

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON FEBRUARY 21, 2023 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
Gina Hassett, Executive Director, Frankfort Park District
Greg Vitale, Executive Director, Mokena Park District
Kelly LaMore, Park Manager, Peotone Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District,
Renee Chavez, Executive Director, Crete Park District

Absent: None
Others present were: Keith Wallace, Executive Director;
Melissa Jensen, Superintendent of Recreation; Tom Klaus, Office Manager, Riley Spreadbury, Administrative Assistant, John O’Driscoll, LWSRA Attorney; and Jacob Metzner.

II. Public Comments: None

III. General Functions (continued)

1. January 31, 2023 Treasurer’s Report – President Kelly asked for a motion to accept the January 31, 2023 Treasurer’s Report pending Attorney review. Commissioner Vitale indicated the report was accurate.

Commissioner Hassett so moved to accept the January 31, 2023 Treasurer’s report and Commissioner Lewis seconded the motion. A roll call vote was taken.

Ayes: (8) Lewis, Kelly, Marcquenski, Hassett, Vitale, LaMore, VanDuyne, Chavez

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 \$121,596.18 which may include lodging and travel. Commissioner Lewis asked for clarification of some of the indicators on the list of bills.

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Commissioner Vitale commented on how much of details of the payroll need to be exhibited on the report. Discussion was held.

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

Ayes: (8) VanDuyne, Chavez, Kelly, Marcquenski, Hassett, Vitale, LaMore, Lewis

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carried

3. Special Guests: None

4. Communications: None

IV. Consent Agenda:

1. Approval of the Regular Meeting Minutes of January 17, 2023. President Kelly asked for a motion to approve the minutes.

Commissioner Hassett made a motion to approve the Regular Meeting Minutes of January 17, 2023 as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (1) Chavez

Absent: (0)

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – Keith reported that the Agency is looking to hire 2 Recreation Specialists and to restructure staffing.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for December totaled \$2,655. Riley is working on submitting grant proposals.
- c. Foundation Update – Keith asked the commissioners to save the dates for the Bunny Breakfast on April 11th and the Golf outings on August 11th at Sanctuary and August 18th at Green Gardens. Sponsors are needed.
- d. Rescue Fund – The projects submitted for consideration were not approved as meeting the criteria. We will not pursue going further.
- e. IRS -Two letters were received from the IRS asking for 60 more days to review our file. Discussion was held.
- f. Strategic Plan – Staff is considering two companies, and Keith and Melissa will make a decisions soon.

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- g. Braidwood Park District – Keith & Melissa attended the February Braidwood Board meeting. A presentation on LWSRA given and questions answered. Keith isn't sure if they want to join LWSRA or enter into an agreement with them. They currently have 4 participants at LWSRA. Discussion was held.

- 1. **Facility Maintenance Supervisor** – Report in the Board's packets.

- 2. **Office Manager/Support Services** – Report in the Board's packets.

- 3. **Superintendent of Recreation** – Melissa Jensen told the Board that the month's reports were in their packets. There were 19 new participants and 6 of them were from Wilmington.
 - a. Staff and Safety – The part-time staff is doing well. Staff from all departments have been filling in for the positions that need a new hire until the two positions are filled. Discussion was held on why it is so hard to get qualified candidates.
 - b. Inclusion –
 - c. Manager of Recreation- Programming is going well with the first session almost finished and the second session to start the first week of March.
 - 1. Transportation – Discussion of the busses' undercarriage was held.
 - 2. Teen, Adult, After School & Titans –
 - 3. Special Olympics –
 - 4. Adapted Sports – Wheelchair Tournament February 25-26.
 - 5. Youth, Special Events, Summer Camp, and Virtual – The Drama Group will perform April 28-29 during the Cultural Arts weekend.

VI. Finance/Personnel

- a. Staffing Restructuring Proposal – Keith described the need to bring back the Manager of Programs that was eliminated during Covid. He also discussed the need for the restructuring and duty assignments. A copy of the proposed staff was included in the Board's packets. Discussion was held. President Kelly asked for a motion to accept the proposed Organizational Chart.

Commissioner Lewis made a motion to approve adding the Manager of Programs position along with the Organization Chart changes and Commissioner Chavez seconded the motion. A roll call vote was taken.

Ayes: (8) *Marcquenski, Hassett, Vitale, LaMore, VanDuyne, Chavez, Lewis, Kelly*
Nays: (0)
Abstain: (0)
Absent: (0)

Motion Carried

- b. 2021-2022 Annual Report – Keith noted that he was blown away by all the work that Tom Krauss put into the preparation of the report. Nadine coordinated with him. Tom gave an overview of the report. He hopes that by documenting the activities of LWSRA will help to make residents more aware of what is offered. Discussion was held.

VII. Facilities Planning None

VIII. Old Business None

IX. Executive Session – None

a. Closed Session for any lawful purpose including but not limited to 1. Section 2(c) (21) Review of Closed Session Minutes.

X. New Business –

a. Motion to report on review of closed session minutes - Discussion was held to determine if the Board wanted to review the minutes of the Executive session at this meeting. It was determined that more information is needed. Also it should be determined if destruction of the recordings should be done. It was suggested that at the time it is determined to hold the recordings and minutes the purpose needs to be stated. The Policy will be reviewed. Keith will reach out to the recording secretary to determine what recordings are still in existence and if the minutes of those were previously approved by votes at a Board meeting. The subject will be on a future agenda. President Kelly asked for a motion to table the review of the closed Executive Minutes.

Commissioner Lewis made a motion to table the review of the closed session minutes and Commissioner Vitale seconded the motion. A roll call vote was taken.

Ayes: (8) Marcquenski, Hassett, Vitale, LaMore, VanDuyne, Chavez, Lewis, Kelly

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carried

XI. Director/Commissioner Comments

Commissioner VanDuyne commented that knowing the staff is down a few people, that is doesn't seem to be slowing down the staff and progress. She told all they were doing a great job and she appreciates how much they have done for Wilmington.

Commissioner Vitale noted that a resident of Mokena has been discussing with him the contribution that is being asked to continue be given by each District to LWSRA. Discussion was held.

Commissioner Marcquenski said she loves the Annual Report and the Staffing Organization Chart. She said to let her know anything that she can help the Agency with to support them in those efforts. Great job.

Commissioner Lewis said the Legislative Breakfast was a big hit. Four legislators from our Districts were present. The importance of OSLAD was discussed. A discussion of the upcoming Springfield meeting was held.

Commissioner Hassett congratulated Tom on the wonderful Annual Report. She voiced her concern that with the staff shortage, the current staff not get burned out. She asked that until the positions are filled to limit PE Takeovers that are out of District. Discussion was held. Keith explained the needs of the Adaptive programs that the PE Takeovers support.

Commissioner Chaves said that the first program was held in Crete and a lot of discussion has been held on how to get more participants. She thanked the staff for coming out. She also complimented the staff on the annual report and said she plans on 'stealing' ideas for Crete.

Commissioner Kelly also complimented staff on the Annual Report and new Organizational Chart. He share Gina's concerns about staff burning out. He said the Agency has to be mindful of the current staff

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while pursuing new hires. He told staff to keep up the good work. If they did not do good work, they wouldn't be so busy.

Attorney O'Driscoll mentioned that the Disaster Declaration will be coming to an end in a few months. There are currently 4 bills that will be coming before the legislators to consider regarding remote meetings. He asked for the commissioners' thoughts regarding allowing them. Discussion was held.

XII. Adjournment

Commissioner Lewis moved to adjourn the meeting and Commissioner Chavez seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:45 a.m.

Motion Carried

Respectfully submitted by

Mary T. Strand, Recording Secretary