

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MAY 19, 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 9:32 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
Greg Vitale, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Renee Chavez, Executive Director, Wilmington Island Park District (*Joined at 9:35 a.m.*)
Kim Stroud, Peotone 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. Program; and Mary Strand, Recording Secretary.

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

Treasurer's Report

- A. April 30, 2020 Treasurer's Report – Keith noted that the report does not include the SBA Loan which will hopefully turn into a grant. The auditors will work on it. Refunds have impacted the report. The building payment is due. At present we do not have our Summer Camp registration money due to Covid-19 virus. Keith will produce a report to show what the loses are and present at the June meeting. President Hassett asked for a motion to approve the April 30, 2020 Treasurer's Report as presented.

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

Ayes: (7) Lewis, Kelly, Marcquenski, Hassett, Vitale, Chavez, 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 for April 30, 2020 in the amount of \$222,821.10 which may include lodging and travel. Keith noted that the amount is high because there were 3 payrolls in the month, legal expenses, and building bond payment.

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

*Ayes: (6) Kelly, Marcquenski, Hassett, Vitale, Stroud, Lewis
Nays: (0)
Abstain:(1) Chavez
Absent: (0)*

Motion Carried

President Hassett suggested that the agenda be amended to move item V. a. Audit Presentation to be given after the Special Guest. She asked for a motion.

Commissioner Lewis moved to approve the Treasurer's report as presented and Commissioner Kelly seconded the motion. Upon a voice vote, all voted Aye.

Motion Carried

Special Guests: Emma DiFiore was not present on the video meeting, but Executive Director Wallace announced that she received the first LWSRA Futures Scholarship. She has worked for LWSRA since 2018 and will study Therapeutic Recreation at St. Francis University. Staff chipped in for this award. Those in attendance congratulated her.

Finance/Personnel:

- A. Audit Presentation – Sikich, LLP representative, Anthony Cervini, gave an overview of the auditing process. The audit showed a clean unmodified opinion stating that it is fairly presented. He highlighted the expenses and revenues with the change in net position. He discussed the financial analysis of the Association's Fund. And, finally, he told the Board that IMRF is 80% funded as of December 31, 2018 which is very healthy. President Hassett asked for a motion to approve the Audit as presented.

Commissioner Lewis moved to approve the Annual Audit Report as presented and Commissioner Kelly seconded the motion.

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

Motion Carried

Consent Agenda:

1. Approval of Regular Meeting Minutes of April 21, 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 Chavez seconded the motion.

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

Motion Carried

Public Comments

Shannon Visser attended the meeting to let the Board and Staff know that as a parent she is impressed with the programming during Covid-19 to keep her son engaged. She said their responsiveness and how they keep her informed is great. She wanted to make sure that the Board knew how grateful she is. She is trying to get her school district to emulate the programming.

President Hassett thanked her and told her that the Board certainly knows how passionate the staff is and are grateful for the team.

Karyn Racyck said that last month she documented 179 credit card charges by a former employee that were disputed. She asked why only 72 of them the former employee was held accountable for. She wanted to know why the person was not fired. She is asking the same questions again. She wanted to know how each commissioner would handle the same situation in their districts. Karyn reviewed credit cards statements for 2017 through a FOIA request. She questioned the Team USA trip to Japan stating that they are not part of LWSRA and that the Executive Director charged part of the trip to LWSRA and did so again in 2018. Karen questioned trips to Florida and Los Angeles and wanted to know why the former employee was on the trip with her husband and 2 year old child because she is not a coach and it appears that their travel & hotel were paid for by LWSRA. She questioned the residency of some participants on some of the teams, the cost of Joliet hotel charges and the fact that the employee who was found to misappropriate funds wasn't fired.. She stated that she is a tax paying resident as well as a participant and feels betrayed on the way the Board handled this problem..

President Hassett thanked Karyn and said the Board has noted her comments and questions.

Lana Graser thanked LWSRA and the staff for all that they are doing for the participants and for being open and transparent. She said they are doing a fantastic job. Lana welcomed Greg Vitale to Mokena and LWSRA. She asked why the Board did not give specific answers to Karyn's questions from last month's meeting.

President Hassett stated that the Board acted on legal advice and the direction that they gave them at the time.

Belinda Olszewski asked regarding the Canopy/Awning – what is the name of the organization who would be funding it?

Keith said that the project is in the planning stages. The group is called Operation Neemiah and Keith is in talks to see if it is possible for them to do the work rather than a licensed contractor. An architect will be retained to see if the project is feasible and costs are within the budget.

Belinda also asked about the loan application money and if would be used to pay the salaries of the employees.

Keith responded that it would pay for full time employees definitely and maybe part timers when they return to work.

Belinda asked President Hassett about \$250,000 donation to LWSRA from the Frankfort Park District and what it would be used for.

President Hassett told Belinda it was not a donation to anyone, it was a transfer of funds from the Frankfort Special Recreation Fund the General and Recreation fund to cover costs that are related to providing special recreation services. The \$250,000 covered compliance projects and LWSRA quarterly payments. The \$40,000 covered staff and classroom usage for summer programs.

Peggy Marks read an email she sent to Commissioner Lewis on March 14th. She noted that he was very responsive and called her to discuss. She is a resident of New Lenox and her son takes part in some of the programs at LWSRA. She urged the Board to change the timing of their meetings to accommodate working parents. She is concerned about any mismanagement

of funds. She wants to push for full transparency and audit of the accounts. She encouraged the Board to put into effect oversight procedures.

President Hassett thanked her for her comments.

Susan Lewis echoed Shannon's thankfulness and noted that the programs are a life saver. She read from an email that she sent on March 6th to some Board members. She learned of the issue of the misappropriation of funds in the newspaper and has heard no more. She said it is a complete disregard for all the kids who use the program. She wants to know how to make sure it never happens again and to make sure that the fabulous programs offered by LWSRA continue. She also requested that the meetings be held in the evenings.

President Hassett thanked Susan.

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staffing – Keith announced that the new Superintendent of Recreation is Melissa Jensen. She is a New Lenox resident and has worked at LWSRA since 2008. Melissa said she is excited for the opportunity to take LWSRA to the next level. President Hassett congratulated her.
- b. Donations, Fundraising & Grants – The Bolte family donated \$4,000 in matching funds. The Double Good popcorn fundraiser was held over Easter weekend and brought in \$3,000.
- c. LWSRA Summer Programs – After much deliberation, the staff has come to the decision to cancel the Summer Programs. The current guidelines make it impossible to run the programs for our at risk participants. Keith discussed with each Board and all agreed to the cancellations. A letter informing the families of the participants went out May 6th. The goal now is to enhance the virtual experience to keep all participants involved.
- d. Virtual Programming – A list of virtual programs and participation to date was included in the Board's packets. Keith was working on getting donations to help those participants who cannot afford the fees.
- e. Budget – Keith was including a 2% merit/cost of living increase in wages but Keith is holding off on doing the raises. Discussion was held on committing to increases and making them retroactive, too many unknowns. Keep in the budget.
- f. Evening Board Meetings – Several residents had suggested to hold meetings in the evenings going forward. Discussion was held. President Hassett suggested to hold one meeting per quarter in the evening. LWSRA does have a YouTube station that could be used. Keith said the Town Hall Meetings will be on there. Further discussion will be considered and voted on.
- g. Policy Manual – A draft copy of the proposed manual was in the Board's packets. Changes, adds and deletes can be made after all have had time to read through it. Keith will put it on the June Board Meeting Agenda for approval.
- h. 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.
- i. LWSRA Covid-19 Timeline – Keith provided a timeline to the Board of the progress and cancellations since March 12th.
- j. SBA Loan and FEMA Grant were applied for on April 9th. The SBA Loan was received on April 24th. The loan is restricted to payments of utilities and payroll.

2. FUNDRAISING/PR/MARKETING

- a. Donations - \$6,699 was raised in April.
- b. Foundation – The regularly scheduled foundation board meeting was held on April 9th as a zoom meeting.
- c. Grant Seekers – During the month of April Grant Seekers produced two grants.

3. FACILITY FOREMAN

- a. Roof – No Leaks during April. We are first on the list for Hamstra . They had 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.
- b. Bus Barn Update – We moved out of the small bus barn to save money.

