

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON AUGUST 20, 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 (*joined 10:02 a.m.*)
Jay Kelly, Executive Director, Manhattan Park District
Audrey Marcquenski, Director Frankfort Square Park District
Renee Chavez, Executive Director, Wilmington Island 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: 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; Kristen Ehrman, Administrative Assistant; and Mary Strand Recording Secretary.

Guests: Erin Foley, Fall Intern at Frankfort Square Park District; and Resident, Belinda Olszeweski.

Treasurer's Report

A. May Treasurer's Report with Fund Balance Transfer – The accountant created a tab showing the transfer of funds of \$133,836 from the General Fund to the Recreation Fund for the Board's Approval.

B. July 31, 2019 Treasurer's Report – No discussion.

Hearing no further questions or discussion, President Hassett asked for a motion to approve the May Treasurer's Report and July 31, 2019 Treasurer's Report as presented.

Commissioner Lewis moved to approve both of the Treasurer's reports as presented and Commissioner Selep seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Payment of Bills President Hassett asked for a motion to approve the Payment of the Bills in the amount of \$146,432.32 which may include lodging and travel. Keith noted that the expenses from the AmEx credit card were taken out of the Journal entry.

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

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Special Guests: Erin Foley, Eastern State University, the Fall Intern at LWSRA.

Communications: None

Consent Agenda: Approval of Regular Meeting Minutes of July 16, 2019. President Hassett asked for a motion to approve the consent agenda as presented.

Commissioner Chavez made a motion to approve Consent Agenda as presented and Commissioner Marcquenski seconded the motion.

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

Nays: (0)

Abstain:(1) Chavez,

Absent: (0)

Motion Carried

Staff & Committee Reports

1. DIRECTOR'S REPORT

- a. Staffing – One employee that was out with health issues has returned to work.
- b. Foundation – At the July meeting, they again worked on the language to clarify the designated funds listed in their budget. They will amend their bylaws when finished.
- c. Donations – LWSRA received an anonymous donation of \$1,200 via Facebook. It has been noticed that the social media site allows people the option to ask for donations and apply to their favorite charity.
- d. Eagle Project – The projects has been delayed while the individual obtains approval.
- e. IPRA Diversity Task Force – Keith is part of the group that will offer assistance and training for individuals or agencies state wide. It is in the meeting and focus stages.
- f. Lift System – The staff is looking into the purchase of a lift system for the family restroom. Contractors have been contacted to determine what is needed and costs.
- g. Keith attended the Frankfort Square Board meeting on July 18th to give a presentation on the history and some highlights of the agency.
- h. Community Hero Award – Keith was nominated for this award by the Chicago Southland Convention and Visitors Bureau for the work that was done with the National Wheelchair Basketball tournament. The award will be presented at the 2019 Connect Sports Tourism Excellence Conference in Louisville, Kentucky. He is humbled and honored to be nominated.

Upcoming Meetings and Events

August 29th Foundation meeting

August 23rd Diversity Task force meeting

2. FUNDRAISING/PR/MARKETING

- a. \$7,736.74 was raised in June.
- b. The Golf Outing sold out and sponsorships contributed approx. \$17,000.
- c. Grant Seekers sent out 3 grant proposals. \$1,000 Grant from Ozinga was awarded to LWSRA.
- d. Karyn attend the Mokena Chamber Meet & Greet on July 9th and Frankfort Chamber Meet & Greet on July 16th. She networked with the area business owners and presented information on the LWSRA Golf Outing.
- e. Karyn met with a member of the community about holding a fundraiser for LWSRA at Gina's Teardrop Café.
- f. LWSRA provided 310 bags of popcorn for the Frankfort movie night sponsored by the Kiwanis.
- g. Frankfort, New Lenox, Homer Glen all held park parties in July. Manhattan park party was rescheduled for August 14th.
- h. LWSRA night at the Slammers Game was held on Tuesday, July 23rd and was attended by 102 people. One of our participants threw out the first pitch.
- i. On July 20th the Family Fun Fest/5-year anniversary party was held and attended by about 150 people.
- j. Karyn's report listed the Press articles for July and copies were included in the Board's packets.

3. FACILITY FOREMAN

- a. Preventive Maintenance –July 1st ANSUL/Hood Suppression System in the kitchen, the extinguishers at LWSRC and the vehicle fleet were inspected by Fox Valley Fire and Safety Co. All remain compliant.
- b. Gym – None.
- c. Classroom/Lobby and Bathrooms – In July, all standard outlets were upgraded with tamper resistant outlet covers in the common areas, classrooms and sensory room for the continued safety of all participants.
- d. Roof – None
- e. Bus Barn – The staff leaned and organized the bus barn on Wednesday July 31st.
- f. Parking Lot – Quotes for resealing and updating the parking lot with 'active wheelchair logos' are being considered.
- g. Upcoming projects – Current lights above exterior doors will be changed over to LEDs.

4. SUPPORT SERVICES

- a. Brochure – The fall brochure is now out and registrations are being taken.
- b. Website & Technology – None
- c. Rentals –LWSRC hosted four groups in July, two birthday parties, a graduation party and gym time for a local day care.
- d. Freedom Of Information Act – All FOIA requests for the month of July, 2019 have been responded to.

5. SUPERINTENDENT OF RECREATION

- A. Staff & Safety
 - 1) Staff – None
 - 2) Heather is continuing to work with PDRMA on the new kickoff form.

- 3) Sensory Room – Melissa and Heather are continuing to offer individual time slots on Tuesday and Thursday afternoons. Afternoon programming starts today, August 20th.
- 4) Justin Hilleman & Kathryn Lorenger finished their internships. Our Fall Intern, Erin Foley started on August 19th and will end on November 22nd.

B. Manager of Athletics

1) Special Olympics

- Softball – The last regular season games were on July 30th. Hawks #1 team placed 1st and Hawks #2 took home 2nd place in the 2019 ITRS Softball Tournament hosted by SSSRA in Park Forest on July 14th.
- Tennis – Practices in Mokena were held on Tuesdays and Wednesdays. Two skills athletes did not advance to state in the Region E tennis tournament. The eight athletes who did not compete due to weather will move on to the State tournament.
- Freedom Golf Association Square Links Clinic and SNAG Clinic – LWSRA and Freedom Golf Association have joined forces again this summer to offer two free golf clinics for our athletes. On Thursday, the Golf Greats team will be practicing at Square links in Frankfort Square with the Freedom Golf staff. Also on Thursdays, we are offering a Starting New at Golf (SNAG) Clinic at LWSRC with 5 athletes attending.
- Golf Greats/Golf Skills – There are 15 athletes who will be participating in the Golf Greats program and 3 participants in the Golf Skills program. On July 10th both groups participated in the Special Olympics 9-hole Traditional or Unified Competition or 3 or 6-hole Competition in August. The athletes won six gold medals, five silver medals and two bronze medals.
- Strength and Conditioning – Four participants finished their second sessions on May 8th at The Oaks Recreation and Fitness Center.
- Softball – Twenty-three athletes make up two teams. The first regular season games will be today, May 21st.

2) Adapted

- Social – Five participants went to the Sue Regis Glass Art Studio in Joliet on July 24th. They got a glass blowing demonstration and each received their own hand made pendant.
- White Water Kayaking – The outing was cancelled due to low enrollment.
- Water Ski Day – Participants went water skiing in Twin Lakes, Wisconsin on July 8th. We collaborated with GLASA and Aquanut to make this day possible for our participants.
- A PE Takeover was held at the Salvation Army and Joan Kroc Corps Community Center in Chicago. A new adapted athlete has enrolled to play at the minis and prep level in wheelchair basketball for LWSRA as a result of the takeover!
- Wheelchair Softball – The Hawks went 4-2 in Omaha, Nebraska on July 13-14 tournament. They hosted our first Rick Slainas Memorial Tournament at the LWSRC complex and Berkots parking lot in

Manhattan on July 27-28. The Hawks won the tournament by beating the reigning national champions.

- Adventure Camp – The week of July 15-19 had the participants trying out a variety of sports and activities.

3) Transportation

- All vehicles are up and running. The new busses are due for their first oil changes.
- Bus #1 has issues with the AC.
- The mini van's AC has been fixed.
- Reynolds has been very nice to work with.

