

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JULY 19, 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
(joined at 9:34 a.m.)
Kirsten VanDuyne, Executive Director, Wilmington Park District
Greg Vitale, Executive Director, Mokena Park District
Gina Hassett, Executive Director, Frankfort Park District
Kelly LaMore, Park Manager, Peotone Park District

Absent: None

Others present were: Keith Wallace, Executive Director;
Melissa Jensen, Superintendent of Recreation; John O’Driscoll, LWSRA Attorney; Tom Krauss, Office Manager; Riley Spreadbury, Administrative Assistant; and Mary Strand, Recording Secretary.

Guests: Madelyn Zitkus, Scholarship Recipient

II. Public Comments: None

III. General Functions (continued)

1. June 30, 2022 Treasurer’s Report – President Kelly asked for a motion to accept the June 30, 2022 Treasurer’s Report. Executive Director Wallace asked Tom Krauss to explain how/why he runs the QuickBooks parallel to the current system. He can account for the differences and will touch base with the accountants in September. *(Greg Lewis joined at 9:34 a.m.)*

Commissioner Hassett moved to accept the June 30, 2022 Treasurer’s report as presented and Commissioner Vitale 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

2. Payment of Bills:

- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$184,047.48 which may include lodging and travel.

Commissioner Hassett 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) Hassett, Vitale, VanDuyne, LaMore, Lewis, Marcquenski, Kelly

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

3. Special Guests:

- a. Madelyn Zitkus, Scholarship recipient – Keith introduced Madelyn. She attended Lincoln Way West and will be going to North Central College in the fall. There were 35 applicants this year. The Board presented her with a check and she thanked them.
- b. Keith introduced new hire, Riley Spreadbury. She will work part time as an administrative assistant. She attended ISU and going for her Masters.

4. Communications: None

IV. Consent Agenda:

- 1. Approval of the Regular Meeting Minutes of June 21, 2022. - President Kelly asked for a motion to approve the minutes.

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

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

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 the Kindful report shows the total of \$10,610 for June. A check was received from the IRS for \$63,947.85 which is about the amount that the Laus charged. Keith attended a meeting for the Will County

Rescue Plan Fund. The agency will receive \$51,000. Discussion of what to use it for was held.

Grant from Aileen Andrew for \$10,000 for the Sensory Path.

The second half of the Move United Grant has been applied for. This is for the victims of violent crime. Also an equipment grant for Quad Rugby and Wheelchair LaCrosse has been applied for. Four or five quadriplegics have been referred by the Shirley Ryan organization. They are all from the area and are interested in Rugby and LaCrosse.

- b. Foundation Update –More golf foursomes are needed for the 2nd gold outing.
- c. Extra Contribution – Staff is working on gathering information on the capital projects to send estimate solid numbers to each District. Discussion was held regarding if all Districts had to make an extra contribution or if only some of the 7 Districts had to. Gina requested that Keith send the proposed projects and costs in spread sheet format. Discussion was held. Keith suggested that each District might want to dedicate a specific space for LWSRA at their facility.
- d. LWSRA teamed up with Trinity Services, Inc. to host a lawn party for Wilmington Park District and 50 residents attended.
- e. Story Path – Staff are working on the plans for the story path with Image 360 and the New Lenox Public Library to complete this project.

2. Facility Maintenance Supervisor -

3. Office Manager/Support Services –

4. Superintendent of Recreation – Melissa Jensen told the Board that the month’s reports were in their packets.

- a. Staff and Safety – Jennifer Casey was promoted as Program Specialist to help with the Adult Day Program
- b. Inclusion – Thirty new participants have registered for programs after attending an intake meeting. There are 40 more to go. Two more intakes from Frankfort signed up last evening.
- c. Part time staff –
- d. Manager of Recreation-
 - 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 has 9 days to go. Staff has been great.
 - 6. Discussion was held regarding hiking the price of Out of District fees.

VI. Finance/Personnel – None

VII. Facilities Planning – None

VIII. Old Business - None

IX. Executive Session – None

X. New Business –

- a. Resolution #22-2 Approving a revised release procedure for the LWSRA Executive Minutes and Verbatim recordings. – President Kelly asked for a motion to approve Resolution #22-2. Attorney O’Driscoll pointed out the changes that were put in the revision.

Commissioner Vitale made a motion to approve Resolution #22-2 approving a revised Executive Minutes and Verbatim Recordings Release Procedure for Lincolnway Special Recreation Association as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

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

Motion Carried

- b. Review Executive Meeting minutes from December 2021, January, February, March, April, May 2022 and any previous withheld minutes. The June 21, 2022 Executive Minutes have not been brought before the Board yet so cannot be considered yet. They will be on the agenda next month for approval under consent and released under Old Business. Only one date has been held. Executive Director Wallace recommended to declassify the May15, 2018 Executive Minutes. Discussion was held. President Kelly asked for a motion.

Commissioner Lewis made a motion to declassify the May 15, 2018 closed session Executive Minutes and Commissioner Kelly seconded the motion. A roll call vote was taken.

*Ayes: (2) Lewis, Kelly
 Nays: (3) Marcquenski, Hassett, Vitale
 Abstain:(2) LaMore, VanDuyne
 Absent: (0)*

Motion denied

XI. Director/Commissioner Comments

Executive Director Wallace said the end of summer party is on July 29th and invited the Board to attend. Also Aug 4-6 the Wheelchair Softball World Series is being held at Ozinga Stadium. He asked for volunteers to Umpire the games. He thanked the Board. Keith said by chance last week a child was at the park who just had cancer surgery on his leg and now he joined a program. Keith wants to find a way to be able to get the word out to those that attend the park because staff is not always out there. Staff is filling in where necessary and doing a great job.

Commissioner VanDuyne said thank you to LWSRA for coming out for the lawn party. She said more people are getting involved. As they hold more pop up parties, residents will see how LWSRA can enhance their lives.

Commissioner Lamore thanked Nadine and Emily and stated she appreciates their efforts. They attended the Chamber event where the District had a booth. The Unplug Illinois Day also had LWSRA attend to show their options for people in need in the community. She hopes to do more and get the word out. She really appreciated it.

Commissioner Vitale thanked Keith for lending the LWSRA Van to Mokena for a park tour this evening. He said it was nice to see a lot of activity going on this morning in the building. He saw some faces he hadn't seen previously and everyone greeted him with a smile. He said very good job.

Commissioner Lewis said the staff should keep doing what they are doing. It's great that they are getting out to events again after Covid has subsided. He welcomed Riley.

Commissioner Marcquenski said it's amazing that other agencies can't keep up with staffing shortages, and they are sending people to LWSRA. Take it as a compliment. You work so hard and do amazing things and find fun ways to do it. She thanked the staff.

Commissioner Hassett echoed Audrey. She thanked the staff for coming to all the Districts' events. She noted that staff retention money was part of Will County Rescue Plan Fund and said Keith should keep it in mind.

Commissioner Kelly agreed with Commissioner Vitale that staff was welcoming this morning - great customer service. He said it is great to see so much common courtesy. It's a breath of fresh air. He complimented Melissa and staff for coming to his assistance with a participant in Manhattan. He said it was comforting to know that there is a professional behind him to bolster his decisions.

XII. 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 10:37 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary