

**SOUTH EAST ASSOCIATION FOR
SPECIAL PARKS AND RECREATION**

Minutes of the Regularly Scheduled Board Meeting
held May 20, 2008, in Downers Grove, Illinois

Call to Order: Jerry Yoksoulian called the meeting to order at 3:00 p.m.

Roll Call:

Present:	Village of Brookfield	Rick Ginex
	Clarendon Hills Park District	Steve Thomas
	Darien Park District/Treasurer	Stephanie Gurgone
	Park District of LaGrange	Dean Bissias
	Lisle Park District	Dan Garvy
	Village of Western Springs	Ray Jasica
	Westmont Park District	Ron Gunter
	Woodridge Park District	Mike Adams
	Downers Grove Park District	Jerry Yoksoulian
	Director	Susan Friend
	Superintendent	Catherina A. Morava
	*Assistant Superintendent	Matthew Corso
	*Recording Secretary	Georgia Weber
Absent:	Village of Indian Head Park	Joan Pieri
	Community Park District of LaGrange Park	Robert Lautner
Visitors:	None	

Susan Friend was appointed Secretary Pro Tem

Open Forum and Correspondence:

Susan Friend reported that a check for a \$100,000 donation was received from Karol Weiss-Lubonski to be used toward the funding of a Day Program for Adults in memory of Ruth A. Sonoff. The Ruth Sonoff Revocable Living Trust has pledged a total of \$200,000 to SEASPAR for the Adult Day Care Program.

Susan Friend reported the Downers Grove Rotary Club has named SEASPAR as a top tier beneficiary of the proceeds of their Oktoberfest to be held October 3 through 5.

Susan Friend reviewed a letter received from the Downers Grove Park District Board of Park Commissioners regarding their unanimous vote at their May 15 Board Meeting not to approve the SEASPAR Budget for FY2008-2009. Susan Friend stated that she will respond to their letter.

Approval of Consent Agenda:

Dan Garvy moved to approve the minutes of the regularly scheduled April 15, 2008, Board Meeting, minutes of the April 15, 2008, Executive Session; the Bank Reconciliation for April

2008, and the payment of bills in the amount of \$42,047.04 as presented. Mike Adams seconded the motion.

Voting Aye: Lisle, Woodridge, Brookfield, Clarendon Hills, Darien, LaGrange, Lisle, Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

The Board welcomed Dean Bissias, Executive Director of the Park District of LaGrange, and their SEASPAR Board representative.

Recreation Reports:

Cathy Morava reported that SEASPAR has selected Jim Cassidy as the new Recreation Specialist to begin his employment on June 2. Jim Cassidy received his Bachelor of Science degree in Park and Recreation Administration with a sequence in Therapeutic Recreation from Illinois State University and recently completed his internship with NISRA, who provided an excellent recommendation on his abilities. He will be responsible for a variety of weekly programs and special events, maintaining programs and services for Youth at Risk; coordinating cooperative programs with community agencies; programs for vocational workshop participants; developing additional opportunities for seniors; and develop a reference system for patients in need of recreation programs following a stroke, heart attack, or traumatic brain injury. Jim Cassidy will attend the June 17, 2008, SEASPAR Board Meeting.

Cathy Morava reported that the first portion (Administration) of the Loss Control Review occurred on Wednesday, May 7, with Tim Lenac, PDRMA Risk Management Consultant. Documentation was provided for more than 55 questions relating to how SEASPAR provides a safe environment for participants and employees. SEASPAR should receive the results of the Review by the end of May.

Cathy Morava reported that as the winter-spring season concludes, teens and adults are attending an evening performance of Alice in Wonderland at the MAC Theater on the College of DuPage Campus and 20 Chicago Rush fans are registered to attend a game dedicated to SRAs at the Allstate Arena on May 31.

Cathy Morava reported that as the school year is wrapping up, so are the leisure education classes. A new, updated Leisure Education promotional page has been developed to be presented to schools and other interested parties regarding what and how SEASPAR provides leisure education services.

Cathy Morava reported that Brian Houzenga has the inclusion training programs for member entity staff and SEASPAR aides set for June 3 and 4, respectively, at SEASPAR. Observations and assessments of new participants will be conducted later this month. Cheryl Westbrook, part-time staff supervisor and inclusion assistant, will return this summer. Cheryl Westbrook has worked for SEASPAR for 18 years. We are fortunate to have Cheryl as a member of the

SEASPAR family. She is dedicated, patient, willing to help out in a crunch, loves the participants, and genuinely enjoys every aspect of her job with the organization.

Cathy Morava reported that the fall brochure is in progress. Staff are securing facilities, ordering tickets, and finalizing the draft of the brochure. Distribution of the fall brochure is set for July 7.

Matt Corso reported that 143 guests attended the Annual Sports Banquet on Thursday, May 8, at Cornerstone Banquets in Darien. The banquet is sponsored by the SEASPAR Athletic Booster Club. All athletes and coaches are honored. Tal Clerman, of the Chicago Machine, was the keynote speaker and spoke about some of the barriers he faced as an athlete and coach and how he overcame them. The highlight of the evening was the presentation of the Athlete of the Year award. Emily Lundvall, of Westmont, was this year's recipient. Emily was nominated by her gymnastics coach Stephanie Cassa and was very honored to receive the award.

Matt Corso displayed a plaque commemorates all recipients of the Athlete of the Year Award that will be hung in a prominent place in the SEASPAR office. The plaque also has a photograph of the current Athlete of the Year which will be changed appropriately annually.

Matt Corso reported that SEASPAR is gearing up for Day Camp 2008. No door-to-door transportation is provided yet registration numbers are higher this year in the two traditional SEASPAR camps. The SASSED co-operative registration has reached nearly 120. Final numbers will be reported at the June SEASPAR Board meeting.

Matt Corso reported that SEASPAR is actively pursuing a full-time coordinator for the EAGLES, the Adult Day Program. The position is posted on the websites of IPRA and NRPA. Resumes have already been received.

Matt Corso reported that 21 athletes competed at the NEISO Spring Games in Naperville on April 27. A total of nine athletes qualified for Summer State Games by receiving at least one gold medal.

Matt Corso reported that 9 athletes competed at the NEISO Bocce Tournament in Batavia on May 3 when two athletes qualified for Summer State Games by earning at least one gold medal. The bocce athletes will also be competing for the first time at the NEDSRA Bocce Tournament on June 8 in Addison.

Matt Corso reported that, for the first time, SEASPAR/JBSRA sent a soccer team to the Area 1 Spring Games on May 3 in Machesney Park. The Stars were in a round robin division and won one game and lost one game. They had a great day at their first tournament as a team and took second place.

Matt Corso reported that he and Brian Houzenga were involved in the coordination of the Illinois Games. The sports of boccia and track & field are for athletes who are physically challenged. The Games took place on May 10 & 11 at Oswego High School. A total of 58 athletes competed, although some track & field events were cancelled due to the poor weather on May 11. This event

is run by the members of the Adapted Sports Committee of the Illinois Therapeutic Recreation Section.

Director's Report:

Susan Friend thanked Jerry Yoksoulian and Steve Thomas for attending the Annual Sports Banquet.

Susan Friend reported she spoke at a Lisle Rotary Club meeting.

Susan Friend reported that she met with IMRF representatives to discuss SEASPAR's potential participation. A meeting with representatives from ING is planned for May 21.

Susan Friend reported she is attending the Downers Grove Kiwanis Club meeting on May 21 to thank them for their continued support and generosity.

Susan Friend bestowed congratulations upon Dan Garvy and Laura Barron for receiving the award for the best Educational Article printed in the IPRA Magazine.

Susan Friend congratulated Mike Adams and the Woodridge Park District for their new park to be used as a model for the state and the whole country.

Mike Adams thanked Susan Friend and Matt Corso for providing the grant leads which helped make the park possible.

Susan Friend asked the Board if they would be open to a presentation by John McGovern of Recreation Accessibility Consultants.

Board Consensus: invite them to a meeting.

Susan Friend reviewed information regarding an agreement with the Village of Downers Grove to purchase gasoline for SEASPAR vehicles. Discussion ensued. The Board agreed it was financially prudent to explore this opportunity.

Susan Friend reviewed information regarding the recent purchase a minibus was discovered to be a 2007 model rather than the 2008 model that was ordered and for which SEASPAR was billed. Discussion ensued as to how Midwest Transit who sold SEASPAR the bus would make financial reparations.

Susan Friend reported that SEASPAR would meet with Dave McGowan of The DuPage Community Foundation to explore options for the investment of the \$100,000 of the potential \$200,000 donation.

Susan Friend reported that the EAGLES adult day program was an acronym. A brochure will soon be available describing the program.

Susan Friend reported that SEASPAR staff are taking training with ADP regarding human resource data with anticipation of implementing the program this summer.

Unfinished Business:

Susan Friend reported that she is meeting with PDRMA healthcare representatives on May 22. PDRMA will notify SEASPAR of its acceptance.

Susan Friend distributed and reviewed a chart of insurance premiums and information regarding PDRMA Healthcare. Discussion ensued.

