

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON OCTOBER 19, 2021 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

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
Greg Vitale, Executive Director, Mokena Park District
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 Paretta, Manager of Recreation; Marie Ventura, Accountant; John M. O’Driscoll, LWSRA Attorney and Mary Strand, Recording Secretary.

Guests: Renee Chavez, Executive Director, Crete Park District

Public Comments: Renee Chavez is a former commissioner on the LWSRA Board. She said that Crete Park District currently does not belong to a Special Recreation Association. She is trying to keep CPD and the residents informed about the need and advantages of belonging to an SRA. She said that none of their parks have accessible equipment. Commissioner Lewis suggested that Renee get someone to do an ADA Assessment for legal reasons. It could be updated yearly. Keith said after she gets the assessment done he would be happy to go speak at one of the CPD’s Board meeting to let them know about the necessity and benefits of SRA’s.

Treasurer's Report

A. September 30, 2021 Treasurer’s Report – President Kelly asked for a motion to accept the September 30, 2021 Treasurer’s Report. Keith noted that there were 3 payrolls during the month accounting for a larger amount.

Commissioner Hassett moved to accept the September 30, 2021 Treasurer’s report as presented and Commissioner Lewis 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 \$149,825.76 which may include lodging and travel. Commissioner Hassett asked what Capture Point was. Keith confirmed it is the new recreation software.

Commissioner Vitale 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, 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 September 28, 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 September 28, 2021 as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.

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

Motion Carried

Staff & Committee Reports

1. DIRECTOR’s REPORT

- a. Staff – Keith congratulated Melissa Jensen on passing her exam for CRTS. The staff now has 3 CRTS’s.
- b. Facility – Larger TVs have been installed in the classrooms for meetings and hybrid programs.
- c. Donations Kindful Report - Donations included \$4,060. The total included donations from OPA Bar Crawl, Mensha, Toppen 5k Mokena and Halloween Hallow parking. During the Mokena Halloween Hallow an adult individual was invited to join LWSRA.

He was unaware of the opportunity. Keith noted that it is through this kind of community event that LWSRA can get the word out.

- d. Grants Applied for – One grant for \$5,000 to the Clayton F. Brown, Foundation has been applied for in September and is listed on the attachment in the Boards packets. The grant letter is also attached for the Board’s review.
- e. FEMA – A check for \$8,000 has been received.
- f. Foundation – They held their meeting on October 15th. The projects they are working on are Giving Tuesday and the Bunny Breakfast. Keith anticipates a donation of around \$40,000 in February from LWSRF.
- g. Distinguished Agency Accreditation – LWSRA is in process to apply and has purchased PowerDMS. Staff will be starting the on-boarding process soon.
- h. Meetings – Keith presented at the TR Summit on Creating a Diverse Workplace on October 1st. He thanked Commissioner Hassett for letting the LWSRA Day program use the FPD facilities during the TR Summit. Melissa and Keith met with Dr. Tingley to discuss LWSRA and the possibility of updating the cooperative agreement. Keith met with the new principal of LWE.
- i. LWSRA Committee Discussion - Jay stated the committees and chairman as follows:

Finance & Personnel	Greg Vitale and Greg Lewis
Facilities & Planning	Jay Kelly and Greg Lewis
Recreation	Gina Hassett and Audrey Marcquenski
Safety & Transportation	Kelly LaMore and Gina Hassett
Fundraising, PR & Marketing	Audrey Marcquenski and Kirsten VanDuyne
New Member	Kirsten VanDuyne and Jay Kelly

Jay said that when committees meet, they should report back to the entire Board to keep everyone on the same page. Keith let everyone know that a list of the committees and progression of each commissioner up the ladder from Secretary through President was in the Board’s packets.
- j. Annual Report – A copy of the report was included in the Board’s packets.
- k. Trunk or Treat – LWSRA is in need of more volunteers to open their trunks at this annual event. A flyer was in the packets.

2. MARKETING AND PUBLIC RELATIONS

- a. Community – Nadine and staff have been attending outings to be more visible in the community, and educate the public about LWSRA’s services. Please send information of your District’s upcoming events to Nadine so that staff can assist and support.
- b. Contracted Services – As Nadine makes more contacts it has resulted in more contracted services in the Adult Day programs.

3. FACILITY FOREMAN

- a. Gym – Carroll Seating replaced the retractable safety strap on the volleyball net #2 on September 23rd. They also did a safety inspection of all gym equipment.
- b. Classroom/Lobby and Bathrooms – John completed the installation of the new TVs and surface mounted wire channel in classrooms 130, 150, and 170 on September 30th right in time for the TR Summit. Melissa thanked the staff for their commitment.

4. SUPPORT SERVICES

- a. Brochure – Planning is underway for programs during the Winter of 2022 season. Staff started a little early to give the Recreation staff time to plan. Programs will run 14 weeks.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- Staff – Melissa and Tami are working on creating a year-long calendar of programs for the recreation team.
- Safety – Melissa and Tami attended the Slip, Trip and Fall workshop and will work with the safety committee to implement the program.
- Outreach – Melissa is on the Board of Regents of Therapeutic Recreation Leadership. The summit, held on October 1st, was very successful. The attendees were amazed at the facility and playground and said they would like to hold the summit at LWSRC every year.

B. Manager of Recreation

- Staff & Staff Training- The focus continues to be on hiring additional part-time staff and recruiting volunteers. Interviews are being conducted and will continue for the next few weeks. A new staff and volunteer orientation was held on October 11ths and mandatory PDRMA trainings are being held.
- Transportation – This month - 2000 miles were logged on the busses. Buses 3 & 4 passed safety inspections.
- Titans - Teen and Adults – Programs continues to go well. The first seven weeks is complete and will resume next week.
- Special Olympics –
 - a. State Tennis Tournament was held on September 11 & 12. Four athletes competed and brought home 5 silver, 2 bronze medals and 1 fourth place ribbon.
 - b. Region E Volleyball Tournament – The tournament was held on September 12th. The unified team of 12 athletes took gold at this year’s event. They will compete in the State Fall Games October 23rd.
- Adaptive – Wheelchair Football – LWSRA started this new program where athletes learn intermediate drills and scrimmage in a 5 on 5 setting outside. Mak has been trying to get this program up and running for a few years.
- Summer Camp, Special Events and Youth – The group went to Swallow Cliff on 9-12, The Water Lantern Festival on 9-18 and also took a trip to Great America.

Finance/Personnel – None

Facilities Planning –

- a. Commissioner Lewis said that Keith and Melissa met with an architectural firm to discuss ideas for a second gym and other projects. The idea is to have a project that is ready for when a grant is announced. They met with White Group who will send a summary of their meeting and Keith will share with the commissioners.

Old Business

- a. Resolution #21-4 Fund Balance Policy – Item tabled until the new audit is underway. Keith has other SRA’s policies to compare and will bring to the Board when the audit is done.

Executive Session None

New Business

- a. PDRMA Health Plan Selection – Keith included an exhibit of the 2022 Health Plan offering from PDRMA showing a comparison of 2021 to 2022. Staff is recommending to continue the same plan as last year. Commissioner Vitale noted that he did call Keith last week to answer some questions on the plan. Keith and Commissioner Lewis also will discuss other ancillary plan offerings in the next few weeks. A discussion of HSA’s was held. President Kelly asked for a motion to approve the recommended plan as presented.

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

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

Nays: (0)

Abstain:(0)

Absent: (0)

Director/Commissioner Comments

Executive Director Wallace thanked everyone for their continued support. He said that he sent the bills to the Districts this week. He commented that programming is going well. He told the Board that CrisisGo had a challenge this past week. A Covid positive case appeared in one of the programs. CrisisGo disseminated the information as it was supposed to.

Commissioner Lewis congratulated Melissa on her attaining CRTS. He told the staff to keep up the good work. He said that is great to see new programs getting underway.

Commissioner Vitale thanked LWSRA for coming out to Halloween Hollow to run the parking. There was approximately 8000 people attending. He expressed his appreciation and said it gave his staff a much needed break. It also was a great opportunity to engage with the community which is the goal. He told the Board that Mokena Park District has a new logo and a new banner is now hanging in the LWSRA gym.

Commissioner LaMore thanked Melissa and staff for accommodating Peotone’s ad in the new brochure. She invited all to attend the Zombie Run on October 30th.

Commissioner VanDuyne thanked Melissa and Nadine for coming out to train her staff on before and after school programs. She appreciates it.

Commissioner Marcquenski congratulated Melissa. She thanked Renee Chavez for attending the meeting. She knows the difficulty getting an SRA in place and hoped it was a new chapter for Crete ark District. She gave kudos to the staff and told them to keep up the good work.

Commissioner Hassett said she will alert staff and her Board of the need for trunks at the Trunk or Treat event.

Commissioner Kelly congratulated Melissa. He said that every month the reports have something new and exciting in programming. He said that new things create more work and the staff does not let the additional work stop them from pushing forward. The relationship with participants building is outstanding and impressive. He thanked the staff and said keep up the good work. Manhattan has a Haunted Trail on October 30th and he invited all to attend.

Attorney O'Driscoll noted that there is an Executive Order extension for 30 days that came out on October 15th.

Adjournment

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

*Commissioner Hassett so moved and Commissioner Vitale seconded the motion.
Upon a voice vote, all voted Aye. The meeting adjourned at 10:12 a.m.*

Respectfully submitted by
Mary T. Strand, Recording Secretary