

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON NOVEMBER 16, 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 9:30 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 & Courtney Willits, LWSRA Attorney; and Mary Strand, Recording Secretary.

Guests: Belinda Olszewski, Resident.

Public Comments: None

Treasurer’s Report

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

Commissioner Hassett moved to accept the October 31, 2021 Treasurer’s report as presented and Commissioner Marcquenski 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 \$107,411.75 which may include lodging and travel. Director Wallace noted that the rent for the bus barn will be increasing.

Commissioner Vitale 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: (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 October 19, 2021. President Kelly asked for a motion to approve the minutes. Director Wallace noted that there was a mistake on the Roll Call. It listed Jim Randall as being present for Frankfort Square, but should have been Commissioner Marcquenski.

Commissioner Hassett made a motion to approve the Regular Meeting Minutes of October 19, 2021 with the correction 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 reported that Christa McDonough has taken a position with Special Olympics and the staff wishes her well. The position will be posted in April 2022 and be included in the 2022/2023 budget.
- b. Kindful Report – An exhibit was included in the Boards’ packets showing the donations totaling \$6,383.50. An anonymous donation of \$1,200 from In Our Hearts Golf Outing will be posted to the report.
- c. Grants Applied – Keith reported that staff has applied for two grants one for \$3,000 to the Bruce and Ann Bachman Family Foundation and one for \$5,000 to the Witz Family Foundation.
- d. Foundation – The next meeting will be held on December 9th.
- e. Power DMS – Staff purchased the software and started to input the current policy and procedures. The policy manual will then be updated.
- f. Committee Reporting – Commissioner Lewis suggested that the staff reports currently presented at the Board Meetings by the staff, should be given by the Commissioner(s) on each committee. The commissioners would meet with their Committee and present the report at the Board Meeting. That way it forces the commissioners to be more engaged

with the Committees. He gave an example of how NLPD handles and a copy of the NLPD agenda. President Kelly said that the agenda would need to be reworked so that the Commissioners would report out. Commissioner Hassett thought that the staff should still do the reports. She does discuss with the department heads on a regular basis. Director Wallace said he is okay whichever way the Board decides. Commissioner Vitale would like to see a hybrid. He said most of the reports are a staff function. He also said that the Commissioners could highlight things of importance as it becomes necessary. President Kelly said his concern is that information is shared with the whole Board when a committee meets. Commissioner Marcquenski concern is balancing staff’s time and preparation rather than having their voices heard. Discussion was held. Examples of how each agency handles. Attorney O’Driscoll suggested to check the bylaws for any guidelines. President Kelly suggested to adjust the agenda to show the committees and if something needs to be reported it will done. Liaisons rather than committees was suggested. Discussion of Liaison vs Committee Meeting was held. The general consensus was to change the agenda to a hybrid.

- g. 2022 Meeting Dates – A copy of the dates was included in the Board’s packets. The September date is the only one adjusted to accommodate IPRA/IAPD Conference. All others are on the third Tuesday of each month. President Kelly asked for a motion to approve the 2022 Meeting Dates.

Commissioner Hassett made a motion to approve the 2022 Meeting Dates as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.

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

Motion Carried

- h. SWSRA and NWCSRA Cooperative Agreements – The purpose of this Agreement is to enable participants who reside in LWSRA and NWCSRA/SWSRA resident communities to participate in most programs offered by either association at resident rates. Keith is working with other SRAs to make it easier for individuals to participate. Commissioner Hassett suggested a Committee Report to bring back to the Board for approval. Action items will be under Old or New Business. Commissioner Hassett suggested having a Committee Meetings after the Regular Board Meeting. Discussion was held. Attorney O’Driscoll suggested to come up with a more specific plan.

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. Sixteen new participants have been signed up in October. In October, staff attended events in 5 of LWSRA’s Districts. Please send information of your District’s upcoming events to Nadine so that staff can assist and support.
- b. New Participants – Intakes have been going well. There were 16 new participants who met with Nadine, toured the facility, discussed program options, and registered for a program. Her report listed the Districts they were from and the number from each.

- c. Public Relations – The Southtown ran an article on Zoe Voris and her Bronze Medal in the Paralympics Games in Tokyo.
- d. Trunk or Treat - On October 30th, 1200 individuals joined LWSRA to celebrate Halloween. Funds raised will go towards creating educational materials about LWSRA’s services.
- e. Day With The Grinch – Tickets for the event are almost sold out. Another time slot will be added. Kits will also be available.

3. FACILITY FOREMAN

- a. Roof – John was able to find the problem and replace some missing screws that were allowing water to seep down under the HVAC unit during torrential rains. Post-storm inspections showed no further problems. Commissioner Lewis asked if the roof was still under warranty and if a report needs to be given to the roofing company. Melissa will get in touch with John and find out.

4. SUPPORT SERVICES

- a. Brochure – Draft of the Winter of 2022 season brochure is on Melissa’s desk for review. Registration starts December 6th.
- b. FOIA – All requests have been completed as of October 31st.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- Inclusion – Currently LWSRA is serving in Manhattan Den program, New Lenox ACES and Frankfort Prairie Care. Please contact Melissa for any assistance.

B. Manager of Recreation

- Transportation – There was a total of just over 1,600 miles put on the vehicles this month.
- Titans - Teen and Adults – Melissa encouraged all to read the report in the Board’s packets.
- Special Olympics –
 - a. Region E Volleyball Tournament –The LWSRA Hawks unified volleyball team took 1st place in their 2-team division on October 23-24.
 - b. Region E Bocce Tournament – On October 16th thirteen participants qualified to go to the State Tournament in June 2022.
- Adaptive – Wheelchair Basketball – LWSRA is almost back to normal with clinics, travel and tournaments.
- Youth – Programs are in full swing and none have had to be cancelled since returning in September.

Finance/Personnel –

- a. Audit – It is almost done. Work is being done on the Fund Balance and Capital Asset Policy. The meeting will be held on November 17th.

Facilities Planning –

- a. Security Cameras – Commissioners Lewis and Vitale met with staff to discuss. Quotes are being sought. Commissioner Hassett asked what the objective was. Keith stated that it

is for security and safety of participants. Current cameras are not robust. Discussion was held on the cost, necessity, storage and pros and cons of the investment.

- b. Building Expansion – Staff met with White & Company to discuss. Parking and detention are the main concerns. Some preliminary exhibits were given to the commissioners to review. This is to be ready for when/if money becomes available. A gym and more rec space is the priority. Discuss was held. Extension of the funds provided to LWSRA by the Districts was brought up and Keith has the subject ready as an agenda item in the near future.

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. Resolution #21-6 Bus Barn Lease Extension – Commissioner Lewis asked what the increase for the Lease was. It went from \$2062 to \$2253 per month. This is a 1-year extension. Discussion was held to see if the owner would agree to a three-year deal. Attorney Driscoll suggested approving the one-year rider now and asking for a 3-year in the near future. President Kelly asked for a motion.

Commissioner Hassett moved to approve Resolution #21-6 Bus Barn Lease Extension as presented and Commissioner Lewis seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Director/Commissioner Comments

Commissioner Marcquenski thanked the staff for including the article about Zoe Voris. She also thanked them for the intake report and new participation report. She told staff to keep up the good work.

Commissioner Hassett said she liked the discussions of different ideas and thinks that the Board can come together to agree on ways forward. She wished everyone a Happy Thanksgiving.

Commissioner VanDuyne said Melissa and Nadine came to Wilmington for training with the before and after school programs. She said it was immensely helpful. The size has tripled since spring and there has been staff turnover. Staff was very impressed and amazed. Kirsten said that the very next week things were much better. She is very grateful.

Commissioner LaMore said she continues to learn things in Peotone and LWSRA. She is awe of what goes on at LWSRC and likes the discussions in the meetings.

Commissioner Vitale said it was great to see all the people in the building. Keep up the good work in the year coming up.

Commissioner Lewis complimented Melissa on the incredible work being done on Inclusion in New Lenox Park District. Greg thought that some children need more discipline. Supervisors and Deputy

Directors are making more appearances with the parents and children to promote more discipline. He appreciates the help and getting more people involved. He reminded everyone that Jacque Tuma is working on reserving tables at Conference. He said it has been good in getting out to discuss things again.

Executive Director Wallace thanked everyone. He said the staff holiday party is December 17th and the family holiday party is the 13th and he invited the commissioners to attend both. He also mentioned that there were three bronze medalists that qualified. Zoe Voris, Kaitlyn Eaton, and Ixhelt Gonzalez, members of LWSRA Lady Hawks Wheelchair Basketball, competed in the 2020 Tokyo Paralympics in October. He asked that the Districts call to ask for help in programming because structuring programs is what they do best. He thanked the Board for their support.

Commissioner Kell said Happy Thanksgiving. He thanked Melissa and Nadine for coming to Manhattan for the Haunted Trail that had 450 people attend. He noted that the Board had some healthy conversations to figure out what is best for the organization. He said thanks again and keep up the good work.

Attorney O’Driscoll noted that the governor mandated another 30 days of Covid-19 protocols.

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 10:52 a.m.*

Respectfully submitted by
Mary T. Strand, Recording Secretary