

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MAY 21, 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  
Audrey Marcquenski, Director Frankfort Square Park District  
Mike Selep, Executive Director, Mokena Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Jennifer Swanson, Manager, Peotone 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 Mary Strand Recording Secretary.

**Treasurer's Report** Keith noted that the large payment was for the Debt Service Fund, which will be paid off in 2023. President Hassett asked for a motion to approve the April 30, 2019 Treasurer's Report.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Chavez*

*Motion Carried*

**Payment of Bills** President Hassett asked for a motion to approve the Payment of the Bills in the amount of \$233,449.01 which may include lodging and travel.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Chavez*

*Motion Carried*

**Special Guests:** Heather introduced two Summer Interns, Justin and Katherine.

**Communications:** None

**Consent Agenda:** Approval of Regular Meeting Minutes of April 16, 2019. President Hassett asked for a motion to approve the consent agenda as presented.  
*Commissioner Kelly made a motion to approve Consent Agenda as presented and Commissioner Lewis seconded the motion.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Chavez*

*Motion Carried*

**Staff & Committee Reports**

**1. DIRECTOR's REPORT**

- a. Staffing – On May 8<sup>th</sup>, Keith took the staff on an outing for all the hard work they did at nationals.
- b. Office/Sensory - Keith told the Board that the project is complete and he is waiting for the staff training from Flag House. A soft opening was held on May 15<sup>th</sup>.
- c. LWSRF – The Foundation raised approximately \$4,500 at the Bunny Breakfast. Six hundred people attended.
- d. Donations - Karyn's detailed report is in the Board's packets.
- e. Playground – \$162,000 will be sent to New Lenox to get the project started.
- f. Legal – In regards to Attorney Lulich retiring, RFPs have been sent out and one completed RFP has been received. Discussion around finding a replacement attorney was held.
- g. Senator Hastings – Keith met with the Senator and discussed upcoming events at LWSRA and Capital projects. He will meet with others that represent the Districts.
- h. Park District Disability Day – The day was held on April 24<sup>th</sup> and all went well. Keith has received positive feedback and included email in the packets.
- i. Moody's report – LWSRA received an A3 rating. Previously it was A2. This does not affect the organization, at this time, because there are no building projects requiring a loan being proposed. Ratings discussion was held.
- j. On April 26<sup>th</sup>, the SRA directors held a meeting. The Capital Bill, Attorney selection and TR Summit were part of the discussion. Invasive procedures, care takers wages and minimum wage were also part of the discussion.

**Upcoming meetings & Events**

**2. FUNDRAISING/PR/MARKETING**

- a. \$6,681.31 was raised in April.
- b. The Foundation is now at capacity with 13 members.
- c. The Playground Fund is \$0 because they transferred all money to LWSRA.
- d. The Sensory fund balance is \$451.00.
- e. The Bunny Breakfast is projected to bring in \$4,500 when all accounting is completed

- f. All seven Districts have scheduled their Park Parties.
- g. Karyn attended several events throughout the month to network and help raise money. Her report listed Agency events, PE Takeovers and press releases.

### **3. FACILITY FOREMAN**

- a. Preventive Maintenance – An appointment has been made for May 31<sup>st</sup> with Fox Valley Fire & safety Co. to have the center’s fire pump tested per state and local fire code regulations.
- b. Gym – The light switch and cover on the North wall were repaired and replaced.
- c. Classroom/Lobby and Bathrooms – The sensory room floor was stripped and waxed in preparation for the sensory fixtures and equipment. The installation was completed in full on Tuesday, April 23<sup>rd</sup>.
- d. Roof – During the most recent heavy rains a small leak was detected coming from the NW corner of the gym. A warranty claim was filed with GAF and a Hamstra contractor was dispatched on May 2<sup>nd</sup>. Repair was completed May 3<sup>rd</sup>. The roof was discussed.
- e. Bus Barn – Spring Cleaning is underway.
- f. Parking Lot – Nothing new to report.
- g. Upcoming projects – The five remaining lights above the exterior doors will be changed over to LEDs. Mulching and lawn care will be taken over by New Lenox Park District as a partnership. A volunteer day (TBD) will revolve around helping spread mulch around the building.

### **4. SUPPORT SERVICES**

- a. Brochure - Registration is open for summer to all individuals. The first day of registration was very busy with many families signing up.
- b. Website & Technology – A secondary camera on a separate system has been installed to allow staff or parents to monitor the participant. Observation will be done using an iPad. Burglar alarm has also been reinstalled to the room. A posting outside the room will be put up.
- c. Rentals - There were six rentals in April.
- d. Freedom Of Information Act – Five requests were received from Brenda and Dennis Olszewski and one request from Scott Lorenz. All have been responded to.

### **5. SUPERINTENDENT OF RECREATION**

#### **A. Staff & Safety**

- 1) Staff – Performance reviews for the full-time staff are being conducted. Laura and Heather are working on the policy manual for possible updates/additions.
- 2) Tami & Heather are continuing to work with Jenny from PDRMA on the loss control process.

- 3) Sensory Room – A soft grand opening was on May 15<sup>th</sup>. The staff will be trained on how to use the equipment on May 30<sup>th</sup>. Melissa and Heather will be offering individual private training at a cost of \$25 per hour.

B. Manager of Athletics

1) Special Olympics

- Track & Field – The twenty-four athletes finished their regular season practices at LWE on April 29<sup>th</sup>.
- Tennis Team – Preseason practice was held at The Oaks and ended April 17<sup>t</sup>.
- Soccer – Twelve athletes are on the team and enjoy their weekly games with other SRA's. The Special Olympics Illinois Region C qualifying tournament on April 28<sup>th</sup> was cancelled due to inclement weather.
- Bocce – Practice started April 8<sup>th</sup>.
- Softball – Twenty-three athletes make up two teams. The first regular season games will be today, May 21<sup>st</sup>.

2) Adapted –

- Wheelchair Basketball – The Hawks Division 3 basketball team finished 7<sup>th</sup> in the nation at the 2019 Toyota National Championship Series Wheelchair Basketball Tournament in Chicago April 5<sup>th</sup> through 7<sup>th</sup>.
- Wheelchair Basketball JV & Prep Teams – LWSRA hosted an Adapted Family night on April 11<sup>th</sup>. The athletes and their families were able to play a fun game of basketball, followed by eating pizza and ice cream.
- Social – Two participants and two LWSRA staff went to CMP Tactical Lazer Tag in Frankfort. Simple adaptations of the equipment and accessible ramps made the game very enjoyable.
- Wheelchair Softball – Games started May 18<sup>th</sup>.

C. Transportation

- 1) All vehicles are up and running and up to date with oil changes and inspections.
- 2) The three new buses are going through IDOT safety lanes.
- 3) The lift maintenance is being done.
- 4) Seven new drivers are being trained.

D. Manager of Programs

- 1) Staff/Training – Summer help has been hired and are being trained for summer camp which will begin June 3<sup>rd</sup>.
- 2) Teen Social – April's social was at Chili's in New Lenox and was attended by 15 participants.

3) Teen and Adult – During April 18 participants enjoyed an evening of Bingo and Taco bar with friends.

E. Recreation Specialist, TITANS, Teens and Adults

1) TITANS – During April TITANS held their annual Alsip Flower fundraising event. A profit of \$1,300 was made.

F. Youth and Adult Programs

- 1) Adult Special Events – LWSRA held the annual Fiesta welcoming seven neighboring SRA’s. About 50 participants enjoyed a Mariachi Band.
- 2) Youth Special Events – The Drama Kings & Queens performed on April 12 & 13. 650 guests attended over the two nights. Badda Bings provided the food and Creative Cakes the desserts. Sponsors and raffle basket donors helped raise \$15,000. The next performance will be November 22-23.
- 3) Summer Camp – Thirty-eight participants are enrolled.
- 4) Inclusion – Next month a report on requests will be included.

**Finance/Personnel** None

**Facilities Planning** None

**Attorney** None

**Old Business** None

**New Business** Approval of 2019-2020 Budget – President Hassett asked for a motion to approve the 2019-2020 Budget as presented. Keith gave an overview of the report and discussion was held. President Hassett thanked Keith for all the hard work he put into the preparation.

*Commissioner Lewis made a motion to approve 2019-2020 Budget as presented and Commissioner Kelly seconded the motion.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Chavez*

*Motion Carried*

**Questions and Comments from the floor** None

**Director/Commissioner Comments**

Executive Director Keith Wallace stated that registration is going well. Performance reviews are being conducted.

Commissioner Swanson told the staff that everything looks good and wished them luck with their busy summer. She told them good job on the Wheelchair Basketball.

Commissioner Selep said the Town Hall that was held at LWSRA was amazing. It was great to see how much the participants and families appreciate the programs and love LWSRA

Commissioner Hassett echoed Mike's comments. She attended the Town Hall and complimented the staff on the awesome jobs that they do to make those with special needs live a better quality of life. Illinois Government Finance Office is offering new training. She informed the group that Frankfort Park District is considering another donation for the Playground and was wondering if any other District would also be donating.

Commissioner Marcquenski said she was excited to have the TITAN program come to Frankfort Square. She also thanked the staff for offering golf at their facility and praised the staff on the great efforts they all put forward.

Commissioner Kelly said he is excited to have Summer Camp held in Manhattan Park District. The recital held in his park district, had assistance from two LWSRA staff and he thanked them for their help.

Commissioner Lewis thought the training day for the staff was awesome. It gave them an opportunity to see what everyone else was doing. The OSLAD contract for the Playground has been received from the State of Illinois. Springfield is discussing how to fund Capital Bills.

Attorney Lulich reiterated that the new Prevailing Wage guidelines go into effect June 1<sup>st</sup>.

**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 10:22 a.m.*

Respectfully submitted by  
Mary T. Strand, Recording Secretary