

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JUNE 15, 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  
Jay Kelly, Executive Director, Manhattan Park District  
Barb Sim, Commissioner, Peotone Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Kirsten VanDuyne, Executive Director, Wilmington Island Park District  
Jacque Tuma, Director of Executive Services, New Lenox Community Park District  
Absent: None

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

Guests: Laura, Sikich, LLP; Residents Jay and Britany Robinson and Belinda Olszewski; Kelly LaMore, Peotone Park Manager.

**Public Comments:** None

**Treasurer's Report**

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

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

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

*Motion Carried*

**Payment of Bills**

President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$102,184.46 which may include lodging and travel. Jacque asked for clarification of check to the accountants. Keith explained that he discussed with the Laus that is was higher than their estimate and Marie asked for a discount. Discussion was held. Keith also stated that he was told that LWSRA would be given the full amount of the grant. Keith will follow up with an email and noted that the staff is back in the building so expenses are higher this month.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

**Special Guests:**

- A. Jay and Britany Robinson - Keith invited the couple to tell their story of how Jay was introduced to LWSRA through the Shirley Ryan Disability Lab since his accident in 2020. He told of his welcome from the staff and his participation in Adapted Soft Ball. Britany expressed her gratitude to Keith and the staff. Keith noted that is amazing what LWSRA can do for people. Jay thanked them for sharing their story.
- B. Audit Presentation – Sikich LLP representative Lauren gave an overview of the auditing process. The audit showed a clean unmodified opinion stating that it is fairly presented. She highlighted the expenses and revenues with the change in net position. She thanked the staff for their cooperation and responsiveness. Resident Kelly noted that the previous year’s comments were address. The Board thanked Lauren and she left the meeting at 9:57 a.m.

**Communications:** None

**Consent Agenda:**

- A. Approval of the Regular Meeting Minutes of May 18, 2021. President Kelly asked for a motion to approve the minutes as presented.

*Jacque Tuma made a motion to approve the Regular Meeting Minutes of May 18, 2021 as presented and Commissioner Hassett seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

**Staff & Committee Reports**

**1. DIRECTOR's REPORT**

- a. Staff – Keith reported that there are now 4 full time Recreation Specialist in place in June. Brooke Whybrew is in charge of youth programming. She told the Board that she graduated from Georgia Southern.
- b. Donations, Fund Raising, Outreaching and Grants – The Hawk Effect has raised over \$20,000. Other campaigns include Sensory Path, We-Go-Swing and Wheelchair softball.  
The Wine Thief event raised \$2565 from the raffle. The donation from the ticket sales will be coming soon.  
Uhlmann Home Improvement is offering 3% of sales if people mention LWSRA and donated \$70 so far.
- c. Foundation –\$239.70 was raised on May 12<sup>th</sup> by LWSRF at the pizza fundraiser. The golf outing is scheduled for August 13, 2021 and is sold out. They are looking to offer a second outing to accommodate the waiting list. They have two locations to choose from.  
The Foundation has started a Finance Committee and purchased QuickBooks.
- d. Keith has been invited to speak in Denver at the Moving Mountains Conference at the request of parents of a participant.
- e. Keith will update the Agency Goals and it will include the shed.

**2. Accountant –**

- a. Kindful May Donation Report – The report was in the Board's packets showing where the money was allocated.
- b. Donations/Fundraising – Marie talked about the May Fundraising and Donations of \$15, 214.15.
- c. PPP Loan –Marie contacted the Laus and will follow up with them on their fees.
- d. Audit – The audit is complete and Marie sent it to Moody and Ehlers.
- e. Software – Plans to explore a new accounting software package are being made. Marie talked to Paycor about the rollout of a new Time and Attendance system that they are upgrading to. She anticipates migrating to the new system in August. The time clock will need to be replaced and she is awaiting a discounted quote. Discussion was held on using an iPad or smart phone instead.
- f. Bid – Marie reported that a bid has gone out for Auditors. Sikich LLP contract is up. Commissioner Hassett thanked Marie for all the work she did on the audit.

**3. FACILITY FOREMAN**

- a. Maintenance and Misc. Repairs – Air Quality, Inc. performed preventative maintenance on all HVAC systems in preparation for the spring/summer seasons at LWSRC on May 13<sup>th</sup>. Fox Valley Fire & safety performed an inspection and test of LWSRC's fire pump on May 14<sup>th</sup>. The facility remains compliant.
- b. Classroom/Lobby and Bathrooms – Nothing to Report
- c. Bus Barn Update – Nothing to Report
- d. Roof Update – Nothing to Report
- e. Parking Lot and Grounds – LWSRF is funding the cost of the new 10 x 10 shed. It will be built on-site with Tuff Shed, Inc. during July. Jacque inquired what the shed will be used for. It will be for the motorized wheelbarrow, some softball wheelchairs and other

grounds equipment. It will be located by the score board and Keith has talked to George at NLPD in regards to the permit.

**4. SUPPORT SERVICES**

- a. Brochure – The Fall Brochure planning will start in June and will continue to be offered in a digital version. Postcards may go out to remind families when it is available online.
- b. Website & Technology – The Inertia Group assisted in adding the final feature coding to the new website. Information and content is being added and hope to go live in June.
- c. Rentals – LWSRC hosted one birthday party and two staff CPR/First-aid training sessions in May. The Hawks Nest Sensory Room had one individual reserve timeslots during the month.
- d. Freedom Of Information Act - All FOIA requests for May have been processed.

**5. SUPERINTENDENT OF RECREATION**

A. Staff & Safety –

**Superintendent of Recreation**

- Staff – Melissa reported that summer programs are in full swing. All part-time staff trainings are completed. And she welcomed Brooke Whybrew to the staff.
- Safety – Tami, John and Melissa have been keeping up with the ever-changing guidelines at least monthly.
- Inclusion – Currently we are assisting individuals in Manhattan, Mokena, New Lenox, and Frankfort.
- Outreach – Melissa and Nadine are working on the two golf outings.

**Manager of Athletics**

- Staff & Staff Training- Part-time staff went through training and signed up for additional online training with PDRMA. Refresher training in the busses was also completed. Interviews were conducted with 5 candidates and hired Brooke.
- Transportation – All vehicles are currently being rotating in and out of Rendel’s for general maintenance including oil changes before we start to incorporate them into our summer programs. There was a total of 1100 miles put on the vehicles this month. Currently, bus #1 and bus #5 are out of service. Bus #1 does not start and bus #5 has a hydraulic leak by the wheelchair lift. Bus #5 will be going in for lift service within the next 2 weeks. The busses put on 1,100 miles during the month.
- Meetings & Webinars – Tami attended LWSRA board meeting and safety committee meeting on May 18th, and the weekly all-staff meetings on Wednesdays. She co-facilitated the rec teams meetings on May 5th and 19th. Tami attended an unemployment webinar, Straight from the Source-HR Source on May 27<sup>th</sup>.
- Virtual Titans – During Virtual Titans participants have been enjoying virtual tours, crafts and making snacks. The themes for the month of May were baseball, camping, and learning about Memorial Day.  
Virtual Around the World - Participants have been enjoying Around the World program. Participants have been learning about different countries and their culture through virtual trips, trivia games and more.

- Titans Adult Day Programming – During Adult day program the participants have been enjoying socializing with their peers. Adult day program is broken down into three sessions. Morning, Lunch bunch and Afternoon. We have 23 participants registered. The program is held at the Founder’s Center. Participants have had fun utilizing the facility and enjoying the community.
- Day Trippers - Participants have been able to go back into the community. There are 16 participants registered for this program. Participants went to Blackberry Farm, Naperville River Walk and Tinley Park to look at their Benches on the Avenue. Tinley Park has been doing the bench decorations for 18 years. The theme for 2021 is “Album Cover Tour”.
- Snack & Chat - In Snack and Chat participants made the following items: Raspberry Lemonade Slushies and Cheerios Snack Mixes. We will continue the program through June 23<sup>rd</sup>.
- Special Olympics – Special Olympics Illinois has announced their plans for the remaining 2021 state tournaments. Tennis will move forward with an in-person event in August. Outdoor Sports Fest (golf and softball), as we know it, will not run. However, golf will move forward with an in-person state tournament in September. They will offer no state option for softball. Bowling will move forward in December. Fall games will run as usual, with no change besides the extra safety precautions they will take, and the same will go for Flag Football and Floor Hockey.
- Bocce - The 13 athletes registered for bocce have been rotating through drills fine tuning their distance and accuracy skills. They also run through drills that help teach the rules of the game and spend some time scrimmaging with their partners. New Lenox Park District has assisted us in striping courts in the grass outside of the gym for a more realistic practice space.
- Softball - The 16 athletes registered for softball spent some time preparing for their first game by working on fielding, base running and hitting at their 2 practices. Their season opener was last week (6/1) vs NWCSRA where they took the W with a 4-0 score.
- Tennis - The 7 athletes registered have been working on forehand and backhand skills with Coach Cindy from Lincolnway Area Tennis at Mokena Main Park each week.
- Hawks Basketball Summer League - The 16 athletes registered came out on Sunday, May 23<sup>rd</sup> to play a 3 on 3 intra-team scrimmage. The 2 games were livestreamed to our Facebook feed and spectators came in to enjoy the game. This is the first time that the summer league is being offered.
- Students/Internships – The full-time intern, Tina Izzo-Delboa is in week 5 of her internship and has begun to take on more responsibilities. She is leading some virtual programs, assisting in others and working many in-person programs as well as her office duties. She has proposed a special project of hosting an in-house “Spring Games” event for our track participants. The part time intern, Annamarie Castle has completed her midterm evaluation, as she continues to assist camp with planning needs, leads travel the world virtual program and also some select in-person programs.
- Adaptive In-Person Programming – Bowling at Thunder Bowl and Laraway Lanes is in session and is at capacity.

- Strength & Conditioning – This program allows participants to do HIIT workouts outside while maintaining proper social distancing. Core, cardio, and strength are major focuses during the workouts.
- Adapted Sports – Virtual workouts continue to be a success. Wake Up, Warm Up, Moving with Mak and Hawks HIIT are offered programs.
- Virtual Special Events – A fiesta, trivia and bingo were all well attended.
- Hybrid Programming – The first hybrid dance was held on Fri 5/21. The theme was the “Sock Hop” and there were 10 in-person and 6 virtual participants for the first dance of the summer season. The popular virtual bingo program was also held in a hybrid model on Fri 5/28. There were 10 in-person and 7 virtual participants. Dinner and a Movie was held on Sat 5/29 and participants saw the new movie Cruella at Emagine Theatres.
- Summer Camp - Planning for a 3-7 year old, 8-14 year old, and teen camp has begun. Camps will be held in the building and include activity planning, visitors, and outings. Camp staff training will be held on Wed 6/2.

Finance/Personnel

- A. Monthly Financial Outlook – Keith told the Board that LWSRA ended in a nice position. It helped to watch the big ticket items. He will continue this process monthly and add it into the Financial Report

Facilities Planning – Keith wanted to let the Board know that the next Eagle Scout project is about to begin to install a fire pit. There might be a program made utilizing it. Discussion of a Gaga pit was held.

Attorney – None

Annual Reorganization of the Board

- a. Committee Assignments – A copy of the current assignments was in the Board’s packets. Discussion was held. Keith will email to Jay and he will forward on to the commissioners.

Old Business

- a. Resolution #21-4 Fund Balance Policy – Item tabled until a new auditor is decided upon.

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. 2020/2021 Audit - President Kelly asked for a motion to approve the 2020/21 Audit as presented.

***Jacque Tuma so moved and Commissioner Marcquenski seconded the motion. A roll call vote was taken.***

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

**Director/Commissioner Comments**

Commissioner Marcquenski said good job on the audit. It is nice to see the progression and kudos to the staff. She thanked the Robinsons for their insight that make you realize what others are going through. She also said it was nice to see in-person programming restart and that virtual still fills a need. Staff is doing a great job with both. She welcomed Brooke. She said to schedule 15 minutes of abundant joy.

Commissioner Vitale said great job on the audit. He noted that his very first LWSRA meeting was June 2020 and he had fewer notes to discuss this year. He thank Tom Krause for attending the MCPD Board Meeting and did a fantastic job reporting on LWSRA. He said that his commissioners were impressed and had a better understanding of what the organization does for the community. He thanked Melissa and Nadine for speaking with MCPD new Superintendent of Recreation about some services. He said it was great to see everything moving as almost normal. Keep up the great work.

Jacque Tuma said great job. She asked that everyone RSVP to NLPD by July 1<sup>st</sup> for the grand opening ceremony of Leigh Creek South Park if they haven't already done so.

Commissioner Hassett thanked Keith for bringing the Robinson's in to tell their story. It was very heartfelt. She said that FPD is still pursuing the purchase of Borg Warner hopefully with the financial help of the Village of Frankfort. Please reach out to her if you have any questions.

Commissioner Sim introduced Peotone's new Park Manager, Kelly LaMore. She thanked everyone for all the help that they gave to her and hopes they will be supportive of Kelly.

Kelly LaMore gave an overview of her past jobs. She is exciting to be a part of the park system.

Commissioner Kelly said congrats on the successful audit. He reminded the staff that there are always hiccups in the beginning of Summer Camp and that they are doing a good job. He was impressed with the Robinsons story and feels that it can help keep things in perspective. It also reminds us all of the impact that LWSRA has on people. Kudos to Mr. Robinson to get back into the game of life. Congrats to Keith and the staff.

Keith discussed how he approaches people with disabilities to join LWSRA. Robinsons opens our eyes to these issues. He said that a newspaper article was done on the new park. He thanked the Board for their support.

**Adjournment**

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

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

*The meeting adjourned at 10:46 a.m.*

Respectfully submitted by  
Mary T. Strand, Recording Secretary