

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON OCTOBER 20, 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 Chavez called the meeting to order at 9:32 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 (*joined at 9:34 a.m.*)
Renee Chavez, Executive Director, Wilmington Island Park District
Gina Hassett, Executive Director, Frankfort Park District

Absent: Jay Kelly, Executive Director, Manhattan Park District

Others present were: LWSRA Attorney Christine Walczak, Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Marie Ventura, Accountant; and Mary Strand, Recording Secretary.

Guests: Belinda Olszewski

Public Comments: Belinda asked for a status update on the TITANs program. Keith responded that it will be addressed later in the reports staff

Treasurer's Report

- A. September 30, 2020 Treasurer's Report – President Chavez asked for a motion to accept the September 30, 2020 Treasurer's Report as presented. Keith noted that he added a deferred revenue fund and continues to work on it.

Commissioner Hassett moved to accept the Treasurer's report as presented and Commissioner Lewis seconded the motion.

Ayes: (5) Lewis, Marcquenski, Hassett, Vitale, Chavez

Nays: (0)

Abstain:(0)

Absent: (2) Kelly, Sim

Motion Carried

Payment of Bills President Chavez asked for a motion to approve the Payment of the Bills in the amount of \$80,991.13 which may include lodging and travel. Commissioner Chavez.

(Barb Sim joined at 9:34 a.m.)

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

- a. Approval of the Regular Meeting Minutes of September 15, 2020. President Chavez asked for a motion to approve the minutes as presented.

Commissioner Lewis made a motion to approve the Regular Meeting Minutes of September 15, 2020 as presented and Commissioner Vitale seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staffing – Keith told the Board that the staff has been reviewing the Policy Manual to make sure procedures and policies match up. Each month they will review a different section.
- b. Facility – Reimbursement from PDRMA have begun to come in. The new scoreboard was delivered and awaiting installation.
- c. Donations, Fund Raising, Outreaching and Grants – We received \$2,500 from the Variety Club of Illinois. LWSRA attended two golf outings to share information on the organization and raised over \$1,500. Staff applied for two Grants from the State, the Big Grant and the Will County Small Business Grant. Staff is working on Duns & SAMS numbers. There is a discrepancy regarding filing as LWSRA versus the official name, Lincolnway Special Recreation Association, with the IRS.
- d. Foundation – They held their meeting on October 8th. The agency (LWSRA) has turned all financial responsibilities over to the foundation (LWSRF). The agency staff will still assist with major events & fundraisers and help however they can. The agency has also requested and received all program funds that were being held in the foundation account. The foundation will reconcile these funds at each meeting. The foundation will use different legal representation and receive their own mail. Legal counsel has reviewed the new LWSRF bylaws and Keith will send a copy to each commissioner. The foundation will be running two events, a Pizza Fundraiser and Giving Tuesday.
- e. IPRA – Keith has been helping to present Safe Zone Conversations for *Racism* and *LGBTQ+*. Each District can bring this to their employees by visiting the IPRA website and signing up.

- f. IPRA Elections – Keith is running for the Chicago metro Area At Large seat for this organization. Voting begins on October 19th.
- g. Participation Report – The report was included in the Board’s packets. Staff is working hard to increase our program offerings.

2. FINANCIAL

- a. Accountants – Marie informed the Board that she has processed all accounting entries in-house since July. The outside accountant is only setting up new accounts as needed and generating the Financial Statement reports at month end. She is working to provide the financial statements with the September close, and will take over the IMRF reporting & payment in October.
- b. Financial Assistance – The former General Scholarship account has been split and renamed to segregate the refundable portion from the non-refundable portion. The existing account number 02-2675 has been renamed Hawks Bucks and is not refundable. The new account has been named Household Credit, 02-2680, and is a Designated Revenue account that can be refunded. These two accounts have been reconciled with the September financials.
- c. Banking – BMO Reverse Positive Pay is enabled. The accounts are no longer on “fraud hold”. Marie is checking daily to identify anything suspicious right away. Staff is setting up new accounts with Old Plank Trail.
- d. District Payments – The invoices for the 2nd payments were sent out a little early and some have already been received.
- e. Payroll – There will be 3 payrolls in October and will be reflected in the next financial report.

FUNDRAISING/PR/MARKETING

- a. Donations - \$1,200 was raised in September. Menasha Foundation is a bowling program sponsor and donated \$1,000. Colin Visser donated \$100 to Special Olympics and Smokin Z BBQ donated \$100 to the playground fund. The food truck was sponsored by the neighborhood. Georges Landscaping donated their time to install 15 new bricks in the entryway of the building and a local Girl Scout troop donated their services to cleaning out flower beds on the sides of the building.
- b. Foundation – Funds exceeded the \$6,000 match goal from an anonymous donor and is currently at \$6,485.
- c. Grants – Applied for: Newell Brands Grant - \$5,000 for virtual program support; PDRMA Grant \$1,000 health program for staff; and Walmart Grant \$500 for program support.
- d. Fundraising – LWSRA is holding a 50/50 raffle with the drawing on October 30th. Chipotle in New Lenox hosted an Eat & Earn on October 10th. LWSRA is selling Butter Braids October 2 – 19 to support virtual and in-person programs.
Upcoming Events – Grinch Event, December 12th.

FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – Fox Valley completed work to replace the damaged relay component in the fire alarm system on September 16. PDRMA approved the labor & replacement costs (less deductible) of the scoreboard and foul pole that were damaged in the August storm. The scoreboard has been delivered but dates/times for the work to be completed is to be determined.

