

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON FEBRUARY 18, 2020 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
Kim Stroud, Peotone Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Absent: None

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

Guests: LWSRF Board Members, Jeff Boubelik, Greg Zebricky, Lana Graser, Lou Filosa, and Marie Ventura; Chicago Southland CVB members, Mary Patchin and Isaac Washburn. Resident Belinda Olszewski.

Treasurer's Report

A. January 31, 2019 Treasurer’s Report – President Hassett asked for a motion to approve the January 31, 2019 Treasurer’s Report as presented. During the month a \$50,000 payment to NLPD for the playground was released.

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

*Ayes: (7) Selep, Marcquenski, Chavez, Lewis, Kelly, Hassett, Stroud
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 \$187,356.66 which may include lodging and travel.

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

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

Motion Carried

Special Guests:

- A. Chicago Southland Convention and Visitors Bureau – Mary Patchin told the Board that there are 63 South & South West Suburbs included in their bureau. She outlined the services that they provide. Isaac Washburn introduced himself and is looking forward to working with LWSRA in the future. Keith noted that the Bureau was very instrumental in providing services during the National Wheelchair Basketball Tournament. That tournament brought in over \$400,000 to the area.

- B. LWSRF Presentation – Lou Filosa, introduced the LWSRF Board members. He noted how dedicated each member is. He presented a check for \$50,000 to LWSRA. President Hassett, thanked LWSRF for their dedication to the cause. She said the donation was very much appreciated. Keith noted that \$26,000 was for the van, \$5,000 is being used for the marketing and the rest is for general things.

Communications: None

Consent Agenda: Approval of Regular Meeting Minutes of January 21, 2020. 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 Kelly seconded the motion.

*Ayes: (7) Stroud, Lewis, Kelly, Hassett, Selep, Marcquenski, Chavez
Nays: (0)
Abstain:(0)
Absent: (01)*

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staffing – Nothing to report.
- b. Foundation – The Foundation met on February 13th. Items on the agenda were bylaws, yearly donation to LWSRA and a fourth fundraiser.
- c. Fund Raising – The TV raffle ended on February 9th. Twenty-two athletes raised \$3,816 and it will be put toward their individual scholarships. The agency raised \$1,728 which will go toward National and State competitions.
Keith met with Doublegood, HISRA and IHSA. Doublegood is a company that is committed in giving to the community with popcorn and fundraising. The campaign was kicked off on February and all funds will go toward assisting players to get to the State and National Tournaments. The company would like to work with LWSRA through their charitable arm of the company. They want to do a promotional piece for LWSRA.
- d. Award – Keith, Kristin, Juanita, and Marie were on hand to accept New Lenox Partner of the Year award to LWSRA on January 23.
- e. Playground – Now that we sent the first installment to NLPD, it is anticipated to start construction in April. A spreadsheet of the donations was in the Boards packets.
- f. Midwest Conference Tournament – LWSRA hosted the Championships on Feb 8-9 at Lincoln-Way North. Twenty-two teams from throughout the Midwest participated. Keith thanked Frankfort Square Park District for allowing LWSRA to utilize the space.

- g. Variety of IL Presentation – On February 9th Kristen, Heather and Keith attended the Annual Variety of IL Oscar Party fundraiser. Variety has committed to donate the funds to purchase the We Go Round that will be in the playground. LWSRA participated by putting an item in their silent auction which raised over \$500. Keith is looking forward for Variety to sponsor the adaptive summer camp.
- h. On February 10th LWSRA hosted the South suburban League meeting and gave a tour and presentation to the group.
- i. Kristen, Heather and Keith gave a presentation to the Mokena Chamber of Commerce on February 11th.
- j. LWSRA is establishing one \$500 scholarship to a student that is going into Therapeutic Recreation or Leisure Studies. All monies will be from donations.
- k. Keith has joined the Illinois Parks and Recreation Foundation. There will be a \$25,000 National Fitness Grant awarded and Keith sent the information to the Board.

Upcoming Meetings and Events

February 2	SRA Directors meeting
February 28	Diversity Task Force meeting
March 2	SSPRPA Legislative Breakfast
March 5	SSPRPA Executive Board meeting
March 11-15	National Wheelchair Basketball Tournament

2. FUNDRAISING/PR/MARKETING

- a. Donations - \$27,113.67 was raised in January.
- b. Foundation – The regularly scheduled foundation board meeting was held on February 13th at LWSRC. The next meeting will be April 9th.
- c. Grant Seekers – During the month of January no grants were produced.
- d. Community Outreach – The staff attended several organizations.
 - Keith attended Tinley Park & Frankfort Rotary Meetings.
 - Heather attended Kiwanis meetings.
 - Kristen attended the Multi-Chamber Learning Lunch hosted by State Senator Michael E. Hastings.
 - Keith, Kristen and Juanita attended the New Lenox Chamber Annual Dinner.
- e. Kristen’s report listed the Press articles for January and copies were included in the Board’s packets.

Upcoming Meetings and Events

April 11	Bunny Breakfast
May 2	Kentucky Derby Party
May 9	Disability Fair

3. FACILITY FOREMAN

- a. Preventive Maintenance – The ANSUL/Hood Suppression System in the kitchen of LWSRC and the building’s Sprinkler System were inspected by Fox Valley Fire and Safety Co. on January 28th. The center remains in compliance LWSRC’s Fire Alarm system was inspected by Fox Valley Fire and Safety Co. and remains compliant.
- b. Gym – Nothing to report.

- c. Classroom/Lobby and Bathrooms – J&A Electric visited LWSRC on January 31st to discuss the replacement of the GFCI wall outlet above the oven in the kitchen. We also discussed switching two of the sensory room wall outlets and the addition of a security camera to cover the entrances, field and lot storage on the East side of the building. A quote will be received soon.
- d. Roof – A warranty claim was filed on January 9th for a leak at the NW corner of the gym’s flat roof. Hamstra was out to complete repair work on January 10th. There are presently no new issues. Discussion was held and the Board requested that staff prepare a list of all repairs to date.
- e. Bus Barn Update - Nothing to report.
- f. Parking Lot - Nothing to report.
- g. Project Updates – The replacement soccer goal net has been delivered and will be installed when the weather permits.
- h. John is attending 4 OSHA 30 training sessions for the purpose of obtaining certification.

4. SUPPORT SERVICES

- a. Brochure – The Spring/Summer brochure is through the first draft stage. Facilities are being finalized for the season
- b. Website & Technology – The new phone system issues have been resolved and staff are learning the new features.
- c. Rentals –LWSRC hosted seven groups in January: Chaos Futsal Team; stroller fitness classes; Fit4Mom Fitness classes; Rhino Baseball practice, Heather Glen North Homeowner’s meeting; a marriage retreat; and Cub Scout Pack 94 Dance.
- d. Freedom Of Information Act – All FOIA requests for the month ending January 31, 2020 have been responded to. On January 10, 202 Belinda Olszewski requested copies of the Check List Detail monthly and the monthly Journals list for the years 2017, 2018, 2019. She also requested on January 30, 2020, copies of all receipts, invoices and other pertinent financial documentation relating to each line item in the file she attached. The file included 19 transactions between January 27, 2017 and February 5, 2018. On January 21, 2020 we received a reuest from Thomas Kremer for credit card receipts for LWSRA accounts from February 17, 2014 through May 2, 2018 including charges made under Sam’s Club account for LWSRA, made by Abby Billips.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety

- 1) Staff – Full and Part-time staff have been completing some online training. The Mandated Reporter training, Sexual Harassment Prevention and Responses for Supervisors in Illinois and Substance Abuse in the Workplace: What Supervisors Need to Know-2020.
- 2) Policy Manual – The updated Policy Manual will be sent back to Heather soon from HR Source.

B. Manager of Athletics

1) Special Olympics

- Gymnastics – The program started January 23rd with 3 team members. They will compete at the Special Olympic Regional Gymnastic Meet in March at Palatine High School
- Swim Team – Six athletes participate in the winter/spring session that began on January 30th. They competed in the Special Olympics Region E Time Trials on February 8th and will compete in the Region E swim Meet on March 7th.
- Basketball – Hawks have competed in several tournaments throughout January. Hawks #4 played at Thornwood High School and Hawks #5 played at Joliet Park District. Both took home gold and advanced to the State Basketball Games held on March 12-13.

2) Adapted

- Wheelchair Basketball – LWSRA prep and varsity wheelchair basketball teams traveled to Whitewater, Wisconsin on January 4-5 for the regional tournament.
LWSRA hosted the Adult D2 and D3 Wheelchair Basketball Tournament at Hickory Creek and LWSRC on January 11-12. Teams from the Midwest and Canada participated.
LWSRA Hawks Prep and Varsity both took 1st place at the annual Chicago Park District Tournament.
Turnstone Regional Prep and Varsity was held January 25-26. Varsity secured their spot at the national wheelchair basketball tournament by taking 1st place and Prep team took home 3rd place.

Upcoming Events

February 29-March 1	GLASA Tournament for Prep and Varsity
March 12-15	National Tournament for Prep, Varsity Women’s D2 D3
March 20-21	HAS for Varsity

3) Transportation

- All vehicles are up and running. All will be due for oil changes soon. The Transit is working out well and is a welcome addition to the fleet.

C. Manager of Programs

1) Staff & Safety

- Staff/Training – On January 8th, Drama Kings and Queens met to discuss the performances for April 17-18.
- After School Care –Club Hawk added two new participants in January bringing our total to over 20 participants throughout the week.
- Inclusion – In November, LWSRA served 3 in Manhattan, 1 in New Lenox and 1 in Frankfort.

2) Recreation

- Teen and Adult –Nine participants enjoyed an evening of painting and pizza.

- TITANS –Titan Aktion club started their first community project. January 27th through February 17th they collected hat, gloves and scarves to donate to a local charity.
- 3) Youth and Adult Programs
- Teen & Adult Special Events – Ten teens travelled with LWSRA for an overnight trip to Rock Snowpark. Twenty-seven participants attended the Disco Inferno in-house dance. The COOP in-house dance Glow with the Flow had 40 LWSRA participants and 100 from other agencies.
 - Youth Special Events – Saturday groups have started up again. School Day Out took 17 participants to Haunted Trails. Swim lessons introduced 3 new participants to the 6 week program.

Finance/Personnel None

Facilities Planning Commissioner Lewis let the Board know that the first pre-construction meeting with Georges Landscape has been held. Goal is to have playground constructed by mid-summer.

Attorney None

Old Business None

Executive Session At 10:12 a.m. President Hassett asked for a motion to go into Executive Session for the purpose of a. Section 2(c) (21) Review of Closed Session Minutes.

Commissioner Kelly so moved and Commissioner Selep seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Open Session - President Hassett asked for a motion to return to the Regular Meeting at 10:18 a.m.

Commissioner Selep so moved and Commissioner Lewis seconded the motion. Upon a voice vote, all voted AYE.

Motion Carried

New Business

A. Action on Executive Session Minutes

President Hassett asked for a motion to approve withholding the release of Executive Minutes of February 12, 2007 & May 15, 2018.

Commissioner Selep made a motion to approve withholding public release of Executive Minutes of February 12, 2007 and May 15, 2018 and Commissioner Chavez seconded the motion.

Ayes: (7) Stroud, Lewis, Kelly, Hassett, Selep, Marcquenski, Chavez
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

Questions and Comments from the floor

Mrs. Olszewski requested the dates of the Executive minutes that were held.

Director/Commissioner Comments

Commissioner Chavez thanked the staff for a great job.

Commissioner Stroud said she is still getting acclimated.

Commissioner Kelly told the staff to keep up the good work. They are building great relationships.

Commissioner Lewis noted the heads up from Keith regarding administering medicine to participants.

Commissioner Marcquenski complimented the staff on the Basketball tournament held in Frankfort Square Park District.

Commissioner Selep thanked Commissioner Lewis for the heads-up on bidding process. Mokena will have to rebid their project. He also informed all present that he will be moving to a new job on May 10th. He will be the Executive Director at the newly formed North Will County SRA.

Commissioner Hassett congratulated Mike on his new job. She thanked Commissioner Marcquenski and staff for all the assistance with the basketball tournament.

Executive Director Wallace told the Board he will be working to get an SRA accreditation. He is also looking at some ideas for covered access to the foyer.

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 10:28 a.m.*

Respectfully submitted by
Mary T. Strand, Recording Secretary