

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON APRIL 21, 2020 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

Meeting held via a ZOOM Video Conference all attendees were off site.

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
 Renee Chavez, Executive Director, Wilmington Island Park District

Absent: Kim Stroud, Peotone Park District

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

Guests: Lana Graser, Belinda Olszewski, Susan Eisenbrandt, Karyn Reczek, and Lynn Annerino.

Treasurer's Report

A. February 29 & March 31, 2020 Treasurer's Report – President Hassett asked for a motion to approve the February 29, 2020 & March 31, 2020 Treasurer's Report as presented.

Commissioner Selep moved to approve the Treasurer's report as presented and Commissioner Kelly seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Stroud

Motion Carried

Payment of Bills

A. President Hassett asked for a motion to approve the Payment of the Bills for February 29, 2020 in the amount of \$124,356.96 which may include lodging and travel.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Stroud

Motion Carried

- B. President Hassett asked for a motion to approve the Payment of the Bills for March 31, 2020 in the amount of \$112,060.04 which may include lodging and travel.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Stroud

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

1. Approval of Regular Meeting Minutes of February 18, 2020. 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, Chavez, Hassett, Kelly, Lewis, Selep

Nays: (0)

Abstain:(0)

Absent: (1) Stroud)

Motion Carried

2. Resolution #20-02 Adoption of LWSRA Board meeting rules of conduct. President Hassett asked for a motion to approve Resolution #20-02.

Commissioner Lewis made a motion to approve Resolution #20-02, Adoption of LWSRA Board Meeting Rules of Conduct as presented and Commissioner Selep seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Stroud)

Motion Carried

Public Comments

Belinda Olszewski asked if "Questions and Comments from the Floor" could be held later on the Meeting Agenda so that anyone could be able to comment/discuss on items that were handled in the meeting. She also thanked Heather and wished her well in her new job. She asked for clarification regarding the proposed Canopy that was mentioned in the February Board meeting.

- a) Keith replied that the Canopy will be funded by a consortium of churches. It is in the planning stages and drawings are needed. Grant money may be available.

Susan Eisenbrandt said she is a parent of a LWSRA participant and a resident of Manhattan. She stated that she was appalled by the theft of funds by an employee that was reported in the newspapers. She asked several questions that she wanted answered by email. Why was the

individual not fired immediately and why was the person allowed to pack up her belongings behind closed door? How much were the attorney's fees and were they included in the amount that the person had to pay back? Did the Board ever talk to the whistleblowers and if not, why not?

- a) President Hassett thanked Ms. Eisenbrandt and that the Board valued her opinion. She said that all Board actions in regard to this matter were at the directions of the Board's Attorney and Risk Management Agency. The answers will be sent in email. Executive Director Wallace agreed with President Hassett and said there is more to the story than what was reported. He hopes LWSRA can gain back her trust. After Ms. Eisenbrandt expressed that she wasn't given answers President Hassett said this theft was not taken lightly by the Board and that two separate legal counsels were advising them. This was an employment issue. Commissioner Lewis echoed the comments. Questions will be followed up in emails.

Karyn Reczek wanted to address the article in the Messenger on February 28, 2020 and the email from LWSRA on February 27, 2020 regarding the theft of funds. She went over a timeline that established the funds were stolen over a 4 year time frame. Checks from payments of events were not deposited but later surfaced upon questioning the individual. Cash from the same event was also not deposited. Purchases from Amazon that were paid for had not receipts submitted. Purchases from Sam's Club were paid for with the Auto debit card and no receipts submitted. The Whistleblowers had investigated 72 items totaling \$6,503.12 and reported this to Director Wallace in April 2018. In addition, the whistleblowers presented another 107 items that looked suspicious and wanted them investigated as they believed the actual total of theft was really \$14,120.60. Karyn asked why was the accused employee was allowed to resign after admitting to the theft rather than being fired?

- a) President Hassett thanked Karyn for her report and noted that most of it was known to the Board but some was new to her. She reiterated that the Board acted on the advice and direction of legal counsel. Director Wallace told Karyn that some info on her report and timing was not correct. He also noted that H R was involved with the issue and discussion of the individual's employment cannot be discussed. Commissioner Lewis commented that all the information was being reviewed by staff and presented to the Board, but no individuals were identified. Attorney O'Driscoll said that comments were certainly appropriate and he encouraged interested persons to discuss their questions with the Board members or executive director.

Lynn Annerino agreed with the report that Karyn read. Lynn went to the newspaper. She feels like nothing was done after their initial accusations against the individual and the Board never discussed with the three of them. She also commented on the way the first 2 reimbursements were made through Keith.

- a) Executive Director Wallace responded regarding reimbursements. The first two repayments came in through VENMO to Keith. He instructed the individual that all further reimbursements must be made with a certified check. President Hassett interjected that she wanted Lynn, Karyn and the staff know that this was a very difficult situation. And it is made more difficult and emotional because LWSRA depends so much on the goodwill and donations of generous individuals and businesses. Also, Karyn and staff are the ones who worked so hard for the fundraisers and programs and the Board acknowledges that. This was the first time this Board had to deal with something like this and they were heartbroken as well. The Boards intentions were never to ignore the staff. Commissioner Lewis admitted that Keith did make some mistakes and he stated that as the President of the Board when the issue was presented the Board acted quickly. LWSRA did corrections & instituted new policies and

procedures to avoid a repeat of theft. In addition he stated that he has always had an open door policy and anyone can contact him (or any Board member) with a question or concern if they feel their concerns are not being handled as they see appropriate.

Belinda Olszewski commented that she has gone to President Hassett to discuss issues and concerns. She noted that corrections were made by the Board when she discovered a discrepancy in Keith's contract. She asked if the Board tracked the mistakes made by Keith. President Hassett thanked Mrs. Olszewski and said that the Board holds Keith and the staff to the same high standards. Commissioner Lewis stated that the Board is constantly reviewing and revising policies and procedures based on many factors. He thanked all the commentators for their feedback.

Staff & Committee Reports

1. DIRECTOR'S REPORT

- a. Staffing – Heather Specht has resigned to take a position with SSSRA. Keith thanked her for her service and wished her good luck. Keith expressed hope that LWSRA & SSSRA will host events together. The position description is attached and will be posted internally and on IPRA. There are two applicants so far.
 - b. Donations, Fundraising & Grants – Ozinga donated a \$1,000 programming grant.
 - c. Playground – It is the hope of the staff to start construction by the end of April. Commissioner Lewis said that the executed contracts with the landscaper should be received soon. The way the OSLAD Grant reporting has changed. The playground equipment has been ordered through a co-op to save money. A Ground Breaking without a group of people is being planned.
 - d. LWSRA Future Scholarship – The recipient has been selected and is a student at one of the Lincoln Way High Schools. The scholarship is set to be presented in May and the individual will be invited to attend the May Board meeting.
 - e. 843 Meeting – Staff has been meeting with 843 to discuss some teacher institute days for students next year and to renew the cooperative agreement with them.
 - f. Fall Participation Report – The report was attached to the Boards packets.
 - g. LWSRA Covid-19 Timeline
 - March 12th We decided to cancel all special events and trips
 - March 13th We canceled all programs.
 - March 16th -We also allowed titans staff to come in to clean.
 - We were notified that we had a positive participant in the building and programs
 - March 6-9th.
 - Participant did not show signs until March 12th.
 - All staff and participants were notified through email and phone calls, that the participant tested positive.
 - April 2nd Building was Sanitized and Cleaned by Omicron
 - Staff is conducting virtual online programming. The website is being updated.
- President Hassett congratulated the staff on the extraordinary job the staff is doing to keep participants engaged.

2. FUNDRAISING/PR/MARKETING

- a. Donations - \$335.00 was raised in March.
- b. Foundation – The regularly scheduled foundation board meeting was held on April 9th as a zoom meeting. The Bunny Breakfast was cancelled.
- c. Grant Seekers – During the month of March one grant was produced.
- d. Press articles for March focused on the Covid-19 case in the building and the credit card issue.

Upcoming Meetings and Events

May 2	Kentucky Derby Party
May 9	Disability Fair (cancelled)
August 14	Annual Golf Outing

3. FACILITY FOREMAN

- a. Preventive Maintenance and misc. repairs – The annual deep cleaning and sanitizing of the ice machine was performed on March 5th. On March 13th the drinking fountain filtration was changed.
- b. Gym – Nothing to report.
- c. Classroom/Lobby and Bathrooms – Three quotes were accepted for decontaminating the facility in response to the Covid-19 pandemic. Omnicon Inc. was awarded the contract and performed the work April 2nd.
- d. Roof – Hamstra submitted a bid to GAF for a complete replacement of all Thermoplastic Polyolefin membrane lining and flashing along the roof's parapet wall. This would replace all recently replaced and original lining along the roof's three parapet wall sections as these are the areas affected. AS the Covid-19 pandemic unfolded it was put on hold. Only active leaks can be addressed at this time and it will be monitored.
- e. Bus Barn Update - Nothing to report.
- f. Parking Lot - Nothing to report.
- g. Project Updates – None
- h. John is putting on hold the 4 OSHA 30 training sessions due to Covid-19.

4. SUPPORT SERVICES

- a. Brochure – The Spring/Summer brochure registration is now open and is being conducted by email, fax and online. Inquiries on existing credits for cancelled winter programs is slowing the processes.
- b. Website & Technology – Staff are working remotely and utilizing many features of the office 365 platform. The new phone system is working well for staff while working remotely.
- c. Rentals –LWSRC hosted five groups in March: Chaos Futsal Team; stroller fitness classes; Fit4Mom Fitness classes; a birthday party; and Master's program art student project site. Cancellations beginning March 15th included two parties, two baseball rental dates and 3 weeks of the Tuesday/Thursday fitness classes.
- d. Freedom Of Information Act – On March 3, 2020 we received a request from Thomas Kremer for a copy of any communication among staff, administrators and/or LWSRA Board of Directors from April 30, 2018 through May 15, 2018 regarding Abby Billips and/or misuse/misappropriation/theft of LWSRA funds.
As of March 31, 2020, we are all up to date for any and all FOIA requests for the month.

5. SUPERINTENDENT OF RECREATION**A. Staff & Safety**

- 1) Staff – Full-time staff have been working remotely from home. They are completing online trainings, working on virtual programming, fall brochure, and budgets for the upcoming fiscal year. Heather has accepted the superintendent position at South Suburban Special Recreation Association. Her last day will May 15, 2020. She said she is sad to leave and thanked everyone for all their kind words.

- 2) Safety Policy Manual – The updated Policy Manual was received and Heather and Laura are reviewing it and hope to implement it soon.

B. Manager of Athletics

1) Special Olympics

- Gymnastics – One athlete competed in the Special Olympics Region B Gymnastic Meet on March 8th. She competed in Level I All Around at Regionals and received 2 bronze medals and 3 ribbons in a very competitive 6 person division.
- Swim Team – Four athletes participated in the Special Olympics Region E Time Swim Meet on March 7th and earned a combined total of 4 silver medals, 2 bronze medals and a 4th place ribbon.
- Basketball – Lady Hawks #3, Hawks #4 and Hawks #5 qualified to compete at the Special Olympics Illinois State Basketball Championships by winning gold at their district tournaments in January. Covid-19 cancelled the championships that were scheduled March 13-15.
- Track & Field - practice began at Lincoln Way Central High School February 10th. 28 participants are registered and LWSRA uses all 3 high schools for practice. All practice and meets are cancelled due to covid-19.
- Tennis – Four athletes were practicing at the Roma Sports Complex. Sessions began February 25th but had to be suspended on March 16th.
- Polar Plunge – The LWSRA team Frozen Hawks raised \$2,123 on March 7th as part of the Special Olympics Illinois Polar Plunge. Tami Pareti raised the most money!

2) Adapted

- PE Takeovers at Merkley Elementary and Allen Warren Elementary School netted \$750 On March 3rd and 5th. All others are cancelled for the rest of the fiscal year.
- Division II Basketball Tournament – LWSRA Hawks D2 and D3 was set to compete in the National Wheelchair Basketball Tournament in Wichita, Kansas on March 12th. Due to Covid-19 they left early. January 25-26. Varsity secured their spot at the national wheelchair basketball tournament by taking 1st place and Prep team took home 3rd place.
- Junior and Women's Nationals Basketball Tournament - Due to the Covid-19 pandemic, the junior tournament was canceled before it even started on March 13th.

3) Transportation

- All vehicles are up and running. The mileage and maintenance report were included in the Boards packets.

C. Manager of Programs

1) Staff & Safety

- Staff/Training – Work has begun on developing a new system for new hires and training. Staff is also working on a google site of activities for families and working on the yearly budgets..
- After School Care – Nothing new to report. Staff is looking forward to nice weather and the new playground.

- Inclusion – In November, LWSRA served 3 in Manhattan, 1 in New Lenox and 2 in Frankfort.
- 2) Recreation
- Teen and Adult –Cancelled events in March
 - TITANS –Added one new participant in March but cancelled all activities.
- 3) Youth and Adult Programs
- Teen & Adult Special Events – 28 participants attended Shamrock Shuffle on March 6th. 18 attended the Chicago Wolves game on March 8th. Spring craft and baking participants got ready for the changing weather on March 13.
 - Youth Special Events – All programs were cancelled. Drama Kings and Queens have been rescheduled for November.

President Hassett expressed her gratitude to Heather and looked forward to interacting with her in the future.

Commissioner Lewis inquired if the cleaning bill for Covid-19 was submitted to FEMA. Keith assured him it was. John is returning to work this week and will pursue Hamstra to start on the roof since it is outside work.

Finance/Personnel None

Facilities Planning

A. United Architects quote for design for canopy entrance – Keith will get a couple of more bids. He wants to make sure that there is a sponsor and a plan in place when/if State money or grants becomes available. The canopy would protect everyone when unloading and coming into the building in inclement weather. Additional funds will be raised through donations for the costs. Keith did reach out to the Village of New Lenox to see if a variance would be needed and it is not.

B. Registration Software Quote – A comparison of 5 companies was in the Boards packets. Staff is recommending to transition to CommunityPass registration software. Current software, Bockyn is out of date and cannot handle the functions LWSRA need. A zoom meeting was held with committee and staff went over the steps they took to evaluate the different companies. The attorney has the contract and is going over it. The LWSRF gave funds to help with the cost. It will cut down on employee time to administer the process so should give a decent ROI. Discussion was held about the timing of transitioning now during shutdown for Covid-19. The general consensus was to table the approval for the time being.

Attorney None

Old Business None

New Business

Covid-19 Pandemic, the new norm – President Hassett asked for input on processes to put in place for opening up the building, grounds and programs when the State issues an all clear.

Commissioner Lewis gave an overview of his understanding. Golf courses will be one of the first to be allowed to open. The restrictions will be the sale of food, beverages will not

be allowed. The club house to remain closed. Payment online only. Social distancing will be required on the greens. He has purchased products in preparation to open. He would encourage LWSRC to prepare for gradual opening of facilities. Keith is having daily staff meetings. He is trying to get enough PPE, if they don't have then the program would not be offered. The challenges will be getting some of the participants to wear masks. The staff will be returning on staggered schedules perhaps by May 1st and May 15th would be the target for opening to 10 participants in a group. All dependent on the State. Commissioner Kelly stated that 14 days of decreasing numbers of infections and deaths before moving into Phase I. Discussion of staggering who can go back during Phase I, II and III. Commissioner Lewis encouraged all to be ready to go when the decision comes down. He advised to think about what is the Mission Statement and what and how programs can be run in maybe reduced numbers. Keith ordered masks and some PPE and thermometers.

Director/Commissioner Comments

Commissioner Marcquenski told Heather good luck and best wishes. She also thanked the staff for their strength and ability to adapt during these trying times. She is excited about the scholarship and commented on the good increase in participation.

Commissioner Kelly congratulated and thanked Heather for everything and he knows she was instrumental in the successes at LWSRA. He thanked the staff for their great work and encouraged them to remain flexible in reacting to the next steps.

Commissioner Selep congratulated Heather and said it was a pleasure in seeing her flourish since she started in the SRA environment. He is glad that she will have a close relationship with LWSRA. He congratulated and thanked the staff for great work during this time. The virtual programming and website and social media input has been wonderful. He then said farewell as he is moving on from MCPD to becoming the Executive Director of NWCSRA.

Commissioner Chavez Congratulated Heather and thanked everyone for a great job. She encouraged them to hang in there.

Commissioner Lewis wished Heather good luck and congrats to Commissioner Selep as well. He said the staff is doing a great job and LWSRA and Illinois Park Districts need to prepare to be flooded with people as soon as the Governor approves. He really appreciates all the staff is doing.

Commissioner Hassett said she echoes all the comments. Keith and staff are doing a great job. She said she appreciates all of the Board members time and dedication to LWSRA. She thanked those that expressed their concerns and she values their feedback.

Executive Director Wallace thanked all who joined in the meeting. His door is always open to discuss policies, contracts, participants and procedures. He is committed to all and promises to listen.

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 11.02 a.m.***

Respectfully submitted by
Mary T. Strand, Recording Secretary