

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON NOVEMBER 16, 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
Shaun Ziems, Vice President, Peotone Park District Board

Absent: Renee Chavez, Executive Director, Wilmington Island Park District
Mary Strand, Recording Secretary

Others present were: LWSRA Attorney John M. O’Driscoll; Heather Specht, Superintendent of Recreation; Tami Pareti, Mgr. Athletics; and Melissa Jensen, Mgr. Programs.

Guests: None

Treasurer's Report

A. October, 2019 Treasurer’s Report – President Hassett asked for a motion to approve the October 30, 2019 Treasurer’s Report as presented.

Commissioner Lewis moved to approve the Treasurer’s report as presented and Commissioner Selep seconded the motion.

Ayes: (6 Kelly, Marcquenski, Selep, Lewis, Hassett, Ziems

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 \$187,607.48 which may include lodging and travel.

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

Ayes: (6 Marcquenski, Selep, Lewis, Kelly, Hassett, Ziems

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

Special Guests: None

Communications: None

Consent Agenda: Approval of Regular Meeting Minutes of October 15, 2019. President Hassett asked for a motion to approve the consent agenda as presented.

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

Ayes: (5) Ziems, Marcquenski, Selep, Lewis, Kelly,

Nays: (0)

Abstain:(1) Hassett

Absent: (1) Chavez

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staffing – Interviews for a registrar will be conducted by staff the week of November 25th. There are five candidates.
- b. Foundation – The Foundation has filled the open position on their Board. Ted Winter is the newest member.
- c. Fund Raising – Keith is confident that the Playground Fund will reach its goal of \$200,000. He will send an email to the Board with some potential donors.
- d. 2020 Meeting Schedule – Keith attached a schedule of Board Meetings for 2020. Approval of the calendar will be conducted in the New Business of this meeting.
- e. Staff Healthcare – Keith has updated the exhibit showing the increase of the plan offering. A copy of it is in the Board's packets.
- f. Playground – NLCPD will be going out to bid on the playground at the end of November with bid opening 2 weeks after. Staff is looking over the specs now. Commissioner Lewis noted that his staff and LWSRA are working well together. Attached to the Boards packets, was the schedule of payments from LWSRA's Playground Fund to NLCPD that start in January, 2020.
- g. Eagle Project – The first phase has been completed by Brady Rudy and the second phase by Ben Malcom is awaiting approval. Drawings of all 3 phases were in the Board's packets.
- h. IPRA Pro Connect –Applications for Pro connect will be opening soon. Keith encouraged all of the commissioners to have their staff apply.
- i. Variety Club of Illinois – Keith & Kristin attended a meeting with this focus group that is looking to get involved locally. They are also looking for other ways to partner with LWSRA. They have made verbal commitment to pay for a piece of playground equipment and to give some support for the adaptive adventure camp.
- j. LAC Meeting – SSSRA & LWSRA had a meeting on October 18th to discuss the adaptive interagency agreement, SRA Levy Survey and Reimbursement Requirements. Discussion was held on the challenges and resolutions.
- k. SSSRA – LWSRA & SSSRA staffs had lunch together to discuss ways to work together to deliver some joint programing. A picnic at Hecht Park in Mokena for the two groups is being planned.

Upcoming Meetings and Events

December 5 th	Directors Luncheon
December 6 th	Diversity Holiday party and NL Chamber Holiday Party
December 12 th	LWSR Foundation Holiday party
December 13 th	LAC Meeting
December 14 th	Lunch with the Grinch
December 16 th	LWSRA Family Holiday Party

2. FUNDRAISING/PR/MARKETING

- a. Donations - \$4,482.57 was raised in October.
- b. Foundation - Giving Tuesday is on December 2nd. Social media, email blasts are planned to increase donations.
- c. Grant Seekers – In October they sent out 3 grant proposals and none were received.
- d. Community Outreach – Kristin attended the October meetings of the Frankfort Chamber of Commerce and the Social Media Lunch & Learn.
- e. Agency Events – The 4th Annual Trick or Trot Run Walk was held on October 19th with good weather and a great turnout. The 7th Annual Trunk or Treat had to be held indoors on October 26th. The Tear Drop Café held a Paint & Sip event on October 27th to benefit LWSRA. More than 60 people attended.
- f. Karyn’s report listed the Press articles for October and copies were included in the Board’s packets.

Upcoming Meetings and Events

November 22 & 23	Drama performance
December 14 th	Lunch with the Grinch
December 16 th	Holiday Family Party
February 1 st	Jumpfest

3. FACILITY FOREMAN

- a. Preventive Maintenance – Replaced door sweets on gym exterior doors. Through PDRMA, LWSRC was infrared scanned and inspected for any electrical issues contained in the pump and electrical rooms. All major areas of concern passed.
- b. Gym – Nothing to report.
- c. Classroom/Lobby and Bathrooms – Nothing to report.
- d. Roof – The roof leaks reported in September have been repaired on October 22nd.

4. SUPPORT SERVICES

- a. Brochure – The winter brochure is at the printer. Resident registration will open on December 2nd. SSSRA and non-residents may register December 9th.
- b. Website & Technology – Nothing to report.
- c. Rentals –LWSRC hosted four groups in October. Fit4Mom Fitness class, 2 birthday parties and a food drive volunteer group.
- d. Freedom Of Information Act – All FOIA requests for the month of October, 2019 have been responded to.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety

- 1) Staff – Interviews for the Registrar position will take place the week of November 25th.
- 2) Safety – John, Tom, Tami and Heather met with PDRMA on October 21st. They went over fleet safety & the core 6 worksheet. Good feedback was received to put in use in the future. All full-time staff will be attending RMI on November 15th.

B. Manager of Athletics

1) Special Olympics

- Volleyball – Twenty-two athletes finished their regular season on October 8th. The Unified team took home gold medals on October 25-26 at the Special Olympics Fall Games.
- Floor Hockey – The season comes to an end on November 16th at the Special Olympics State Floor Hockey Tournament.
- Swim Team – The team will compete at the FBSRA Annual Swim Meet on December 7th.
- Bocce – The Region E Bocce Tournament was held at Roma Sportsplex in Frankfort on October 12th. The team took home many medals. Ten athletes will be moving on to state at Summer Games in June.
- Basketball – Practices were held beginning October 15th for high school and adult teams. Games start November 5th.
- Gymnastics – In January, LWSRA is offering Gymnastics at Flip Star Gymnastics Gym in New Lenox again. The last season ended October 31st. Three athletes are registered for the 2020 Special Olympics Gymnastics competition where new routines will be performed.

Upcoming Special Olympics Events

H-F High School Basketball invite	November 2nd
Hawks Basketball 2019/20	November 5 th
State Floor Hockey Tournament	November 16 th

2) Adapted

- Social – October 30th event was held at Hickory Creek Brewing Company for a night of BINGO.
- Wheelchair Basketball - Practices were held beginning October 17th and the season begins in November.
- Wheelchair Football - LWSRA hosted the 4th Annual Pumpkin Bowl on October 20th with twenty participants.

Upcoming Events

Wisconsin D3 Double Header	November 23 rd
Turnstone Jr Tournament	November 30 & December 1 st
Rockford Jr Tournament	December 7 & 8

3) Transportation

- All vehicles are up and running. All the vehicles are going through basic maintenance. Some have had IDOT inspections done.

C. Manager of Programs

1) Staff & Safety

- Staff/Training – Crisis Prevention Intervention (CPI) training was held on October 26th. A CPR class will be held on November 10.
- After School Care – Many fun activities were held.
- Inclusion – In October, LWSRA served 3 in Manhattan, 1 in New Lenox and 1 in Frankfort. Staff visited the New Lenox Trailblazers program to try to give behavior charts and helped with a few students.

2) Recreation

- Teen and Adult – Participants had a great time in October. Nine participants enjoyed the Spooktacular Soiree at LWSRC.
- TITANS – During October, Titans had their final musical performance with Anna. They participated in a Halloween Scavenger Hunt and had a Halloween dance with Lincoln Way Central High School Transition program. A new Therapy Dog named Stella and her owner will visit the Titans program every Thursday.

3) Youth and Adult Programs

- Adult Special Events – The month of October was very busy. Co-op dances, The House of Mouse, Great America visit, saw Disney’s Newsies, held BINGO Blast and a Dinner and a Movie.
- Youth Special Events – The group went to Knowles Farm on Columbus Day. The Kids Baking program has started. The Drama Kings and Queens performance will be November 22-23.

Finance/Personnel None

Facilities Planning None

Attorney None

Old Business None

New Business

A. 2019 Ford Transit Invoice – Keith included the invoice for the purchase of a new van. He explained that LWSRF is giving \$24,000 from money they raised and the rest of the amount will come from the \$2,500 Transportation Budget. In addition the \$2,500 in the transportation budget will cover the cost of the graphics.

B. Resolution #19-3 Purchase of 2019 Transit – 150 Low Roof Passenger Van – President Hassett asked for a motion to approve Resolution #19-3 Approving An Agreement To Purchase 2019 Transit -150 Low Roof Passenger Van from Currie Ford Fleet.

Commissioner Lewis so moved and Commissioner Kelly seconded the motion.

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

Motion Carried

- C. 2020 Board Meeting Dates – A copy of the 2020 Calendar of LWSRA Board Meetings was in the Boards packets for their review. President Hassett asked for a motion to approve the meeting dates.

Commissioner Lewis made a motion to approve the 2020 meeting dates as presented and Commissioner Selep seconded the motion.

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

Motion Carried

Questions and Comments from the floor

None

Director/Commissioner Comments

Commissioner Selep was happy that the old van brought a good trade in price.

Commissioner Marcquenski told the staff to keep up the good work and she is looking forward to the Drama Kings and Queens performance.

Commissioner Kelly said keep up the good work and wished everyone a Happy Thanksgiving.

Keith Wallace noted that he has been asked questions lately on the why and how the organization does what it does. He handed out the LWSRA Mission Statement. “LWSRA’s mission is to provide recreation and leisure services for individuals with physical or intellectual disabilities while promoting greater disability awareness in the community.” He noted that the success of the organization is due to believing and delivering on this statement by the whole staff. Trying to create a community without barriers is delivered by the commitment of the staff.

Commissioner Hassett let the Board know that the FPD Board passed a resolution to apply for a PARC Grant when and if they are offered. The intent would be to make improvements to the Founders Center to include ADA improvements by adding bathroom facilities on the 2nd floor and hopefully being able to offer dedicated space for LWSRA programming.

Adjournment

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

Commissioner Lewis so moved and Commissioner Kelly 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