

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MAY 16, 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 9:39 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 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: Gina Hassett, Executive Director, Frankfort Park District

Others present were: Keith Wallace, Executive Director;
Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; and John O'Driscoll, & Caitlin Frenzer, LWSRA Attorney.

Guests: None

II. Public Comments: None

III. General Functions (continued)

1. April 30, 2023 Treasurer's Report – President Kelly asked for a motion to accept the April 30, 2023 Treasurer's Report. Keith reported on several checks that also came in.

Commissioner Vitale moved to accept the April 30, 2023 Treasurer's report and Commissioner Chavez seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Hassett

Motion Carried

2. Payment of Bills:

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- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$164,593.98 which may include lodging and travel.

Commissioner Marcquenski 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) Chavez, Kelly, Marcquenski, VanDuyne, Vitale, LaMore, Lewis
Nays: (0)
Abstain: (0)
Absent: (1) Hassett*

Motion Carried

3. Special Guests: None
4. Communications: None

IV. Consent Agenda:

1. Approval of the Regular Meeting Minutes of April 18, 2023. 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: (7) Marcquenski, Hassett, Vitale, VanDuyne, LaMore, Lewis, Chavez, Kelly,
Nays: (0)
Abstain: (0)
Absent: (0)*

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff –
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for April. A \$5,000 donation has come in for the Sensory Path. The order for the equipment needs to be placed in the current fiscal year. Hickory Creek has raised \$15,300 for the Adaptive Program. Staff has been applying for grants to reduce the staffing costs for inclusion aides.
- c. Foundation Update – Keith said the Foundation’s Golf outings are on August 11th at Sanctuary and August 18th at Green Gardens. It will be posted soon.
- d. Director Review – President Kelly emailed a copy of the tool used for Keith’s last review. He asked if everyone was comfortable with using it. Discussion was held. All commissioners will give their input via email and Jay will write the review up and it will be ready for the June meeting. Keith will send out a digitized form to the commissioners.
- e. 2023/24 Officers & Committee Assignments – Officers are determined by a succession plan that was implemented by the Board several years ago. The next officers will be installed at the June, 2023 meeting. President is Audrey Marcquenski; Vice President is Greg Vitale; 2nd VP/Treasurer

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is Greg Lewis; and Secretary is Kelly LaMore. The committee assignments were discussed and will be determined at the June meeting.

- f. Capital Contributions – Caitlin informed the Board that updated draft copies of the Intra-Government Agreement were sent out. The changes were discussed at previous meetings. Each District will pass their own Resolution and then the Agreement will need to travel to each District to be signed. Discussion was held.
- g. Keith informed the Board that he received recognition from two organizations. The Illinois Basketball Association awarded him “Coach of the Year” and the Red Cross awarded him the “Impact Award”. Discussion was held. Keith will send out the Agency Goals again to the commissioners.
- h. Keith reported that he negotiated to participate in “Project Kicks” for the donation of gently used sports shoes. He would like each District to sponsor a box to collect shoes and the company will pick them up and refurbish them for distribution. It will be launched at the agency and then put it out to each District.

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. Summer Camp is close to being full. Training for it is May 29th.
 - a. Staff and Safety – There are a lot of part time applicants, but applicants for the Rec Specialist is needed. Some have applied but are not qualified.
 - b. Inclusion – Training for Inclusion will be held in Manhattan, New Lenox and Crete.
 - c. Manager of Recreation- May 21st LWSRA will hold an Ability Awareness Fair. There will be vendors and speakers. Staff will send out notifications on this and upcoming events to each District.
 1. Transportation –
 2. Teen, Adult, After School & Titans –
 3. Special Olympics –
 4. Adapted Sports –
 5. Youth, Special Events, Summer Camp, and Virtual – Drama and The Cultural Arts held on April 28 & 29 raised about \$9,000. All money raised goes back to the program.
 6. Marketing & Public Relations – Nadine reported that there were 17 new participants who did intake meetings. She exhibited how many participants from each District and how they heard about LWSRA. She now has about 50 intake requests.

VI. **Finance & Personnel** – Keith will have the FY 2023/24 Budget on next month’s agenda.

VII. **Facilities Planning** None

VIII. **Old Business** - None

IX. **Executive Session** – None

X. **New Business** – Open Meetings Act and FOIA certificates are not able to print. Discussion was held.

XI. Director/Commissioner Comments

Executive Director Wallace offered his birthday cake to everyone. He thanked Commissioner Marcquenski for the use of Lincoln Way North for the tournament.

Commissioner VanDuyne said she knows this is the busy season for staff and she appreciates LWSRA staff for coming to Wilmington to help her navigate events. People are starting to notice.

Commissioner LaMore is looking forward to summer and working with LWSRA on a few things. She wants to see how things pan out.

Commissioner Vitale congratulated Keith on his awards. He told Jay great job as Board President over the past year and welcomed Audrey to the presidency in June. He told everyone that there are a few things going on in Mokena that will impact LWSRA. MCPD is moving forward on their plans to renovate Yunker Park Splash Barn. They are applying for a grant but will move forward even if they don't get it. There will be much needed program space that will be available to LWSRA. He went on to describe the plans.

Commissioner Lewis congratulated Keith on his awards. He told Keith that he does save lives like the Red Cross staff does just in a different way. He expressed his appreciation to Melissa and the staff on the great job with the inclusion training and the intakes. He feels the word is getting out and the numbers are supporting it. He told Tom that the financial reports are looking great. He told everyone to keep doing what they are doing.

Commissioner Chavez said thank you to the staff for coming out to Crete for a meet & greet. Crete Park District is surrounded by a Rural Park District and their residents are charged as non-residents in Crete. Discussion of the issue was held.

Commissioner Marcquenski said thank you to the staff for doing what you do. Keep it up. She wished Keith Happy Birthday. She thanked Tom for removing the drama from the reporting.

Commissioner Kelly said thank you to everyone. He congratulated Keith. He told Tom nice job. He told Melissa nice job.

XII. Adjournment – President Kelly asked for a motion to adjourn.

Commissioner Marcquenski moved to adjourn the meeting and Commissioner Vitale seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:27 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary