion was held.
- g. Storm Damage – There was minor damage from the recent storm. PDRMA is coming out to assess it. The roof had a shingle problem, but the deductible may be exempt.
- a. Playground – The projected time frame for completion is in October. Commissioner Lewis confirmed that the project is on track.

2. FUNDRAISING/PR/MARKETING

- a. Donations - \$1,452.00 was raised in July.
- b. Foundation – Funds are continuing to be raised for the \$6,000 match from an anonymous donor. Save the Date postcards were sent out for 2021 Golf Outing and asking for additional donations. There are now 3 openings for foundation board members.
- c. Grants – A grant was submitted for funding to support virtual funding for the Coleman Foundation. A \$500 in-kind grant was received by 4-Imprint and used to purchase giveaways for next year's golf outing.
- d. Kristen's report listed the Press articles for July and copies were included in the Board's packets. Keith participated in two on air interviews.

Upcoming Meetings and Events

Trunk or Treat October 24th cancelled
Foundation Pizza Fundraiser November 7th (possible cancellation)

3. FACILITY FOREMAN

- a. Preventive Maintenance – Hoodz of Chicago cleaned the LWSRC's kitchen exhaust system July 1. Fox Valley Fire & Safety completed the 3-year testing of the dry sprinkler system and replaced five gauges on July 29th. LWSRC passed testing and remains compliant.
- b. Gym – Nothing to report.
- c. Classroom/Lobby and Bathrooms – Nothing to report.
- d. Roof – GAF updated us on July 21st saying that their Field Services Report clearly indicate that the “membrane is not adhering to substrate.” The Specialist emailed the manager to expedite further action. The Region Manager came to LWSRC on July 23rd to further inspect to determine a ‘scope of work review.’ Hamstra as previously stated has already submitted bid work and has been working to get it approved. John is frustrated with GAF's delays and lack of coming out to get the work done.
- e. Bus Barn Update – Got rid of one of the bus barns to save money.
- f. Parking Lot - Nothing to report.

4. SUPPORT SERVICES

- a. Brochure – The next brochure will cover 6 weeks in September-October. After that It will be November-December 6 week period.
- b. Website & Technology – The first call with Community Pass was completed in July. Set-up and training on the new registration software will be ongoing with target to go live for the registration in December for Winter 2021. The new website plan has been created and design/template is being finalized. The staging site will be tested in August before going live.
- c. Rentals – The rental form is being updated to include new guidelines during pandemic.
- d. Freedom Of Information Act – All FOIA requests for the month ending July 31, 2020 have been responded to.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety

- 1) Staff – August in-person sessions were pushed back a week. Office hours are 2 days a week for each person. Virtual programming continues to go well.
- 2) Safety – At the July meeting discussion was held about using an iPad for opening and closing checklist. Also cleaning and maintaining the building during our in-person programs was discussed.
- 3) Inclusion – Three requests from New Lenox have come in and are working to fulfill them if they meet the Tier A or B requirements and park district requirements.

B. Manager of Athletics

- 1) Flyby – LWSRA organized another Hawks Flyby parade in July. Buses were driven by participant’s homes in member Districts to the delight of program participants.
- 2) Special Olympics – All competition has been cancelled through the end of the 2020. They are looking into holding some skills programming.
- 3) In-Person programs for Tier A started in July with one per day and 8 participants maximum. They are continuing in August.
- 4) Virtual Programs – Two or three programs are being held per day with Friday night dances being a big hit.
- 5) In-person and virtual programming is being evaluated constantly and discussion of 6-week programs is being held.
Keith commented on the need to keep the staff safe and not burning out. The problems are how to offer programming for all Tiers safely and within guidelines.
- 6) Transportation
 - All vehicles are up and running and 650 miles were accumulated on the vehicles during July..

Finance/Personnel None

Facilities Planning Commissioner Lewis assured the Board that the project is on schedule to wrap up in the fall. He said that LWSRA has completed some Capital projects, like the secondary road. The \$50,000 that is promised from the State Representatives cannot be spent until it has actually been received and there is no date specified

yet. New Lenox Park District is discussing partnering with LWSRA to share the NLPD Bus Barn which will help with the costs.

Commissioner Lewis also note that NLPD has received another OSLAD Grant for Sky Harbor on the south side of Laraway to build out a park that could also be utilized by LWSRA.

Attorney None

Old Business None

New Business None

Director/Commissioner Comments

Commissioner Marcquenski said that she is stunned at the creativeness and work being done by such a small staff during such a difficult. All should be commended for their remarkable dedication and hard work. She thanked each and every staff member of LWSRA. She is happy that their participation numbers have been increasing and said the staff is lifting their spirits

Commissioner Vitale commended the staff on the fundraising during this difficult. Keep up the great work.

Commissioner Lewis thanked all the commissioners and member districts. The additional donations have allowed the Playground Project to add back in some of the items that were cut due to finances. Stacy Proper said the staff is doing an amazing job and are being very creative in the programming. Commissioner Sim thanked everyone for welcoming her to the Board. She said the small amount of participants that Peotone has are very grateful. She thanked the staff for all their hard work.

Commissioner Chavez asked how many group homes have connectivity in Wilmington. Keith will try to do some virtual programming with them. Virtual outreach was discussed.

Executive Director Wallace addressed the public and said his door is always open and he encourages anyone to set up an appointment with him to discuss any issue. He explained that the workshop held earlier today discussed some of their concerns and encouraged all to attend future workshops. He thanked the Board for their input and support. He said he is preparing an analysis of financials and how long LWSRA can remain solvent.

Adjournment

President Chavez asked for a motion to adjourn the Regular Meeting.

Commissioner Lewis so moved and Commissioner Marcquenski seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:25 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary