

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON OCTOBER 17, 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:

Audrey Marcquenski, Director, Frankfort Square Park District  
Kelly LaMore, Park Manager, Peotone Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Jay Kelly, Executive Director, Manhattan Park District  
Renee Chavez, Executive Director, Crete Park District  
Greg Vitale, Executive Director, Mokena Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Kirsten VanDuyne, Executive Director, Wilmington Park District *(joined at 9:33 a.m.)*

Absent: None

Others present were: Keith Wallace, Executive Director;  
Tom Kraus, Office Manager; John ODriscoll, LWSRA Attorney; and Melissa Daybell, Administrative Assistant.

**II. Public Comments: None**

**III. General Functions (continued)**

1. September 30, 2023 Treasurer’s Report – President Marcquenski asked for a motion to accept the September 30, 2023 Treasurer’s Report. Keith noted that the expenses are a little high due to the World Series, but LWSRA will be reimbursed for some of it. The adjustments will be done in October with the auditor.

*Commissioner Hassett moved to accept the September 30, 2023 Treasurer’s report and Commissioner Lewis seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

2. Payment of Bills:

- A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$132,115.10 which may include lodging and travel.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

3. Special Guests: None

4. Communications: None

*(Commissioner VanDuyne joined at 9:33 a.m.)*

**IV. Consent Agenda:**

- 1. Approval of the Regular Meeting Minutes of September 19, 2023. President Marcquenski asked for a motion to approve the minutes.

*Commissioner Vitale 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, Kelly, Lewis, LaMore, Chavez VanDuyne, Marcquenski*

*Nays: (0)*

*Abstain:(1) Hassett*

*Absent: (0)*

*Motion Carried*

**V. Staff & Committee Reports**

**Executive Director -**

- a. Staff – None

- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The two golf outings grossed \$43,000.

A donation of \$500 from the Our Fallen Hero 5K was received. Keith Wallace Entertainment provided an MC and Music for the event.

Staff is almost finished with the DEOC grant. It will be submitted when quotes are received.

Staff notified the Board that LWSRA may have some ARPA funds available.

- c. SSSRA/LWSRA Agreement Amendment- We are amending this agreement to become more inline with the other agreements we have with other SRA’s. The amendment just states that an out of district participant that is choosing to enroll in LWSRA when SSSRA offers the same program will have to pay an out of district fee. Example: Special Olympics Basketball, both agencies offer the same program.

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- d. 2023-24- Health Plan Selection – Keith provided a memo with the new rates. He recommended that the Board approve the \$600.00 Gold Managed Plan.
- e. Board Governance Document- Staff & legal are still working on a few items. Attorney O’Driscoll gave an overview of holding Committee Meetings within the Open Meetings Act. He explained how designating a liaison could eliminate the need for taking minutes and publishing the meeting. Discussion was held. Keith would like to be able to meet with a ‘liaison’ or ‘advisor’. The document will be tweaked and sent out to everyone.
- f. Fiscal Year Discussion – Staff has been exploring to change the Fiscal Year to begin January 1 instead of the current June 1. A memo outlining the pros and cons was in the Board’s packets. Discussion was held. Several SRAs already are doing it. Keith will get more information to the Board members.

- 1. **Facility Maintenance Supervisor** – Report in the Board’s packets
- 2. **Office Manager/Support Services** – The Fall brochures were provided to each District.
- 3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. She asked that all read the reports and ask any questions.
  - a. Staff and Safety –
  - b. Inclusion –
  - c. Manager of Recreation- Programs are ending this week and then there is a week off.
    - 1. Transportation –
    - 2. Teen, Adult, After School & Titans –
    - 3. Special Olympics – The Fall Games will be held October 21 & 22. Two volleyball unified teams will be competing.
    - 4. Adapted Sports –
    - 5. Youth, Special Events, Summer Camp, and Virtual -
    - 6. Marketing & Public Relations – Several annual events are being scheduled for Sundays to not conflict with the member Districts’ events. Discussion was held.

**VI. Finance & Personnel - None**

**VII. Facilities Planning - None**

**VIII. Old Business - None**

A. Resolution #23-4 Resolution approving the Board Governance Manual - ***Tabled***

**IX. Executive Session – None**

**X. New Business –**

A. Resolution #23-6 Resolution Approving an Amendment to the Agreement Between LWSRA and the SSSRA - President Marcquenski asked for a motion to approve Resolution #23-6.

***Commissioner Kelly made a motion to approve Resolution #23-6, an Amendment to the Agreement Between LWSRA and SSSRA and Commissioner Hassett seconded the motion. A roll call vote was taken.***

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

*Motion Carried*

B. PDRMA Health Plan Selection for LWSRA – President Marcquenski asked for a motion to approve the PDRMA Health Plan Selection of Gold Plan \$600 Option in 2024 for LWSRA. Commissioner Lewis asked what the additional cost is going to be, and Keith will let the Board know.

*Commissioner Vitale made a motion to approve the PDRMA Health Plan Selection as presented, and Commissioner Hassett seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

**XI. Director/Commissioner Comments**

Executive Director Wallace said NRPA Conference was very good. An award for the National Ethnic Minority Society was bestowed on him and it was a surprise. He said there were many good sessions and he and his staff were volunteers.

Melissa also said NRPA was a good time and a lot of good information was delivered. She volunteered during the conference and the sessions were good.

Commissioner Kelly said he gave the commissioners a copy of Manhattan’s Annual Report to show others what is going on in the District. He congratulated Keith. In the annual report he noted that the District has adopted a new slogan, “A Better Together”. It was adopted in hope to help convey that working together to plan & administer programs and ideas for the District will help with inclusion and diversity.

Commissioner Chavez Congratulated Keith on his award. She said that there is a grand opening for the Story Walk that is being held along with the Crete Library. Crete has various wooded parcels that have been turned into trails. She also noted that Crete has an Inclusion Assessment on Friday.

Commissioner VanDuyne Congratulated Keith. She noted that she has been working with Louis and Nadine and her District appreciates it. It helps people to understand how LWSRA interacts with them. Commissioner LaMore told the group that Peotone’s Trunk or Treat is also on the same Sunday as LWSRA’s.

Commissioner Vitale told Keith congratulations on his award.

Commissioner Lewis said Keith’s award was a big honor. He said LWSRA staff does a great job of volunteering at the Nationals and it is money well-spent.

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Commissioner Marcquenski said congratulations to Keith and noted that it is nice for people to be recognized.

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

*Commissioner Hassett moved to adjourn the meeting and Commissioner Kelly seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:35 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary