

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

Minutes of the Regularly Scheduled Board Meeting Held
Tuesday, September 20, 2016, at the SEASPAR Office,
4500 Belmont Road, Downers Grove, IL 60515

Call to Order: Dan Garvy called the meeting to order at 3:30 p.m.

Roll Call:

Present:

*Clarendon Hills Park District	Kelly Smith
*Darrien Park District	Stephanie Gurgone
Downers Grove Park District	Bill McAdam
*Village of Indian Head Park	Brenda O'Laughlin
Park District of LaGrange	Dean Bissias
*Community Park District of LaGrange Park	Aleks Briedis
Lisle Park District	Dan Garvy
Village of Western Springs	Ray Jasica
Westmont Park District	Bob Fleck
Woodridge Park District	Don Ritter

Executive Director	Susan Friend
Superintendent	Catherine Morava
*Superintendent	Matt Corso
Fund Development Coordinator	Lisa Rasin
Marketing Coordinator	Morgan Drdak
Acting Recording Secretary	Carol Kocek

Absent:	Village of Brookfield	Mary Pezdek
	Lemont Park District	Louise Egofske

Visitors:	Support Staff Manager	Shannon Tovey
	*Inclusion Manager	Lisa Barrera
	*Recreation Coordinator	Aaron Hirthe
	Intern Student	Andrew Zelasko
	*Administrative Office Staff	Michelle Mahlan

Public Comment and Correspondence:

Cathy Morava introduced Lisa Barrera, Inclusion Manager. In addition to inclusion Lisa is responsible for weekly programs for participants ages 16 and older.

*Brenda O'Laughlin entered the meeting at 3:32 p.m.

Shannon Tovey introduced intern student Andrew Zelasko from the University of St Francis. Andrew's internship continues until the middle of December.

*Aleks Briedis and Kelly Smith entered the meeting at 3:34 p.m.

Susan Friend introduced Michelle Mahlan to the Board. Michelle has worked for the Downers Grove Park District and the Woodridge Park District and will assist in the front office.

Recreation Coordinator, Aaron Hirthe, outlined his job responsibilities at SEASPAR. Aaron stated that he coordinated the agreement with CELTS, Coach Eve Learn To Swim, to oversee the lifeguards and staffing of swim lessons. This cooperative has provided consistent skilled instructors for lessons. SEASPAR provides one support staff to provide continuity with parents, participants, and CELTS staff.

Aaron stated that SEASPAR offers 17 of 20 Special Olympics programs. In addition, SEASPAR provides seven supplemental skills programs in golf, bocce, and basketball. New programs being offered include developmental golf, unified golf, and flag football.

Aaron stated that he would like to increase unified sports and developmental programs such as swim team, and that he would like to pursue athletics in his leisure education programs. Three teams qualified for Special Olympics state competition and 30 athletes qualified in individual sports competition. He thanked the member entities for providing facility space for Special Olympics programs.

*Aaron Hirthe left the meeting at 3:52 p.m.

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the July 19, 2016, Regular and Executive Session Board Meetings; the Cash Disbursements in the amount of \$117,051.16; and the Bank Reconciliation from August 2016, as presented. Aleks Briedis seconded the motion.

Voting Aye: LaGrange, LaGrange Park, Clarendon Hills, Darien, Downers Grove, Indian Head Park, Western Springs, Westmont, Woodridge, Lisle

Voting Nay: None

Absent, Not Voting: Brookfield, Lemont

Motion Carried Unanimously

Recreation Reports:

Cathy Morava stated that Lisa Barrera is the incoming ITRS Director.

Cathy Morava stated that the Loss Control Review will be completed in October.

Cathy stated that Lisa Barrera has facilitated an inclusion placement for an older adult with early onset dementia in an exercise program.

Discussion ensued regarding the current policy of only billing for direct costs for inclusion staff. Costs for training and travel are not shared with the entities. Susan Friend stated that inclusion staff are on their own in inclusion settings and may be paid more than other support staff.

Matt Corso had nothing additional to add to his report.

Ray Jasica asked if we were at our maximum enrollment for the Brookfield EAGLES site. Matt Corso stated that we were not and that some western participants have been carpooling to Brookfield as Darien and Lisle are at their maximum some days. Susan Friend stated that staff would consider doing a shuttle if enough participants were interested. The Board also suggested that we consider if upgrades were needed at the Brookfield site. The Board requested Susan Friend request a written agreement from the Village of Brookfield for use of the EAGLES space.

*Lisa Barrera left the meeting at 4:10 p.m.

Fund Development Report:

Lisa Rasin recommended Board members sign up a team for trivia night. She stated that the Kohl's Cares volunteers will be assisting at the Trivia Challenge and in October Kohl's has tripled their \$500 per event donation. Lisa said she currently has over \$300 in donations for gift baskets.

Marketing Report:

Morgan Drdak had nothing additional to add to her report.

Executive Director's Report:

Susan Friend reminded the Board of the 40th Anniversary Alumni Reunion for Board and Staff on October 1.

Susan Friend reported that the Indian Summer BBQ in Indian Head Park on September 9 was a great success. Brenda O'Laughlin stated that she felt it was a great community event and brought awareness of SEASPAR to her community.

Susan Friend reported that full-time staff attended the American Therapeutic Recreation Association (ATRA) Conference which was held in Lombard this year. Lisa Barrera was a presenter and Matt Corso and Kim Huggins attended.

Susan stated that she had recently provided presentations for the Darien, Downers Grove, and Lemont Park Districts.

Susan reported that she had received good news from Jim Wiseman, NISRA Executive Director. The Department of Justice withdrew its appeal of the USA vs. NISRA Diastat ruling.

Unfinished Business:

None

*Matt Corso left the meeting at 4:15 p.m.

New Business:

Susan Friend stated that an Ergonomics Policy had been developed for SEASPAR Staff. Dean Bissias moved to approve the Ergonomics Policy as presented and Brenda O'Laughlin seconded the motion. Upon voice vote, the motion carried unanimously.

Susan Friend asked if there were questions for the draft of the FY2017-2108 Levy Request.

Discussion followed regarding the current fund balance and the maximum amount recommended in SEASPAR's fund balance policy. The Board directed the staff to make recommendations for allocations of funds to be used in the remainder of the fiscal year.

*Stephanie Gurgone and Michelle Mahlan left the meeting at 4:33 p.m.

Member Entity Projects and Events:

Aleks Briedis informed the Board that Bill Yena had passed away and a Memorial Service was planned for Saturday, September 24. Bill was instrumental in LaGrange Park joining SEASPAR.


Don Ritter stated that the ARC will be opening on January 2.

Adjournment:

Kelly Smith moved to adjourn the regularly scheduled September 20, 2016 SEASPAR Board Meeting at 4:39 p.m. Dean Bissias seconded the motion.

Voting Aye: Clarendon Hills, LaGrange, Downers Grove, Indian Head Park,
LaGrange Park, Western Springs, Westmont, Woodridge, Lisle
Voting Nay: None
Absent, Not Voting: Brookfield, Darien, Lemont
Motion Carried Unanimously

Respectfully submitted,



Dean Bissias, Secretary
South East Association for
Special Parks And Recreation



Carol Koczek, Acting Recording Secretary