

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON NOVEMBER 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 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

Absent: None

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

II. Public Comments: None

III. General Functions (continued)

1. October 31, 2023 Treasurer’s Report – President Marcquenski asked for a motion to accept the October 31, 2023 Treasurer’s Report. Keith noted that the expenses.

Board member Hassett moved to accept the October 31, 2023 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.

Ayes: (8) Lewis, LaMore, Hassett, Kelly, Chavez, VanDuyne, Vitale, 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 \$152,699.83 which may include lodging and travel.

Board member Hassett made a motion to approve the payment of the bills as presented and Board member LaMore seconded the motion. A roll call vote was taken.

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

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 October 17, 2023. President Marcquenski asked for a motion to approve the minutes.

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

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – Staff is looking for a new Registrar. Keith will post the position today and revised Recreation Specialist position to be Recreation Supervisor position. Melissa is doing some of the registrar duties for now.
- b. Foundation – They are working on some new events and on Giving Tuesday. They have a few new members.
- c. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – LWSRA received \$2,500 from the Murph Monster Mash Fundraiser. The Frankfort Lions club donated \$250. See the Kindful Report for a full list of donations for the month.
DEOC grant was submitted. Staff is waiting for the IRS number.
LWSRA received \$3,000 from The Special People in need grant.
Ecolab grant was received for inclusion services in the amount of \$2,500.
- d. Sensory Garden – The White Group submitted a concept drawing of the proposed garden. Staff is working with an Eagle Scout to finalize the concept. The DEOC will fund the concrete. The Eagle Scout will install the garden and must be completed by the end of May. It will encroach a little of the soccer field. Shades and seating is the second phase.
- e. Sports Banquet – Keith will forward the video to all of 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. She said that staff is looking forward to a short break and things are going well.
 - a. Staff and Safety – Melissa is working on the Intern Manual. The intern position will now be a paid position and there are already 5 candidates. One is already hired for the winter. The Driver’s Manual is also being worked on.
 - 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 -
 6. Marketing & Public Relations –

VI. Finance & Personnel – The auditors have finished their onsite review. Tom asked them about the deferred revenue. Their suggestion is to put a footnote on the Treasurer’s Report.

VII. Facilities Planning - Board member Lewis said that the New Lenox Mayor put him in contact with the owner of Mikey’s Playground, a not-for-profit. The New Lenox Lions are looking for a project so it may be up for approval for Leigh Creek Park.

VIII. Old Business - None

- A. Resolution #23-4 Resolution approving the Board Governance Manual – President Marcquenski asked for a motion to approve the resolution. Attorney Frenzer noted that a decision must be made to remove the language of ‘committee’ or ‘liaison’.

Board member Hassett made a motion to change the language from Committee to Liaison in Resolution #23-4 approving the Board Governance Manual and Board member Vitale seconded the motion. Board Members discussed accepting draft language in the Board Governance Manual that would eliminate Board committees and create Board Liaisons to staff meetings. Board member Lewis stated that he spoke with IAPD Jason Anselment and that he would prefer that the Board keep the committee structure in place rather than creating board liaisons provided the Open Meeting Act obligations are adhered to. Board member Lewis has also reached out to some local Executive Directors, and they do not do liaisons. He inquired about those who use liaisons versus committees. Board member Hassett said she does not use committees and discussed Open Meeting Act obligations with committee meetings and liaisons. The Board engaged in a conversation regarding the different Open Meetings Act obligations between Board committees and liaisons. Board member Lewis stated that he preferred the committee structure because it allowed for Board members to be designated specific duties, greater involvement and limit their ability to micromanage. Board member Chavez said she prefers committee assignments. Board member Kelly said he is comfortable with the liaison language

based on the current utilization of the committees by the Board. Board member Vitale said he is in favor of the liaison language and the flexibility that model provides in terms of meeting. Attorney Frenzer clarified that there are more procedural hoops if we proceed with committee meetings. Attorney Frenzer stated that both the committee and liaison language are compliant with the law, and it is a policy decision that the Board needs to determine. Executive Director Wallace said that he recommends the committee language be kept. Discussion was held. *A roll call vote was taken. Motion passed 6-2.*

Ayes: (6) Vitale, Kelly, Hassett, LaMore, VanDuyne, Marcquenski

Nays: (2) Chavez, Lewis

Abstain:(0)

Absent: (0)

Motion Carried

IX. Executive Session – None

X. New Business – None

XI. Director/Board member Comments

Executive Director Wallace said the Sports Banquet went well. The Day With The Grinch is coming up and a staff holiday party. He thanked the Board for all their support.

Melissa said December 18th is the holiday party. She invited the Board. She said if the Board members had any events that they want staff to support to let her know.

Board member Kelly wished everyone a good Thanksgiving and if anyone is travelling to stay safe. He thanked the staff for all their hard work.

Board member Chavez said that everyone should have a good Thanksgiving.

Board member Hassett told all to have a Happy Thanksgiving and thanked everyone for all they do. She asked Melissa if there was a section on the website to volunteer and Melissa said yes.

Board member VanDuyne said thank you to the staff for all their hard work at LWSRA events as well as events at the Districts. She said Happy Thanksgiving.

Board member LaMore acknowledged the passing of Pamela Bright, Executive Director of the River Valley Special Recreation Association. She asked that everyone keep Pamela and the SRA in their prayers.

Board member Vitale said there was a suicide in one of Mokena’s parks. Please keep a watch on your family and friends and reach out to them if you notice they are struggling.

Board member Lewis said Mayor Balderman received the Sangmeister Award at the Silvercross Gala and suggested that Keith reach out to him. He said Happy Thanksgiving. He wants to be removed from the committee groupings that will now be named liaisons since he does not support liaisons.

Board member Marcquenski said she is grateful for all of the staff and Board members and Happy Thanksgiving.

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

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

Respectfully submitted by

Mary T. Strand, Recording Secretary