

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

Minutes of the Regularly Scheduled Board Meeting Held  
September 18, 2018, at the SEASPAR Office,  
4500 Belmont Road, Downers Grove, IL 60515

**Call to Order:** Dan Garvy called the meeting to order at 3:01 p.m.

**Roll Call:**

Present:	Village of Brookfield	Stevie Ferrari
	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	Tracy Alden
	*Westmont Park District	Bob Fleck
	Woodridge Park District	Mike Adams
	Executive Director	Matt Corso
	Superintendent	Dawn Krawiec
	Superintendent	Karen Lesniak
	Fund Development Coordinator	Lisa Rasin
	Marketing Coordinator	Morgan Mason
	Recording Secretary	Carol Kocek
Absent:	Village of Indian Head Park	Brenda O'Laughlin
	Community Park District of LaGrange Park	Aleks Briedis
Visitors:	SEASPAR Administrative Assistant	Nicole Guzior

\*Bob Fleck entered the meeting at 3:02 p.m.

**Public Comment and Correspondence:**

Matt Corso welcomed Stevie Ferrari, Director of Parks and Recreation, from the Village of Brookfield.

Dan Garvy welcomed Dawn Krawiec, newly appointed Superintendent of Recreation.

**Approval of Consent Agenda:**

Dean Bissias moved to approve the July 17, 2018 Board Meeting Minutes and the Cash Disbursements in the amount of \$114,876.89 as presented. Kelly Smith seconded the motion.

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

**Recreation Report:**

Dawn Krawiec announced that Aaron Hirthe had accepted the Inclusion Manager position beginning September 24. Dawn stated that the Special Olympics Coordinator job opening was posted.

**Administrative Services Report:**

Karen Lesniak was pleased to report SEASPAR had a safe summer. Karen attended a PDRMA safety committee workshop on future changes in the safety review process. SEASPAR's review is in 2020. A self-review will take place in 2019.

Karen reported she has attended webinars and workshops and has completed the process to become the SEASPAR Benefits Coordinator. Karen thanked Carol Kocek for her help in this transition.

Ray Jasica asked about the PDRMA Path incentive. Karen explained that throughout the year staff could participate in healthy challenges and receive a gift card for points earned.

**Fund Development Report:**

Lisa Rasin reminded the Board of the upcoming trivia night and asked for member entities to donate gift cards, certificates, or park district tokens for the raffle.

**Marketing Report:**

Morgan Mason had nothing to add to her report. After discussion of her detailed reports, the Board concurred that she could provide highlights of the various media topics.

**Executive Director's Report:**

Matt Corso again welcomed Stevie Ferrari.

Matt noted that Senator John Curran sent certificates to all Special Olympics athletes. They were forwarded to the participants.

Matt noted the article in the PDRMA Health & Action Newsletter that featured the Lemont Park District.

Matt stated he received a call from the Riverside Township Mental Health Board regarding financially supporting SEASPAR participants living in the Hollywood section of the village. In addition to that section of Brookfield, the organization covers Riverside and Lyons. In an attempt to increase community involvement; they would like to cover 50% of select program costs to individuals participating in SEASPAR and WSSRA programs. Matt thought this was a good idea and it might bring new participants to SEASPAR. Matt clarified only participants in that part of Brookfield would be eligible.

Matt stated the Annual Report for FY2017-2018 would be available next month.

Matt reported that EAGLES will be celebrating their ten-year anniversary on September 22.

Matt offered congratulations to the Downers Grove Park District on the opening of their new driving range and to Westmont Park District on the ribbon cutting of Robert Bernas Park.

Matt thanked Brenda O'Laughlin and the Village of Indian Head Park for collaborating with SEASPAR to host a successful Picnic & Flick at Blackhawk Park, on September 15. Over 200 guests attended from both SEASPAR and the surrounding communities. Acacia, Village staff, and SEASPAR all worked together. \$116 was donated at the picnic.

Matt thanked the Lemont Park District for hosting the Summer Pool Party at the CORE pool. It was an event enjoyed by participants and family members.

**Unfinished Business:**

None

**New Business:**

Matt Corso noted that the EAV for Cook County had a significant increase. The average EAV increase across SEASPAR communities was 22.4%.

Matt stated he received the preliminary audit report and few small adjustments would be made.

Matt provided new ideas to reduce the surplus. Tracy Alden advised him that a tenant at the Grand Avenue Center was moving and suggested the space for an EAGLES site. However, Matt was pondering the idea of another Wonders room. This would provide a closer location for our eastern participants and be available during the day when EAGLES occupy the Wonders space. Matt and Dawn Krawiec looked at the site and they felt it would better fit for a sensory room.

Matt stated he is also considering hiring an accounting service. This service would create a checks and balance as well as help with the budget and yearly audit. This would be helpful if SEASPAR would pursue becoming a distinguished agency in the future.

Kelly Smith added Clarendon Hills uses Governmental Accounting.

Mike Adams briefly summarized the accreditation process reviewed over 200 standards. It takes quite a bit of work to become accredited, but it is a way to know the agency is using best practices. The process can take up to two years to pass and must be repeated every six years. Matt stated that FVSRA and WDSRA have both received accreditation status.

Ray Jasica questioned the use of the Wonders room. Stephanie Gurgone asked if use was limited because of EAGLES being there.

Matt responded there is not full day use of Wonders, partly because of the EAGLES conflict. Currently 16 classrooms attended Wonders over the course of the year and two weekly evening programs are offered. Matt added the sensory room was a great tool for participants with Autism and the diagnosis is on the rise.



Bob Fleck questioned the ability to move equipment between the two Wonders sites. Matt thought the moving would be simple for any free-standing pieces. He clarified the moving would only happen semi-annually to create a new experience for participants at each site.

Matt reported that he would present the finalized levy at the October meeting. Matt stated member entity staff have inquired of the anticipated levy amount.

Matt assured the Board he would continue to make adjustments to FY19-20 budget.

Kelly Smith asked if SEASPAR would hire the potential new specialist in FY19-20 or FY20-21.

Matt responded it would depend how much the Lemont EAGLES takes off and if the staff have sound reasoning to create a new full-time position based on number of hours and programs worked. Matt anticipates a new specialist would spend 75% of their time coordinating EAGLES and 25%, especially in the summer, aiding with inclusion.

Kelly Smith asked if inclusion was leveling off and Matt responded that it has but it changes frequently.

Matt pointed out other SRAs with similar adult day programs have two full-time staff while SEASPAR has been able to hold with one. As the program continues to grow and accounts for much of SEASPAR's service hours and revenue, adding a staff seems like the logical idea.

Louise Egofske stated the Safety Village site improvements were taking shape and almost ready for use. She also stated when Lemont decided to join SEASPAR they made a commitment to provide the best possible services for their residents.

Matt thanked Louise and the entire Lemont Park District for their hard work and collaboration.

Mike Adams made a motion to enter into the Intergovernmental Agreement for the use of the Park District Building. Bob Fleck seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park, LaGrange Park

Motion Carried Unanimously

### **Member Entity Projects and Events:**

Mike Adams reported the Woodridge Park District would be partnering with the school district to install a new outdoor track and football field at Jefferson Junior High School.

Dan Garvy announced Lisle Park District would begin installation of the canoe launch at Community Park. He is hopeful it will be open within the next year and looks forward to it being used by SEASPAR and other cooperative programs.

### **Adjournment to Executive Session:**

At 3:59 p.m. Mike Adams moved to adjourn to Executive Session under Section 2(c) (21) of the Open Meetings Act for the Discussion of Minutes of Prior Executive Session Meetings for the

Purpose of Review, Approval, or Release of Such Minutes. Dean Bissias seconded the motion. Upon voice vote, the motion carried unanimously.


**Reconvene in Public Session:**

The regularly scheduled September 18, 2018 Board Meeting reconvened in public session at 4:05 p.m. Bill McAdam moved to accept the recommendation to release the Executive Session Minutes for the March 21, 2017, April 17, 2018, and May 15, 2018 Meetings, keep confidential the Meetings from June 20, 2017 and January 16, 2018, and destroy the tapes from the July 19, 2016, December 20, 2016, and January 10, 2017 Meetings. Mike Adams seconded the motion. Upon voice vote, the motion carried unanimously.

**Adjournment:**

At 4:06 p.m. Kelly Smith moved to adjourn the regularly scheduled Board Meeting. Bob Fleck seconded the motion. Upon voice vote, the motion carried.

Respectfully submitted,

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

  
Carol Kocek, Recording Secretary