C. Manager of Programs

1) Staff & Safety

- Staff/Training – Melissa has hired a few new part time staff to help run the Titans program. She sent out a survey to the summer camp staff to get feedback to help improve the summer camp for next year.
- Summer Camp – July was fun filled with trips to Flying High, Mascot Hall of Fame, and Proud American Days. The camp staff worked hard and attended many of the staff bonding opportunities.
- Inclusion – In July, LWSRA had 5 participants in New Lenox, 4 in Frankfort, 2 in Manhattan and 2 in Mokena. Melissa has already received requests for the fall as well.

2) Recreation

- Teen and Adult – Participants had a wonderful time during the monthly Adult Social program in July. They enjoyed an evening dinner at Uncle Julio's Fine Mexican Cuisine. The in-house Stir It Up cooking session also began with 8 participants signed up.
- TITANS – In July the Titans had their Musical performance. They learned all Beatles songs. The event was held at Frankfort's Founders Center and had 50 parents and family members attend.

3) Youth and Adult Programs

- Adult Special Events – Participants represented LWSRA at the Mokena Fourth of July Parade. They gave away freeze pop to the delight of the crowd. They also enjoyed the summer COOP dances, Hawaiian Luau and Country Western dance. They attended the Chicago Fire Soccer Game and Joliet Slammers Minor League Baseball Game.
- Youth Special Events – None

Finance/Personnel None

Facilities Planning Commissioner Lewis reported that he received an executed OSLAD Grant for the construction of the park adjacent to LWSRC, but not the money yet. He is trying to get the contract out too so that construction can begin when the weather allows. The OSLAD Grant and GATA training process was discussed.

Attorney None

Old Business None

New Business

- A. Review on closed Executive Meeting Minutes. Copies of old minutes were in the Boards packets for their review. President Hassett asked for a motion.

Commissioner Selep made a motion to release the Executive Minutes of April 11, 2005; May 09, 2005; May 7, 2007; July 9, 2007; October 12, 2009; and November 9, 2009. Commissioner Lewis seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

President Hassett asked for a motion on the Executive Minutes of February 12, 2007.

Commissioner Lewis made a motion to hold the Executive Minutes of February 12, 2007 and to review them in 6 months. Commissioner Marcquenski seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Questions and Comments from the floor None

Director/Commissioner Comments

Executive Director Keith Wallace presented a plaque to Attorney Lulich in appreciation for his many years of service to LWSRA. He is excited that the programs are growing. He is proud that LWSRA is getting recognition in new areas.

Attorney Matt Lulich thanked everyone and told them that he is in awe of the work, activities and dedication of staff. He said everyone should be commended.

Commissioner Chavez said she was in awe of the Party in the Park in Wilmington. LWSRA did a party for the summer camp and their parents were very appreciative. She said the impact to the community was wonderful.

Commissioner Selep congratulated LWSRA on the Golf Outing, it was great and had a wonderful turnout.

Commissioner Marcquenski thanked the staff for the wonderful day at the Golf Outing. She thanked Keith for his presentation at Frankfort Square Board Meeting.

Commissioner Kelly told the staff he was disappointed he could not be at the Golf Outing. It is great having camp at Manhattan's park and he asked the staff to let him know if they need any help for next year's camp. The Party in the Park was held in conjunction with the outdoor Movie in the Park. It was well attended and would like to do it that way in the future. He thanked the staff for the great job they are doing.

Commissioner Lewis thanked Matt Lulich and wished him well in retirement. He congratulated Keith on his award. He told the staff they were doing a great job and great job on the medical emergency at the golf outing.

Commissioner Swanson congratulated the staff on the great job they did with Summer Camp. She congratulated Matt on his retirement. She noted that the Chicago Southland Visitors Bureau was nominating the National Wheelchair Basketball Tournament hosted by LWSRA as event of the year. Commissioner Hassett attended the end of summer camp party and it was really fun. The intern, Kathryn, was very excited about it. It was awe inspiring. And the Golf Outing was great. She told the Board that FPD purchased an evacuation chair for future use after an incident during the summer. Gina will send the information to other Board members.

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 10:18 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary