

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON May 18, 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 9:30 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(*joined 9:32 a.m.*)  
Greg Vitale, Executive Director, Mokena Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Jay Kelly, Executive Director, Manhattan Park District  
Barb Sim, Commissioner, Peotone Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Absent: Kirsten VanDuyne, Executive Director, Wilmington Island Park District

Others present were: Keith Wallace, Executive Director; John M. O’Driscoll, LWSRA Attorney; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Marie Ventura, Accountant; Nicky Van, Program Specialist; and Mary Strand, Recording Secretary.

Guests: Dave Macek, President, LWSRF; Marissa Beranek; Intern Tina

**Public Comments:** None  
*(Commissioner Marcquenski joined 9:32 a.m.)*

**Treasurer's Report**

A. April 30, 2021 Treasurer’s Report – President Kelly asked for a motion to accept the April 30, 2021 Treasurer’s Report.

*Commissioner Hassett moved to accept the April 30, 2021 Treasurer’s report as presented and Commissioner Lewis seconded the motion. A roll call vote was taken.*

*Ayes: (6) Lewis, Kelly, Marcquenski, Hassett, Vitale, Sim*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

**Payment of Bills**

President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$78,365.33 which may include lodging and travel. President Kelly asked for a motion to approve the payment of the bills.

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

*Ayes: (6) Kelly, Marcquenski, Hassett, Vitale, Sim, Lewis*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

**Special Guests:**

- A. LWSRF Presentation – Dave Macek, President made a presentation of \$15,000. He said LWSRA & LWSRF worked together to hold the Bunny Basket Event and it was a great outcome. He noted that the annual golf outing will be held on August 13. Keith thanked LWSRF for the donation. Mr. Macek left the meeting.
- B. Student Scholarship recipient Marissa Beranek – The \$500 scholarship funded by the staff was presented to Marissa. She is a senior at LWE and going to the University of Tennessee, Knoxville. She will study Neuroscience on behalf of cognitive and behavioral thinking. She thanked the staff. She was invited back after her schooling.
- C. New Staff & Intern introductions – Melissa introduced Nicky Van. Nicky is currently studying Therapeutic Recreation at ISU, graduating in December 2021 and going on to an internship. She is very excited for the opportunity to work at LWSRA.

Tina is a summer intern. She introduced herself as a senior at Chicago State University. She is glad for the opportunity to work at LWSRA. She worked here previously and is happy to be back.

Anna Marie was not in attendance and will be joining LWSRA as a summer intern. She is attending ISU and was also a former employee.

Melissa welcomed them all and said it was great to be able to help these ladies to achieve their goals. She add that she hopes to get more interns and program specialists in the door.

**Communications:** None

**Consent Agenda:**

- A. Approval of the Regular Meeting Minutes of April 20, 2021. President Kelly asked for a motion to approve the minutes as presented.

*Commissioner Hassett made a motion to approve the Regular Meeting Minutes of April 20, 2021 as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.*

*Ayes: (6) Marcquenski, Lewis, Kelly, Hassett, Vitale, Sim*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

