

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

Minutes of the Regularly Scheduled Board Meeting Held
October 17, 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
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	Matt Corso
Superintendent	Catherine Morava
Superintendent	Karen Lesniak
Fund Development Coordinator	Lisa Rasin
Marketing Coordinator	Morgan Drdak
Recording Secretary	Carol Kocek
Absent:	
Village of Brookfield	Mary Pezdek
Village of Indian Head Park	Brenda O'Laughlin
Visitors:	
EAGLES Manager	Dawn Krawiec
Administrative Assistant	Nicole Guzior
*Lauterbach & Amen	Jamie Wilkey

Public Comment and Correspondence:

Jamie Wilkey from Lauterbach & Amen reviewed SEASPAR's FY2016-17 Annual Financial Audit Report. Jamie acknowledged the staff transition and stated that it was a very clean audit with no notes this year. She stated that revenue was higher than budgeted. Jamie thanked the SEASPAR staff for their help in preparing for the audit.

Bob Fleck asked if our current IMRF rate was higher due to Susan Friend's retirement. Jamie Wilkey explained that it is actually slightly lower than the previous year. She explained that since SEASPAR is not as established in IMRF and is currently buying back into the fund which leads to a higher initial rate. She also stated that because we don't levy for IMRF, we paid a higher rate at the start. Each year our rate should decrease as we build up our reserve.

*Jaime Wilkey left the meeting at 3:42 p.m.

Cathy Morava stated that EAGLES Manager Dawn Krawiec is celebrating her four year anniversary with SEASPAR.

Dawn Krawiec narrated her video presentation about EAGLES. She stated that Darien and Lisle are at capacity with only a few slots available in Brookfield. Instead of selling the Ram van it has moved to Lisle which allows the addition of three participants on Tuesdays and Thursdays. The addition of three participants on Monday, Wednesday, and Friday could be added at a later date.

Dawn stated that she is actively involved with local transition teachers and students that are interested in EAGLES participation after graduation.

Currently there are 15 participants on the waiting list and several more soon to be graduating from transition programs.

The EAGLES program again received a grant from the DuPage Community Foundation for the Commit To Be Fit program. This program has greatly improved EAGLES participants' fitness habits by choosing healthier food and drinks and increasing exercise. Dawn noted she is seeing less resistance from participants about healthy changes and has heard they are making healthy choices at home.

Dawn reported that she provides the EAGLES with a monthly calendar mixed with new experiences, age appropriate activities, and community service. They incorporate activities to improve independence such as cooking and taking public transportation. This past summer the EAGLES hosted their third annual 5K Walk & Run with 70 participants and 20 volunteers, who walked, ran or rolled across the finish line. Steven Avalos came in first place with a time of 43 minutes and 22 seconds.

Dawn reported that EAGLES parents are truly grateful that we offer this program.

Matt Corso added that the new trend is community-based programs. He stated that more families are looking to smaller programs such as the EAGLES rather than large government or private group homes. He expects this number to continue to increase.

The Board asked about participants aging out at 50 years of age. Dawn said that we've not reached that yet but she will be implementing a transition plan to advise families a year in advance. Dawn stated that the age limitation is in place to maintain the integrity of the group dynamic. She stated that older participants might not be able to keep pace with the active program.

The Board asked about the utilization and cost of the before and after care participation. Dawn stated that the extra time equates to the earlier/later time when participants were transported from

SEASPAR to Darien or Brookfield. Currently there are at least four participants at each site that take advantage of this option allowing parents more time to accommodate their work schedules. Matt stated that the EAGLES program runs longer than any other day program helping many working parents.

Approval of Consent Agenda:

Kelly Smith moved to approve the Minutes from the September 19, 2017 Board Meeting; the Cash Disbursements in the amount of \$63,912.76; and the Bank Reconciliation from September, 2017, as presented. Dean Bissias seconded the motion.

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

Recreation Report:

Cathy Morava reported the recreation staff ran an Ability Awareness program at St. Francis Xavier School in LaGrange earlier that day and reported it was a wonderful experience for all involved.

Cathy congratulated Dawn Krawiec on completing her third Chicago Marathon.

Administrative Services Report:

Karen Lesniak reported that she has been busy viewing PDRMA online webinars and tutorials related to safety, wellness, and human resources. She stated she continues to meet with full time staff to familiarize herself with her new role. She thanked Cathy Morava for her thorough overview of the Safety Coordinator position. She attended a PDRMA benefits coordinator meeting with Carol Kocek. She reported that she joined the Brookfield EAGLES at the Brookfield Farmers Market where they were selling homemade coasters and dog treats. She enjoyed her time getting to know participants and was able to network with a Knights of Columbus member she is hoping to work with in the future.

Fund Development Report:

Lisa Rasin reported that she is expecting over 250 people at Trivia Night. She received \$1,500 from Republic Bank and \$500 from Community Bank of Downers Grove. Kohl's Cares will also donate \$500. She stated that a large portion of the food for the event was donated. She is considering food trucks for the next year's event.

Marketing Report:

Morgan Drdak stated that social media numbers move up and down but increase when programs are running and drop between seasons.

Dan Garvy congratulated Morgan on the website redesign commenting it looked great.

Executive Director's Report:

Matt Corso shared photos of SEASPAR golfers at the Downers Grove Golf Course around the bench donated by Ray Osowski's golf buddies. Ray passed away earlier this year and is the father of Jeff who has been involved in SEASPAR programs for many years. Members of the Osowski family also donated pullovers for each participant on the team.

Matt congratulated Dean Bissias from the Park District of LaGrange on the opening of the new Fitness Center. Matt noted the grand opening was a success.

Matt Corso stated that IPRA will be hosting a multi-state leadership summit in Lombard on October 25 and 26. Representatives from Indiana, Iowa, Kentucky, and Michigan will attend. The group wanted to see a national gold medal recipient park district, so the Oak Brook Park District was chosen. In addition Matt suggested they visit a special recreation association. Matt and Greg Pavesich will host a tour of the SEASPAR program space and the Wonders room at Lisle. Matt will provide background on the set-up, funding, and benefits of a special recreation association and Greg will provide a tour of the Wonders Multi-Sensory room.

Bill McAdam stated that years ago similar Great Lakes Regional meetings were held.

Matt Corso reported that Lisa Barrera and Greg Pavesich presented an adapted physical education model for 30 staff at LaGrange Highlands School last week. They shared knowledge on adaptations for people with physical disabilities and behavioral control. The teachers were eager to learn and thankful for the information.

Matt Corso congratulated Aaron Hirthe, Recreation Coordinator, on passing his CPRP exam.

Matt Corso reported that he would be working on projected capital projects and costs to pay down the reserves. He will provide information for the November Board meeting.

Matt Corso offered for consideration a voluntary contribution to IMRF to reduce our liability that must be paid by 2040. He asked the Board for their opinion and if he should obtain more information from IMRF.

Kelly Smith stated the Clarendon Hills Park District makes a voluntary payment each year. Dan Garvy said that the Lisle Park District has made a voluntary payment the last three years because they too have a liability to pay down.

The Board directed Matt Corso to move forward and obtain figures from IMRF.

Matt Corso stated that his report indicated that dental insurance had increased 9% and vision 8%. However the correct figure was .9% for dental and .8% for vision. He stated that he did not make any percentage changes to the staff contributions to PDRMA medical insurance this year.

Unfinished Business:

Dan Garvy reported there were no changes to the Levy Request. Mike Adams moved to approve the FY2018-2019 Levy Request as presented. Aleks Briedis seconded the motion.

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

Matt Corso reported that he made the recommended changes to the Employee Handbook. Kelly Smith moved to approve the Employee Handbook as presented. Stephanie Gurgone seconded the motion. Upon voice vote, the motion carried unanimously.

New Business:

Bob Fleck moved to approve the FY2016-17 Audit Report as presented. Ray Jasica seconded that motion. Upon voice vote, the motion carried unanimously.

Member Entity Projects and Events:

Both the Westmont and Woodridge Park Districts announced they would be hosting Haunted Forest Walks in the upcoming weekend.

Bill McAdam reported that the Downers Grove Park District staff was finalizing insurance coverage for their "The Sewer" haunted house for the weekend.

Adjournment:

Louise Egofske moved to adjourn the regularly scheduled October, 17, 2017 SEASPAR Board Meeting at 4:36 p.m. Ray Jasica seconded the motion. Upon voice vote, the motion was carried unanimously.

Respectfully submitted,



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



Carol Kocek, Recording Secretary

