

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MARCH 16, 2021 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 Kelly 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:
Audrey Marcquenski, Director Frankfort Square Park District
Greg Vitale, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Kirsten VanDuyne, Executive Director, Wilmington Island Park District
Jay Kelly, Executive Director, Manhattan Park District
Barb Sim, Commissioner, Peotone Park District (*joined 10:15 am*)
Absent: Gina Hassett, Executive Director, Frankfort Park District

Others present were: LWSRA Attorney John M. O'Driscoll; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Marie Ventura, Accountant; and Mary Strand, Recording Secretary.

Guests: Resident, Belinda Olszewski.

Public Comments: None

Treasurer's Report

- A. February 28, 2021 Treasurer's Report – President Kelly asked for a motion to accept the February 28, 2021 Treasurer's Report as presented.

Commissioner Lewis moved to accept the February 28, 2021 Treasurer's report as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

Ayes: (5) Marcquenski, Lewis, Kelly, Vitale, VaDuyne

Nays: (0)

Abstain:(0)

Absent: (2) Hassett, Sim

Motion Carried

Payment of Bills

President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$107,545.76 which may include lodging and travel. Executive Director Wallace noted that staff made the final payment to New Lenox for the playground.

Commissioner Vitale made a motion to approve the payment of the bills as presented and Commissioner Lewis seconded the motion. A roll call vote was taken.

Ayes: (5) Marcquenski, Lewis, Kelly, Vitale, VanDuyne

Nays: (0)

Abstain:(0)

Absent: (2) Hassett, Sim

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

- A. Approval of the Regular Meeting Minutes of February 16, 2021. President Kelly asked for a motion to approve the minutes as presented.

Commissioner Marcquenski, made a motion to approve the Regular Meeting Minutes of February 16, 2021 as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

Ayes: (5) Marcquenski, Lewis, Kelly, Vitale, VanDuyne

Nays: (0)

Abstain:(0)

Absent: (2) Hassett, Sim

Motion Carried

Staff & Committee Reports

1. DIRECTOR'S REPORT

- a. Staff – Keith reported that the staff is ready to bring some of the part-time staffers back. Tami & Melissa are putting together training to bring the returning employees up to speed on protocols and new programming guidelines.
- b. Facility –
- c. Donations, Fund Raising, Outreaching and Grants – The winter raffle netted \$650 and another \$40 was raised from a Pampered Chef sale. Grants submitted this month include the Christopher and Dana Reeves Technology Grant. Angelo is working on grants for the proposed shade structure. Staff created a yearly fundraising calendar. The Parent and Supporter Challenge will kick off in March. It is renamed the Hawk Effect. Tom is working on signing LWSRA up on an online donation site, Kindful, that will allow the campaign to populate from individual participants pages. A report will be produced to share with the Board either monthly or quarterly.
- d. Foundation – The activity baskets are on sale now and raised over \$14,000 in sales and sponsorships. The annual golf outing date will be determined soon.
- e. Audit – The financials for the audit is being loaded into the auditor's portal and they will be on site towards the end of this week.
- f. Meetings – Keith and Melissa met with School District 843 to discuss summer programming and possible offerings. On February 22nd a meeting was held with the parents to review results of the SWOT Analysis. Staff will work on the Strategic Plan from the analysis. The groups that contributed to SWOT were the Foundation, Board, Staff, and select Parent group.

Melissa and Keith had a meeting with Helping Hands to discuss programming for teens. They will most likely want to rent LWSRC and focus on life skills.

Keith and Melissa also attended the Legislative Breakfast on March 5th. They presented a video for the attendees. It was a huge success.

The SRA Directors met on March 5th and Topics included: Agency Vaccinations, SRA Reopening plans, Transportation, local tournament offerings and reporting special projects.

2. FINANCIAL

- a. Accounts – Marie’s report that February was a light month from a donation standpoint. The report showed the donations for the month.
- b. District Payments – All Districts have submitted their payments.
- c. PPP Loan – Marie is waiting to see if the loan will be converted into a grant. A second grant is being sought. Lau’s fee is \$2,500 but doesn’t include the second grant, and has not yet been invoiced to LWSRA.
- d. Old Plank Trail – Positive Pay file testing is finalized. Training and access to the online security processes to protect the accounts has been received. In the coming weeks the final transition to the accounts will be completed.

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3. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – On March 3rd Fox Valley Fire & Safety completed their inspection of the fire alarm system at LWSRC. The facility passed and is currently compliant. Commissioner Lewis asked Melissa to check with John if an upgrade to the signals is required for them to communicate. He received a notification for NLPD.
- b. Classroom/Lobby and Bathrooms – John is continuing doing the work to widen the stall openings in the bathrooms to accommodate the sport wheelchairs and it is almost done. Patch up painting is ongoing throughout the building.
John had a meeting with Sherwin-Williams that resulted in the donation of material & labor to paint LWSRC’s 3 classrooms and a portion of the lobby. The ‘giving back to the community’ project is scheduled to begin April 1st.
- c. Parking Lot and Grounds – After reviewing the sealed bids for seal coating the parking lot, Rhino Sealcoating was selected and will begin mid-April.

4. SUPPORT SERVICES

- a. Brochure – The Spring brochure is available digitally and was sent to families. Registration opened February 26th. The next brochures will be for longer periods.
- b. Website & Technology – The internet service was upgraded and Agency staff did some of the installation to save money. B Practical Solutions completed the network setup.
- c. Rentals – A one-on-one tennis lesson rented on Mondays in February. The Hawks Nest Sensory Room was rented twice this month for 30 minute sessions. Additional March rentals are scheduled pursuant to IDPH health & sports guidelines.
- d. Freedom Of Information Act – A FOIA request from Belinda Olszewski was received for electronic versions of the February 16, 2021 board meeting, journal entries for January 1, 2020 through December 31, 2020 and a copy of the Budget for 2020 and 2021. All FOIA requests for February have been processed.

5. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

- Two part time program specialists will be hired to assist staff in leading programs and meeting inclusion needs.
- A return-to-work questionnaire has been sent out to furloughed employees to gauge the number of them wanting to return when LWSRA is ready. Melissa and Tami are creating training programs for returning employees.
- Staff has been keeping up with the ever-changing guidelines and meet as a committee to ensure we are providing a safe environment for participants and staff. The safety committee met to go over PDRMA's reports and update as needed.
- Current staff will continue to support Districts with Inclusion needs until the part time staff returns..
- The hope is that a good number of part time summer staff will return this year.
- SWOT Analysis is completed and Melissa and Nadine are working on the Hawks Effect fundraiser.
- Nadine and Melissa continue working with the Foundation for the Bunny Basket Fundraiser. Meijer has donated \$1,000 and received \$1,600 grant from Whole Foods.
- Manager of Athletics
- Tami reported that Christa has two applications in for Summer internships. She will continue to push the application out to college programs, to hopefully draw in some more applicants.
- Special Olympics - Region E has released their updated 2021 Special Olympics Illinois Sport Season Schedule. It is subject to change based off the Restore Illinois Plan and the Region's ability to secure facilities, but now we have a general idea of what their offerings might look like. This has given staff the opportunity to restructure our program offerings a little bit, so that we can compete when the time is right. Special Olympics are continuing the virtual sport programming, but offered a traditional and advanced basketball competition in March. An in-person Track Conditioning was offered in March through April. In April they will offer an in-person Soccer Skills program and a Bocce program.
- The Valentine Day Kits were a huge success.
- The virtual programs, Snack & Chat, Wake Up Warm Up, Travel the World, Moving with Mak, are all well attended.
- The Virtual Special Events included Valentine Bingo, Be My Hawkentine, and Winter Blues Buster.
- Virtual programs Drama, Game Night, Strength & Conditioning and Lunch Bunch were offered in February and continue in March.
- In-person programs included 8 week programs at Thunder Bowl, Laraway Bowl and a Wheelchair Basketball Small Group that began March 1st and run through April. Also in-person Movie Critic program was offered on February 5th & 26th.
- The recreation staff is working on the summer brochure and adding back more in-person programming.

- Transportation – The vehicles had minimal usage. All vehicles are up to date on safety inspections. Bus 7 had a flat tire replaced.

Finance/Personnel

A. Monthly Financial Outlook – Keith told the Board that he met with the Finance Committee, Commissioners Lewis and Vitale. A draft copy of the budget was included to each commissioner. They discussed the salary survey and Keith will be putting together a proposal to present to the Board. Commissioner Vitale gave kudos to Keith on the budget. He had a lot of ideas for it and accepted a lot of the suggestions that were offered to him. The commissioner also mentioned that staff also had good input and deserved kudos as well. He told the Board that he thinks they will be pleased with the budget. Commissioner Lewis said that he thinks the Board is on track to pass the budget in time for the new fiscal year. He discussed the CPI and Cost of living pay structure. He said that the goal is to get the position to where it needs to be in the market and then award the individual on goals and merit. It will most likely take 2 or 3 years to accomplish. He said so far all are doing a great job. Commissioner Kelly thanked Commissioners Vitale and Lewis for the time and knowledge that went into the process.

Keith discussed the report of the actuals and projections of revenue and expenses and said it is right on track to be in a good position at the end of May. The staff is doing a great job and are gearing up to offer more in-person programs that generate revenue.

Facilities Planning None

Attorney None

Old Business None

Executive Session

Closed Session for any lawful purpose including but not limited to:

1. Section 2(c) (1) Appointment, employment, compensation, discipline,

New Business None

(Commissioner Barb Sim joined the meeting at 10:15 am)

Director/Commissioner Comments

Commissioner VanDuyne gave a short history of herself. She said she is looking forward to meeting everyone.

Commissioner Marcquenski told the staff to keep up the good work. She said that their endurance, creativity and variety are amazing. She said she loved the video.

Commissioner Vitale congratulated Keith on the presentation video he did at the Legislative breakfast. He plans on showing to the MCPD Board. He watched Tami on the FB live and said good job. He welcomed Kirsten to the Board.

Commissioner Lewis welcomed Kirsten and told her she could contact him with any questions. He called Keith a Rock Star for his video presentation to over 120 participants on the Legislative breakfast call. It was a huge success. He attended the Fox Valley SRA did a great job in getting the word out. The staff in general has been awesome.

Commissioner Kelly welcomed Kirsten and offered his support if she needs it. He thanked Keith for the great job on the video and said it was very successful. He told the staff to continue the hard work on a daily basis and applauded them on their stamina and energy. He said keep up the good work.

Commissioner Sim told the Board that she will review the meeting notes because she was late. Keith Wallace told the Board that his team has been phenomenal and amaze him. The staff makes him look good. He thanked the Board for giving him and the staff the freedom and the support to get things done. He wants to get into the towns to help drive participation. He asked for their support at park parties because that is what drives participation.

Adjournment

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

Commissioner Lewis so moved and Commissioner Vitale seconded the motion. A roll call vote was taken.

Ayes: (6) Marcquenski, Kelly, Lewis, Sim, Vitale, VanDuyne

Nays: (0)

Abstain:(0)

Absent: (1) Hassett,

Motion Carried

The meeting adjourned at 10:18 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary