

SOUTH EAST ASSOCIATION FOR  
SPECIAL PARKS AND RECREATION

Minutes of the Regularly Scheduled Board Meeting Held  
March 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
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
Westmont Park District	Bob Fleck
Woodridge Park District	Mike Adams

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

<b>Absent:</b>	Village of Brookfield	Mary Pezdek
	Downers Grove Park District	Bill McAdam
	Village of Indian Head Park	Brenda O'Laughlin

<b>Visitors:</b>	Administrative Services Manager	Carol Kocek
	Recreation Coordinator	Greg Pavesich*

**Public Comment and Correspondence:**

Greg Pavesich Recreation Coordinator for Adaptive Sports and Music, Home Front Health, Drop-In Center, and Camp Carefree gave a presentation about his program areas.

Power Soccer is a weekly program with six participants. SEASPAR participated in two out-of-state tournaments and took third place in the latest tournament without winning a match.

On May 20<sup>th</sup>, SEASPAR is hosting the Hockey Steel Cup Tournament.

This past December the Boccia participants went to the Boccia Regional two-day event at the Park District of LaGrange.

\*Kelly Smith arrived at 3:32.

There was a Goalball clinic for participants with vision disabilities.

The Drop-In Center programming is currently meeting once/month to accommodate the limited number of participants.

SEASPAR continues to offer cooperative programs with Briar Place. Participation averages six to seven each week.

Three participants are in Adapted Music. Two participants performed at the Holiday Spectacular. SEASPAR just purchased four more switches which will enable more sounds to be produced. Also, a Vibrio acoustic pad can be attached to the player which allows the musician to feel what they are playing. Since the music equipment is portable, Greg takes the music program to the Center for Independence and regularly works with twelve children there with cerebral palsy.

Greg continues his outreach to disabled veterans with the Home Front Health program. Thirteen participants are from Downers Grove and 16 are from Lemont. There has been some interest expressed in Westmont and Woodridge.

SEASPAR and Spectrum have been in a cooperative relationship for over 20 years. Participants look forward to the summer swim programs.

Planning is underway for another summer of Camp Carefree which is a cooperative effort with NEDSRA to offer a camp experience to participants with physical disabilities. Attendance has consistently been six participants the past two summers.

SEAPAR has been reaching out to nursing homes in the community to offer recreational opportunities. SEASPAR regularly visits Brookdale in Lisle, Westmont Nursing and Rehab in Westmont, Cantata Adult Life Services in Brookfield, and Briar Place in Countryside.

\*Greg left after his presentation at 3:45 p.m.

**Approval of Consent Agenda:**

Dean Bissias moved to approve the Minutes from the February 21, 2017, Regular Board Meeting the Cash Disbursements in the amount of \$57,196.93, and the Bank Reconciliation from February 2017, as presented. Mike Adams seconded the motion.

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

**Recreation Reports:**

Cathy Morava was pleased to report that ice skating is so popular this season that another 6-week Saturday morning session has been added to the schedule for seven participants. Also, she reminded the Board of the upcoming production of Snow White and the Seven Dwarfs by SEASPAR's Actors Guild.

Matt Corso reported that he had an exciting visit to the Clarendon Hills Park District Board Meeting last night where Jason Catalano was recognized by the park district board for his ITRS Inspirational Participant award that he received at the IPRA Conference. The Board Vice-President presented Jason with a sweatshirt, swag bag, and certificate. His mom couldn't have been more proud.

**Fund Development Report:**

Lisa Rasin encouraged everyone to take a flyer and to visit Portillo's in Downers Grove on Thursday, March 23 between 5-8pm for a SEASPAR Fundraiser. Portillo's will donate 20% of the profits earned during the fundraiser.

On Saturday, April 8, the Level-Up Basketball tournament will be hosted at the Downers Grove Recreation Center.

Tickets are on sale for Tributosaurus Does Journey, scheduled on Thursday, April 27 at the Tivoli Theatre in Downers Grove. General admission tickets are \$40 and the first six rows are \$60. Tickets can be purchased online at Brown Paper Tickets or by calling SEASPAR. Tickets may also be purchased at the SEASPAR office in Downers Grove.

**Marketing Report:**

Morgan Drdak had nothing to add to her report.

**Executive Director's Report:**

Susan Friend shared that Morgan had developed the special recreation ad for several SRAs which appeared in The Daily Herald. It was good to see our participants and staff pictured in the ad.

Susan reported that the SEASPAR survey conducted by St. Francis University has concluded with a total of 175 surveys returned (27% response rate).

**Unfinished Business:**

**Sick Leave Policy**

Susan Friend shared the outcome of last month's board meeting discussion regarding the sick leave policy. By a consensus, board members agreed in February that they would consider changing the sick leave policy to allow employees to accumulate 120 days with 25% of the days paid out upon retirement. Susan did gather more specific information regarding mandatory reporting of unused sick days to IMRF as service credit.

\*Morgan Drdak left the meeting at 4:40 p.m.



Dean Bissias moved to amend the SEASPAR Sick Leave Policy to allow employees to accumulate up to 220 days which would be credited to IMRF upon retirement. Stephanie Gurgone seconded the motion.

Discussion ensued.

Dean Bissias called for a consensus vote to table the discussion and direct staff to amend the sick leave policy in the Employee Handbook to reflect the change in policy and to provide the Board an opportunity to review the amended policy before final approval and passage of official policy.

Voting Aye: LaGrange, Darien, LaGrange Park, Lemont, Woodridge  
Voting Nay: Clarendon Hills, Western Springs, Lisle  
Absent, Not Voting: Brookfield, Downers Grove, Indian Head Park  
Abstain: Westmont

Staff will ask our legal counsel to draft amended sick leave policy as directed by the Board. The amended sick leave policy will be reviewed at the April meeting.

\*Aleks Briedis left the meeting at 4:50.

\*Michelle Mahlan left the meeting at 4:55 and Carol Kocek stepped in as Acting Recording Secretary.

#### **New Business:**

##### **Resolution Concerning Administrative Functions**

Louise Egofske moved to adopt the resolution. Bob Fleck seconded the motion. Upon voice vote, the motion carried unanimously.

##### **FY 17-18 Budget Review**

Susan Friend stated that staff was working on the authorized spending down of the fund balance. Susan reported that the new front office staffing continues to work well and is carried over into the upcoming budget. A two to three percent wage pool is also included.

She reminded the Board that the SEASPAR HVAC system replacement was included in the Capital Projects Budget.

Susan Friend stated that the final draft of the SEASPAR FY17-18 will be on the agenda for the April Board meeting.

##### **Policy Manual Discussion**

Susan Friend stated that the policy manual had been reviewed by the Management Association and now by Ancel, Glink. Their recommendations will be reviewed and incorporated. Copies will be available for the Board in the upcoming months.

**Member Entity Projects and Events:**

The Woodridge Phase II expansion plans for the Athletic Recreation Center (ARC) are taking shape.

**Adjourn to Executive Session:**

At 5:03 p.m., Mike Adams moved to adjourn to Executive Session under Section 2(c)(1) of the Open Meetings Act for the discussion of Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees. Kelly Smith seconded the motion. Upon voice vote, the motion carried unanimously.

**Reconvene in Public Session:**

The regularly scheduled March 21, 2017 SEASPAR Board Meeting reconvened in public session at 5:25 p.m.

Dean Bissias moved to update the Superintendent Salary Range as recommended by the Executive Director. Stephanie Gurgone seconded the motion. Upon voice vote, the motion carried unanimously.


**Adjournment:**

Dean Bissias moved to adjourn the regularly scheduled March 21, 2017 SEASPAR Board Meeting at 5:26 p.m. Bob Fleck seconded the motion.

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

Motion Carried Unanimously

Respectfully submitted,

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

  
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Michelle Mahlan, Acting Recording Secretary

  
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Carol Kocek, Acting Recording Secretary