

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON DECEMBER 17, 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

Others present were: LWSRA Attorney John M. O’Driscoll; Heather Specht, Superintendent of Recreation; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Angelo Garcia, Registrar; and Mary Strand, Recording Secretary.

Guests: Belinda Olszewski, resident.

**Treasurer's Report**

A. November, 2019 Treasurer’s Report – President Hassett asked for a motion to approve the November 30, 2019 Treasurer’s Report as presented. Keith noted that some items are being split. Peotone payment has not been received yet.

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

*Ayes: (6 Lewis, Kelly, Marcquenski, Selep, 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 \$238,778.88 which may include lodging and travel.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Chavez*

*Motion Carried*

**Special Guests:** None

**Communications:** None

**Consent Agenda:** Approval of Regular Meeting Minutes of November 19, 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 Selep seconded the motion.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Chavez*

*Motion Carried*

**Staff & Committee Reports**

**1. DIRECTOR’s REPORT**

- a. Staffing – Keith introduced the new Registrar, Angelo Garcia. Angelo said he was happy to be a part of LWSRA.
- b. Foundation – The Giving Tuesday campaign for the Foundation will be continuing until the end of the year. Approximately \$6,000 has been raised as of December 11th. Their annual Holiday Party and meeting was held on December 12<sup>th</sup>. Bylaws and legal counsel were the subjects of discussion.
- c. Fund Raising – Mokena Mayors foundation, Mainstreet organization of realtors and Gina’s Teardrop Café made donations.
- d. Virtual Tour - The web tour will be going live January 1<sup>st</sup>, 2020.
- e. New Lenox Chamber of Commerce – LWSRA has been named Partner of the Year by the chamber. Gina’s Teardrop Café also received the award.
- f. Playground – Staff matched up donation amounts to pieces of equipment to show where the donations were used. Greg told the Board that the bids went out and NLPD received a good response. He noted that the bids were high and attributed it to labor costs. Keith will continue to help raise more donations.
- g. Participation Report – A graph was included with the Board’s packets showing each District’s participation in programs with LWSRA. Discussion was held.
- h. IPRA Pro Connect –Applications for Pro connect are on the IPRA web site. Keith encouraged all of the commissioners to have their staff apply.
- i. IPRA Diversity Section social was held on December 6<sup>th</sup>. Keith received an award for Service and Vision to the section.

**Upcoming Meetings and Events**

December 18 <sup>th</sup>	Staff Holiday Party
January 9 <sup>th</sup>	SSPRPA Meeting
January 11-12	Adult Wheelchair Basketball Tournament
January 23-25	IAPD/IPRA State Conference
January 31 <sup>st</sup>	Glow With the Flow dance

**2. FUNDRAISING/PR/MARKETING**

- a. Donations - \$10,371.32 was raised in November.
- b. Foundation – The regularly scheduled foundation board meeting was held on December 12<sup>th</sup> at Giordano’s Pizza in Mokena.
- c. Grant Seekers – In November they sent out 3 grant proposals and none were received.
- d. Community Outreach – Kristin attended the sponsorship meeting and SSPRPA meeting on November 7<sup>th</sup>. Keith, Heather and Kristin attended the Annual Frankfort Chamber Meeting on November 14<sup>th</sup>. All full-time staff attended the Risk Management Institute on November 15<sup>th</sup>.LWSRA was represented at the Autism Seminar on November 16<sup>th</sup>. Ten turkey dinners, donated by KIWANIS were given away to participant families in need.
- e. Agency Events – The 4<sup>th</sup> Annual Trick or Trot Run Walk was held on October 19<sup>th</sup> with good weather and a great turnout. The 7<sup>th</sup> Annual Trunk or Treat had to be held indoors on October 26<sup>th</sup>. The Tear Drop Café held a Paint & Sip event on October 27<sup>th</sup> to benefit LWSRA. More than 60 people attended.
- f. Karyn’s report listed the Press articles for November and copies were included in the Board’s packets.
- g. Lunch with the Grinch was held December 14<sup>th</sup> and was a great success.

Upcoming Meetings and Events

February 1<sup>st</sup> Jumpfest

**3. FACILITY FOREMAN**

- a. Preventive Maintenance – All furnace units throughout the LWSRC had preventive maintenance done on November 21<sup>st</sup>.
- b. Gym – Nothing to report.
- c. Classroom/Lobby and Bathrooms – A new wall mounted baby changing station will be installed in the LWSRC changing room to comply with new facility requirements as of January 1, 2020.
- d. Roof – Nothing to report.
- e. Bus Barn Update - Nothing to report.
- f. Parking Lot - Nothing to report.
- g. Project Updates - Nothing to report.

**4. SUPPORT SERVICES**

- a. Brochure –Registration is now open to everyone for the winter programs.
- b. Website & Technology – The new phone system is up and running.
- c. Rentals –LWSRC hosted seven groups in November; Heather Glen North Homeowner’s Association; four birthday parties; stroller fitness classes and Fit4Mom Fitness classes.
- d. Freedom Of Information Act – All FOIA requests for the month of November, 2019 have been responded to.

**5. SUPERINTENDENT OF RECREATION**

A. Staff & Safety

- 1) Staff – Angelo Garcia started at LWSRA on December 5<sup>th</sup>. The full-time policy manual was sent to HR Source to be reviewed.
- 2) Safety –. All full-time staff attended RMI on November 15<sup>th</sup>. PDRMA came out to finish up the loss control review process.

B. Manager of Athletics

1) Special Olympics

- Floor Hockey – The season ended on November 16<sup>th</sup> at the Special Olympics State Floor Hockey Tournament and they won a gold medal.
- Swim Team – The team competed at the FBSRA Annual Swim Meet on December 7<sup>th</sup>.
- Basketball - On November 2<sup>nd</sup> LWSRA's two high school basketball teams competed at H-F Invitational Tournament. Hawks #2 took first place. All other teams had their first games on November 6<sup>th</sup>.
- Gymnastics – In January, LWSRA is offering Gymnastics at Flip Star Gymnastics Gym in New Lenox again. The last season ended October 31<sup>st</sup>.
- Bowling – The Special Olympics State Bowling Tournament was held on December 7<sup>th</sup>.

2) Adapted

- Wheelchair Basketball – LWSRA Hawks D2 & D3 teams competed in the Annual 2<sup>nd</sup> City Showdown Wheelchair Basketball Tournament in Chicago on November 9-10. D2 took first place and D3 took third place in their respective divisions. Paul Smith, Devin Lockett & Mak Nong all won tournament awards.  
The Hawks Prep and Varsity competed in the Synergy Jr. Bulls Classic. Both took first place in their divisions.  
The Hawks D3 team played two games versus the WASA Bucks at the Sycamore Park District on November 23<sup>rd</sup> and won both.
- Adapted Social – The group cooked for Friendsgiving at LWSRC, ate and played games while listening to music.
- Wheelchair Football - LWSRA hosted the 4<sup>th</sup> Annual Pumpkin Bowl on October 20<sup>th</sup> with twenty participants.

Upcoming Events

D3 Game against CPD                      December 28<sup>th</sup>

3) Transportation

- All vehicles are up and running. All the vehicles are going through basic maintenance. Buses are being cleaned thoroughly.

C. Manager of Programs

1) Staff & Safety

- Staff/Training – The staff holiday party will be held on December 18<sup>th</sup> to include pizza, trivia and white elephant gifts.
- After School Care – Students from St. Frances University came to LWSRC on November 21<sup>st</sup> to do a program for the teens. They made snacks, did crafts and held a dance party.
- Inclusion – In November, LWSRA served 3 in Manhattan, 1 in New Lenox.

- 2) Recreation
  - Teen and Adult – Participants enjoyed dinner with friends at Mod pizza.
  - TITANS – Aktion Club members took part in a community service project by collecting money for families in need for Thanksgiving. Kiwanis and Aktion club donated Thanksgiving baskets.
- 3) Youth and Adult Programs
  - Teen & Adult Special Events – Local cooperative agencies and LWSRA participants attended the annual Hoedown on November 1<sup>st</sup>. There were approximately 200 individuals in attendance.  
A Night at the Masquerade dance hosted 20 teens.  
On November 17<sup>th</sup>, Girls Day Out sent a group of ladies to Thrown Elements for hand-building pottery and Guys Day Out spent a few hours playing some interactive golf at TopGolf.
  - Youth Special Events –The Drama Kings and Queens performed on 22-23. “A Little Bit of This and That” and Camp Rock was performed to about 330 people each night.  
School Day Out provided fun at Hollywood Park for 16 participants.  
The Saturday social groups continue to enjoy outings to the local high school pools, and community businesses.

**Finance/Personnel** Greg asked how the Finance Report is approved at District Board Meetings. He wants the attorney to look into the wording for approval, noting that the report is not audited but a snapshot in time.  
Discussion was held regarding Marijuana testing. The Board will update the Policy and form. Heather noted that she will look into hosting a staff information meeting from Work Place Solutions and invited the Districts to have their staffs participate.

**Facilities Planning** None

**Attorney** None

**Old Business** None

**New Business** None

**Questions and Comments from the floor**

Mrs. Olszewski referred to her statement that she read at the October 15<sup>th</sup> meeting. She wanted the minutes to reflect that no retaliation against Jessica Olszewski & the Titans for the FOIAs would take place. She discussed with Gina and Gina explained the process to her (a copy of the statement was distributed to the commissioners and LWSRA staff after the meeting) and thanked her for coming. At the October 15<sup>th</sup> Meeting Keith assured Mrs. Olszewski that no retaliation would be taken.

**Director/Commissioner Comments**

Shaun Ziems told everyone that Kim Stroud has been hired by Peotone Park District and will be attending the LWSRA meetings beginning in January, 2020.

Commissioner Lewis told the staff they did a great job. He thanked them for all that they do.

Commissioner Kelly echoed Greg. He also commented on the Participation Report noting that it was very impressive. He wished all a Merry Christmas and Happy New Year.

Commissioner Marcquenski congratulated the staff on the Drama Club's performances. She thanked them for all that they do and wished everyone Merry Christmas and Happy New Year.

Commissioner Selep said that the Drama Club performance was awesome. He also noted that he volunteered at Lunch with the Grinch and had a great time.

Commissioner Hassett also volunteered for the Grinch for the 2<sup>nd</sup> year. She told the staff they were very good sports for dressing up and thanked them. She let the Board know that if FPD is selected for a PARC Grant the intent would be to make improvements to the Founders Center to include ADA improvements by adding bathroom facilities on the 2<sup>nd</sup> floor and hopefully being able to offer dedicated space for LWSRA programming. Merry Christmas to all.

Keith noted that the LWSRA staff holiday party will be held December 18<sup>th</sup> and all commissioners are invited. He is excited about the future and where it will lead.

Attorney O'Driscoll noted that there is a lot of new legislation that will be in effect January 1, 2020 and he will be keeping LWSRA apprised. He wished everyone a Merry Christmas.

**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 10:07 a.m.*

Respectfully submitted by  
Mary T. Strand, Recording Secretary