

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MARCH 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 9:31 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
Kirsten VanDuyne, Executive Director, Wilmington Island Park District
Greg Vitale, Executive Director, Mokena Park District
Absent: Gina Hassett, Executive Director, Frankfort Park District

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

Guests: Courtney Clement – Lauterbach & Amen, LLP

II. Public Comments: None

III. General Functions (continued)

- 1. February 28, 2022 Treasurer’s Report – President Kelly asked for a motion to accept the February 28, 2022 Treasurer’s Report. Director Wallace noted that the amounts are higher this month as LWSRA is getting back to normal after the mask mandates were eased.

Commissioner Lewis moved to accept the February 28, 2022 Treasurer’s report as presented and Commissioner VanDuyne seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Hassett

Motion Carried

- 2. Payment of Bills:

- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$127, 221.20 which may include lodging and travel.

Commissioner Van Duyne made a motion to approve the payment of the bills as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Hassett

Motion Carried

3. Special Guests:

- a. Jake Williams, Recreation Specialist – Jake recently joined the LWSRA family. He introduced himself and passed around his Para-Olympic Gold Medals he earned in 2016 and 2021. The Board members welcomed him. Keith stated that his goal is create jobs for people with disabilities and try to get them to return from overseas. Currently a lot of them play overseas where they get paid.

Keith also introduced Intern Emanuel, he is from Benedictine University and graduates in May. He is completing 600 hours with LWSRA HR Department. President Kelly welcomed him.

- b. Courtney Clement – Lauterbach & Amen, LLP – Ms. Clement gave an overview of the audit report explaining the different sections. The overall result was that LWSRA is in a good, clean financial position. She thanked Keith and the staff for all the help.

Commissioner Vitale said that the final position improvement is due to what the staff does. He said it was better than expected and was pleased with the outcome. He thanked Ms. Clement.

Commissioner Lewis said that the negative note has already been addressed. The segregation of duties is being corrected. He asked if LWSRA is in a position to go for the Government Finance Organization. Ms. Clement responded that yes they could but it is a lot of additional work for the staff. He told her that he was glad that LWSRA contracted with her firm, they did a really good job and the price point was very good.

President Kelly thanked her for coming out.

4. Communications: None

IV. Consent Agenda:

- 1. Approval of the Regular Meeting Minutes of February 15, 2022. - President Kelly asked for a motion to approve the minutes.

Commissioner LaMore made a motion to approve the Regular Meeting Minutes of February 15, 2022 as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Hassett

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 the donation from the Foundation of \$60,000 was received and \$750 was donated by George Allen Construction.
Three grants were applied for the sensory path/garden and staff was notified that the one from Move United for the adaptive program has been approved. It is \$4,000 and was written by Jake and Nadine and is for participants of violent crime. It can be used for the participant or the program.
Commissioner Lewis asked if the donations were tracked on calendar year or fiscal year. He also wanted to know if there was a report showing the disbursement of money to accounts and/or programs and how and when it is spent. He suggested making one either semi-annual or quarterly. Discussion was held on where the donations were deposited in the accounts and how they were tracked in the programs. Keith noted that the St. Patrick’s kits netted \$3,500 and Nadine worked hard to get the sponsorships and volunteers to prepare them. The public is sending messages that they are doing the activities and enjoying them.
 - b. Foundation Update – They have been working on the Bunny Breakfast event. It will be held in person on April 16th. Food will be provided by Gina’s Café. Keith asked that everyone save the dates of August 12th at the Sanctuary and September 17th at The Links At Carillon for the LWSRF Golf Outings.
 - c. Power DMS – The policy manual is loaded into the system and tasks will be assigned and updates made in the next few months.
 - d. Legislative Conference – Keith and Melissa attended the conference on March 9th. Keith said it was “Meh!”
 - e. SSPRPA – Keith presented on inclusion and SRAs. Melissa and a few park individuals helped.
- 2. Facility Foreman** – John’s report was included in the Board’s packets. He thanked NLPD for their help in transporting LWSRA’s bleachers to and from Lincoln Way North for the ITRS tournament.
- 3. Office Manager/Support Services** – The Spring/Summer Brochure is targeted to release the week of April 3rd with registration opening April 9th. Postcards are mailed out with a QR code for residents to access on the website. Discussion of the cost of printing was held. Melissa said a hybrid approach of web/hard copy will be assessed.
- 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. The 3-7 year old

programming has transitioned to Nadine with the support of Program Specialist Emily Venezia to help accommodate the large influx in participation for this younger group. Emily is a Special Ed teacher. She will also help with marketing.

- a. Staff and Safety
- b. Inclusion –
- c. Part time staff –
- d. Manager of Recreation –
 - 1. Transportation – Keith said that staff is in the process of looking into trading in the Explorer. Orders are 31 weeks delayed. Commissioner Lewis said it is better to trade the vehicle through Car Max and go through the South Suburban Co-op for the new vehicle. Keith said that he contacted Toyota to see if they will do something for a new vehicle with hand controls for some staff.
 - 2. Teen, Adult, After School & Titans -
 - 3. Special Olympics – LWSRA went down state over the past weekend. The Junior Team took 2nd Place, one Adult Team took a second and another Adult Team took 4th. Wheelchair Basketball went into double overtime. They were close games all around.
 - 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 –

VI. Finance/Personnel – Keith and staff are working on the 2022/2023 Fiscal Year Budget and he will put it on the agenda for next month.

VII. Facilities Planning –

- a. Camera Update – Staff has received another quote for a system. All the quotes have different parameters so it is hard to compare. Currently there is a system in the building, but it is inadequate for the staff to fully monitor activities for safety. Staff will continue to look into a robust system.

VIII. Old Business

- a. Resolution #21-4 Fund Balance Policy –Tabled. A Fund Balance Policy already exists. Keith said he will meet with Lauterbach & Amen to discuss the policy and put it on the next agenda along with a Capital Asset Plan.

IX. Executive Session – None

X. New Business

- a. Motion to approve Audit – President Kelly asked for a motion to approve the Audit ending May31, 2021. Commissioner Lewis commented that the staff did a nice job.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Hassett

Motion Carried

I. Director/Commissioner Comments

Executive Director Wallace said that Melissa, Tom and the whole staff has been working very hard. They have been handling inclusion and it is a very busy time. He thanked the Board for their support and is looking forward to the future and the big things to come. He gave kudos to his team for continuing being awesome in these times.

Commissioner Van Duyne said she appreciates being able to reach out when she has a question.

Commissioner LaMore said she is looking forward to Spring and Summer.

Commissioner Marcquenski welcomed Jake. She said it was good to see Tom expanding his duties. And it is great to see Angelo in attendance as well. She reported that Jim Randall is retiring as Executive Director of FSPD after 39 years and she will be taking his place.

Commissioner Lewis he was happy for Audrey and was glad to see that there will be consistency during these times. The staff is doing a great job. It was great to see people at NLPD without masks. He said it is great to see people coming back. At the Legislative Directors Meeting they expressed interest in holding the May meeting at LWSRC. They are interested in the facilities and the park. LWSRA is the pride of the South Suburban area.

Commissioner Vitale congratulated Audrey. He said he was glad to see the intakes are doing great and that it is awesome for this area. He announced that Mokena has a new Rec Supervisor, Skyler Ramberger. His entire recreation department is less than a year old. The superintendent of recreation is going to reach out to Melissa to schedule time for a visit. SRAs are new to some of his staff. Mokena is talking to a participant trying to encourage her to utilize LWSRA's programs.

Commissioner Kelly congratulated Audrey and she said she takes over June 6th. He welcomed the new staff and said it was nice to see Tom at the meeting. He encouraged the staff to continue to do good work, the proof is in the pudding. He told everyone that an organization that his son plays for was able to bring a couple of teams to the Tournament of Champions Wheelchair Basketball game. They were impressed with the level of play and were able to see what LWSRA does. It was a chance for volunteering and was a positive experience for the team, the organization and the kids. They got to see how hard the wheelchair athletes work. Manhattan is also looking for employees. There are two Rec Supervisor positions open and interviews are being conducted. He also said that he met with Senator Joyce this morning.

Director Wallace followed up about the wheelchair tournament. One of the mothers who was in attendance knew of a person in Oswego who is a single leg amputee and let Keith know. He was able to connect that person with a team close to Oswego and that person is now playing. He also said he needs volunteers to help at the games keeping score and refereeing.

Attorney O'Driscoll said his associate was in an accident (*the rest of his recording is garbled*).

II. Adjournment

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

Commissioner LaMore so moved and Commissioner Vitale seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:29 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary