

SOUTH EAST ASSOCIATION FOR
SPECIAL PARKS AND RECREATION

Minutes of the Regularly Scheduled Board Meeting Held
February 21, 2017, 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
Darien 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
Lemont Park District	Louise Egofske
Lisle Park District	Dan Garvy
Village of Western Springs	Ray Jasica
Woodridge Park District	Don Ritter

Executive Director	Susan Friend
Superintendent	Matt Corso
Fund Development Coordinator	Lisa Rasin
Marketing Coordinator	Morgan Drdak
Acting Recording Secretary	Michelle Mahlan

Absent:	Village of Brookfield	Mary Pezdek
	Westmont Park District	Bob Fleck
	Superintendent	Catherine Morava

Visitors:	Administrative Services Manager	Carol Kocek
	Recreation Manager	Lisa Barrera

Public Comment and Correspondence:

Lisa Barrera, Recreation Manager for Inclusion, Adult Programs, and Leisure Education services, gave a presentation. The highest demand for inclusion is for after school programs, preschool, and day camps. Lisle, Darien, and Westmont have the highest need for inclusion aides. Inclusion aides are most requested to assist school-age participants with ADHD, emotional disabilities, and autism. Lisa talked about how she would like to move inclusion forward in the coming years. Focus will be to provide “Handle with Care” training to inclusion aides to give them the tools they need to work with participants with emotional disabilities. Lisa will also be reaching out to member entities to provide “Anti-Bullying” training. Communication between SEASPAR and Member Entities continues to be challenging, but Lisa is working to streamline the process for requesting inclusion services and scheduling inclusion aides.

Lisa stated that leisure education was not part of her job description, but she volunteered to coordinate the area as she had experience in her last position. She said that she reorganized programming so that age-related students/classrooms would match with the Recreation Coordinators job responsibilities. She hopes that the outcome will be that teachers and students will become familiar with their coordinator and that teachers will recommend SEASPAR programs to their students.

Lisa is working towards establishing relationships with local high schools to provide weekly programming for teens. So far the program has been very successful at Lyons Township, Downers Grove North, Downers Grove South, Hinsdale Central, and Hinsdale South. Lisa also started a monthly sensory craft program in the Woodridge School District grade schools working with 26 students.

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the January 17, 2017, Regular Board Meeting and January 10, 2017 Executive Board Meeting, the Cash Disbursements in the amount of \$54,795.58, and the Bank Reconciliation from January 2017, as presented. Alex Briedis seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Westmont

Motion Carried Unanimously

Recreation Reports:

In Cathy Morava's absence, Susan fielded questions on her behalf.

Matt Corso reported that he was disappointed with the elimination of cross-country skiing as a Special Olympics sport. There hasn't been significant snowfall in the past few years to enable practice and/or competitions. The current cross-country skiing athletes will be transitioned to Alpine Skiing.

The Javelin Throw is a new sport in Athletics this spring and SEASPAR started a flag football team last year.

Fund Development Report:

Lisa Rasin reminded everyone about the Fish Fry Fundraiser on Friday, February 24 at Wheatstack in Lisle. Walk-ins are welcome.

Marketing Report:

Morgan Drdak had nothing to add to her report. Dan Garvy asked if the large increase in website traffic was due to job searches. Morgan reported that the increase in website traffic was due to the Google Ad placed for Wonders.

Executive Director's Report:

Susan Friend reported that the SEASPAR survey being conducted by the College of St. Francis is underway. Mailed-in surveys are being received at the SEASPAR office. More than 50 have been completed online through Survey Monkey. The deadline to return the survey is March 3.

Susan gave an update on the Employee Handbook. She shared a history of the changes to the handbook from 1997 to present. There have been operational changes, new policies, and statutory changes that have been incorporated in the handbook. The Board should expect a draft of the handbook in the coming weeks.

Susan Friend congratulated Morgan on receiving 1st Place for the IPRA Agency Showcase Social Media Campaign at the Conference in January. Morgan submitted the entry that was focused on the Holiday Spectacular.

Susan again asked for an update from the Board regarding their Board's action on the adoption of the Joint Agreement language change. Downers Grove and Lemont said they were working on adoption of the Joint Agreement.

Unfinished Business:

None

New Business:

Appointment of Legal Counsel

Dean Bissias moved to approve the selection of Ancel, Glink as the new Legal Counsel for SEASPAR. Aleks Briedis seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Westmont

Motion Carried Unanimously

Sick Leave Policy

Susan Friend referenced two spreadsheets outlining current sick leave policies for SRAs and SEASPAR Member Entities. Discussion ensued regarding the maximum number of days that employees are allowed to accrue, be paid out upon retirement or termination, and the amount of service credit from unused sick days which can be applied to IMRF for the employee.

After much discussion, the Board came to a consensus that the Sick Leave Policy for SEASPAR should be modified to allow employees to accrue up to 120 days of unused sick leave. Upon retirement the employee would be paid at their current pay rate for 25% of the days of unused sick leave. The remaining sick days would be applied to the employee's IMRF account as service credit.

Dean Bissias moved to table the Sick Leave Policy discussion until the March 21, 2017 meeting. Kelly Smith seconded the motion.

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

Member Entity Projects and Events:

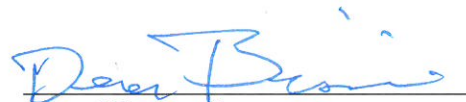
None.

Adjournment:

Louise Egofske moved to adjourn the regularly scheduled February 21, 2017 SEASPAR Board Meeting at 4:42 p.m. Brenda O'Laughlin seconded the motion.

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

Respectfully submitted,


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


Michelle Mahlan, Acting Recording Secretary