

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

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

**Call to Order:** Dan Garvy called the meeting to order at 3:01 p.m. Dan noted that the Board of Directors meeting was being held via video conference without a physically present quorum of the SEASPAR Board because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the agency. Alternative arrangements for public access to the meeting were made available. Dan called on each Board Member to confirm that he or she could participate in the meeting virtually.

**Roll Call:**

Present:	Village of Brookfield	Stevie Ferrari
	Clarendon Hills Park District	Valerie Louthan
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	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
	Recording Secretary	Morgan Mason
Absent:	Village of Indian Head Park	Rita Farrell Mayer
	Park District of La Grange	Dean Bissias
Visitors:	SEASPAR Intern	Kristen Stepniak
	SEASPAR Intern	Hayley Weldon

**Public Comment and Correspondence:**

Dan Garvy introduced the SEASPAR summer interns, Kristen Stepniak and Hayley Weldon. Each intern provided a brief introduction.

Dan introduced the new Board member for Clarendon Hills Park District, Valerie Louthan, who provided a brief introduction, noting that she was previously the Aquatics Supervisor and this is her fifth summer with the park district.

\*Stevie Ferrari left the meeting at 3:08 p.m.

\*Hayley Stepniak left the meeting at 3:08 p.m.

**Approval of Consent Agenda:**

Dan Garvy requested that the previous month's Board Meeting Minutes and Executive Session Minutes be removed from the consent agenda and receive a separate vote.

Aleks Briedis moved to approve the Payment of Bills in the amount of \$63,660.32; the Bank Reconciliation ending June 30, 2020; and Current Investments for July 2020 as presented. Louise Egofske seconded the motion.

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

Mike Adams moved to approve the Minutes from the June 16, 2020, Board Meeting and the Executive Session Minutes from the June 16, 2020, Board Meeting. Louise Egofske seconded the motion.

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

**Recreation Report:**

Dawn Krawiec added to her report that the EAGLES Adult Day Program has returned to a half-day, six-week in-person session. Of the 75 regular EAGLES participants, 41 registered for the new offering. Dawn also noted that in-person weekly programs were beginning with one per day for a four-week session.

Mike Adams inquired about the participant assessment. Dawn clarified that the participant assessment is administered once to determine eligibility for the program, and a wellness check is administered at each program.

**Administrative Services Report:**

Karen Lesniak noted from her report that she performed safety trainings with the EAGLES staff and that the site directors are very safety-oriented. Participants in the program are given designated outdoor, socially distanced "mask off" time.

Karen added to her report that fall athletics guidelines are in development. Also, she attended an IPRA Human Resources Section meeting which included a valuable discussion of COVID-19 issues. She noted that there are intriguing challenges as the state moves into Phase 4 of the Restore Illinois Plan and beyond.

\*Stevie Ferrari entered the meeting at 3:16 p.m.

**Marketing Report:**

Nothing was added to the report.

**Executive Director Report:**

Matt Corso recognized Administrative Services Manager Morgan Mason on her five-year milestone with SEASPAR. He noted that Morgan has kept the flow behind the scenes during the pandemic.

Matt added to his report that SEASPAR participated in the Lemont Park District's vehicle parade on July 3, and it was a great event. SEASPAR is offering vehicle parades to participants who register to have the parades drive by their home. A parade will be offered in the eastern portion of the service area on July 31, and the western portion on August 7.

Matt added to his report that equipment for the Western Springs sensory room should be received by the end of the month and installed within a few weeks. Plans are in development for sensory room programming to return in the fall.

Matt added to his report that he will verify EAVs with member entities in preparation for the levy budget preparation. He noted that most entities' EAVs did increase, and the overall EAV has increased for the fifth year.

Matt requested that member entities inform him if they have received an OSLAD grant for facilities that SEASPAR utilizes, and Matt will compose a letter to the legislature in support of future grants.

Matt noted that there is no Board meeting scheduled in August. If an in-person meeting is planned for the next meeting in September, it will be held in the conference room in the basement of the Downers Grove Recreation Center.

Dan Garvy thanked Matt for the statistics in his report. Matt noted that these reports will be provided more frequently and with more up-to-date numbers. Mike Adams inquired about how service hours are counted, and Matt clarified that one service hour equates to one hour of programming for one participant. Bob Fleck noted that the numbers look consistent.

**Unfinished Business:**

***Appointment of Treasurer***

Dan Garvy appointed Stephanie Gurgone as Treasurer of the Board. Stephanie accepted the appointment.

**New Business:**

***Financial Management and General Operations Policies and Procedures***

Matt Corso introduced the proposed Financial Management and General Operations Policies and Procedures, which is a first-of-its-kind document for SEASPAR that combines and clarifies many existing policies and practices. He noted that there is a page reference typo that will be corrected.

Matt asked the Board for direction on health insurance rate approval. SEASPAR has used the same rate calculation for at least a decade and the numbers are in the ballpark of its peers. Bob Fleck suggested that the final decision should be made by the Board in order to protect staff. Discussion ensued regarding options for the Board to consider or be informed of rates. The consensus was for the Board to be informed of rates as part of the budget approval process, and any rates resulting in fees higher than budgeted would require Board approval.

Matt also noted that there is a residency policy exception in the document which gives the Executive Director authority to allow a non-resident to be treated as a resident for the purposes of programming in extreme cases. Bob Fleck stated that the Executive Director should have that discretion, and the Board agreed. Dan Garvy asked that the Board simply be notified when such a situation arises.

Matt noted that the policy document is a requirement for accreditation, which SEASPAR may hope to pursue in the future. Mike Adams recommended comparing the document to the standards for accreditation in order to ensure its compliance. The Board agreed to delay approval of the guidelines to allow for this review and any changes.

\*Stevie Ferrari exited the meeting at 3:39 p.m.

\*Kristen Stepniak exited the meeting at 3:40 p.m.

**Member Entity Projects and Events:**

Mike Adams noted that Woodridge Park District plans to open a shared facility with the school district in the next month. Dan Garvy noted that the Lisle Park District's Discovery Playground should be completed within the next month.

Bob Fleck initiated a discussion about the water-based activities being offered by the member entities. Dan Garvy noted that the tenuous school situation has the Lisle Park District planning to be flexible and creative with before/after/during school programming. Bob Fleck noted that the Westmont Park District has ended its preschool program.

Bob Fleck noted that Jim Addington, former Mayor of Westmont, active community member, and Westmont Lions Club member, passed away. Jim worked on raising money for SEASPAR. Bob agreed to share memorial information with the group.

**Adjournment:**

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of July 21, 2020, at 4:08 p.m. Aleks Briedis seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, La Grange

Motion Carried Unanimously

Respectfully submitted,

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

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Morgan Mason, Recording Secretary