4. SUPPORT SERVICES

- a. Brochure – Adjustments have been made to the registration process for the Spring/Summer programs when they resume. Only email or mailed registrations are being accepted and will be entered at a later date once reopening is finalized. 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. Rentals –The team is working on a plan to work within guidelines issued.
- c. Freedom Of Information Act – None were received in April and all requests have been answered as of April 30th.

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

- 1) Staff – Full-time staff are continuing to work from home. Staff is working on virtual programming which has had a great turnout. Summer virtual programming is being worked on as well.
- 2) Safety Policy Manual – The updated Policy Manual is ready for Board feedback and approval.
- 3) Zoom Training- Melissa is working on reviewing and implementing Zoom meeting needs for the full time staff.
- 4) Playground Update - Commissioner Lewis told the Board that the weather is playing a part in some delays. The contract is signed. The State of Illinois will probably give a reprieve on the grant deadline for installation. Survey points are being worked on. The project will move forward and Commissioner Lewis sees completion as being on time. The playground apparatus has been ordered and will be delivered when the site is prepared.

Facilities Planning

A. Canopy/Awning Entrance – Keith received two additional proposals. Staff is recommending that LWSRA contracts with Wight & Company as architects for this project at a cost of \$3,500. President Hassett asked for a motion to approve Wight & Company.

Commissioner Kelly made a motion to approve Wight & Company as presented and Commissioner Chavez seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Attorney None

Old Business None

New Business

- A. 2020-21 Budget – The 2020/2021 budget was included in the Board’s packets. The Cook County increase for Mokena and Frankfort will be added in August, so it shows as an estimate. The wage increases were included as well as the Manager position that has not been hired yet. These will be addressed when things get back to normal. Slight surpluses are exhibited in all five funds. A column is needed for comparison to the previous year. Waiting for approval until the end of the first quarter was suggested. This will be on the June Agenda to discuss further.
- B. Resolution #20-3 APPROVING ELECTRONIC ATTENDENCE – The Illinois law requires LWSRA to amend its policies and procedures from time to time. Electronic Attendance has been allowed since January, 2007 so this resolution is to allow. President Hassett asked for a motion to approve Resolution#20-3 as presented.

Commissioner Lewis so moved and Commissioner Marcquenski seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

- C. Resolution #20-4 APPROVING A REGISTRATION SOFTWARE CONTRACT - Keith is waiting to see if the software could be paid in installments. The cost is a little bit more money but will help us to work more efficiently. It is in the budget. President Hassett asked for a motion to approve Resolution #20-4 as presented.

Commissioner Kelly so moved and Commissioner Lewis seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Director/Commissioner Comments

Commissioner Marcquenski welcomed Greg Vitale to the Board. She congratulated Melissa for her promotion. She told the staff that she loves the creativity of the virtual programming and hope the dance party was a huge hit and thanked everyone for their efforts.

Commissioner Kelly encouraged the staff to stay positive. He said the staff is doing a great job and please keep it up.

Commissioner Stroud said she is quite impressed with the virtual programming. She encouraged the staff to keep up the good work and to stay safe.

Commissioner Chavez Congratulated Melissa. She also said she is impressed with the virtual programming and the polished look of it. She is looking forward to the feedback from those who are utilizing the virtual programs.

Commissioner Vitale thanked all for the warm welcome and thanked Keith for his guidance in getting him up to speed. He said the amount of virtual programs and their visuals are impressive. He told the staff to keep doing great work.

Commissioner Lewis echoed everyone's commends that the staff is doing an outstanding job. He stated that he likes the assessments that have been done and following through on them. He said it was great to see someone within the organization like Melissa move up and congratulated her. He welcomed Greg Vitale. He said the staff is doing an outstanding job. And he noted that the Commissioners are stepping up during this crisis and doing a great job.

Commissioner Hassett also agreed with everyone's comments and congratulated Melissa. She said the FPD staff is impressed with the professionalism of the virtual programming that LWSRA is doing. She noted that during these unprecedented times everyone should hang in there. She said please take care of yourselves. The Board will discuss our meeting schedule.

Adjournment

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

Commissioner Lewis so moved and Commissioner Chavez seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:52 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary