

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON SEPTEMBER 28, 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
Jim Randall, Executive Director, Frankfort Square Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Kelly LaMore, Park Manager, Peotone Park District
Greg Vitale, Executive Director, Mokena Park District *(via zoom)*
Gina Hassett, Executive Director, Frankfort Park District
Kirsten VanDuyne, Executive Director, Wilmington Island Park District
Absent: None

Others present were: Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tami Parette, Manager of Recreation; Marie Ventura, Accountant; Juanita Williams Recreation Specialist; and John M. O’Driscoll, LWSRA Attorney *(via zoom)*; and Mary Strand, Recording Secretary.

Guests: Belinda Olszewski *(via zoom)*; Diane Ruklic; Susan Lewis; and William Lau, *(via zoom)*.

Public Comments: None

Treasurer’s Report

A. August 31, 2021 Treasurer’s Report – President Kelly asked for a motion to accept the July 31, 2021 Treasurer’s Report. Keith noted that the PPE Loan came due and was paid on time, but then it was forgiven so it was credited back to the account.

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

Ayes: (7) Lewis, Marcquenski, Hassett, Vitale, VanDuyne, LaMore, 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 \$124,535.34 which may include lodging and travel. Keith originally sent out the bills details to the wrong folder, they are in the right one for everyone to view.

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) Marcquenski, Hassett, Vitale, VanDuyne, LaMore, Lewis, Kelly
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

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

Commissioner LaMore made a motion to approve the Regular Meeting Minutes of August 17, 2021 as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

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

Motion Carried

Staff & Committee Reports

1. DIRECTOR’s REPORT

- a. Staff – Keith reported that LWSRA has upgraded the classrooms with larger TVs to accommodate the growing hybrid programs as well as rentals. The Gaga pit and the fire pit have been finished by the Eagle Scouts.
- b. Donations, Fund Raising, Outreaching and Grants – The knights of Columbus have resumed their annual contributions from their tootsie roll drives, \$2,125. Some is going to marketing and PR, but most will go to the Scholarship Fund for those in need.
- c. Foundation – The two golf outings raised \$36,000.
- d. Grants Applied for – Two grants have been applied for in September and are listed on the attachment in the Boards packets. Commissioner Lewis asked for a copy of the actual submittal of each grant that Grant Seekers prepared. Keith will send.
- e. PPE – The loan has been forgiven.

- f. Audit – Lauterbach and Amen were onsite September 9th and will return by months end. Commissioner Lewis commented that each District should have received a letter from the auditor asking for confirmation of payments made.
- g. Kindful Report was attached showing \$5,803 through August 25th in donations for the month.
- h. Distinguished Agency Accreditation – LWSRA is in process to apply.
- i. Covid Conversation – LWSRA received some mask exemptions. A letter from Risk Management was received to help write the letter with the requirements. LWSRA needs to know what the protocols are in each District. PDRMA is suggesting that a doctor needs to list the specific reason in a signed note. Then LWSRA needs to determine how to accommodate the individual during their presence. Discussion was held. Staff is willing to work with the parents to determine when and if the person can return to play. There is an additional accommodation form that needs to be filled out for any individual that will be coming in to administer medications, medical marijuana, feeding, or catheterization.
- j. NRPA Conference September 21st – 24th Keith attended and a lot of good networking was accomplished.

UPCOMING EVENTS:

SSSRA/LWSRA Picnic – September 26th

ISBA Event - September 26th

TR Leadership Summit – October 1st LWSRA is hosting.

2. MARKETING AND PUBLIC RELATIONS

- a. Community - Staff attended multiple community outings to be more visible in the communities and educate the public about LWSRA’s services. Approximately 20 new participants have joined recently. Please send information of your District’s upcoming events to Nadine so that staff can assist and support.
- b. Golf - The Golf outings were very successful, raising \$36,000. Next year 2 events are scheduled on August 12th and September 17th.
- c. Play Pals – This is a new outreach program geared towards 2-5 year olds. Staff connected with eleven families and was introduced to 2 new participants. Nadine will connect with local therapy centers, schools and hospital/pediatric clinics to increase awareness.
- d. Wildflower Farm & Gin’s Teardrop Café – A fundraiser was held with these two businesses on August 11th and LWSRA was the beneficiary.

3. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – Replaced broken tiles by the front entrance. The VCT floors will be waxed 8-13.
- 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 – Tuff Shed, Inc. completed installation of the facility shed. Staff will install screening around the perimeter of the base to guard against debris and pests.
- f. Facility Equipment – John took delivery of an Overland powered large capacity wheelbarrow on July 13th. He wrote and submitted a grant for it.

With the help of the LWSRF, we purchased a *Genie* push-around lift for future maintenance, repairs, and inspections in high places (especially the gym). Purchased from United Rentals on Tuesday, July 27th and delivered Wednesday, July 28th.

4. SUPPORT SERVICES

- a. Brochure – The Fall Brochure registration is going smoothly. Staff is preparing the Winter/Spring brochure. Programs will run for 14 weeks and it will be available in December.
- b. Security – An upgraded security camera system is being evaluated and different options are being explored.
- c. FOIA Requests – LWSRA received 2 requests in July that have been answered. As of July 31, 2021 the agency is up to date on all requests.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- Staff – Seven new part-time staff have been hired, mostly high schoolers. More staff is still needed.
- Safety – Melissa and Tami attended the Slip, Trip and Fall workshop and will work with the safety committee to implement the program.
- Inclusion – LWSRA is servicing Manhattan before and after school as well as New Lenox before and after school.
- Outreach – Melissa attended the New Lenox Chamber Outing on August 6th and the Wilmington Car Show in the month of August.
- TR Summit – LWSRA is hosting and Melissa is on the Board of Regents. The summit will be attended by approximately 50 persons either in person or virtually.

B. Manager of Recreation

- Staff & Staff Training- The focus is on hiring additional part-time staff for the fall programs and recruiting volunteers. Training for new staff and volunteers was held August 30th. All new staff and volunteers are working to complete additional PDRMA training.
- Transportation – This month - 1800 miles were logged on the busses. All safety inspections are up to date. Safety inspections are up to date.
- Titans - Teen and Adults – Both Virtual and in-person programs are ongoing. Keith will be giving a presentation during this meeting.
- Club Hawk – During August after care program started and there are 5 participants.
- Special Olympics – State Tennis - Four Athletes participated in the Tennis Tournament on August 14. They received 5 silver and 2 bronze medals and a 4th place Ribbon. Two athletes competed at Inwood Golf Course in Joliet on 8-14 and both qualified for state. LWSRA Hawks attended the Softball Region Qualifies on 7-31 and received a bronze medal.
Golf – The Region E Golf Qualifier was held at the end of July. Two gold medals were received by Matt and Karen Merk and qualified for State. The unified team finished fourth in their division and represented LWSRA very well. Participants also played Basketball, Volleyball, and Bocce for the Special Olympics.

- Adaptive -Wheel Chair Baseball – The Wheelchair Softball World Series in Biloxi Mississippi and LWSRA took 3rd place.
- Summer Camp, Special Events and Youth – Brook has been accompanying participants around the communities. They went to a Crazy Carnival, a Farmhouse Academy, Bingo Blast and the End of Summer Bash. They all got around using the buses.
 - a. Titans Day Programming Presentation – Keith gave a power point presentation on the history, purpose, growth and today’s offerings. He explained how State Covid protocols are shaping what can be offered. He also shared results of a survey that showed a large majority of the responders were very satisfied or satisfied. Juanita explained the program as it is today. LWSRA can no longer offer door-to-door. Staff is listening to parents and will adjust the program when it is feasible. Keith is in talks with CTF and also with Trinity and St. Coletta to see if a partnership can be had. They would come in to LWSRC to administer the care and the LWSRA staff would conduct the recreation. Staff is looking at how other SRAs do these programs. Commissioner Hassett commended Juanita and the staff on a great job. It aligns with the goals and objectives of an SRA. The program has a very good recreational value. It should not be labeled a day program because it does not fit in with what LWSRA can offer. She said she understands that in the past LWSRA did accommodate some day care functions, however, it is not part of a recreation program. Her hope is that moving forward LWSRA can keep the program recreational based, not day care based. Commissioner Lewis agreed. He said that prior to covid the Board pushed back on some of the services that did not align with the Park Code. The purpose of the Park Districts joining forces was to provide recreation. LWSRA and other SRAs were going beyond that. Now the State Legislation dictates what SRAs could provide to individuals. Put that together with the cost of paying professionals to administer medical services, the minimum wage for all employees and the staffing shortage, it goes beyond what is within budgets. Staff is doing a great job and has designed a great program.

Finance/Personnel

- A. Finance and Office Manager – Keith explained that Marie Ventura has submitted her resignation effective October 31, 2021. He wants to promote Tom Krauss who is currently the Support Services Supervisor (ie; Office Manager). He has been performing some of the financial duties. Because of his longevity he has the ability to do both jobs. There might be a slot for a part-time accountant in the near future. Discussion was held. Commissioner Lewis said that the budget needs to make sure that it all makes sense. President Kelly said Manhattan Park District is going through the same thing. The proper job description, requiring the right credentials and salary needs to be rolled into the budget for the next fiscal year. .
- B. Wm A. Lau and Co Invoice #24438A – At issue was the charge of \$11,496 by the firm which was more than LWSRA was expecting. Mr. Lau was not able to get into the portal to get the information for the PPE loan. He encountered road blocks that contributed to

the many hours. He said that BMO’s contact people were in other countries. He said that the bank just let the information sit without processing. He gave examples of the difficulties with other’s loans. Once he got Keith’s credentials he could press the submit button. Commissioner Vitale asked Mr. Lau if he ever communicated that it was going to take longer and that they had problems. Mr. Lau said yes. Mr. Vitale also asked what the end goal was. Commissioner Hassett said that LWSRA is having to pay for the errors by Mr. Lau’s company. In the future a quote for an amount will be needed that cannot be exceeded. Discussion was held.

(Commissioner Vitale left the meeting 10:55 a.m.)

Facilities Planning – None

Old Business

- b. Resolution #21-4 Fund Balance Policy – Item tabled until the new audit is underway.

Executive Session None

New Business

- a. Motion to Join Move United - Keith explained that this is an organization to further expand the adaptive program. It was suggested to draft a resolution and put on the next agenda for approval. The annual fee is \$250. Motion was tabled.
- b. Resolution #21-7 Whistleblower Protection Policy – Attorney O’Driscoll told the Board that the State created a clearer path for employees who have complaints/critiques. It states you cannot retaliate against a person who files a complaint. It requires that an auditing official of the organization be appointed and give a copy of the policy to all new hires and each employee annually to sign off on. The Executive Director or HR person should be the auditor. It is recommended to pass the resolution and create a policy. President Kelly asked for a motion.

Commissioner Hassett made a motion to approve Resolution #21-7 Whistleblower Protection Policy as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

Ayes: (6, VanDuyne, LaMore, Lewis, Kelly, Marcquenski, Hassett

Nays: (0)

Abstain:(0)

Absent: (1) Vitale

Motion Carried

Director/Commissioner Comments

Commissioner Hassett thanked Keith for having Mr. Lau attend to explain the invoice and hopes that she made her position clear on how to move forward. She expressed her thanks to Nadine for the great job on the golf outing. She hoped the staff and all attendees got some value from the NRPA conference. Keith did a great job. We are fortunate to have great leadership in the organization.

Commissioner Marcquenski thanked Keith and Nadine for the Titan’s presentation she appreciated the history. She told Melissa and Tami good luck with the Slip, Trip and Fall program. She told the staff to keep up the good work.

Commissioner VanDuyne said thank you for the presentation it really helps. Melissa and Nadine are awesome. They are coming out to do training with her staff of before and after school.

Commissioner LaMore said ditto! She is learning more and she is impressed with all that LWSRA does.

Commissioner Lewis said the staff does a great job. It is important that the staff does what it takes to keep going when a problem arises. Everyone who went to the NRPA conference seemed to be engaged and that is what it is for. The accounting system needs to be upgraded. Continue to do what you are doing.

Executive Director Wallace said it is important to have some background and history about the programs to be prepared. Mrs. Ruklic son is in Titan program and is enjoying it. Keith will always listen to anyone who has an issue, but if you don’t bring to him he can’t address it. Melissa, Tami and the rest of the staff are doing a great job. He thanked the Board for giving him direction.

Commissioner Kelly said thank you for the information on the Titans. Staff continues to do an outstanding job. LWSRA has a mission, just like the Park Districts do, and that mission must be served for the greater population. We must ask the questions and get answers so we can best serve the majority of the population. He thanked everyone for attention and participation. He thinks everyone is doing an outstanding job.

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: (6) Kelly, Hassett, Marcquenski, LaMore, Lewis, VanDuyne

Nays: (0)

Abstain:(0)

Absent: (1) Vitale

Motion Carried

The meeting adjourned at 10:03 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary