

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MARCH 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 9:30 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
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
Jacque Tuma, New Lenox Community Park District
Absent: Greg Lewis, Executive Director, New Lenox Community 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; and Kristen Ehrman, Administrative Assistant.
Guests: Belinda & Dennis Olszewski

Treasurer's Report Keith noted that an adjustment will be made next month to remove a deferred account that showed on the report twice. Commissioner Hassett asked for a motion to approve the February 28, 2019 Treasurer's Report.
Commissioner Selep so moved and Commissioner Chavez seconded the motion.

*Ayes: (7) Kelly, Marcquenski, Hassett, Selep, Tuma, 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 \$156,433.07 which may include lodging and travel. Commissioner Lewis inquired about the fuel purchases.
Commissioner Chavez made a motion to approve the payment of the bills as presented and Commissioner Swanson seconded the motion.

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

Motion Carried

Special Guests: None

Communications: None

Consent Agenda: Approval of Regular Meeting Minutes of February 19, 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 Kelly seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Staff & Committee Reports

1. DIRECTOR’S REPORT

- a. Staffing – The Facility Foreman position has been filled. John Hillegass will start March 25th.
- b. Office/Sensory - Keith told the Board that tentative occupancy is March 25th. Minor fixes are being made after the initial inspection. Furniture and equipment are being delivered.
- c. LWSRF – The next meeting if April 11th. Keith asked for the Commissioners to attend the Bunny Breakfast on April 20th at LWE.
- 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 has requested the money from the Foundation now that the OSLAD Grant has been awarded.
- f. Keith attended the legislative breakfast on March 4th. He is meeting with legislators to help target some special interest money that might become available.
- g. Regarding legal, the current attorney, Matt Lulich, is retiring in September. Keith has prepared an RFP. He asked for input on using a current attorney from one of the participating Districts and if attorney presence is required at every meeting. Discussion was held. Cost and size of firm were other factors discussed.
- h. Attorney Lulich recommended changes to the way that the Executive Session was listed on the agenda. He suggested to remove A to G and only list them if they would be a definite item. Discussion was held
- 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.
- j. National Tournament is being held at the end of March. The staff has been successful in getting sponsors and volunteers.

Upcoming meetings & Events

March 22	SRA Directors Meeting
March 28-31	National Wheelchair Basketball Tournament
April 20	LWSRF Bunny Breakfast

2. FUNDRAISING/PR/MARKETING

- a. \$10,059.70 was raised in January.
- b. The Foundation installed a new member on February 14th. They interviewed another candidate and they are expected to be installed at the April meeting.
- c. Karyn's report listed her efforts to get donations, her activities and the media items from the month.
- d. Upcoming events were listed.

3. FACILITY FOREMAN

- a. Haamstra came out February 21st to investigate a leak in the gym by the lobby doors. After inspection, they noted the roofing adhesive failed and contacted the manufacturer for approval before repairing. The leak is on a section that was previously repaired by the manufacturer. Haamstra has now completed repairs on the small portion that failed.
- b. Bus Barn – The Fire inspection was completed by the New Lenox Fire Protection District on both garages. The inspection passed pending installation of two larger fire extinguishers. They are on order from Fox Valley Fire & Safety.

4. SUPPORT SERVICES

- a. The Summer Brochure is in the second draft stage. Brochures will be mailed during the last week of April and resident registration beginning April 29th.
- b. There were four rentals in February.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- 1) Staff – John Hillegass has accepted the Facility Foreman position and will start on March 25th. He comes to LWSRC with a lot of experience.
- 2) Tami & Heather continue attending the Loss Control Review webinars through PDRMA. This month's webinar was March 18 and they will be attending a training session on March 20th.

B. Manager of Athletics

1) Special Olympics

- Basket Ball – The State Basketball Tournament was held March 15-17. There were 42 athletes representing LWSRA in attendance. They represented Junior Hawks Lady Hawks #3, Hawks #4 & #5.
- Swim Team – Eight athletes competed at the Special Olympics Illinois Region E Swim Championship on March 2nd. This was the state qualifier for the Summer Games and 8 participants qualified by winning a gold medal.
- Gymnastics Meet – March 3rd at Palatine High School. Two athletes competed in Level 1 All Around and both won a gold

medal in one of their events which qualifies them for the Summer Games.

- Track & Field Team – There are 24 participants registered. They will participate in the Special Olympics Illinois Spring Games on May 4th. Practice is held at LW Central.
- Strength & Conditioning – Four participants are working out at The Oaks Recreation & Fitness Center on Mondays. The current session ends March 20th and the next session begins April 10th.

2) Adapted –

- Wheelchair basketball Division II adult team traveled to Fort Wayne, Indiana and secured #11 seed for the National Championship Series. Division III also secured their spot as the #11 seed for their division as well.
- Adapted Fitness has 3 participants registered. The group works on strength & conditioning.
- The Adapted Social Club had to cancel this month's activity and will be rescheduling.
- PE Takeovers at Wilmington Middle School, Watson Elementary School, Spencer Pointe and Spencer Crossing are being held to conduct disability awareness.

C. Transportation

- 1) Training of drivers is ongoing.
- 2) All buses are up to date on inspections

D. Manager of Programs

- 1) Staff/Training – Staff applications and volunteer applications are being accepted for the summer. Interviews have begun and both of the applications have been updated.
- 2) Club Hawk – We had a new participant join for 5 days a week for the teen room.
- 3) Teen and Adult – Teen Social February was at Gizmo's Fun Factory in Orland and was attended by 8 participants.

E. Recreation Specialist, TITANS, Teens and Adults

- 1) TITANS – The group performed their musical on February 26th. They also conducted their Annual Flower Sale.
- 2) Aktion Club elected new officials on Feb 21st. Discussion of the importance of voting and the roles and duties of each new elected members was held.
- 3) Adult Special Events – Every Friday night participants attended an LWSRA only or Cooperative dance. Over 50 participants took part in the annual Kiwanis games. A small group of participants enjoyed trialing The Producers at the Paramount Theatre.
- 4) Youth Special Events – Participants attended the Disney On Ice Mickey Mouse Search Party.

Finance/Personnel None

Facilities Planning None

Attorney None

Old Business None

New Business

- A. Resolution #19-1 Amended Lease for a Vehicle Storage Facility – President Hassett asked for a motion to approve Resolution #19-1

Commissioner Kelly made a motion to approve Resolution #19-1 Amended Lease for a Vehicle Storage Facility and Commissioner Selep seconded the motion.

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

Motion Carried

- B. Raise/Salary Recommendation – Keith included a memo outlining recommendations for annual raises and salary adjustments. Pay Grade Assignments would increase by 3%. Recommended all staff increase would be 2.1% with a .9% Goal Based increase for full time and part time increase of .9% merit-based. The minimum wage would increase to \$10.00 on June 1st. Part time staff that are currently below the minimum wage will not be eligible for the 3% increase. President Hassett asked for a motion to approve the Raise/Salary Recommendation as presented.

Commissioner Kelly so moved and Commissioner Selep seconded the motion.

Ayes: (6) Kelly, Swanson Marcquenski, Hassett, Selep, Chavez,
Nays: (0)
Abstain:(1)Tuma
Absent: (0)

Motion Carried

Questions and Comments from the floor None

Director/Commissioner Comments

Commissioner Selep told Keith that the Mokena Staff has volunteered for the tournament Commissioner Chavez is recruiting volunteers for the tournament and thanked the staff for putting it together.

Commissioner Swanson complimented the staff on a good job and said she was glad the tournament was coming to LWSRA. She will try to volunteer.

Commissioner Kelly noted that his staff was not as involved in events for LWSRA, and he intends to encourage his staff to volunteer. He said he thought it was very important to hold the tournaments organized by LWSRA.

Commissioner Marcquenski asked for a discussion of the Park Disability Day and what is done on that day.

President Hassett thanked the staff for putting the tournament together. The Frankfort Park District Staff has volunteered. She will be unable to attend the Bunny Breakfast.

Adjournment

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

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

Respectfully submitted by:
Mary T. Strand, Recording Secretary