

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JUNE 20, 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 Marcquenski 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
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 Kraus, Office Manager; Caitlin Frenzer, LWSRA Attorney (*joined at 9:37 a.m.*); Riley Spreadbury, Administrative Assistant; and Mary Strand, Recording Secretary.

Guests: Gianna Arizzi

II. Public Comments: None

III. General Functions (continued)

1. May 31, 2023 Treasurer's Report – President Marcquenski asked for a motion to accept the May 31, 2023 Treasurer's Report.

Commissioner Hassett moved to accept the May 31, 2023 Treasurer's report and Commissioner Chavez seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

2. Payment of Bills:

- A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$133,510.92 which may include lodging and travel.

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

Nays: (0)

Abstain: (0)

Absent: (1) t

Motion Carried

3. Special Guests:

- A. Scholarship Recipient, Gianna Arizzi. – The Foundation awarded Gianna their scholarship. She has worked for LWSRA for 2 years. She is going to the University of Miami at Ohio to study Psychology and Pre-Med. There were 3 additional scholarships given by Lou Filosa.

4. Communications: None

IV. Consent Agenda:

- 1. Approval of the Regular Meeting Minutes of May 16, 2023. President Marcquenski asked for a motion to approve the minutes.

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

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

Nays: (0)

Abstain: (1) Hassett

Absent: (0)

Motion Carried

Attorney Frenzer(joined at 9:37 a.m.)

Grants- Working on a Move United Grant for equipment for two programs we would like to start, Quad Rugby and Wheelchair Lacrosse.

V. Staff & Committee Reports

Executive Director -

- a. Staff – Keith expressed his praise and appreciation to Melissa, Tom, Nadine and Tammy for all the great work they did training the staff for camp. There are a lot of challenges and the staff has been prepared.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for May \$29,549.53. 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. They are currently working on a Move United Grant for equipment for two programs we would like to start, Quad Rugby and Wheelchair Lacrosse.

Regular Board Meeting Minutes

June 20, 2023

- c. Foundation Update – The monthly meeting was held on June 8th and Ron Gryga was appointed Vice President. Two possible candidates were present. Keith said the Foundation’s Golf outings are on August 11th at Sanctuary and August 18th at Green Gardens.
- d. Agency Goals – Keith included a list of goals that he and the staff are aiming to complete for the next year.
- e. Audit Timeline – It will begin October 30th.
- f. 2023/24 Budget – The draft copy of the budget was included in the Board’s packets.
- g. Board Governance Manual Discussion – Staff has been working on the manual and included what he has to date so the commissioners could look it over. The Index is done.
- h. Director Review – President Marcquenski asked if all the commissioners are done with the review. Audrey will compile everyone’s input and will discuss with Keith and it will be ready for the June meeting.
- i. ADAcon May 24th – Keith was the keynote ending speaker and Presented on the Power of IT.
- j. Moody’s Credit Rating – This will be added to the June agenda. The contract was received today. Discussion was held.

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.
 - a. Staff and Safety – Twenty new part time staff were hired and 40 staff from last year were retained. Training took place on May 29th. Full time staff are still needed. Discussion was held.
 - b. Inclusion – Training for Inclusion was held in Manhattan, New Lenox and Crete. Summer Camp aides will be in Mokena and New Lenox this summer. Discussion was held.
 - c. Manager of Recreation-
 1. Transportation –
 2. Teen, Adult, After School & Titans –
 3. Special Olympics – Summer Games were held June 6-10 and LWSRA participants came away with many medals.
 4. Adapted Sports –
 5. Youth, Special Events, Summer Camp, and Virtual – Camp numbers are great and the programs are very good.
 6. Marketing & Public Relations –

VI. Finance & Personnel –

- A. Memo Item 1. Approval of Salary increases. President Marcquenski asked for a motion to approve the Salary increases as presented.

Commissioner Hassett made a motion to approve the Salary Increases as presented and Commissioner Lewis seconded the motion. A roll call vote was taken.

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

Motion Carried

- B. Memo Item 2. Approval of Personal Manual - Tabled
- C. Memo Item 3. Approval of Fund Transfers. President Marcquenski asked for a motion to approve the Fund Transfer as presented.

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

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

Motion Carried

VII. Facilities Planning Julie has been contacted to conduct utility locations for the Story Path addition. Tom gave an overview of the project. The Story Path is being done with New Lenox Library. The information on it will be sent to the commissioners.

VIII. Old Business - Capital contribution by each district was discussed.

IX. Executive Session – None

X. New Business –

- A. Resolution #23-03 Approval of additions and amendments in Policy Manual – Tabled

XI. Director/Commissioner Comments

Executive Director Wallace said there are a lot of challenges that are pushing staff to think differently. He is looking forward to starting discussions with HR Source and doing the survey to see where that agency stands and doing the Strategic Plan.

Attorney Frenzer said she is reviewing the Board of Governance Manual and the Policy Manual so it can be presented in July.

Commissioner Hassett thanked Melisa, Tom and the staff of all their efforts and time to make the programs successful. She informed the Board that FPD will be putting in a fully adaptive playground where Fort Frankfort is.

Commissioner Kelly said great job getting ready for summer camp. He thinks its awesome having the camp in Manhattan. He question the PTO that is going into effect.

Commissioner Chavez thanked the staff for coming out to help assess individuals.

Commissioner VanDuyne said she appreciates that the staff came out to the event held in her district.

Regular Board Meeting Minutes

June 20, 2023

Commissioner LaMore said it sounds like all programming is doing well. She told the Board that a recent European trip made her very aware of all the ADA laws that are followed in the US that aren't followed overseas. It really made her appreciate the accessibility that we have.

Commissioner Vitale said good start to the summer and to keep it up. He wished the staff good luck for the rest of the summer.

Commissioner Lewis said great job to the entire staff. He said follow what the Districts are doing. Keep up the good work.

Melissa said to save the date for July 28th for the end of Summer Camp Picnic. She will send out an invite. She also thanked the districts for inviting her staff to events, they are a lot of fun.

Keith will send an invite for volunteers to help with the National Tournament. A \$10,000 donation has been received for fencing and a tent.

Commissioner Marcquenski told everyone to hang in there and they are all doing a lot of good making the world a better place.

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

Commissioner Hassett moved to adjourn the meeting and Commissioner Chavez 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