

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON APRIL 20, 2021 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

Meeting held via a ZOOM Video Conference all attendees were off site.

General Functions

Call to Order: President Kelly called the meeting to order at 9:31 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 (*joined 9:33 a.m.*)
Greg Lewis, Executive Director, New Lenox Community Park District
Kirsten VanDuyne, Executive Director, Wilmington Island Park District
Jay Kelly, Executive Director, Manhattan Park District
Barb Sim, Commissioner, Peotone Park District
Gina Hassett, Executive Director, Frankfort Park District
Absent: None

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

Guests: None

Public Comments: None

Treasurer’s Report

- A. March 31, 2021 Treasurer’s Report – President Kelly asked for a motion to accept the March 31, 2021 Treasurer’s Report.

Commissioner Hassett moved to accept the March 31, 2021 Treasurer’s report as presented and Commissioner Lewis seconded the motion. A roll call vote was taken.

Ayes: (6) Marcquenski, Lewis, Kelly, VanDuyne, Hassett, Sim

Nays: (0)

Abstain:(0)

Absent: (1) Vitale

Motion Carried

Payment of Bills

President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$184,444.54 which may include lodging and travel. Executive Director Wallace noted that there were 3 payrolls this month and \$88,900 was paid on the Building Debt Certificate, accounting for the higher amount of payments. (*Greg Vitale joined the meeting at 9:33 a.m.*)

Commissioner Hassett made a motion to approve the payment of the bills as presented and Commissioner Lewis seconded the motion. A roll call vote was taken.

*Ayes: (7) Marcquenski, Hassett, Sim, Lewis, Kelly, Vitale, VanDuyne
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

Special Guests:

A. LWSRF Presentation was Tabled until the May 17, 2021 Board Meeting.

Communications: None

Consent Agenda:

A. Approval of the Regular Meeting Minutes of March 16, 2021. President Kelly asked for a motion to approve the minutes as presented.

Commissioner Lewis, made a motion to approve the Regular Meeting Minutes of March 16, 2021 as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

*Ayes: (6) Marcquenski, Lewis, Kelly, Hassett, Vitale, VanDuyne
Nays: (0)
Abstain:(1)Sim
Absent: (0)*

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staff – Keith reported that Nicky Van has been hired as a Program Specialist and the Organizational Chart has been updated and is included in the Board's packets. Staff is still looking for a second Program Specialist.
- b. Facility – Nothing to report.
- c. Donations, Fund Raising, Outreaching and Grants – The Kindful software has been activated. A copy of the March report is attached. The software eliminates a lot of manual tracking staff had to do. It also eliminated several other donation sites. The one-time activation fee was \$2,000. The only fee is for the credit card fee that some donors generously will pick up. Discussion was held. Users will get a tax receipt and a thank you letter generated by the system. Melissa informed all that the fee charged per credit/debit card transaction is 2.9% plus 30 cents. And 1% plus 30 cents for ACH transactions. Melissa will send out a copy of the contract to the commissioners.
- d. BNI, a group of business professionals, donated \$900.00 and a local contractor donates 3% of his sales, which amounted to \$70.00 in March.
The Wine Thief is holding a wine tasting event on May 16th and donating \$7.50 per ticket.

Body Fountain is providing massages for individuals with special needs and taking donations for LWSRA through April 30th.

Grants from Nicor, Walmart and Ozinga have been applied for. \$1,000 has come in from Ozinga already.

Hawk Effect has raised \$4,000 to date.

- e. Foundation – The Bunny Activity kits and pick up went well Total net profit was over \$9,000. The Foundation enjoyed being more hands on with planning and working the day of the event. A report was in the packets.
The Golf Committee met on April 13th to work on registration and sponsorship information. The outing is scheduled for August 13, 2021.
Audit – The audit is 95% done and staff is just waiting for Sikich to contact LWSRA. This is the final year of their contract, so an RFP for auditing services was sent out. Greg Lewis suggested that Keith look into using Office Max/Office Depot to open an Office Solutions account to print out big projects. Keith will look into it.
- f. Budget Draft #2 – Keith went over some of the items on the draft noting some surpluses. The budget reflects adding back only some of the staff that was furloughed. Splitting an employee’s salary among several program funds that they work on was suggested to charge back true expenses to each program. Discussion was held on the contingency plan for emergencies and Keith will be implementing a plan soon. Greg will send Marie an example of how to set it up. Also the EAV from Cook County is not available until June.

2. FINANCIAL

- a. Donations/Fundraising – Four staff received \$900 in IPRA Scholarships. Marie discussed other amounts that came in during March. The registrar inputs cash/check donations to Kindful keep track of it and send thank yous.
- b. PPP Loan – No word has been received on the PPP Loan being converted to a grant. Lau’s estimated fee is \$2,500 and has not yet been invoiced to LWSRA.
- c. Audit – It was conducted remotely and they issued a draft report. We are waiting for a follow up meeting to go over proposed adjustments.
- d. RFP – One call from a firm that does SRA audits has been received and they are in process of preparing a proposal. The goal is to have fiscal year 2020/2021 performed by September 2021.
- e. Old Plank Trail – The transition to OPT is still in process. A search for new accounting software has been put on hold until audit is completed.
- f. FEMA – Keith received a call from FEMA asking for additional information on the request for \$9,000 reimbursement.

3. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – Nothing to report.
- b. Classroom/Lobby and Bathrooms –The work to widen the stall openings in the bathrooms to accommodate the sport wheelchairs was completed on March 10th. And the bathroom locker benches were repaired on March 12th.
Sherwin-Williams donated the material & labor to paint LWSRC’s 3 classrooms and a portion of the lobby. The staff is very grateful for the time, product and efforts of their team ‘giving back to the community’.

- c. Parking Lot and Grounds –Rhino Sealcoating was selected to get the parking lot of the LWSRC seal coated and striped. It will be done when weather permits.

4. SUPPORT SERVICES

- a. Brochure – The summer brochure is done. Release to families was done and registration opened April 17th.
- b. Website & Technology – Secure iPad mounts were installed at the front entrance of the LWRC. The devices are used for the CrisisGo contact tracing app for staff, participants and visitors.
- c. Rentals – LWSRC hosted a basketball team practice and football team practices in March. The Hawks Nest Sensory Room had three individual’s reserve timeslots during the month..
- d. Freedom Of Information Act –All FOIA requests for March have been processed.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

Superintendent of Recreation

- Staff – Melissa reported staff has been working on the brochure and offering more in-person programming. One part time program specialist, Nicky Van, was hired to assist staff in leading programs and meeting inclusion needs. Melissa is working on staff training and program layouts to ensure safety for all.
- Safety - Staff has been keeping up with the ever-changing guidelines to ensure we are providing a safe environment for participants and staff.
- Inclusion – Aides for recreation programs and sports are being provided. Staff will be brought back in the summer to provide aides for cam days. Staff is currently assisting New Lenox with their preschool program, Mokena in a soccer program and Manhattan after school program. Requests for inclusion have been growing.
- Part-time Staff – approximately 35 part-time staff will be returning tentatively May 1st for the summer programs. They will be trained on the covid protocols and all changes made since last year.
- Outreach – Nadine did a fantastic job coordinating the Bunny Baskets with the Foundation. Work is now being done on the Golf Outing and the Foundation is taking ownership.

Manager of Athletics

- Interns - Tami reported that Christa has two applications in for summer internships. She will continue to push the application out to college programs, to hopefully draw in some more applicants.
- Special Olympics - Region E will be hosting in-person Spring Games, Powerlifting, 3- 6- & 9-Hole Golf, and Unified Golf, Golf Skills competitions. All events are non-qualifying events.
- Bunny Baskets – They were a huge success. The Foundation has a better idea of the hard work that is put into these types of events. Staff also delivered 27 baskets to homes.

- The virtual programs – There are 12 regular weekly programs. They are well attended.
- In-person programs - Tami works the in-person Track and Field Conditioning program on Mondays. They used the outdoor walking track. She helped in the Basketball Skills program on Tuesdays with 24 athletes.
- Hybrid programming - Drama Kings & Queens hybrid model of in-person and virtual is offered. Also Game Night was started in March. A Spring Craft program was enjoyed by 7 in-person and 7 virtually.
- Summer Program – a 14 week program is being offered and staff will be coming back.
- Transportation – The vehicles had minimal usage. All vehicles are up to date on safety inspections. Bus transportation will be limited.

Discussion of some of the State guidelines for High Risk activities was held. Keith said that he had a meeting with Titans Day Programming. Not all participants will be able to join. There are multiple programs that have recreation value and some individuals can join later in the day for the recreation part of the program. Staff will no longer feed or change diapers and there will be limited transportation as it is difficult to find staff to conduct those services.

Finance/Personnel

- A. Monthly Financial Outlook – Keith told the Board that things look good. He thanked Greg Lewis for encouraging him to do that exercise. The exhibit is giving everyone a good idea of revenue and expenses.

Facilities Planning – Keith wanted to let the Board know that people who are utilizing the Leigh Creek Park, adjacent to LWSRC, are posting on social media with #LWSRA. Staff has signed up two participants with downs syndrome who were identified through posts. Rehabilitation Institute of Chicago contacted LWSRA to notify them that an individual from New Lenox was interested in wheelchair basketball. Greg Lewis encouraged Keith to be prepared to procure Federal and County money that is being offered soon. Capital projects should be planned for. Legislators need to be kept involved.

