

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JULY 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 and in person.

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:
Jay Kelly, Executive Director, Manhattan Park District
Audrey Marcquenski, Director Frankfort Square Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Kelly LaMore, Park Manager, Peotone Park District (*joined at 9:39 a.m.*)
Greg Vitale, Executive Director, Mokena Park District (*via zoom*)
Gina Hassett, Executive Director, Frankfort Park District (*via zoom*)
Kirsten VanDuyne, Executive Director, Wilmington Island Park District (*via zoom*)
Absent: None
Others present were: Keith Wallace, Executive Director; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Marie Ventura, Accountant; Brooke Whybrew, Recreation Specialist; Nicky Van, Program Specialist; and Mary Strand, Recording Secretary.
John M. O’Driscoll, LWSRA Attorney (*via zoom*)

Guests: None

Public Comments: None

Treasurer’s Report

A. June 30, 2021 Treasurer’s Report – President Kelly asked for a motion to accept the June30, 2021 Treasurer’s Report totaling.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) LaMore

Motion Carried

Payment of Bills

President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$113,255.19 which may include lodging and travel. Keith noted that the payroll amounted to \$73,000 of the total bills. Income is being generated as well.

Commissioner Marcquenski 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: (6) Hassett, Vitale, VanDuyne, Lewis, Marcquenski, Kelly

Nays: (0)

Abstain:(0)

Absent: (1) LaMore

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

- A. Approval of the Regular Meeting Minutes of June 15, 2021. President Kelly asked for a motion to approve the minutes as presented.

Commissioner Marcquenski made a motion to approve the Regular Meeting Minutes of June 30, 2021 as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) LaMore

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staff – Keith reported that the Sensory/Fitness path has been installed. There were some minor mistakes on the install, the owner is fixing them and gave us a \$2000 discount on the second phase.
- b. Donations, Fund Raising, Outreaching and Grants – The Hawk Effect has raised over \$21,943. Keith noted that the parents did a phenomenal job. We received \$10,000 from the Aileen S Andrew Foundation and \$500 from Ozinga for the sensory path. We also received \$3,000 from Brenda Wallace (thanks Mom, from Keith) and Ingredion Inc. for travel to the Wheelchair Softball World Series.
- c. Foundation - The golf outing is scheduled for August 13, 2021 and is sold out. They are have opened a second outing on August 20, 2021 to accommodate the demand. There are currently 5 foursomes and the Foundation is looking for many more along with donations of baskets.
- d. Grants Applied for – Huizenga Foundation (\$10,000); Alben F. & Clara G. Bates Foundation (\$5,000); Max Goldenberg Foundation (\$3,000); and Harry & Bessye Rosenberg Charitable Trust (\$10,000). These have been submitted through Grank Seekers.
- e. Kindful Report was attached showing \$14,570 in donations for the month.

- f. QuickBooks – Staff is evaluation if the software will work for LWSRA. A meeting with a third party that implements the software will be held.
- g. Keith was invited to speak in Denver at the Moving Mountains Conference at the request of parents of a participant. His presentation was about SRAs and the benefits of therapeutic recreation cooperatives. He said it was a great experience.
- h. The Park Grand Opening was delayed until July 22nd due to rain.
- i. Rotary meetings are back in person. They are sponsoring Zumba at the grand opening of the park. In addition the LWSRA and SSSRA picnic on September 26th will be sponsored by the Rotary. Keith is the president and he is promoting doing more with SSSRA.

UPCOMING EVENTS:

July 31-August 1 LWSRA Wheelchair Softball Tournament

August 2-6 Vacation

August 11-15 Wheelchair Softball World Series

2. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – Nothing to Report
- b. Classroom/Lobby and Bathrooms – Currently a side-project is underway to update the look of the lobby’s aquarium and add locks to the cabinetry for added security
- c. Bus Barn Update – Nothing to Report
- d. Roof Update – Nothing to Report
- e. Parking Lot and Grounds – Work to convert the parking lot islands over to grass was completed June 16th with the addition of mulch around the trees. Straw matting will be removed once the grass is established.
The Village of New Lenox issued a permit for LWSRC’s maintenance shed. The Tuff Shed is scheduled to be built on-site on July 22nd.

3. SUPPORT SERVICES

- a. Golf – The addition of a second outing is being held at Links of Carillon in Plainfield. It will be sponsored by the Navarro Farm and Frankfort Firefighters Local 4338. Registration will be recorded through a new system Ticket Spice that integrates with LWSRA’s Kindful fundraising and CRM platform.
- b. Play Pals is a new outreach program geared towards building LWSRA’s group of 2-5 year olds where parents can come to program with their child. The first meeting is scheduled at the LWSRA playground on Saturday, July 24th 9-10am. There are 12 currently registered and I plan to make connections with local therapy centers, schools, and hospital/pediatric clinics to increase awareness.
- c. New intake measures have been put into place to assist new families in finding their child’s niche at LWSRA. Nadine met with at least 10 new families who have registered in camp, piano lessons, or other programs at LWSRA during the month of June.
- d. Brochure – The Fall Brochure is in the final stages. Registration is planned to begin August 7th.
- e. Website & Technology –Additional information and content is being added and hope to go live in July. A goal in transitioning to be more digital friendly will be to capture more information through the website related to employment, volunteer and internship interest.
- f. Rentals – LWSRC hosted three birthday parties, a dance social for graduating high school seniors, Kiwanis meeting and Helping Hands Therapy cooking class in June. The Hawks Nest Sensory Room had three individuals use the space during the month.

Freedom Of Information Act – On June 2, 2021 we received a request from Dennis Olszewski for copies of transaction details for the credit card for January 2020 through December 31, 2020 and the last day Kristen Ehrman was employed at LWSRA. On June 14, 2021 we received a request from Dennis Olszewski for credit card monthly statements for January 2020 through December 31, 2020. All FOIA requests for June have been processed.

4. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

Superintendent of Recreation

- Staff – Melissa reported that LWSRA is hiring for fall programming. Numbers are up and she is ready to take on more staff and more participants.
- 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 and New Lenox.
- Outreach – Melissa and Nadine are working on the two golf outings.
- Nadine and Melissa have been working with the Foundation for the Golf Outing. They are also working with the Village of Frankfort and Navarro Farm to do some cooperative programs.

Manager of Athletics

- Staff & Staff Training- 95% of all staff are certified in CPR. The new Rec Specialist started on 6/7.
- Transportation – This month 5,500 miles were logged on the busses. Lift inspections were completed on #5 and #6. Some repairs were made on #5. Bus #3 had batteries replace and an AC wire fixed. The Explorer had a routine oil change. John replaced the wheel fenders on the trailer. Bus#1 still out of service, it is being evaluated as to what to do with it.
- Virtual Titans – The first 7 week session ended on July 1st. Participants learned the history of baseball, Olympics and fact about music and movies. They took virtual trips, making snacks and enjoying arts and crafts. The next session will begin 7/13 and is a 6 week session.
- Snack & Chat – The 6 participants enjoyed a variety of delights during the virtual program.
- Day Trippers – There are 16 participants divided into 2 groups. They headed out on the buses for weekly field trips. A new session started 7/19 and hopes are that more will join the fall session.
- Special Olympics – Special Olympics Illinois donated 20 tickets to the White Sox game on 6/30 and LWSRA families and staff attended.
- Bocce – The program ended 6/28 and the participants are looking forward to signing up for the next session.
- Softball – There are 16 athletes registered for softball and played their season opener winning 4-0. The program ends 7/27.
- Tennis – The program ended 6/30 and a new session will begin shortly.
- Hawks Basketball Summer League - The 16 athletes registered participated in 2 games that were livestreamed to our Facebook feed.
- Track & Field - Twelve athletes registered for the summer session..

- Adaptive In-Person Programming – Bowling at Thunder Bowl and Laraway Lanes is in session and is at capacity. The session runs 5/17 to 8/2.
- 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. There were 8 participants for the first session of the summer.
- Adapted Sports – Virtual-Wake Up, Warm Up, Moving with Mak and Hawks HIIT are offered programs.
- Wheel Chair Basketball – They are learning skills and techniques.
- Wheel Chair Baseball – On 6/12 the Hawks competed at the Kansas City Royals invitation and ended the weekend with 4wins and 2 losses. They went to Omaha, Nebraska on 7/9 and will compete at the Wheelchair Softball World Series in Biloxi Mississippi 8/17. There are 10 athletes on the team.
A Clinic was held on 6/19 which allowed potential new athletes to come and try the game. Five athletes participated.
- Summer Camp – Brooke’s first day was the beginning of the session. She is learning the ins and outs quickly.
- Karaoke Night – Nine participants sang their hearts out on the first night and really enjoyed it.
- Hawaiian Luau – There were 12 in person attendees and 7 virtual attendees at the hybrid dance with leis and great dancing on 6/11.
- Hibachi – An outing to dine at the Japanese restaurant was held on 6/12 and was enjoyed by all.
- Game Night – Participants enjoyed Portillo’s food and played a variety of board games and group games.
- SSSRA – Five participants attended the virtual bingo held by the SRA on 6/25.
- Hollywood Casino – Three participants started the event at 99 Hops House and then went to gamble. They all won a little more than they came with.
- The Forge – An event was held at the adventure park that is fully accessible. The owner is very accommodating if and Districts would like to check it out.

Finance/Personnel – None

Facilities Planning – None

Attorney – None

Old Business

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

Executive Session None

New Business

- a. Auditor Proposal and Recommendation – Two proposals were received. Staff recommends to contract the firm Lauterbach & Amen, LLP. President Kelly asked for a motion to approve Lauterbach & Amen, LLP as presented.

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

Ayes: (6) VanDuyne, LaMore, Lewis, Marcquenski, Vitale, Kelly

Nays: (0)

Abstain:(0)

Absent: (1) Hassett (dropped off the zoom call)

Motion Carried

- b. Review Executive Meeting Minutes – Executive Minutes from 2-12-2007 and 5-15-2018 were discussed. Both involve personnel and Keith recommended they be held. There were no minutes from December 2020 through May 2021. President Kelly asked for a motion to withhold the two Executive Minutes.

Commissioner Lewis made a motion to release the Executive Minutes from 2-12-07 and 5-15-2018. No one seconded it.

Motion Failed

Commissioner Hassett made a motion to withhold the Executive Minutes from 2-12-07 and 5-15-2018 and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

Ayes: (6) VanDuyne, LaMore, Hassett, Marcquenski, Vitale, Kelly

Nays: (1) Lewis

Abstain:(0)

Absent: (0)

Motion Carried

Director/Commissioner Comments

Executive Director Wallace thanked everyone for everything. The new brochure is coming out and his staff is being very flexible to accommodate everyone. They are trying to the best they can during these difficult times to keep the programs running. The goal is to keep all the participants engaged during the unprecedented times.

Commissioner Lewis said that staff is doing an outstanding job. It is very exciting that Keith is going around the country to get the word out. That invitation validates the work that the staff is doing. He hopes everyone could make it to the grand opening of the park.

Commissioner La More said she is excited to be a part of LWSRA. She is excited about what the future holds. Nadine was in Peotone yesterday. Thank you.

Commissioner Marcquenski said so much is going on and keep up the good work. Transportation, the web site, and programming is all coming back strong. Staff is amazing and an inspiration to all.

Commissioner Van Duyne said she is excited to meet everyone in person on Thursday. Staff does amazing stuff. She is looking forward to interact more with LWSRA and work hand in hand with everyone.

Commissioner Vitale said he also is looking forward to the Grand Opening and the Golf Outing. Mokena will be at both outings. He is excited for the new fall programs and ramping up the staff. Keep up the good work.

Commissioner Hassett said she also is excited to attend the Grand Opening and to see the programs returning along with the staff. Thanks to all.

Commissioner Kelly noted how cool it was to see the busses ready at the front entrance and all the parking lot activity. He thanked the staff for their continued effort to make every step possible to reengage families and participants to fulfill their recreational needs. He thanked the new Lenox Park District for all their efforts with the new park and Thursday's Grand Opening.

Adjournment

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

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

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

The meeting adjourned at 10:35 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary