

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

Minutes of the Regularly Scheduled Board Meeting Held
April 21, 2020, Virtually via Zoom Meeting

Call to Order: Dan Garvy called the meeting to order at 3:02 p.m.

Roll Call:

Present:	Village of Brookfield	Stevie Ferrari
	Darien Park District	Stephanie Gurgone
	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
	Woodridge Park District	Mike Adams

Executive Director	Matt Corso
Superintendent	Dawn Krawiec
Recording Secretary	Morgan Mason

Absent:	Clarendon Hills Park District	Kathy Forzley
	Downers Grove Park District	Bill McAdam
	Village of Indian Head Park	Rita Farrell Mayer
	Westmont Park District	Bob Fleck

Visitors: None

Public Comment and Correspondence:

Dan Garvy complimented staff for their participation in the Lemont Police Department's Open House for Special Needs Children in February, for which the Chief of Police had sent a letter of thanks.

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the February 18, 2020, Board Meeting; Payment of Bills in the amount of \$93,382.43; the Bank Reconciliation ending March 31, 2020; the Income Statement from March 2020; and Current Investments for April 2020 as presented. Mike Adams seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Clarendon Hills, Downers Grove, Indian Head Park, Westmont

Motion Carried Unanimously

Recreation Report:

Dawn Krawiec added to her report that SEASPAR's virtual programming being offered to replace canceled winter-spring programming has been successful. She noted that 37 participants attended the most recent Virtual Dance Party, and feedback from participants and their families has been positive.

Administrative Services Report:

Nothing was added to the report as presented.

Marketing Report:

Nothing was added to the report as presented.

Executive Director Report:

Matt Corso added to his report that the COVID-19 pandemic has impacted SEASPAR's operations, as it has for member entities and most other organizations. Staff are utilizing technology to continue working as normally as possible from home. Matt complimented various staff for their efforts in developing virtual programming, connecting with participants, and managing and adapting to new technologies. Matt noted that working remotely has been a challenge to employee morale, but tools such as Microsoft Teams and Zoom meetings have kept regular communication intact.

Matt noted that he is currently working on developing financial procedures, a Board manual, and other internal projects. Recreation staff are simultaneously running virtual programs while planning adjustments to the summer season and planning fall programming. Different scenarios are being evaluated for summer programming. Summer hiring is continuing with an offer letter crafted by PDRMA's attorney to avoid unemployment liability. Matt agreed to share the letter with Board members. Virtual interviews are being conducted. Two interns will be joining SEASPAR for the summer season.

Matt further noted that participants in member entities' programming receiving Inclusion services have been offered virtual programming from SEASPAR. Staff have been brainstorming ideas to reach participants who do not have regular access to a computer. For the summer season, it is still unknown if/how programs like summer camps and Inclusion will proceed. Summer school programs may be in question, which could bring in potential summer camp participants.

Matt added that he tried to apply for a Paycheck Protection Program loan as SEASPAR is a 501(c)3, per the advice of legal counsel. The program's fund was depleted by the time SEASPAR applied, and the bank is no longer accepting applications. The bank will advise if/when to submit applications should the fund be replenished.

Unfinished Business:

None.

New Business:

Audit Services for Fiscal Years 2020, 2021, and 2022

Dan Garvy introduced staff's recommendation regarding the procurement of auditing services for the upcoming three fiscal years. Matt Corso mentioned that the fee proposed for 2020 is the same as was charged in 2019.

Dean Bissias moved to approve Lauterbach & Amen's proposal for auditing services as submitted. Aleks Briedis seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Clarendon Hills, Downers Grove, Indian Head Park, Westmont

Motion Carried Unanimously

GASB 74/75 Actuarial Valuation Services for Fiscal Years 2020, 2021, and 2022

Dan Garvy introduced staff's recommendation regarding the procurement of GASB 74/75 actuarial valuation services for the upcoming three fiscal years.

Mike Adams moved to approve Lauterbach & Amen's proposal for GASB 74/75 actuarial valuation services as submitted. Stevie Ferrari seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Clarendon Hills, Downers Grove, Indian Head Park, Westmont

Motion Carried Unanimously

Health Insurance Cost Comparison

Matt Corso noted from his memo that PDRMA remains staff's recommended health insurance provider. The cost of the Intergovernmental Personnel Benefit Cooperative is higher than PDRMA, likely due to SEASPAR's small size. The consensus of the Board was to remain with PDRMA and reevaluate in three years.

Approval of FY 2020-2021 Budget

Matt Corso introduced the budget proposed for fiscal year 2020-2021. There were no major changes to the budget since the version provided in the Board's March meeting packets, but staff recognizes that it is a unique time with many unknowns. Matt noted that SEASPAR's programming is not revenue driven; some programs lose money while others break even. Donations may decrease as unemployment increases. Matt noted that SEASPAR operates very efficiently.

Discussion ensued. Dan Garvy noted that the proposed budget is using funding that was already committed through the Board-approved levy for 2020-2021. Plans may need to be adjusted for the next fiscal year's levy request to respond to any changes in revenue and expenses. Matt noted

that SEASPAR can withstand a delay in the payment of levy funds from member entities if tax payment deadlines are extended. Mike Adams noted that DuPage County may be taking action that could impact those payment timelines.

Jessica Cannaday inquired as to whether it was necessary to pass the budget at this time, noting that the Park District of La Grange Park is on the same fiscal year schedule and was advised by legal counsel to wait until July to pass theirs. Matt Corso stated that he would need to check the association bylaws and consult with legal counsel, as this situation has no precedent at SEASPAR. Stephanie Gurgone noted that there will likely be little more known about the future by the summer. Mike Adams recommended passing the proposed budget but maintaining an internal budget that is adjusted throughout the year as revenue forecasts change. Matt Corso noted that all of the area special recreation associations are in the same holding pattern, having furloughed part-time program staff and set up virtual programming coordinated by full-time staff.

Stephanie Gurgone moved to approve the fiscal year 2020-2021 budget as presented. Jessica Cannaday seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Clarendon Hills, Downers Grove, Indian Head Park, Westmont

Motion Carried Unanimously

Executive Session Minutes and Recordings

Dan Garvy introduced staff's recommendations regarding the review of closed session minutes and recordings.

Mike Adams moved to approve staff's recommendation to have the closed meeting minutes of May 21, 2019 remain confidential and not be released at this time. Dean Bissias seconded the motion. Upon a voice vote, the motion carried unanimously.

Mike Adams moved to approve staff's recommendation to authorize the destruction of audio recordings of closed session meetings on April 17, 2018, May 15, 2018, and September 18, 2018. Dean Bissias seconded the motion. Upon a voice vote, the motion carried unanimously.

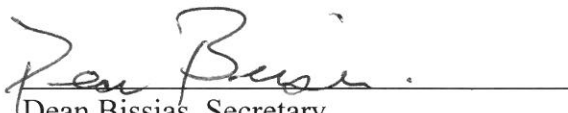
Member Entity Projects and Events:

Matt Corso reported that the Western Springs sensory room construction has continued, and equipment will be shipped to the site. Aleks Briedis noted that the project is nearing completion and looks great. Matt noted that the cleaning and disinfecting of sensory room equipment may be an issue, and the opening could be delayed.

Adjournment:

Dean Bissias moved to adjourn the regularly scheduled Board Meeting of April 21, 2020, at 3:44 p.m. Stephanie Gurgone seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,



A handwritten signature in cursive script, appearing to read "Dean Bissias", is written over a horizontal line.

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



A handwritten signature in cursive script, appearing to read "Morgan Mason", is written over a horizontal line.

Morgan Mason, Recording Secretary