

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JANUARY 22, 2019, 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 Hassett 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:
Gina Hassett, Executive Director, Frankfort Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Jay Kelly, Executive Director Manhattan Park District
Jennifer Swanson, Manager, Peotone Park District
Jim Randall, Executive Director Frankfort Square Park District
Mike Selep, Executive Director, Mokena Park District

Absent: Renee Chavez, Executive Director, Wilmington Island Park District

Others present were: Keith Wallace Executive Director LWSRA; LWSRA Attorney Matthew N. Lulich; Heather Specht, Superintendent of Recreation; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Kristen Ehrman, Administrative Assistant; and Kristen Ehrman, LWSRA Secretary.

Guests: None

Treasurer's Report Commissioner Hassett asked for a motion to approve the December 31, 2018 Treasurers Report. Keith noted that he will be working with the accountant to move all the deferred funds. Commissioner Lewis noted a discrepancy on the billing amounts and actual payment for the AmEx Cards. Keith will address with the accountant.

Commissioner Randall so moved and Commissioner Selep seconded the motion.

Ayes: (6) Lewis, Kelly, Randall, Hassett, Selep, Swanson

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

Payment of Bills Commissioner Hassett asked for a motion to approve the Payment of the Bills in the amount of \$148,213.75 which may include lodging and travel. Commissioner Lewis inquired about the fuel purchases.

Commissioner Lewis made a motion to approve the payment of the bills as presented and Commissioner Swanson seconded the motion.

*Ayes: (6) Kelly, Randall, Hassett, Selep, Swanson, Lewis
Nays: (0)
Abstain:(0)
Absent: (1) Chavez*

Motion Carried

Special Guests: None

Communications: A letter dated January 9, 2019 from IDNR was sent to NLPD notifying them to make a presentation on January 22nd for the Leigh Creek South Park at Heather Glen application for an OSLAD Grant. Commissioner Lewis will attend.

Consent Agenda: Approval of Regular Meeting Minutes of December 18, 2018. President Hassett asked for a motion to approve the consent agenda as presented.

Commissioner Swanson made a motion to approve Consent Agenda as presented and Commissioner Lewis seconded the motion.

*Ayes: (5) Hassett, Selep, Swanson, Lewis, Kelly
Nays: (0)
Abstain:(1) Randall
Absent: (1) Chavez*

Motion Carried

Staff & Committee Reports

1. DIRECTOR’s REPORT

- a. Staffing - Keith is in the process of hiring a part-time accountant. Interviews are in process.
- b. Office/Sensory - Keith told the Board that tentative occupancy is March 14th.
- c. LWSRF – Will have an emergency meeting on January 24th. Discussion was held.
- d. Donations - Karyn’s detailed report is in the Board’s packets. Fund Raising - The Adaptive program is selling raffle tickets for a 65” television and a Yeti Cooler.
- e. Playground - \$158,643 of the \$200,000 target has been raised for the playground. It will be turned over once LWSRA is awarded the OSLAD Grant.
- f. National Wheelchair Tournaments – Facilities to hold the events are confirmed. Staff is in the process of securing sponsors for the event. Discussion of the fund raising was held.
- g. Staff will attend the conference as time permits.

Meetings & Events Some flyers were included in the Board packets and Keith discussed.

IPRA Conference	January 24-26
SRA LAC Meeting	February 8 th

2. FUNDRAISING/PR/MARKETING

- a. \$16,180.30 was raised in December.
- b. Two spots are open on LWSRF with two more people interested in joining. Two new members were installed at the December meeting.
- c. LWSRF's annual Giving Tuesday collected \$8,767.38.
- d. The LWSRF Board voted to increase their annual donation to \$40,000 at their February meeting. The profits are from the golf outing, the Bunny Breakfast and Giving Tuesday.
- e. Community Outreach - Karyn Reczek attended the New Lenox Chamber of Commerce at their Jingle Mingle holiday party on December 7th.
- f. The 3rd annual Lunch with the Grinch fundraiser held on December 15th netted \$3,778.78. Almost 600 attended.
- g. The Family Holiday Party was held on December 17th and 143 people attended.
- h. Twelve area schools have booked PE Takeovers and four have booked assembly programs. Two more schools have been completed.
- i. Karen coordinated and reached out to six LWSRA families to receive a Christmas food basket from the Frankfort Kiwanis.

3. FACILITY FOREMAN

- a. Annual Preventative Maintenance – Sprinkler Inspection, Fire Alarm Inspection and the backflow inspection are scheduled in January and February.
- b. Quarterly Preventative Maintenance – Pest Control is scheduled for January and Roof inspection by the staff will begin quarterly.
- c. Gym, Classrooms, Lobby, and Bathrooms were deep cleaned by the entire staff during the holiday break.
- d. Roof – The roof leak was temporarily fixed again in the gym storage area. Hamstra will be sending over a permanent solution since it has failed again.
- e. Bus Barn – The floors are striped for easier access and padding for the poles has been ordered. The unit next door is now available and staff is looking into renting it for additional buses.
- f. Plowing – The parking lot is being plowed by NLPD.
- g. Thermostats – Air Quality is sending a proposal to update the system.
- h. A copy of the Building Issue Report was included in the packets. It shows how the staff reports on things that the maintenance department need to know about.

4. SUPERINTENDENT OF RECREATION**A. Staff & Safety –**

- 1) Staff – Heather introduced Joseph Rencher from Grambling State University. He is doing his senior internship in Therapeutic Recreation.
- 2) Safety – Driver's training on the new buses is scheduled throughout January.

- 3) Tami & Heather continue to attend the Loss Control Review webinars. The next one is on January 16th.
- 4) Brochures – The winter/spring registrations are continuing. Staff is preparing the summer programming.
- 5) Rentals – There were six groups that rented the facilities in December.

B. Manager of Athletics

- 1) Special Olympics – All programs have ended for the season except Basketball.
- 2) Lady Hawks #3 Team qualified for the 2019 State Basketball Tournament. During the month of January the rest of the teams will be competing for the chance to represent LWSRA at the Special Olympics State Basketball Tournament.
- 3) Floor Hockey – LWSRA athletes joined the Oak Lawn Fury Floor Hockey in a cooperative program. The team competed and won a gold medal at the Special Olympics State Floor Hockey Tournament on November 17th.
- 4) Basketball – is going well with 2 games at LWSRC on Tuesdays.
- 5) Upcoming Special Olympic Events – Junior Basketball Qualifier, January 13; High School Basketball Qualifier, January 20th; Senior Men’s Basketball Qualifier, January 27th; and LWSRA will host the 2019 ITRS Junior and Senior Basketball Tournament, February 16th & 17th.

C. Transportation

- 1) Two of the new buses are at Midwest Transit for minor warranty issues. One of the new buses is in the bus barn but is not in service until we complete new orientation with all the drivers. Discussion was held about the alarms on the buses.
- 2) Buses– Bus #3 is the shop for repairs.
- 3) The Minivan is getting 2 new tires, a wheel bearing and a motor mount.

D. Manager of Programs

- 1) Staff/Training – On December 16th a training session was held with the TITANS staff. Policies, team building and information on vehicles were the topics of discussion. The Holiday party was held at Beggars on December 19th.
- 2) Club Hawk – Staff member, Julie Jandeska, moved to Colorado.
- 3) Teen Social – In December, the participants baked and enjoyed holiday cookies.
- 4) Teen and Adult – Eighteen adult participants enjoyed fun, games and food at Dave and Busters

- 5) TITANS – The TITANS had their annual Holiday luncheon at Tin Fish and they went to see The Wizard of Oz musical. TITANS III have returned to LWSRC on January 7th.
- 6) Aktion Club continues to make fleece blankets for kids at the Ronald McDonald House as part of their service project.
- 7) Adult Special Events – 20 participants attended the Christmas Ball and the Feed the Hungry dance.
- 8) Youth Special Events – 18 participants celebrated the holidays at the Winter Wonderland and also took part in the Grinch event. There is a wait list for this program.

Finance/Personnel None

Facilities Planning None

Attorney None

Old Business None

New Business None

Questions and Comments from the floor None

Executive Session - At 10:14 a.m. President Hassett 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 Randall so moved and Commissioner Kelly seconded the motion.

Ayes: (6) Kelly, Randall, Hassett, Selep, Swanson, Lewis

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

Open Session - President Hassett asked for a motion to return to the Regular Meeting at 10:26 a.m.

Commissioner Selep so moved and Commissioner Lewis seconded the motion. Upon a voice vote, all voted AYE.

Motion Carried

Director/Commissioner Comments

Commissioner Lewis requested that Keith add a section under *Finance and Personnel* if an item has to go to Executive Session. Then if there needs to be action it can be taken immediately upon return to open session.

Commissioner Swanson told the staff that they were doing a good job.

Commissioner Randall said that it is a pleasure working with the Board and Staff of LWSRA. Participation of Frankfort Square Park District residents is up about 300% over SSSRA. He also informed the Board that SSSRA made them an offer to buy the land FSPD accepted it. SSSRA will vote on it at their next meeting.

President Hassett wished everyone a Happy New Year.

Adjournment

President Hassett asked for a motion to adjourn the Regular Meeting.

Commissioner Randall so moved and Commissioner Lewis seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:30 a.m.

Respectfully submitted by:
Mary T. Strand, Recording Secretary