

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON DECEMBER 19, 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 pro tempore Vitale 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:

- 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 *(Joined at 9:34 a.m.)*
- Kirsten VanDuyne, Executive Director, Wilmington Park District

Absent: Audrey Marcquenski, Director, Frankfort Square Park District

Others present were: Keith Wallace, Executive Director; Tom Kraus, Office Manager; John O’Driscoll & Caitlin Frenzer, LWSRA Attorneys; Melissa Daybell, Administrative Assistant; and Mary Strand, Recording Secretary.

Vice President Greg Vitale asked for a motion to appoint Greg Vitale as President pro tempore for the December 21, 2023 LWSRA Board Meeting.

Board member Kelly so moved and Board member Chavez seconded the motion. A roll call vote was taken.

Ayes: (5) LaMore, Kelly, Chavez, VanDuyne, Vitale

Nays: (0)

Abstain:(1) Lewis,

Absent: (2) Hassett, Marcquenski

II. Public Comments: None

III. General Functions *(continued)*

1. November 30, 2023 Treasurer’s Report – President pro tempore Vitale asked for a motion to accept the November 30, 2023 Treasurer’s Report. Keith noted that the expenses.

Board member Kelly moved to accept the November 30, 2023 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.

Ayes: (6) Kelly, Lewis, LaMore, Chavez, VanDuyne, Vitale

Nays: (0)

Abstain:(0)

Absent: (2) Hassett, Marcquenski

Motion Carried

2. Payment of Bills:

- A. President pro tempore Vitale asked for a motion to approve the Payment of the Bills in the amount of \$143,192.08 which may include lodging and travel.

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

Ayes: (6) Kelly, Chavez, VanDuyne, Lewis, LaMore, Vitale

Nays: (0)

Abstain:(0)

Absent: (2) Hassett, Marcquenski

Motion Carried

3. Special Guests: None

4. Communications: None

IV. Consent Agenda:

- 1. Approval of the Regular Meeting Minutes of November 21, 2023. **Tabled**

V. Staff & Committee Reports

Executive Director -

- a. Staff – Staff will be interviewing for the Registrar position and are looking for a Recreation Supervisor that is posted as well.
- b. Foundation – They held their annual holiday party at Beggars.
- c. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – LWSRA received. See the Kindful Report for a full list of donations for the month. A \$10,000 anonymous donation was received, \$1,400 received from Mokena Mayor’s charitable foundation, and \$5,000 donation from the South Suburban Emergency Service League. Those will be reflected on next month’s Kindful Report.
Grant Seekers – Staff is working with the group to update the appeal letter.
(Gina Hassett joined the meeting 9:34 a.m.)
- d. Audit – Keith included a draft of the audit report and asked the Board members to review it and send comments to him and Tom. Once they discuss, it will be sent out.
- e. 2023-2024 Budget – A memo was in the packets. Keith met with Greg Lewis and Kirsten VanDuyne to discuss. The next time it is rolled out there will be a full budget meeting at a workshop. This time it will need to be approved on recommendations since we are already into the process. He said that it is behind on being approved and he wants to put it on January’s Agenda. Any questions should be sent to Keith and Tom. Approval was delayed until the

beginning balances were corrected. A chart was included in the memo showing the beginning balances. Discussion was held.

- f. 2024 Meeting Dates – A copy of the dates was included in the packets.
- g. Updated Board Appointments – Keith updated the LWSRA Board Officers and Liaison list. Greg Lewis stepped down from Finance/Personnel to Facilities/Planning. Kirsten VanDuyne is now on Finance/Personnel. Greg asked Keith to change the language on the description of each committee. The attorney will help to standardize the descriptions.
- h. Sensory Garden Update – Staff is still working with the DEOC on securing the \$20,000 grant. The Eagle scouts and Staff are working on a plan for the project.
- i. Sensory Bus Update - Staff are in the planning stages of this project. A volunteer that has experience with these types of projects is going to come in and give staff advice.
- j. Holiday parties – There were 4 Grinch events recently. The Family Holiday Party was December 18th and Staff party is tonight.

- 1. **Facility Maintenance Supervisor** – Report in the Board’s packets
- 2. **Office Manager/Support Services** – The printed copies of the brochures will be handed out at the end of the meeting.
- 3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. Staff has been very busy. There were close to 1,000 people that came through on Sunday to see the Grinch. The office staff party is tonight. Tomorrow’s party is a Murder Mystery for the part-timers. Close to 62 part-time employees will be attending. Programs are on break for now. Greg Lewis noted that Melissa worked with HR Source to compare the positions that are in the Budget to make sure the hierarchy is in order. It is another objective that is completed.
 - 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 -
 - 6. Marketing & Public Relations –

VI. Finance & Personnel

- A. Motion to accept the final May 2023 Treasures Report - President pro tempore Vitale asked for a motion to approve the final May 2023 Treasures Report.

Board member Kelly made a motion to approve the final May 2023 Treasures Report as presented and Board member Lewis seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Marcquenski

Motion Carried

VII. **Facilities Planning** - Board member Lewis said that he has been working with Mikey’s Playground, a not-for-profit. There is another non-for-profit that is interested in helping to fund it. The project was one that got cut from the original plan for the Leigh Creek South Park. NLPD has this in their budget.

VIII. **Old Business** - None

IX. **Executive Session** – None

X. **New Business**

A. Approval of the 2024 Board Meeting schedule - President pro tempore Vitale asked for a motion to approve the 2024 schedule.

Board member Hassett made a motion to approve the 2024 Board Meeting schedule as presented and Board member LaMore seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Marcquenski

Motion Carried

B. Resolution #23-07 Paid leave for All Act - President pro tempore Vitale asked for a motion to approve Resolution #23-07 Paid leave for All Act. Attorney O’Driscoll gave an overview of the act. Park Districts were exempted from the act, but it appears that it was a typo and they shouldn’t have been. Caitlyn said the act was passed spring 2023 and goes into effect January 1, 2024. She clarified the time frame that a person could not use accrued leave until 90 days after a hire date or 90 days after the effective day of the act. A full time employee would get 40 hours of paid leave. She went on to describe some of the provisions of the act. Until the final wording of the Act is in effect, LWSRA must abide by the wording that is in it now. The attorney has drafted an amendment to the Employee Manual to address the personnel leave policy for personal days. Full-time employees will have a ‘use it or lose it’ policy and cannot carry it over into the next year. Part-time employees cannot accrue more than 40 hours of paid time off. Discussion was held.

Board member Lewis made a motion to approve Resolution 23-07 as presented and Board member Chavez seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Marcquenski

Motion Carried

XI. Director/Board member Comments

Board member Kelly thanked LWSRA for their assistance with the special needs hour of the Winterfest. He said he is very proud of those present and the staff for all they have done this past year. He wished everyone Happy Holidays if you are travelling stay safe.

Board member Chavez said Happy Holidays to everybody. She encouraged all to keep up their energy to make it through the last parties and to spend some time with family and friends.

Board member Hassett thanked the Grinch who stopped by FPD's Christmas event. She wasn't able to attend the LWSRA Grinch events but saw pictures. Happy Holidays to everyone.

Board member Lewis said great work by the staff. Keep up with the work with the auditors and HR Source. Staff has come a long way. He said he was happy with the whole process and Happy Holidays.

Board member VanDuyne said Merry Christmas to all. It's been a busy fun year of getting more done. She said great job to the staff this year and it's great to see you having some fun. Happy Holidays.

Board member LaMore said the same. It's nice to see things winding down for the holidays. She wished everyone a Happy Holiday.

Board member Vitale said he agrees with Greg Vitale that the staff has come a long way. He noted that he met with Keith, Melissa and Tom for the budget meeting. It was very organized, they knew their stuff and answered all of the questions. He said great job Keith, Melissa and Tom. He congratulated Kirsten on her first budget meeting. He also wished everyone Merry Christmas and Happy Holidays. Have a safe New Year.

XII. Adjournment – President pro tempore Vitale asked for a motion to adjourn.

Board member Hassett moved to adjourn the meeting and Board member Kelly seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:13 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary