

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

Minutes of the Regularly Scheduled Board Meeting Held
January 21, 2020, 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
	Darien Park District	Stephanie Gurgone
	*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:	Downers Grove Park District	Bill McAdam
	Park District of La Grange	Dean Bissias
	Village of Indian Head Park	Rita Farrell Mayer
Visitors:	Support Staff Manager	Shannon Tovey
	Recreation Coordinator	Molly Downing
	Administrative Assistant	Chris Lambiasi
	Administrative Assistant	Elizabeth Klimczak

Public Comment and Correspondence:

Presentation by Molly Downing

Molly Downing, Recreation Coordinator, presented an overview of current and future initiatives for SEASPAR's youth and multi-sensory room programming. Molly highlighted some of the most successful youth programs, including school break camps, gymnastics, and all-day outings. She noted that she plans to survey participant parents to gauge new program interest and perform additional outreach with schools, such as expos, to engage potential new participants. She also intends to focus more on easing the transition for youth participants into adult programming at the age of 16.

Molly reported that the Wonders Multi-Sensory Room has hosted more than 2,650 sessions since its opening in 2014, and continues to be a popular destination for field trips and leisure education

programs. She noted that schools have been using SEASPAR as a resource when considering and planning the development of their own multi-sensory rooms.

*Jessica Cannaday entered the meeting at 3:02 p.m.

Mike Adams inquired about competition between SEASPAR programming and Inclusion services provided for member entity programming. Molly replied that children in SEASPAR programming are generally not appropriate for Inclusion, and more frequently, children transition from Inclusion programming into SEASPAR programming. It is commonly a trial-and-error process for parents. Molly noted that she sees other trends that affect program participation, such as weather/season and length of program offerings. Matt Corso noted that programs that are short in duration are more likely to lose participants to Inclusion, since they don't offer transportation and parents are more likely to drive to a program location in their own communities.

*Stevie Ferrari entered the meeting at 3:15 p.m.

Introduction of New Administrative Assistant – Human Resources, Chris Lambiasi

Chris Lambiasi was introduced as SEASPAR's new Administrative Assistant – Human Resources. Chris highlighted his experience in human resources and noted that he is happy to join the SEASPAR team.

Recognition of Kelly Smith, Clarendon Hills Park District

Matt Corso noted that Board member Kelly Smith is retiring from the Clarendon Hills Park District. Matt thanked her for her service, noting that she treated all SEASPAR participants as her own park district's residents. Dan Garvy presented Kelly with a token of the Board's appreciation. Kelly thanked the Board and asked that they continue their great work.

Letter of Thanks from the Lemont Police Department

Matt drew the Board's attention to a letter that the Lemont EAGLES Program received from the Lemont Police Department around the holidays. He noted that SEASPAR and the police department will be partnering with District 113A for the second year on an event for children with special needs in February.

Approval of Consent Agenda:

Kelly Smith moved to approve the Minutes from the November 19, 2019, Board Meeting; Payment of Bills in the amount of \$128,611.62; the Bank Reconciliation ending December 31, 2019; the Income Statement from December 2019; and Current Investments for January 2020 as presented. Mike Adams seconded the motion.

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

Recreation Report:

Dawn Krawiec added to her report that the Lemont EAGLES site has a new Site Director, Rachel Westberg, and is projected to have 11 participants at the site in the summer of 2020.

Administrative Services Report:

Karen Lesniak added to her report that SEASPAR has received the funds from the Tivoli Theatre's *It's a Wonderful Life* fundraiser, totaling \$4,800, and she will be connecting with the Tivoli to thank them. She noted from her report that the Annual Appeal request for year-end donations has brought in nearly \$7,500 to date. Karen added that some logistical changes have been made to this year's Fish Fry fundraiser at Wheatstack in Lisle and invited all Board members to attend.

Marketing Report:

William Cazares drew the Board's attention to flyers he distributed to promote the Fish Fry fundraiser and asked that they be distributed to interested parties. He noted from his report that SEASPAR's Facebook Page was extremely active in November and December, generating post impressions in the tens of thousands and more than 100 new followers. This engagement demonstrates the community's support for SEASPAR and its work.

Executive Director Report:

Matt Corso noted from his report that the \$12,500 donation received from NES Rentals was the result of SEASPAR's partnership with St. Francis Xavier School in La Grange, as it was facilitated by a student's parent. The money was originally in the company's employee disaster assistance fund, but the fund was to be liquidated as part of a merger. Employees were asked to recommend charities to receive the balance of the fund, and SEASPAR was nominated and selected. Matt noted that although this would be a one-time donation, it was an incredible surprise.

Matt offered wishes of good luck to any member entities applying for grants. He noted that SEASPAR is happy to provide letters of recommendation and he has already produced several this year.

Matt added to his report that staff has been busy with Ability Awareness events, as SEASPAR hosted one in La Grange Highlands last week and is doing a "PE Class Takeover" this week at Old Quarry Middle School in Lemont.

Matt added to his report that member entity staff should have received an invitation to SEASPAR's Inclusion Training in March at the Downers Grove Recreation Center. Twenty people have registered and there is space for sixty. He has applied for the training to provide CEUs. Matt thanked the Downers Grove Park District for assisting in hosting the event.

Matt noted from his report that Greg Pavesich is leaving SEASPAR on January 24. He invited Board members to a going-away party the evening of the meeting. Matt noted that Greg's position was tweaked and posted with an application deadline of February 10, with hiring planned for March.

Matt noted from his report that he has appreciated the Board's support during his service on the board of the Illinois Park and Recreation Association. He mentioned that it was valuable to be a resource for special recreation associations.

Unfinished Business:

None.

New Business:

Bid for Western Springs Sensory Room Equipment

Matt Corso introduced the bid for equipment for the sensory room to be built in Western Springs. One company bid and another inquired about the bid. Matt noted that multiple companies now produce this equipment as sensory rooms have increased in popularity, so this bid is recommended to be awarded to a different company than that from the Lisle sensory room. The bid submitted by TFC (USA) Ltd. came in underbudget and the new room will be unique from Lisle.

Mike Adams inquired as to how specific the bid was. Matt replied that the bid was very specific, detailing exactly what equipment was to be provided for the room. Matt added that \$60,000 was spent on the Lisle sensory room, and equipment may be reducing in price as the rooms become more common.

Kelly Smith moved to accept the bid of \$44,115 from TFC (USA) Ltd. for the Western Springs sensory room equipment. Bob Fleck seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Downers Grove, La Grange, Indian Head Park

Motion Carried Unanimously

Resolution #2020-1, Authorizing the Sale of a Surplus Vehicle

Dan Garvy introduced Resolution #2020-1, authorizing the sale of SEASPAR's surplus 2010 Dodge Caravan. Mike Adams moved to pass Resolution #2020-1. Stevie Ferrari seconded the motion. Upon a voice vote, the motion carried unanimously.

Intergovernmental Agreement for Use of Grand Avenue Community Center

Matt Corso introduced the intergovernmental agreement proposed between SEASPAR and the Village of Western Springs for use of a specific space for a sensory room at the Grand Avenue Community Center. Matt noted that the agreement is nearly identical to the agreement with the Lisle Park District for the sensory room there, and has been reviewed by all relevant parties' attorneys.

Dan Garvy inquired to the Board about naming the room after former Western Springs Board member Ray Jasica, who was a citizen volunteer on the Board for over twenty years. Discussion of support ensued. Matt Corso mentioned that Ray's children have donated money to the sensory room in honor of their father. Aleks Briedis stated that the name designation would be formally approved by the Village of Western Springs. The Board directed Matt Corso to draft a resolution

of support. Matt noted that there would be recognition of Ray Jasica at the sensory room's grand opening, which is planned for early to mid-summer.

Kelly Smith moved to approve the terms of the intergovernmental agreement as presented. Louise Egofske seconded the motion.

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

Alcohol and Drug Abuse Policy

Matt Corso introduced the proposed revised alcohol and drug abuse policy, noting that it is PDRMA's recommended policy. Matt also noted that SEASPAR has four CDL drivers who will continue to be subject to random drug testing as required by the U.S. Department of Transportation in accordance with federal guidelines. Matt thanked the Darien Park District for inviting SEASPAR staff to a Reasonable Suspicion Training earlier that day.

Kelly Smith moved to approve the new alcohol and drug abuse policy as presented. Aleks Briedis seconded the motion. Upon a voice vote, the motion carried unanimously.

Member Entity Projects and Events:


Bob Fleck reported that it may be receiving an LWCF land acquisition grant from the Illinois Department of Natural Resources, but results are not official yet. Bob also extended an invitation to the Westmont Park District's second annual Winter Beer Fest on Saturday, February 8. Last year's event drew 555 people and they hope to see 750 at this year's event. Matt Corso will email an invitation.


Kelly Smith reported that updates regarding the proposed construction at the Clarendon Hills Park District will be forthcoming.

Adjournment:

At 3:52 p.m., Kelly Smith moved to adjourn the regularly scheduled Board Meeting of January 21, 2020. Bob Fleck 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