

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JUNE 21, 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
Kirsten VanDuyne, Executive Director, Wilmington Park District
Greg Vitale, Executive Director, Mokena Park District
Gina Hassett, Executive Director, Frankfort Park District
Absent: Kelly LaMore, Park Manager, Peotone Park District

Others present were: Keith Wallace, Executive Director;
Melissa Jensen, Superintendent of Recreation; John O’Driscoll, LWSRA Attorney; and Mary Strand, Recording Secretary.

Guests: Belinda Olszewski

II. Public Comments: None

III. General Functions (continued)

- 1. May 31 2022 Treasurer’s Report – President Kelly asked for a motion to accept the May 31, 2022 Treasurer’s Report. Executive Director Wallace said Tom is doing a great job and he has a good system going with staff.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

- 2. Payment of Bills:

- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$124,013.45 which may include lodging and travel. Keith said that staff will run quick books parallel to see what they want to keep.

Commissioner Lewis 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: (6) Lewis, Vitale, Marcquenski, VanDuyne, Hassett, Kelly

Nays: (0)

Abstain:(0)

Absent: (1) LaMore,

Motion Carried

- 3. Special Guests:
 - a. Madelyn Zitkus, Scholarship recipient - Tabled
 - b. Nichole Van & Ethan Shultz, LWSRA new Full Time Staff – Both have been with LWSRA for a while. Melissa said she is happy to have them. Nichole said she was an intern at SW Rehab. Ethan said he is glad to be part of the team.
- 4. Communications: None

IV. Consent Agenda:

- 1. Approval of the Regular Meeting Minutes of May 17, 2022. - President Kelly asked for a motion to approve the minutes.

Commissioner Hassett made a motion to approve the Regular Meeting Minutes of May 17, 2022 as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) LaMore

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 Kindful report shows the total of \$600.00 for May.
LWSRA has received a grant for \$10,000 from Aileen S. Andrew Foundation. It will be used for the sensory path and garden as well as the Story path. Staff is working with Grant Seekers to update the letter and list of projects before applying for any more grants.
- b. Foundation Update – The first golf outing on August 12 is sold out, and sponsors are still needed. The agency is working on pizza fundraisers. The Board’s packets included the 2022-23 Foundation Budget.
- c. Agency 2022 Goals – The Board’s packets included a list of goals for the 2022-2023 time frame.

- d. LWSRA Audit Timeline – Begins September 9th and should wrap up October 27th with the Final Draft.
- e. Intergovernmental Agreement for the continuation of the additional contribution for Special Recreation program. – A copy of the current agreement was in the Board’s packets with a letter to LWSRA Board Directors to request a continuation of the .0025 cents and a copy of the new Resolution. Some Directors indicated that their District Boards would only approve if dedicated to Capital Projects and Capital Maintenance. Concern was how to get this done all at the same time as all seven Districts must unanimously agree. Several additions to the wording were suggested. The Board requested a list of projected projects with dollar amounts. Keith will keep everyone updated. Discussion was held.

2. Facility Foreman –

3. Office Manager/Support Services –

- 4. Superintendent of Recreation –** Melissa Jensen told the Board that the month’s reports were in their packets. Staff is rocking! Melissa is going to Miss Juanita.
- a. Staff and Safety
 - b. Inclusion – Intakes have been very high, Frankfort had 8. And many others are from the Orland area. The swim lessons are filled. Educate the community that residents are given a week to sign up before non-residents.
 - c. Part time staff –
 - d. Manager of Recreation – A couple of incidents have already occurred, one with a staff member and one with a participant.
 - 1. Transportation –
 - 2. Teen, Adult, After School & Titans – Juanita’s position is being posted soon.
 - 3. Special Olympics – Eight gold and one silver medal were won at the Special Olympics downstate.
 - 4. Adapted Sports –
 - 5. Youth, Special Events, Summer Camp, and Virtual – Summer Camp training for 15 new part time staff was held in May. Teen group is at the Nature Center in Frankfort Square, the Adult group is at Frankfort and a 3-7 group and two 8-14 camps are at LWSRC.

VI. Finance/Personnel – None

VII. Facilities Planning – None

VIII. Old Business - None

IX. Executive Session – President Kelly asked for a motion for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational or educational setting, or specific volunteers of a public body, or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as independent contractor in a park, recreational or educational setting, or a volunteer of a public

body, or legal counsel for the public body to determine it’s validity. However, a meeting to consider an increase in compensation to a specific employee that is subject to the Local Government Wage Increase Transparency Act may not be closed and must be open to the public. 5 ILCS 120/2(c)(1).

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

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

Nays: (0)

Abstain:(0)

Absent: (1) LaMore

Motion Carried

Open Session - President Kelly asked for a motion to return to the Regular Meeting at 10:13 a.m.

Commissioner Hassett so moved and Commissioner Marcquenski seconded the motion. Upon a voice vote, all voted Aye.

Motion Carried

X. New Business – None

XI. Director/Commissioner Comments

Commissioner Marcquenski said it sounds like a great start to the summer. Hang in there and let us know if you need help.

Commissioner Hassett told Melissa that staff is doing a great job with summer camp. She sees posts from parent’s compliments. She also said to let her know if assistance is needed. She announced that Keith was selected to be Grand Marshall at the Frankfort Fall Fest Parade. Keith wants a nice ride for the parade.

Commissioner Van Duyne notified everyone that the word *Island* no longer is a part of their District title. She said that she has been talking with Nadine and Melissa and always appreciates them coming out and informing the community of the services available to them.

Commissioner Vitale congratulated Keith on being Grand Marshall. Summer just got started but July 4th is the plateau and the rest of the summer you can coast through.

Commissioner Lewis thanked Keith and Melissa for all the extra support at the Party in the Park. There was a picnic for individuals with disabilities. In general there is huge support for NLPD programs attended by individuals with behavior issues. Programs are packed to the gills. Attorney O’Driscoll will be out of town next week.

Commissioner Kelly said Manhattan had their Heritage Fest and Melissa and Nadine came to it. They are working together on a holiday event that would be open to those with special needs

prior to the actual opening. It is nice to have the representation at events and the community does not understand the scope of what the staff does. Keep up the good work.

Executive Director Wallace reminded everyone that he and his staff are available to speak at any District's meetings to inform them of activities and events. He thanked the Board for all their support. Drama performances need a new stage.

XII. Adjournment

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

Commissioner Hassett so moved and Commissioner Lewis seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:23 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary