

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

Minutes of the Regularly Scheduled Board Meeting Held
November 19, 2019, at the SEASPAR Office,
4500 Belmont Road, Downers Grove, IL 60515

Call to Order: Dan Garvy called the meeting to order at 3:00 p.m.

Roll Call:

Present:	Village of Brookfield	Stevie Ferrari
	Clarendon Hills Park District	Kelly Smith
	Park District of La Grange	Dean Bissias
	Community Park District of La Grange Park	Jessica Cannaday
	*Lemont Park District	Louise Egofske
	Lisle Park District	Dan Garvy
	Village of Western Springs	Aleks Briedis
	*Westmont Park District	Bob Fleck
	Woodridge Park District	Mike Adams
	Executive Director	Matt Corso
	Superintendent	Dawn Krawiec
	Superintendent	Karen Lesniak
	Marketing Coordinator	William Cazares
	Recording Secretary	Morgan Mason
Absent:	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	Village of Indian Head Park	Rita Farrell Mayer
Visitors:	Inclusion Manager	Aaron Hirthe
	Administrative Assistant	Nicole Guzior

Public Comment and Correspondence:

Inclusion Manager Aaron Hirthe presented current initiatives and upcoming changes to the Inclusion Services program.

Through observations and discussions with member entity staff and other special recreation association staff, Aaron has been working to develop a new vision for the Inclusion Services program as well as systems to support that vision. Progress made to date includes: standardizing and ensuring best practices for hiring procedures; improving staffing systems, payroll, and timesheet transparency; and setting a tone of high expectations for the program and its staff.

In the coming year, Aaron plans to continue shaping the focus of Inclusion Services toward being a resource to member entities rather than a staffing service, tapping into the creativity of SEASPAR staff in order to find resources for accommodations that may not require an Inclusion

Aide. Aaron plans to improve the dialogue between SEASPAR, member entities, and Inclusion participants' families in order to facilitate those accommodations. He is also working toward changing how accommodations are requested by member entities in the new year, and it will likely be a web-based system. In addition, he will be working on recreating other forms as well as the Inclusion Manual and a toolkit to share with member entities. Literature for families that explains the philosophy and process of Inclusion will also be developed.

Aaron noted that he plans to meet with member entity staff in February regarding the change to accommodation requests, and on March 19, SEASPAR will host an in-service for member entity program staff. The in-service will feature a speaker from the National Association for Down Syndrome as well as a discussion of ADA with John McGovern. Aaron's goal is to have all of the changes and training complete in time for preparation for the summer season, which is the busiest season for Inclusion Services.

Aaron invited observations, suggestions, and criticisms from the Board and member entity staff on an ongoing basis to ensure that the Inclusion Services area of SEASPAR becomes and remains up-to-date.

*Bob Fleck entered the meeting at 3:05 p.m.

*Louise Egofske entered the meeting at 3:13 p.m.

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the October 15, 2019, Board Meeting; Payment of Bills in the amount of \$92,747.80; the Bank Reconciliation from October 2019; and the Income Statement from October 2019 as presented. Stevie Ferrari seconded the motion.

Voting Aye: La Grange, Brookfield, Clarendon Hills, La Grange Park, Lemont,
Western Springs, Westmont, Woodridge, Lisle

Voting Nay: None

Absent, Not Voting: Darien, Downers Grove, Indian Head Park

Motion Carried Unanimously

Recreation Report:

Dawn Krawiec added to her report that she recently attended a professional development school and appreciates the opportunity to do so.

Administrative Services Report:

Karen Lesniak noted from her report that Safety Committee members attended PDRMA's Risk Management Institute on November 15 and it was a valuable experience. She also noted that her management of the open enrollment for employee benefits has been a good learning process.

Fund Development Report:

Matt Corso advised the Board that as a result of the elimination of the Fund Development Coordinator position, there will no longer be a Fund Development Report on the Board agenda in the future. However, fund development activities will continue to be reported; the distribution of

those duties has yet to be determined. It is likely that a committee will be formed to share the work.

Matt noted several changes that are planned for fund development activities. Fewer fundraisers will be hosted, as the return on investment is difficult to maintain. Fundraisers that are held will be less labor-intensive and more cost-efficient. More partnerships will be sought for events in order to minimize staff time. More partnerships will also be sought with foundations, including park foundations, for financial support. Staff will continue working with service clubs on donations and apply for grants as appropriate. Sponsorships and program guide ad space sales will also continue. Fundraising in general will be more targeted for specific purposes and will likely be done mainly online.

Jessica Cannaday inquired about a fund development financial goal. Matt replied that it will be adjusted in the next budget.

Dan Garvy noted that the decision to eliminate the position was not an easy one, but expressed his gratitude for all that Lisa Rasin did in the position. Lisa has been a great cheerleader for SEASPAR and her efforts are appreciated.

Marketing Report:

William Cazares drew the Board's attention to flyers he distributed to promote the Tivoli Theatre's *It's a Wonderful Life* showing on December 15, for which all ticket sales will be donated to SEASPAR. Over 600 of the 1,000 available tickets have been sold to date.

William added to his report that he will be contacting member entity marketing staff to request distribution of SEASPAR's online flipbook program guide however they see fit, with the goal of helping them help us in promoting our programs and services.

Matt Corso noted that William has redesigned the program guide for the winter-spring 2020 season, so readers can expect a new look to the piece.

Executive Director Report:

Matt noted from his report that Nicole Guzior, SEASPAR's Administrative Assistant, has resigned after over three years in the role. The position has evolved during Nicole's tenure into a more human resources-focused role in the organization, and she has thrived during the change. Matt thanked Nicole for her great service. He noted that a farewell luncheon for Nicole and Lisa Rasin would be hosted by staff on November 20.

Matt noted from his report that SEASPAR is entering its third and final year of a health insurance contract with PDRMA. He will look into other options for insurance and share his findings with the Board. Discussion ensued about IPBC. Jessica Cannaday and Bob Fleck noted that SEASPAR may be too small of an agency to join IPBC; Fleck would call and inquire. One option may be for SEASPAR to join under a member entity. Dan Garvy noted that there is no wellness program with IPBC, and that is an important asset to SEASPAR. Matt agreed that the wellness program is important as is the excellent level of customer service that the agency has received from PDRMA. These were some of the reasons for leaving the Village of Downers

Grove's insurance for PDRMA. Matt will inquire about the Village's current health insurance program as well.

Matt added to his report that staff will begin working with Campfire Concepts on a strategic plan for the organization. The last plan was developed in 2014. The representative has requested to speak with each of the Board members, so Matt passed around a signup sheet for call times. Matt noted that the project is very affordable at \$2,600. Mike Adams inquired about the goals for the project. Matt responded that the goal is to develop a roadmap for the future, focusing on items like where to focus program efforts and how to set appropriate program fees, for example.

Matt added to his report that the Holiday Spectacular is December 20 at the Theatre of Western Springs, and the SEASPAR Swim Meet is November 23 at Downers Grove North High School. The Swim Meet is entering its 41st year and is the longest running event hosted by a special recreation association. Over 180 swimmers are invited.

Matt noted that one of the bills to be paid at this meeting was for a new minivan, which came in underbudget. The old minivan that is being replaced will now be available for purchase, so Matt invited member entities to let him know if they are interested. The vehicle is a 2010 Dodge Caravan with 76,000 miles that has been maintained by the Village of Downers Grove.

Matt added to his report that the next meeting will include approval of a new handbook with changes to reflect the Illinois cannabis law and other updates.

Matt noted from his report that the December meeting is likely to be canceled as there are currently no major items for the agenda. A social may be planned to replace the meeting. Matt will be in touch with Dan Garvy and any cancellation or other plans will be communicated.

Mike Adams inquired about SEASPAR's purchasing policies. Matt replied that the organization adheres to the State requirement of Board approval for purchases over \$25,000.

Unfinished Business:

None.

New Business:

Mike Adams inquired as to how significant the differences were in the specifications submitted for the bus purchase bid. Karen Lesniak replied that variations were noted for most aspects of the vehicles, including floor structure, restraints, and warranties. There were pages of limitations. Bob Fleck noted how important the warranty offered by the winning bidder is. Karen stated that Best Bus Sales, the proposed winning bidder, has a warranty that includes picking the vehicle up from SEASPAR for repairs, providing a loaner vehicle, and returning the vehicle to SEASPAR. Matt Corso noted that the bid came in underbudget. Dan Garvy reminded the Board that it had discussed the specifications for the buses at a previous meeting.

Bob Fleck moved to accept the bid of \$151,568.00 from Best Bus Sales for two (2) Glaval Universal 2019 Ford E350 buses to replace buses currently in the SEASPAR fleet. Aleks Briedis seconded the motion.

Voting Aye: La Grange, Brookfield, Clarendon Hills, La Grange Park, Lemont,
Western Springs, Westmont, Woodridge, Lisle

Voting Nay: None

Absent, Not Voting: Darien, Downers Grove, Indian Head Park

Motion Carried Unanimously

Member Entity Projects and Events:

Aleks Briedis reported that the Village of Western Springs has gone to bid for the new multi-sensory room and will report results at the January Board meeting. Matt Corso noted that SEASPAR will go to bid for equipment for the multi-sensory room with approval scheduled for the January meeting.

Jessica Cannaday reported that the Community Park District of La Grange Park has received a \$30,000 National Fitness grant for accessible outdoor sport courts and will be seeking supplemental funding for the project.

Bob Fleck reported that Westmont was voted the best park district by *Suburban Life* readers.

Kelly Smith reported that her retirement date is January 24.

Adjournment:

At 3:58 p.m., Bob Fleck moved to adjourn the regularly scheduled Board Meeting of November 19, 2019. Aleks Briedis seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,

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

Morgan Mason, Recording Secretary