Mike Adams moved, that pending SEASPAR's acceptance in the PDRMA Health program, the SEASPAR employee's buy-in for single coverage be 6%. Jerry Yoksoulian seconded the motion.

Voting Aye: Woodridge, Downers Grove, Brookfield, Clarendon Hills, Darien,
LaGrange, Lisle, Western Springs, Westmont

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Mike Adams moved, that pending SEASPAR's acceptance in the PDRMA Health program, SEASPAR employees, who have proof of other insurance, a buy out option of \$100/month if they choose not to participate in SEASPAR's insurance plan. Dean Bissias seconded the motion.

Voting Aye: Woodridge, LaGrange, Brookfield, Clarendon Hills, Darien, Lisle,
Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Mike Adams moved that, pending SEASPAR's acceptance in the PDRMA Health Plan, employees become eligible for insurance coverage on their first day of employment. Dean Bissias seconded the motion.

Voting Aye: Woodridge, LaGrange, Brookfield, Clarendon Hills, Darien, Lisle,
Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

New Business:

Susan Friend reviewed SEASPAR Ordinance #08-01 regarding the sale of the 1996 Ford minibus. Discussion ensued.

Stephanie Gurgone moved to approve SEASPAR Ordinance #08-01 as presented. Ray Jasica seconded the motion.

Voting Aye: Darien, Western Springs, Brookfield, Clarendon Hills, LaGrange, Lisle, Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

The Board recommended attempting to sell SEASPAR vehicles on eBay in the future before sending vehicles to auction.

Susan Friend reviewed a draft of the SEASPAR Executive Director Job Description. Discussion ensued.

Dan Garvy moved to approve the Executive Director Job Description as presented. Rick Ginex seconded the motion.

Voting Aye: Lisle, Brookfield, Clarendon Hills, Darien, LaGrange, Western Springs, Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Adjournment to Executive Session:

Jerry Yoksoulian moved to adjourn to Executive Session under section 2(c)(1) and 2(c)(2) of the Open Meetings Act for the discussion of personnel and salary schedules for employees at 4:10 p.m. Dan Garvy seconded the motion.

Voting Aye: Downers Grove, Lisle, Brookfield, Clarendon Hills, Darien, LaGrange, Western Springs, Westmont, Woodridge

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

*Cathy Morava, Matthew Corso, and Georgia Weber exited the meeting at 4:10 p.m.

The regularly scheduled May 20, 2008, SEASPAR Board Meeting reconvened in public session at 4:22 p.m.

Dan Garvy moved to approve the budgeted salary pool as presented and discussed under section 2(c)(2) of the Open Meetings Act. Rick Ginex seconded the motion.

Voting Aye: Lisle, Brookfield, Clarendon Hills, Darien, LaGrange, Western Springs, Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Dan Garvy moved to approve the salary range/schedule as presented and discussed under Section 2(c)(2) of the Open Meetings Act. Stephanie Gurgone seconded the motion.

Voting Aye: Lisle, Darien, Brookfield, Clarendon Hills, LaGrange, Western Springs,
Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Dan Garvy moved to approve the compensation of specific employees as presented by the Executive Director's memo dated May 8, 2008, as discussed under Section 2(c)(1) of the Open Meetings Act. Ray Jasica seconded the motion.

Voting Aye: Lisle, Western Springs, Brookfield, Clarendon Hills, Darien, LaGrange,
Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Dan Garvy moved to approve the compensation of the Executive Director as discussed under Section 2(c)(1) of the Open Meetings Act. Stephanie Gurgone seconded the motion.

Voting Aye: Lisle, Darien, Brookfield, Clarendon Hills, LaGrange, Western Springs,
Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Dan Garvy moved to increase SEASPAR's contribution to the employee's 457 Plan from 7.822% to 10% (as discussed under Section 2(c)(1) of the Open Meetings Act). Stephanie Gurgone seconded the motion.

Voting Aye: Lisle, Darien, Brookfield, Clarendon Hills, LaGrange, Western Springs,
Westmont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Final Adjournment:

Having no further business to discuss, Mike Adams moved to adjourn the regularly scheduled May 20, 2008, SEASPAR Board Meeting at 4:30 p.m. Dan Garvy seconded the motion.

Voting Aye: Woodridge, Lisle, Brookfield, Clarendon Hills, Darien, LaGrange,
Western Springs, Westmont, Downers Grove

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

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Motion Carried Unanimously

Respectfully submitted,

Susan B. Friend, Secretary Pro Tem
South East Association for
Special Parks And Recreation

Georgia Weber, Recording Secretary