- b. Gym – The scissor lift used by Fox Valley Fire & Safety was also used to install updated park district banners on the west gym’s wall. Dusting/repairing other banners and caulking an expansion joint was also done by September 28th.
- c. Classroom/Lobby and Bathrooms – Copper Electric and John replaced a kitchen GFCI outlet and swapped smart outlets in the sensory room on September 15th.
- d. Roof – Hamstra completed the warranty work to the LWSRC’s flat roof. The capping was repaired and resecured. The TPO lining along the entire perimeter and up the parapet walls was replaced and resecured on September 16th.
- e. Parking Lot and Grounds – No updates.
- f. Bus Barn – No updates.

3. SUPPORT SERVICES

- a. Brochure – The November-December brochure is in the final preparation stages and registration is planned to open at the end of October. Programs will start November.
- b. Website & Technology – Staff completed the second training session on the new registration software. Final setup and implementation will be completed soon and plans are to roll it out live in December
The new website content and updates are still in progress.
A new firewall was installed on the network in September and new anti-virus software was installed on all workstations.
- c. Rentals – Staff is working with several groups who have expressed interest in renting the gym in October & November. Covid-19 guidelines as set by the State will be required by all.
- d. Freedom Of Information Act – All FOIA requests for the month ending September 30, 2020 have been responded to.

4. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- 1) Staff – Staff is working hard to stay creative and keep programming open for participants. The office staff has been planning programs and working them. They have done a phenomenal job. Agency fundraising is also being planned during these unusual times.
- 2) Safety – Discussions during September centered on changing the outdoor lights, facility issues and rentals. We hope to gain new rentals but must keep safety in mind.
- 3) Inclusion – Staff has been working with member park districts to help train and give tips for working with individuals with special needs. Staff is also checking in and helping out when available.
- 4) Part-time staff – Nothing new to report.

B. Manager of Athletics

- 1) Transportation – IDOT Safety Inspections were completed by Rendell’s during the past 3 months. John fixed some tail lights and reflectors.
- 2) Special Olympics – The fall coaches meeting was held via zoom to discuss the impacts of Covid-19 protocols. Region E will offer a golf tournament at the end of October, but not enough athletes want to attend tournaments. Likewise with a softball skills event, we do not plan on offering it.

- 3) Athletics – Eight in-person programs were offered in September-October. The participants enjoyed various outdoor classes as well as a few teen socials.
- 4) Adapted Sports - Teen, Adult, After School & Titans - The in-person individual skills work program for wheelchair basketball has begun. Players from the prep, varsity, and adult levels were able to return and learn different skills such as ball handling, shooting, and conditioning in a small 8-person setting per group.
- 5) Special Events, youth and summer camp – A 6 week Day program was offered on Wed. & Fri with 6 participants in attendance. There are 20 virtual participants in the Titan’s program. The assessments determine who can attend in-person. Only Tier A and B are able to be in-person.
- 6) Virtual programs – World of Dance and Saturday Fun Club were a few of the offerings and were well attended. Drama is coming back in-person. There will be a few programs done simultaneously for virtual and in-person.

Discussion of opening/closing up programs and tier assessments was discussed.

Finance/Personnel

- A. A memo was included in the packets to recommend that the staff receive a cost of living raise effective November 1st. It was provided for in the Budget and can be covered by the revenue from the programs. President Chavez asked for a motion to approve the 2.9% Cost of Living raise for full time employees as presented.

Commissioner Hassett made a motion to approve the 2.9% Cost of Living raise effective November 1, 2020 as presented and Commissioner Lewis seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

- B. Monthly Financial Outlook – A spreadsheet was included in the packets and exhibited the revenue and expenditures during the pandemic. Member district fees will be added next month.

Facilities Planning

1. Awning update – Keith included final drawings for the proposed canopy at the main entrance. There is no estimate of costs at this time. Phase One would extend outward from the door and Phase Two would include an extension around the curve of the drop-off zone. The project will be fully funded before moving forward. The cost estimates will be sent to commissioners and a fund raising program be determined. The two \$25,000 allocated by Illinois State Reps DeLuca and McDermid if/when received could be used.
2. Playground update – It’s almost done. The Bank Shot is still not done. IDNR will not let us go beyond the two years.

Attorney None

Old Business None

New Business

- A. PDRMA Health Offering – A memo showing the costs for the 2021 Health plan was in the packets. The staff has recommended keeping the same plan as 2020. Discussion of the increase and employee contributions was discussed. President Chavez asked for a motion to renew the current health plan.

Commissioner Hassett made a motion to approve renewing the current health plan offered through PRDMA for 2021 as presented and Commissioner Marcquenski seconded the motion.

Ayes: (6) Marcquenski, Hassett, Vitale, Chavez, Sim, Lewi

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

Director/Commissioner Comments

Commissioner Vitale told the staff to keep up the good work. He is glad that the In-person programs are doing very well.

Commissioner Lewis is happy that the Foundation is separated from the Agency and that will show more transparency. He loves how the financials are being done in-house. The new software is helping to streamline operations and keep costs down. Staff is doing a great job so keep it up.

Commissioner Hassett keep wearing masks and do what you are doing.

Commissioner Sim said thank you to the staff and the support they are giving to Peotone. The playground looks good. She noted that her District is doing a Zombie 5k on Halloween

Commissioner Marcquenski was excited to see the banners up in the gym. She commented that the staff is exhibiting great creativity and happy that they are dreaming big.

Commissioner Chavez told Keith good luck with the SAMS and Duns numbers. She told him to keep going with the grant process. Recently she toured the playground with Keith and is very excited for everyone involved in its completion. She thanked the staff for all that they do.

Adjournment

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

Commissioner Hassett so moved and Commissioner Vitale seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:27 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary