

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON OCTOBER 15, 2024 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 9:30a.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
Jay Kelly, Executive Director, Manhattan Park District
Gina Hassett, Executive Director, Frankfort Park District
Greg Vitale, Executive Director Mokena Park District
Lea Pipiras, Director of Recreation, New Lenox Community Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District
Kelly LaMore, Park Manager, Peotone Park District

Absent: Renee Chavez, Executive Director, Crete Park District

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; John O’Driscoll, LWSRA Attorney; Melissa Daybell, Administrative Asst.; and Mary Strand, Recording Secretary.

Special Guests: None

II. Public Comments: Gina Hassett reminded everyone that the IPRA Elections are being held and Keith is running for the Board.

III. General Functions (continued)

1. Treasurer’s Report – President Marcquenski asked for a motion to accept the September 30, 2024 Treasurer’s Report.

Board member Hassett moved to accept the September 30, 2024 Treasurer’s report and Board member Vitale seconded the motion. A roll call vote was taken.

Ayes: (7) Pipiras, VanDuyne, LaMore Kelly, Hassett, Vitale, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

2. Payment of Bills:

A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$196,630.741 which may include lodging and travel.

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

Ayes: (7) Kelly, VanDuyne, LaMore, Hassett, Vitale, Phipps, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

- 3. Special Guests: None
- 4. Communications: None

IV. Consent Agenda:

- 1. Approval of Regular Meeting Minutes of September 17, 2024. President Marcquenski asked for a motion.

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

Ayes: (7) Hassett, VanDuyne, LaMore, Vitale, Kelly, Phipps, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

V. Staff & Committee Reports

Executive Director –

- a. Staff –
- b. Donations, Fundraising, Grants, Marketing, Outreach and PR – The Kindful Report is included in the Board’s packets showing the months donations. LWSRA got a \$9,000 Grant from Move United.
- c. Foundation –The group held their meeting on October 12th. Keith was not in attendance and will get the minutes of the meeting to share with the Board.
- d. Sensory Garden – The large shed is complete and the interior is now being worked on. Some mural work is being done.
- e. Vehicles – The two new Transit vans decals were completed by Image 360 and are in the parking lot.
- f. Sensory Bus - Nichols Fabs is doing an excellent job turning our ideas into reality.
- g. 2024-2025 Health Plan Discussion – A copy of the Plans was included in the Board’s packets. Staff is recommending to keep the same plan. The percentage of change to the contributions will be on the offering. Discussion was held.

- 1. **Facility Maintenance Supervisor** – Report in the Board’s packets.

- 2. **Office Manager/Support Services** – Report in the Board’s packets.
- 3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets.
 - a. Staff and Safety - The Strategic Meeting for the Staff will be held tonight, October 15. Results of the feedback of the meeting with the Board, surveys from the part time staff and families will be presented. The Sports Banquet is Oct. 26 and Trunk or Treat Oct. 27.
 - b. Inclusion
 - c. Part Time Staff
 - d. Athletic Supervisor
 - 1. Adapted Programing
 - e. Managers of Programs
 - 1. Teen, Adult, After School, and Titans
 - 2. Youth, Special Events, Summer Camp, Early Childhood
 - f. Manager of Athletics
 - 1. Transportation & Safety
 - 2. Facility Rentals
 - 3. Special Olympics –

VI. **Finance & Personnel** – Tom said he has been getting communication from the ERC and everything seems to be okay, there is no balance due.

VII. **Facilities Planning** – None

VIII. **Old Business** – None

IX. **Executive Session** - None

X. **New Business** –

- a. Approval of the PDRMA Health Olan Selection for LWSRA – President Marcquenski asked for a motion to approve the plan as noted. Board Member Vitale asked if the estimated budget for the insurance was enough and Keith confirmed it was.

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

Ayes: (7) Hassett, VanDuyne, LaMore, Vitale, Kelly, Pipiras, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

XI. **Director/Board member Comments**

Executive Director Wallace said he is up for re-election to the IPRA Board and thanked all for their support.

Board member Kelly said keep up the good work.

Board member VanDuyne said keep up the good work.

Board member LaMore thanked the staff for everything they do.

Board member Pipiras said thank you to the staff for all they did for NLPD over the summer.

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

Board member Hassett moved to adjourn the meeting and Board member Vitale seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 9:42 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary