

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON FEBRUARY 15, 2022 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.**

**I. 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  
Gina Hassett, Executive Director, Frankfort Park District  
Kirsten VanDuyne, Executive Director, Wilmington Island Park District  
Greg Vitale, Executive Director, Mokena Park District  
Absent: None

Others present were: Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Angelo Garcia Registrar; and John O’Driscoll, LWSRA Attorney.

Guests: Dave Macek, LWSRF

**II. Public Comments: None**

**III. General Functions (continued)**

- 1. January 31, 2022 Treasurer’s Report – President Kelly asked for a motion to accept the January 31, 2022 Treasurer’s Report.

*Commissioner Lewis moved to accept the January 31, 2022 Treasurer’s report as presented and Commissioner Hassett seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

- 2. Payment of Bills:
  - A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$97,531.16 which may include lodging and travel.

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

*Motion Carried*

- 3. Special Guests:
  - a. Foundation Presentation - Dave Macek, President, Lincolnway Special Recreation Foundation. Mr. Macek said it was an honor to work with LWSRA to help those who need it. Together with the Agency they worked throughout the past year to raise funds. He presented \$45,000 to Keith and the Board of LWSRA. Keith thanked the Foundation. President Kelly said the money is fantastic and appreciated. He noted the hard work that the volunteers and staff do to accomplish raising the donations.

- 4. Communications: None

**IV. Consent Agenda:**

- 1. Approval of the Regular Meeting Minutes of January 18, 2022. - President Kelly asked for a motion to approve the minutes.

*Commissioner Vitale made a motion to approve the Regular Meeting Minutes of January 18, 2022 as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

**V. Staff & Committee Reports**

**1. Executive Director**

- a. Donations, Fund Raising, Grants, Marketing, Outreach & PR – The reports were included in the packets for the Board’s review. Keith noted that an organization, Forever U, dissolved and they contributed to a few agencies that supported them. They donated \$2,500 to LWSRA. Staff submitted 5 applications for grants for the sensory path.
- b. Foundation Update – They have been working on the Bunny Breakfast event. It will be held in person. Keith reported that the Foundation has now started using Quick Books for their financials. He helped them to get started with it and they will be able to generate reports. Discussion was held.

- c. IAPD/IPRA Conference – Keith, Melissa and Staff attended. Keith said the staff attended only one day due to their programs still needing them. He thought it was good and they kept people safely distant for the most part. The sessions were pretty good.
- d. Power DMS – It is still being worked on.

**2. Facility Foreman** – John’s report was included in the Board’s packets. Preventative maintenance was performed throughout the building.

**3. Office Manager/Support Services** –

**4. Superintendent of Recreation** – Melissa Jensen highlighted Nadine’s report showing that there were 15 Intakes the past month. They were mostly 3-7 year olds and were from Mokena, Frankfort, Frankfort Square, Manhattan and Non-Resident.

- a. Staff and Safety
- b. Inclusion –
- c. Part time staff –
- d. Manager of Recreation –
  - 1. Transportation
  - 2. Teen, Adult, After School & Titans
  - 3. Special Olympics – LWSRA hosted one of the TR Section tournaments on February 13th at Lincoln-Way North High School and LWSRC.
  - 4. Adapted Sports – PE Takeovers are being held often. There were two over the past weekend. On 3/18 LWSRA will hold a PE Takeover at Griffith High School in Indiana. It is a demo day and our new hire Jake Williams will be there.
  - 5. Youth, Special Events, Summer Camp, Virtual – The Kiwanis Games were held on February 12. Keith noted that the Drama Club is growing. Staff has ordered additional portable staging to accommodate the actors.

**VI. Finance/Personnel** –

- a. Audit – It is almost done. Keith has been working with the part time accountant. He has sent it to committee. The draft audit will be ready for March for the Finance Committee to review. Comment was made that the draft was very good.
- b. Moody’s Rating – This was done because LWSRA holds a loan. The rating is A-3 which it was previously, but they removed the Negative Outlook. Commissioner Lewis reviewed it and said it was very good.

**VII. Facilities Planning** –

- a. None

**VIII. Old Business**

- a. Resolution #21-4 Fund Balance Policy –Tabled. A Fund Balance Policy already exists. He shared the changes with the committee and it will be on a future agenda.

**IX. Executive Session** - At 9:56 a.m. President Kelly asked for a motion to go into Executive Session for the purpose of a. Section 2(c) (21) Review of Closed Session Minutes.

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

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

*Motion Carried*

**Open Session** - President Kelly asked for a motion to return to the Regular Meeting at 10:20 a.m.

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

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

*Motion Carried*

**X. New Business**

- a. Motion to report on review of closed meeting session minutes - President Kelly asked for a Motion.

*Commissioner Hassett so moved and Commissioner Lewis seconded the motion.*

Attorney O’Driscoll reported that the Board did their semi-annual review of the Executive Minutes and found that the Executive Minutes of February 12, 2007 no longer need to be kept confidential and they are available for public inspection. Further, there is a need for confidentiality of the Executive Minutes of May 15, 2018. *A roll call vote was taken.*

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

*Motion Carried*

**I. Director/Commissioner Comments**

Executive Director Wallace thanked the Board for all their support. He said it is a learning experience and he appreciates everyone’s support.

Commissioner Van Duyne thanked everyone for all the support at Conference. Everyone was kind and let her know which sessions would be most beneficial to her. She enjoyed getting to know everyone a little better.

Commissioner LaMore said ditto to everything that Commissioner VanDuyne said. She said it was great to be back at conference after being absent for a few years. She thanked Greg and Jacque for putting everything together. She said Thursday night with the LWSRA crew. It was fun getting to know all of them on a personal level. She said she is in awe of everything that the staff does. It was a great experience and it was nice to spend time with the Board and Staff.

Commissioner Vitale echoed what the others said. It was great to see everyone there. He is pleased to hear that the programming numbers are up and that there is improved participation. He is also pleased to see that there are more participants from Mokena. He is impressed that a non-resident is joining even though they have another SRA that is available to them. That is a testament to all the outreach through the schools and events. He is certain that the numbers will climb. He told the staff to keep up the good work.

Commissioner Lewis said thanks to the staff. He said they are doing the job in trying times. It is not only the participation increasing, but also that LWSRA received a financial review that improves the position. It tells all that you are getting the job done in a big way. He said it was good to see the newbies and oldies at conference. It was good to get out and have the interaction with others. There are a lot of grey areas and the mask thing is very tough because all are in the public sector and we are the disciples. We must follow all the CDC rules and pay attention to science because our funding depends on it. He said keep fighting the fight.

Commissioner Marcquenski said keep up the good work. It was fun hearing all the stories from Sunday at Lincoln Way North. Thanks for everything and all the fun to come. She said she knows it is difficult at times, but good times are coming very soon.

Commissioner Hassett said thank you to Melissa and her team for the inclusion Report and the continued assistance with it. For those that didn't go to the legal update session at conference, you will notice that the Economic Interest Statements received this week are very different. It is a whole different level of questions. Discussion on the statement was held. Attorney O'Driscoll said it would be a good idea if all dropped a note to Director Wallace once they are completed. Attorney O'Driscoll said during the past hour his email has been updated with 150 new emails. They are new filings for class action suits for schools regarding masks. Discussion was held.

Commissioner Kelly echoed everyone's comments. He spent time with New Lenox on Wednesday night at conference, but had to leave on Friday. He said it was nice seeing everybody. He said keep up the good work as it is a challenging time and staff is kicking butt. He thanked the staff.

**II. Adjournment**

President Kelly asked for a motion to adjourn the Regular Meeting at 10:32.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

Respectfully submitted by

Mary T. Strand, Recording Secretary