

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON APRIL 18, 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 9:30 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
Gina Hassett, Executive Director, Frankfort Park District (*via zoom at 9:33 a.m.*)
Greg Vitale, Executive Director, Mokena Park District
Kelly LaMore, Park Manager, Peotone Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Renee Chavez, Executive Director, Crete Park District
Kirsten VanDuyne, Executive Director, Wilmington 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, & Caitlin Frenzer, LWSRA Attorney; and Mary Strand Recording Secretary.

Guests: Belinda Olszewski

II. Public Comments: Jeanine Kozlowski email to Commissioner Lewis was shared with the Board. His phone discussion with Mrs. Kozlowski was also shared. It was suggested that the resident bring her son to LWSRA for the intake process to show what opportunities would be available for him. Staff will work to address the email.

III. General Functions (continued)

1. March 31, 2023 Treasurer’s Report – President Kelly asked for a motion to accept the March 31, 2023 Treasurer’s Report pending Attorney review. Tom reported that the report is in good shape. He is working with Melissa to get staff on track so the report can be done on time. The liabilities were discussed.

Commissioner Hassett moved to accept the March 31, 2023 Treasurer’s report and Commissioner Chavez 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 \$274,961.42 which may include lodging and travel.

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: (8) Chavez, Kelly, Marcquenski, VanDuyne, 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 March 21, 2023.
2. Approval of the Executive Session Minutes of January 22, 2019.
President Kelly asked for a motion to approve the minutes.

Commissioner Hassett made a motion to approve the Consent Agenda as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – Keith introduced newly hired Erica Brady, Manager of Programs and welcomed her to the Agency. Erica thanked everyone and said she was grateful to be here.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for March totaled \$485. A grant for \$10,000 to the Frank E Payne and Seba B Payne Foundation was submitted on 3/30/2023 to help finance the sensory path.
- c. Foundation Update – Keith said the Bunny Breakfast on April 11th raised \$7,000. He asked that commissioners save the date for the Golf outings on August 11th at Sanctuary and August 18th at Green Gardens. The Foundation is looking for two new members. Lana Graser and Jim Stevens will not renew their terms.
- d. IRS - Nothing to report, NWSRA is taking lead on the discussion of what SRAs are classified as. Keith will be meeting with Tracey Crawford soon to discuss the process.

1. **Facility Maintenance Supervisor** – Report in the Board’s packets.
2. **Office Manager/Support Services** – Report in the Board’s packets. The Spring-Summer Program Guide has been released online. Resident registration is now open with non-resident registration opening April 22nd.
3. **Superintendent of Recreation** – Melissa Jensen told the Board that the month’s reports were in their packets. On April 1st she attended the Wilmington Park District Easter Event during their special needs time slot.
 - a. Staff and Safety –
 - b. Inclusion –
 - c. Manager of Recreation-
 1. Transportation –
 2. Teen, Adult, After School & Titans –
 3. Special Olympics –
 4. Adapted Sports –
 5. Youth, Special Events, Summer Camp, and Virtual – The Cultural Arts will be held on April 28 & 29 . Commissioners are encouraged to attend.

VI. Finance & Personnel

- a. Capital Fund_Outlay –Keith updated the list of future projects with priorities, cost estimates and timing so the commissioners could bring to their Boards for approval of the continuation. The costs would be covered by the continuation of the .0025 cent that each of the Districts pay which is scheduled to end at the end of 2023. Discussion was held. The general consensus was to make the term of the agreement for 5 years. Attorney O’Driscoll will send a draft copy of the agreement to each commissioner so they can get a consensus of their Boards.

VII. Facilities Planning None

VIII. Old Business - None

IX. Executive Session – None

X. New Business –

- a. Motion to report on the January 22, 2019 Executive Session Minutes – Executive Session Minutes that were not previously approved were discussed.

Commissioner Hassett made a motion to approve the minutes of the closed session minutes of January 22, 2019 and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (0)

Absent: (1)

Motion Carried

- b. Resolution 23-2 A RESOLUTION APPROVING DESTRUCTION OF CERTAIN CLOSED SESSION AUDIO RECORDINGS FOR LINCOLNWAY SPECIAL RECREATION ASSOCIATION – Discussion was held.

Commissioner Lewis made a motion to approve Resolution 23-2 as presented and Commissioner Chavez seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (0)

Absent: (1)

Motion Carried

XI. Director/Commissioner Comments

Executive Director Wallace said he was happy to have Erica on staff. He said there were lots of things going on keeping staff busy.

Commissioner Marcquenski said there was lots of good stuff going on. She said the brochure looks great. She told the staff to keep up the good work.

Commissioner Hassett welcomed Erica and said she is a good asset for LWSRA.

Commissioner Chavez welcomed Erica to the staff.

Commissioner VanDuyne also welcomed Erica and said she talked to Melissa and Nadine about sensory hours. She appreciates all of their help.

Commissioner LaMore welcomed Erica. She said she is looking forward to the nicer weather and summer activities.

Commissioner Vitale told the staff on the brochure. He said it is very colorful. He welcomed Erica to LWSRA.

Commissioner Lewis said the staff should keep up the good work. He is glad to see that more staff is being added. He Welcomed Erica to the staff.

Commissioner Kelly welcomed Erica. He told Tom thanks for the reports, they are looking good. He is looking forward to the summer activities. He told the staff to keep up the good work.

XII. Adjournment

Commissioner Vitale moved to adjourn the meeting and Commissioner Lewis seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:08 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary