

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON FEBRUARY 19, 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 9:37 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
Audrey Marcquenski, Director Frankfort Square Park District
Mike Selep, Executive Director, Mokena Park District
Renee Chavez, Executive Director, Wilmington Island Park District

Absent: None

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; and Kristen Ehrman, Administrative Assistant.

Guests: LWSRF Lou Filosa, Lana Graser, Marie Ventura, Jim Stevenson and Nancy Osborn.

Treasurer's Report

Commissioner Hassett asked for a motion to approve the January 31, 2019 Treasurer's Report.

Commissioner Lewis so moved and Commissioner Selep seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Payment of Bills

Commissioner Hassett asked for a motion to approve the Payment of the Bills in the amount of \$89,820.61 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 Chavez seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Special Guests: Lincoln Way Special Recreation Foundation – Lou Filosa complimented Karyn on a wonderful job she does in raising money. He noted management and the staff are wonderful to work with. He then presented the Board and LWSRA with a donation of \$45,000. Photo was taken with the Staff, Board, and Foundation members. Before the Foundation members left, President Hassett thanked them for the great job they are doing. Commissioner Lewis echoed her remarks and commended them on their commitment. Executive Director Wallace thanked the Foundation on behalf of himself and his staff.

Communications: None

Consent Agenda: Approval of Regular Meeting Minutes of January 22, 2018. President Hassett asked for a motion to approve the consent agenda as presented.

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

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

Nays: (0)

Abstain:(1)Chavez

Absent: (0)

Motion Carried

Staff & Committee Reports

1. DIRECTOR'S REPORT

- a. Staffing – Martie Lamano has started as a part-time accountant. He has already gotten up to speed and has found some ways to make LWSRA run more efficiently.
- b. Office/Sensory - Keith told the Board that tentative occupancy is March 14th. He is awaiting final inspection and occupancy permit.
- c. LWSRF – At the last Board meeting Keith was asked to set up deferred accounts to mirror the accounts that are in the foundation account. This has been done. Questions have been asked as to why this was done. After meeting with the president of the foundation and the Agency it was determined that the foundation should continue as we have been, but create language to include in bylaws that identifies these accounts and what their purpose it. Keith included the proposed language that the foundation will be discussing at their April meeting. Discussion was held. The attorney will look into the amount of money held and the language.
- d. Donations - Karyn's detailed report is in the Board's packets.
- e. Playground - \$161,643 of the \$200,000 target has been raised for the playground. Keith will request that the money be requested from the Foundation now that the OSLAD Grant has been awarded. If a Capital Bill is passed by the State, something that was cut from the Playground proposal might be able to be funded as a Capital Project.
- f. Keith attended the LAC meeting on February 8th. The discussions were about consistency of information relayed to SRAs by PDRMA, and decreasing program offerings and the increase to minimum wage. PDRMA representative will attend the next LAC meeting.
- g. Strategic Plan – A copy of the plan was in the Board's packets exhibiting the strides that the staff has made in reaching their goals.

- h. Fall Participation Report – There was an increase in the number of participants, with a slight decrease in the number of times that they participated in activities.
- i. Save the Date – LWSRA is conducting a Park District Disability Day on April 24th from 11 a.m. to 1 p.m. Each participant should bring \$5 for their lunch. All park district staff/Boards are invited to the program.

2. FUNDRAISING/PR/MARKETING

- a. \$12,864.33 was raised in January.
- b. Karyn’s report listed her efforts to get donations, her activities and the media items from the month.
- c. Upcoming events were listed.

3. FACILITY FOREMAN

- a. Annual Preventative Maintenance – Sprinkler Inspection, Fire Alarm Inspection and the backflow inspection were completed in January and February. The kitchen hood Suppression System (ANSUL) was completed by the January 3rd deadline by Fox Valley Fire & Safety.
- b. Gym floor rescreening has been scheduled for August 14th.
- c. Bus Barn –The unit next door is now leased to LWSRA and all busses are able to be under roof when not in use. Garage door remotes have been installed. A resolution will be prepared for the next meeting to include the extra unit on the lease.
- d. The staff are developing a comprehensive annual timeline to include annual, quarterly & monthly preventative maintenance tasks and vendors to schedule for each item (if applicable).

4. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- 1) Staff – Heather is conducting interviews and hopes to have the position of Facility Foreman filled by the end of March.

B. Manager of Athletics

1) Special Olympics –

- The swim team has 10 athletes and they competed in the Special Olympics Region E Time Trials on Feb 9th and will compete in the Region E Swim Meet on March 2nd.
- Hawks Basketball season is in full swing, playing weekly games. All teams competed in the ITRS Qualifying Tournaments in February.

2) Adapted –

- LWSRA hosted D2 & D3 teams on January 12 & 13. The womens teams were also conducted at LWSRC on January 19 & 20. The prep & Varsity teams traveled to Chicago and to Fort Wayne on two weekends in January to compete in the Skyhawks and Turnstone Tournaments.
- Adapted Fitness has 3 participants registered. The group works on strength & conditioning. This is a new program.

- The Adapted Social Club went to Buffalo Wild Wings. A glass blowing workshop will be held on February 27th for the Adult Social Club.

C. Transportation

- 1) All of the new busses are in service.
- 2) All vehicles other than the Explorer & the 15 passenger are moved to the bus barn.
- 3) The New Bus Orientation was completed the first week of February by all drivers.

D. Manager of Programs

- 1) Staff/Training – Once a month new employee training and new driver training will be held. Also a volunteer introduction night was held on February 18 and eight people showed up.
- 2) Club Hawk – Remind.com is being used to boost numbers for this program. The Teen Social was held at Buffalo Wild Wings
- 3) Teen and Adult – Ten adult participants enjoyed socializing at Houlihan’s in January. Monthly sessions started at Thunder Bowl, Laraway Lanes, and Zumba.
- 4) TITANS – The group is practicing for their performance on February 26th.
- 5) Aktion Club continues to do good works. They completed a project of Valentines for Veterans.
- 6) Adult Special Events – 20 participants attended Glow with the Flow dance. Dinner and a movie also went well.
- 7) Teen Group – This group is very active and want more dances. Staff is working on adding activities that will be reflected in the next brochure.
- 8) Youth Special Events – Saturday programs are extremely popular and there is a wait list.

Finance/Personnel None

Facilities Planning None

Attorney None

Old Business None

New Business

A. Action on 2018 Executive Session Minutes

1. May 15 – Discussion was held. President Hassett asked for a motion to approve the Executive Minutes of May 15, 2018 withholding their release.

Commissioner Selep made a motion to approve the Executive Minutes of May 15, 2018 withholding their public release and Commissioner Lewis seconded the motion.

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

Motion Carried

Questions and Comments from the floor None

Director/Commissioner Comments

Keith informed the Board that he had received a copy of IPRA's 75 Years & 75 Stories highlighting past and present members.

Commissioner Chavez thanked the staff for the PE Takeover.

Commissioner Selep held an All Staff Meeting in MCPD where he shared the link to the information on the volunteer needs for the upcoming tournament.

Commissioner Marcquenski thanked Keith for coming to her offices to explain what to expect for the Basketball Tournament.

Commissioner Kelly told the staff to keep up the good work.

Commissioner Lewis told the Board that the Federal Land & Water fund has been passed, which is good news for future OSLAD Grants. He thanked Keith for the positive experience at the Conference in January. He passed out 'save the date' info for the State Conference. He brought up the Minimum Wage and a discussion was held. Thanks to everybody for help with the OSLAD Grant.

Commissioner Swanson told Keith thanks for all the great reports. She has informed her Board and Staff of the need for volunteers for the Tournament. She attended the Unified Basketball game held in Peotone's facilities.

President Hassett attended the ITRS Basketball tournament and was impressed that all the staff was present for the very long day and it is much appreciated.

Adjournment

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

*Commissioner Kelly so moved and Commissioner Lewis seconded the motion.
Upon a voice vote, all voted Aye. The meeting adjourned at 10:49 a.m.*

Respectfully submitted by:
Mary T. Strand, Recording Secretary