**Staff & Committee Reports****1. DIRECTOR's REPORT**

- a. Staff – Keith reported that Nadine Kahl will move to the PT Marketing and PR position. He is hoping to have a full time Recreation Specialist in place in June.
- b. Donations, Fund Raising, Outreaching and Grants – The Hawk Effect has raised over \$13,000. Other campaigns include Sensory Path, We-Go-Swing and Wheelchair softball.  
Ozinga donated \$1,000. Angelo has been writing the grants to help with fund raising. The Wine Thief event on May 16<sup>th</sup> donated \$7.50 of each ticket LWSRA sold online and proceeds from the raffle baskets. Next year LWSRA will ramp up efforts. Body Fountain held an event during April with proceeds from the event going towards LWSRA participant financial assistance program.  
Grants submitted this month were The Walter Family Foundation, Inc., Chris L. Seth Foundation, Aileen S. Andrew Foundation, Christopher and Dana Reeves Foundation, and Women's Sports Foundation (which LWSRA was not awarded).
- c. Foundation – \$200 donation was received from Villa Rosa Pizza.  
May 12<sup>th</sup> LWSRF will hold another pizza fundraiser.  
The golf outing is scheduled for August 13, 2021 and the foundation is taking reservations for foursomes.
- d. Audit – Keith is waiting for the auditors to complete the draft. It is almost done. The Laus should be finishing up the information on the PPE Loan.
- e. Board Emails Discussion – The LWSRA Board has emails that come to Keith. Emails are forwarded when they are received. The Agency would incur additional cost to make these live emails. Discussion was held. Keith will add each Districts website and email to the commissioners contact info.
- f. Extra Member Contribution Memo – discussion – Keith included a memo for the commissioners to take back to their Boards. The extra contribution by each District is .0025 and is in the agreement that runs through 2023. Discussion was held. It was suggested that the extra be for Capital Projects.
- g. Community Golf Outings – Keith would appreciate that one Commissioner join in other groups' golf outings. Usually LWSRA books 2 positions and LWSRF books 2. If a commissioner does not attend on one of LWSRAs 2, one of the staff will go instead.
- h. LWSRA DEI Statement – a copy of the Diversity, Equity and Inclusion Statement was included in the Boards packets. Keith would like to make the statement part of LWSRAs commitment as an organization.
- i. LAC Meeting – Discussion of Covid 19 is ongoing. Staff is doing the best they can to get the staff and participants back to programs and activities. They continue to monitor the State Mandates. Keith will be sending out a questionnaire to staff to inquire about vaccination status. PDRMA will review it first. Discussion was held regarding vaccinations and mask use. Discussion of feeding, diapering and bathroom assistance was held.

**2. Accountant –**

- a. Kindful April Donation Report – The report was in the Board's packets showing where the money was allocated.
- b. Donations/Fundraising – Marie talked about the April Fundraising and Donations of \$15,492.99.
- c. PPP Loan – Marie contacted the Laus and still no word on the status.

- d. Audit – It is in the final stages. It should be done by the end of May. The Foundation questions are needed and being provided even though we are now separated. Discussion was held.
- e. Software – Marie and staff are looking into new accounting software. Paycor is planning on implementing a new time and attendance system that LWSRA would be up and running on in approximately 2 months.
- f. Staffing – Marie processed rehire paperwork for part-time staff with rehire dates of May 2, 2021. The number of employees set up in Paycor is 53 up from 13.

**3. FACILITY FOREMAN**

- a. Maintenance and Misc. Repairs – LWSRC’s sprinkler system was inspected on April 12th and tested by Fox valley Fire & Safety Co. The Center remains in compliance.
- b. Classroom/Lobby and Bathrooms – Wall repair and touchups in the lobby and hallway lead-ins to the offices and bathrooms were completed by April 16<sup>th</sup>.
- c. Parking Lot and Grounds –Rhino Sealcoating resealed and striped the parking lot at LWSRC on April 25-27. The active wheelchair stencils were also updated.

**4. SUPPORT SERVICES**

- a. Brochure – The summer registration opened April 17<sup>th</sup>. Many participants are interested in coming back. Participants are required to complete an in-person program assessment and meet Tier A or B requirements before registering. Tier C is in trial phase.
- b. Website & Technology – The hardware inside the oldest laptops were updated to speed up the devices and make them function better for the cloud-based applications LWSRA currently runs on.
- c. Rentals – LWSRC hosted two birthday parties and the Heather Glen HOA meeting in April. The Hawks Nest Sensory Room had one individual reserve timeslots during the month.
- d. Freedom Of Information Act - we received a request from Belinda Olszewski for the final payments from each Park District (separated by what each district gave/or is giving) for the current fiscal year end. All FOIA requests for April have been processed.

**5. SUPERINTENDENT OF RECREATION**

A. Staff & Safety –

**Superintendent of Recreation**

- Staff – Melissa reported staff has tripled in the last few weeks. She is interviewing several applicants for the full-time Recreation Specialist. There are 6 excellent applicants.
- Safety – Tami, John and Melissa have been keeping up with the ever-changing guidelines at least monthly.
- Inclusion – We have begun to provide aides for recreation programs and sports. We will be bringing back staff in the summer to provide aides for camp days. Currently we are assisting with New Lenox with their preschool program, Mokena in a soccer program, and Manhattan after school program. We will be able to provide aides this summer, please send in request as soon as possible.

- Outreach – Melissa was contacted by the Navarro family who own a farm nearby. They are planning on opening up programming for those with disabilities. Eventually they will grow crops and they want LWSRA to be part of it. Participants would garden and harvest the crops. There will not be any recreation programming, but work and learning opportunities.

#### **Manager of Athletics**

- Transportation – The vehicles had minimal usage. All vehicles are up to date on safety inspections. Busses are being rotated into Rendel's for regular maintenance before using for the summer programs. The Transit had its windshield replaced.
- Meetings & Webinars - During the month of April, Tami attended the LWSRA Board Meeting, Safety Committee Meeting and our weekly all-staff meetings. I co-facilitated our rec teams meetings on random days during the month of April. Nadine, Melissa and Tami met this past month to put together our training schedule for our return-to-work training courses for our part-time staff. She reported to the Board that she facilitated the driver's in-service (5/4), new driver orientation and hands-on training (weeks of 5/4 and 5/10), all part time staff return to work meeting (5/6), Titans Day programming staff meeting (5/5), and new part time staff orientation (5/11). She also coordinated and secured all CPR and First Aid training (5/3, 5/10, 6/3 and 6/8) for LWSRA full-time and part-time staff.
- Virtual Titans – The program was offered on Tuesdays and Thursdays this spring and 24 participants were in attendance. Arts & Crafts, Science projects and Virtual Tours.
- Stir It Up – Mac comes up with some interesting meals with 5 participants. It combines chatting and making their own lunch.
- Titans Adult Day Programming – We offer 3 time options for the participants. The spring program had 9 participants. The parents of the participants did an appreciation for the staff.
- Special Olympics – Five athletes are eligible to be nominated for Team Illinois, two have been nominated. Virtual opportunities are still being offered. A fun Track and Field event was held virtually. Three athletes were eligible to compete in Spring Games this year.
- In-Person Programs – Basketball skills was the first opportunity to pilot an intra-team scrimmage program format. Plan are being formed to offer this program once more as a summer league program, 1 time per month.
- Students/Internships – Two former staff of LWSRA have been selected to complete a 14-week internship this summer.
- Adapted Sports – Virtual workouts continue to be a success. There are 7-9 participants each days. In-person Bowling was at capacity for the spring session. Wheelchair basketball skills sessions were offered to minis, prep, varsity and adult athletes. On April 11th the group played some scrimmage games against each other.
- Virtual Special Events – A fiesta, trivia and bingo were all well attended.

- Hybrid Programming – Drama Kings and Queens, and Game Night had in-person and virtual participants. A spa day with lunch after was held on April 11<sup>th</sup>. Movie Critic Blub watch a film at LWSRC and the Teen social held a karaoke event.

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 the next Eagle Scout project is about to begin to install a fire pit. After it is finished Keith may suggest a Gaga Pit as the next project.

Attorney – None  
Old Business

- a. Approval 2021-22 Budget – Keith explained that there is not a Fund Balance Reserve Policy yet, but he did put it in the Budget. A percentage of staff and cost of the room used was exhibited for each program to show some of the indirect cost. Keith wants to reclassify some of the salaries. He went over some of the exhibits. Commissioner Lewis commended Keith and staff and said the budget looked great. President Kelly asked for a motion to approve the Fiscal Year 2021/2022 Budget.

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

***Ayes: (6) Vitale, Sim, Marcquenski, Lewis, Kelly, Hassett***

***Nays: (0)***

***Abstain:(0)***

***Absent: (1) VanDuyne***

***Motion Carried***

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. Resolution #21-1 Disposal of Public Records - President Kelly asked for a motion to approve Resolution 21-1.

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

***Ayes: (6) Marcquenski, Lewis, Hassett, Vitale, Sim, Kelly***

***Nays: (0)***

***Abstain:(0)***

***Absent: (1) VanDuyne***

***Motion Carried***

- b. Resolution #21-2 Disposal of Equipment – President Kelly asked for a motion to approve Resolution #21-2.

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

*Ayes: (6) Lewis, Hassett, Vitale, Marcquenski, Sim, Kelly*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

- c. Resolution #21-3 Approval of additions and amendments in Policy Manual – Discussion of the Floating Holiday was held. It was decided to approve the Holiday List and add 1 additional personal day not the floating holiday. President Kelly asked for a motion to approve Resolution #21-3 Approval of additions and amendments in the Policy Manual with the amendments to the Holidays to reflect the list and add 1(one) additional personal day, not the floating holiday.

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

*Ayes: (6) Marcquenski, Lewis, Hassett, Vitale, Sim, Kelly*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

- d. Resolution #21-4 Fund Balance Policy - Tabled

- e. Resolution #21-5 Executive Director Contract - President Kelly asked for a motion to approve There was a typo on page 2 item D. The section about the holidays and personal days needs to be fixed.

*Commissioner Vitale so moved and Commissioner Lewis seconded the motion.*

*Commissioner Vitale withdrew his motion.*

*Commissioner Vitale made a motion to approve Resolution 21-5 Executive Director Contract with the change to page 2 item d. “to be paid”, change Page 3 item e.*

*Eleven (11) days and change Page 3 item f. to three (3) days. Commissioner Lewis seconded the motion. A roll call vote was taken.*

*Ayes: (6) Lewis, Kelly, Hassett, Vitale, Sim, Marcquenski*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

**Director/Commissioner Comments**

Keith Wallace addressed Commissioner Sim to lend a helping hand and to train some of her employees. Keith thanked the commissioners for all of their hard work and due diligence. He said he feels that LWSRA is on the right path.

Commissioner Marcquenski said to keep up the good work. There are a lot of changed but staff is doing a heck of a good job. Move forward in a positive way and be kind. Thank you.

*(Commissioner Hassett left the meeting 11:15 a.m.)*

Commissioner Vitale said thank you for the hard work on the Budget and Policy Manual. It is very tedious work but very important. He congratulated Keith on his contract for another 3 years and said he was glad to have him around.

Commissioner Lewis said great job with the budget and glad that Keith was excited about it. He welcomed the interns. He said the staff is doing a great job across the board.

Commissioner Sim told the Board that her Park Manager moved to another position part time. A new person has been hired and start June 1. Commissioner Sim has been elected to Peotone Park Board President and has taken on the treasurer roll, and manager roll in addition to her regular job. She thanked everyone who responded and helped her.

Commissioner Kelly also told the staff they did a great job with the budget. LWSRA is building relationships. It is a testament to the culture that is in place that you have returning interns. The staff is the number one asset. The DEI Statement can only enhance that. The retention and return of employees is a compliment to the organization. He told the staff to stay flexible to respond to the many changes that are still to come.

**Adjournment**

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

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

***Ayes: (5) Marcquenski, Kelly, Lewis, Sim, Vitale***

***Nays: (0)***

***Abstain:(0)***

***Absent: (2) VanDuyne, Hassett***

***Motion Carried***

***The meeting adjourned at 11:19 a.m.***

Respectfully submitted by  
Mary T. Strand, Recording Secretary