

SOUTH EAST ASSOCIATION FOR
SPECIAL PARKS AND RECREATION

Minutes of the Regularly Scheduled Board Meeting Held
April 18, 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:	Village of Brookfield	Mary Pezdek*
	Clarendon Hills Park District	Kelly Smith
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	Park District of LaGrange	Dean Bissias
	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	Matt Corso
	Fund Development Coordinator	Lisa Rasin
	Marketing Coordinator	Morgan Drdak
	Acting Recording Secretary	Michelle Mahlan
Absent:	Village of Indian Head Park	Brenda O'Laughlin
	Community Park District of LaGrange Park	Aleks Briedis
	Superintendent	Catherine Morava
Visitors:	Administrative Services Manager	Carol Kocek
	Support Staff Manager	Shannon Tovey

*Mary Pezdek arrived at 3:31 p.m.

Public Comment and Correspondence:

Shannon Tovey, Support Staff Manager, gave a presentation about her areas of responsibility. Shannon is responsible for part-time and volunteer staffing, is the vehicle coordinator, intern coordinator, and the Wellness Committee Chairperson.

Each season, Shannon places over 200 staff to assist with programming. Shannon continues to see a growth in the need for staffing for ice skating and swimming. She also needs more male staff and drivers.

Shannon also talked about SEASPAR's successful internship program. This past fall we had one intern and this summer we will have two interns.

Shannon mentioned the new mini-van that has joined the fleet aptly named "Newman."

One of the most rewarding programs that Shannon organizes is with St. Francis Xavier School in LaGrange. Each year SEASPAR offers an Ability Awareness program for the sixth graders and then the class co-sponsors a bowling event for SEASPAR participants.

Approval of Consent Agenda:

Bob Fleck moved to approve the Minutes from the March 21, 2017, Regular Board Meeting and the Special Board Meeting, the Cash Disbursements in the amount of \$86,178.60, and the Bank Reconciliation from March 2017, as presented. Kelly Smith seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Recreation Reports:

Cathy Morava was out of town and did not submit a report but will have a super report in May. Information about the Actors' Guild spring performance of Snow White and the Spring Music Recital will be sent out to the Board soon.

Matt Corso asked everyone to save the date for retirement celebrations for Susan. A Public Open House will be held at the Downers Grove Recreation Center on Wednesday, June 21 from 4 - 7 p.m. An invitation-only private celebration will be held on Thursday, July 6. Invitations to the Board and staff will be forthcoming.

Fund Development Report:

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

Tickets are on sale for Tributosaurus Becomes Journey, 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.

Lisa reminded everyone to save the date for the golf fundraisers on May 12 and July 28.

The Annual Plant Sale Fundraiser at Bronswood Nursery in Oak Brook is Saturday, May 6 and Tuesday, May 9.

Marketing Report:

Morgan Drdak had nothing to add to her report. Matt passed around the new full-color SEASPAR folder that Morgan designed. The folder is used to hold SEASPAR materials that are distributed to new SEASPAR families, to potential sponsors, and cooperative agencies.

Executive Director's Report:

Susan Friend reported that she did not have final numbers for the fund balance items for replacement of the flooring and cabinetry in the SEASPAR office nor the upgrades to the Brookfield EAGLES site. The tile flooring in high traffic areas will be replaced to a higher grade tile that can be polished.

Susan reported that SEASPAR's Precision Payroll system had a security breach and that ten employees' information might have been compromised during the breach. Those employees have been notified and will receive one year of free credit monitoring.

Susan inquired if anyone else had the revised joint agreement pass through their Board. Since ten members have approved the change, the joint agreement will be considered passed.

Susan shared news of a former SEASPAR Board Member, Steve Thomas' illness and a former employee Georgia Weber's passing.

Unfinished Business:

FY 17-18 Budget Review

Susan Friend stated that the budget was brought up-to-date with the March bills. Dan Garvy entertained a motion to approve the 2017-2018 Budget as presented. Ray Jasica moved to approve the 2017-2018 Budget as presented. Bob Fleck seconded the motion.

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

Sick Leave Policy

A copy of the revised sick leave policy from SEASPAR's legal counsel was included in the packet. Dan Garvy asked if there were any questions or comments regarding the policy.

Woodridge asked if the wording should be changed in the third from the last paragraph from "between the service credit benefit described above and a payout" to ".....above or a payout." Woodridge also inquired about the cap on the payout and it was confirmed that is 50% of whatever is accrued.

Kelly Smith commented that the policy was a very good policy but very different from her agency's policy.

Susan reminded everyone that if the payout option was taken, then the payment would be made two calendar months after the last day of employment. This eliminates pension liability and payments for the employer and the employee.

Bob Fleck asked if there was a line item for the payout amount in the 2017-2018 budget. Susan responded that there was no specific line item, but that dollars were budgeted.

Ray Jasica stated that the change in policy was a significant change and there is nothing wrong with the current policy. He stated that he does not approve of the change to 220 days of accumulation.

Dean Bissias moved to approve the Sick Policy as presented. Stephanie Gurgone seconded the motion.

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

Voting Nay: Clarendon Hills, Western Springs

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried

New Business: None

Member Entity Projects and Events:

Congratulations were in order for Louis Egofske's husband John who was elected Mayor of Lemont. Also congratulations were offered to Bill McAdam for being elected to a six-year term on the Lemont Park District Board.

Adjournment:

Bob Fleck moved to adjourn the regularly scheduled April 18, 2017 SEASPAR Board Meeting at 4:10 p.m. Louise Egofske seconded the motion.

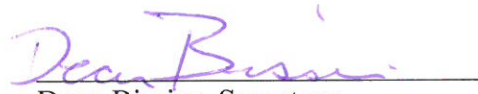
Voting Aye: Westmont, Lemont, Brookfield, Clarendon Hills, Darien, Downers Grove,
LaGrange, Western Springs, Woodridge, Lisle

Voting Nay: None


Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

Respectfully submitted,



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



Michelle Mahlan, Acting Recording Secretary