Attorney None

Old Business None

Executive Session None

Closed Session for any lawful purpose including but not limited to:

- 1. Section 2(c) (1) Appointment, employment, compensation, discipline,

New Business

- a. Approval of Salary and Benefits recommendations – Keith provided a memo that outlined his recommendations. The budgets supports these increases.

- A 3% total increase that will include the cost of living and merit-based increases. The proposed schedule supports staff increases to the mid-point over a 3-year span. No position will be increased greater than 6% in each budget year. Participation in the HR Salary survey will continue to stay current with salary increases and is what was used to prepare the increases.
- LWSRA covers 100% of benefit cost for individuals that choose the HMO benefit plan. Individuals that choose the PPO Plan will continue the current plan of 10% for Single coverage and 50% all other coverages.
- An increase to \$600 per month for the director vehicle allowance.

President Kelly pointed out, for the record, the increases are based on the HR Salary Survey which is a very comprehensive robust comparison of industry positions.

Commissioner Vitale said he thought it was a well thought out and well planned. He gave kudos to Keith and the staff for striving to retain staff and hire quality candidates. The fact that it can be put in the budget during this difficult year is great. Commissioner Lewis said that a lot of the salaries are being driven by the minimum wages mandated by the government. Everybody involved did a great job in preparing this. LWSRA needs to keep the people that are currently employed.

Commissioner Lewis also inquired if the Board was going to revisit the Executive Director’s contract. Attorney O’Driscoll said he will work with Keith on getting a new contract put together for approval at the next meeting. It will not be the current contract with amendments. The concern was raised that the salary increase and vehicle reimbursement for the Executive Director are in this proposal and what affect would that have on the contract. The attorney said it was ok to approve it.

President Kelly asked for a motion to approve the Salary and Benefits proposal as presented.

Commissioner Lewis so moved and Commissioner Vitale seconded the motion. A roll call vote was taken.

Ayes: (7) Marcquenski, Lewis, Kelly, Hassett, Vitale, Sim, VanDuyne

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

- b. Approval 2021-22 Budget – The general consensus was to table the approval per the conversation that some salaries need to be split between different funds. Adjustments will be made to the Budget and approval will be on the May 18th meeting agenda.

Director/Commissioner Comments

Commissioner Marcquenski asked Melissa to put her down for a foursome for the Golf Outing. She commented that she loved completing the audit remotely. Great job with the parent meeting. She was impressed with the flexibility and the options offered. It is good programming for all. Thank you and keep up the good work.

Commissioner Vitale said he is looking forward to the Golf Outing. He also commented that it is nice to hear about all the summer programming. He told staff to keep up the good work.

Commissioner VanDuyne said she appreciates everyone sharing their information. She is trying to process it and figure it all out. She thanked everyone.

Commissioner Hassett said that Frankfort Park District will have one foursome for the Golf Outing. She is looking forward to the summer programming and the return of staff.

Commissioner Sim told the Board that Peotone is going through some changes. The current Park Manager has resigned and they are looking to replace the position. It is the equivalent of Executive Director. She is also looking for advice on where to obtain ADA approved bleachers as the District is looking to replace theirs. Keith and Commissioner Lewis will each send her some information. She thanked all for their support.

Commissioner Lewis said great job across the board. He thinks the discussion with the parents for the Titan Day Programming reiterated that the purpose of the tax fund was to provide recreation. Covid restrictions limit what LWSRA can now provide. It is a great job to look outside the box to be supportive of what we can do and the adjustments we can make to accommodate the participants. He commended the staff for the transparency. He is thankful for the new software, Kindful, to help to achieve the goal. He appreciates the effort of all.

Commissioner Kelly also commended the staff in regards to the parent meeting. He said, in making major changes, it was important to get in front of the parents and be transparent. He thought it was well received. He thanked Commissioners Vitale and Lewis for all their work on the Finance Committee and the budget. He said that the employees and future employees need to be taken care of, they are our assets. He also said all in everyone is doing a great job and thanked them for their efforts. Keith Wallace thanked the Districts for their support of the Agency and the advice they give to him. He thanked them for allowing the staff to be creative, to approve the benefits and move forward in the agency's next chapter.

Adjournment

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

Commissioner Lewis so moved and Commissioner Hassett seconded the motion. A roll call vote was taken.

Ayes: (7) Marcquenski, Kelly, Lewis, Sim, Vitale, VanDuyne, Hassett

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

The meeting adjourned at 11:02 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary