

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MAY15, 2018 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.**

**General Functions**

Call to Order: President Lewis called the meeting to order at 9:34 a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:  
Gina Hassett, Executive Director, Frankfort Park District  
Mike Selep, Executive Director, Mokena Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Jay Kelly, Executive Director, Manhattan Park District  
Jennifer Swanson, Manager, Peotone Park District  
Renee Chavez, Executive Director, Wilmington Island Park District  
Audrey Marcquenski, Director Frankfort Square Park District  
Absent: None

Others present were: Keith Wallace Executive Director LWSRA; LWSRA Attorney Matthew N. Lulich; Laura Capizzano, Human Resources; Keith Lightfoot, Facility Foreman; and Mary Strand Recording Secretary.

**Treasurer's Report** Commissioner Lewis asked for a motion to approve the April 30, 2018 Treasurers Report.

*Commissioner Hassett so moved and Commissioner Swanson seconded the motion.*

*Ayes: (7) Hassett, Kelly, Lewis, Selep, Chavez, Marcquenski, Swanson  
Nays: (0)  
Abstain:(0)  
Absent: (0)*

*Motion Carried*

**Payment of Bills** Commissioner Lewis asked for a motion to approve the Payment of the Bills.

*Commissioner Hassett made a motion to approve the payment of the bills as presented and Commissioner Selep seconded the motion.*

*Ayes: (7) Kelly, Lewis, Selep, Chavez, Marcquenski, Swanson, Hassett  
Nays: (0)  
Abstain:(0)  
Absent: (0)*

*Motion Carried*

**Special Guests:** None

**Communications:** None

**Consent Agenda:** *Approval of the Minutes.* Commissioner Lewis asked for a motion to approve the Minutes of April 17, 2018 as presented.

*Commissioner Chavez made a motion to approve the minutes as presented and Commissioner Hassett seconded the motion.*

*Ayes: (6) Lewis, Selep, Chavez, Swanson, Hassett, Kelly*

*Nays: (0)*

*Abstain:(1) Marcquenski*

*Absent: (0)*

*Motion Carried*

**Staff & Committee Reports**

**DIRECTOR’S  
REPORT**

- Staffing Keith is still looking for part-time staff for Titans. Many good candidates have applied. The Recreation Specialist position is close to being filled. Keith is waiting on an answer from the candidate.
- Office/Sensory The hope is to start the project in August and \$48,464 has been raised so far. He is determining if he should GC it in-house.
- LWSRF The Foundation is gearing up for the Golf Outing to be held on August 10<sup>th</sup>. They are still looking for a few new Board members.
- Fund Raising Melissa did a great job on the drama performances and raised \$12,000.
- Playground \$128,224 has been raised for the playground as of today. Keith met with Planning Resources, George and Ken from New Lenox on April 27<sup>th</sup>.
- Grants Keith included a list of grants that are being applied for and received.
- Deluca Game The Legislative Wheelchair Basketball game held during Parks Day in Springfield did not have many attendees but fun was had by all. Keith was able to make a few new contacts and earned a lot of good publicity.
- Parks Day Keith attended Parks Day at the Capital on April 23-25. He didn’t get to see many legislators, but each contacted him to say they received their LWSRA hoodie.
- LWN Pool Meeting The two meetings to discuss what a partnership between the school and park districts would look like were held recently and attended by Keith. LWSRA would be a supporter of the co-op but not a member.
- Titans The letter explaining new procedures has been sent out. It is in the Boards packets.

**Meetings & Events**

- Park District PE Takeover May 24<sup>th</sup>
- Crete Takeover May 2<sup>th</sup>
- Twin Hearts Golf outing June 1<sup>st</sup>
- Mokena Park Party June 4<sup>th</sup>
- Mokena Park District Golf Outing June 6<sup>th</sup>
- Wilmington Park Party June 11<sup>th</sup>
- WSRF Meeting June 14<sup>th</sup>
- Monee Park Party June 18<sup>th</sup>
- OWA disability camp June 20 & 21
- New Lenox Park Party June 25

**SUPERINTEN-  
DENT RECREA-  
TION REPORT**

**Special Olympics  
Track & Field**

There are 28 participants registered for the program. The team participated in the Special Olympics Illinois Spring Games on May 5<sup>th</sup>. Gold medal winners will compete at the 2018 Special Olympics Illinois Summer Games in June.

**Basketball**

Women's Division attended the 40<sup>th</sup> National Wheelchair Basketball Tournament California and placed 3<sup>rd</sup>.

**PE Takeovers**

There is one PE Takeover left for the current school year.

**Outreach**

Several meetings have been held with the Vaughn Paralyzed Veteran Association of America to discuss how to engage veterans into the community programs. They will be sponsoring some of our youth adapted events in the summer.

**Veterans Program**

Two new veterans signed up for the free membership program, one for Wilmington and one for Mokena.

**Youth Program**

The Drama group performed The Lion Kin and Beauty and the Beast. There were 35 performers and raised \$12,500 that will help to grow and improve the program.

**Teen Camp**

The program sold out and has 30 participants.

**Brochure**

The new brochure was made available in April and copies were passed out at the meeting.

**FUNDRAISING**

Karyn's report listed the month's individual donations for a total of \$4,119.10. Keith gave an overview of Karyn's activities.

**Disability Fair**

Karyn planned and headed up the first ever LWSRA Disability Fair. It was highlighted by the local newspapers and online social media. There were approximately 100 in attendance.

**TRANSPORTATION**

**Vehicles**

All vehicles up and running well.

**Monthly Inspection**

All inspections were completed on May 7<sup>th</sup> and went well.

Bid Opening Friday, May 18<sup>th</sup> will be the bid opening for the busses.  
 a. Bus Time line - a copy of the timeline was included in the Boards packets.  
 There were no questions or concerns.

**Facility**

Gym The humidity remains steady.

Roof The roof is not leaking.

Bus Barn Nothing to report.

Parking Lot The work to reroute the gutters underground has begun.

Mowing Grass cutting should begin later today.

**Finance/Personnel**

a. Superintendent of Recreation Position Time line - Keith posted the position on May 14<sup>th</sup>. Staff will be informed at the next meeting which is Friday.

**Facilities Planning** None

**Attorney** None

**Old Business** None

**New Business**

- a. 2018-2019 Budget – Keith handed out copies of the budget. It is separated by 5 funds. He gave an overview of the layout. After the commissioners have a chance to review the files they can contact Keith with any questions. Approval can be put on the agenda in June. Discussion was held. Lisa Slattery is our new Business Coordinator that will work for one day a week.
- b. Credit Card Procedure – This procedure is being modified and updated. Discussion was held.
- c. Employee Discipline – Tabled pending Executive Session.

**Executive Session** - At 10:20 a.m. President Lewis asked for a motion to go into Executive Session for the purpose of Section 2(c) (1) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

***Commissioner Hassett so moved and Commissioner Selep seconded the motion.***

***Ayes: (7) Swanson, Hassett, Kelly, Lewis, Selep, Chavez, Marcquenski***  
***Nays: (0)***  
***Abstain:(0)***  
***Absent: (0)***

***Motion Carried***

**Open Session** - President Lewis asked for a motion to return to the Regular Meeting at 10:48 a.m.

*Commissioner Hassett so moved and Commissioner Swanson seconded the motion. Upon a voice vote, all voted AYE*

*Motion Carried*

**New Business** (continued)

c. Employee Discipline – President Lewis asked for a motion to instruct the attorney to prepare two separate Agreement of Separation as per the general consensus in the executive session.

*Commissioner Hassett so moved and Commissioner Swanson seconded the motion.*

*Ayes: (7) Hassett, Kelly, Lewis, Selep, Chavez, Marcquenski, Swanson*

*Nays: (0)*

*Abstain:(0)*

*Absent: (0)*

*Motion Carried*

**Questions and Comments from the floor**

None

**Director/Commissioner Comments**

Executive Director Wallace thanked the Board for the support and helping his staff through a difficult time.

Commissioner Marcquenski thanked everyone for the warm welcome on her first day sitting on the Board.

Commissioner Selep excited for the Ability Awareness day with the staff.

Commissioner Hassett stated that she appreciates Keith’s passion, ability to sustain and his willingness to bring people together. She offered her assistance if he need help.

Commissioner Swanson thanked the staff and expressed her appreciation.

Commissioner Lewis welcomed Audrey to the Board. He told Keith to let the staff know they are appreciated and is happy that they are stepping up to help in the current situation. He also thanked Matt for the help. He noted that next month’s agenda the budget and reorganization of the Board will be on it. He also instructed Keith and Mary to set up the Executive Meeting Minutes review and to look into the updated protocols

**Adjournment**

Commissioner Lewis asked for a motion to adjourn the Regular Meeting.

*Commissioner Swanson so moved and Commissioner Chavez seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:56 a.m.*

Respectfully submitted by:  
Mary T. Strand, Recording Secretary