

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

Minutes of the Regularly Scheduled Board Meeting Held
October 20, 2020, Virtually via Zoom Meeting

Call to Order: Dan Garvy called the meeting to order at 3:00 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. During Roll Call, each Board Member confirmed that he or she could participate in the meeting virtually.

Roll Call:

Present:	Clarendon Hills Park District	Valerie Louthan
	Darien Park District	Stephanie Gurgone
	Downers Grove Park District	Bill McAdam
	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
	Superintendent	Karen Lesniak
	Marketing Coordinator*	William Cazares
	Recording Secretary	Morgan Mason
Absent:	Village of Brookfield	Stevie Ferrari
	Village of Indian Head Park	Rita Farrell Mayer
	Westmont Park District	Bob Fleck
Visitors:	Lauterbach & Amen *	Jamie Wilkey

Public Comment and Correspondence:

Presentation of FY2019-2020 Audit Report by Lauterbach & Amen

Jamie Wilkey of Lauterbach & Amen, SEASPAR's auditing firm, reviewed the FY2019-2020 Annual Financial Report. Jamie noted that it was a clean audit process with no management letter issues. She provided financial highlights of the report, noting that the fund balance as of May 31, 2020 was \$2,014,112, which includes an overall loss of \$105,317 in FY2019-2020. Two transactions of note for the year include a large capital outlay and the issuance of debt in the

form of a PPP loan, which is expected to be forgiven. Jamie noted that as of December 31, 2019, SEASPAR was 88% funded in IMRF, a ten percent increase from the previous calendar year.

Jamie drew the Board's attention to the Assessed Valuation, Tax Rates, Allocations and Extensions – Last Ten Tax Levy Years schedule in the audit report. Mike Adams asked about the 2017 column, which reflected the Payments to SEASPAR from Current Tax Collections instead of the Assessed Valuations as it should. Jamie acknowledged the linking issue and would provide a revised file.

Matt and Jamie complimented the SEASPAR staff involved in the audit for a smooth and efficient process, noting that the audit was rescheduled for an earlier date than originally planned.

*William Cazares entered the meeting at 3:02 p.m.

Giving Assistant Newsletter

Matt Corso noted that he and William Cazares were interviewed by Giving Assistant for a newsletter story provided in the Board packet, which was a nationwide promotion for SEASPAR. William introduced the Giving Assistant program, which donates funds to SEASPAR when individuals shop through the company's platform. No donations have been received yet, but SEASPAR will promote the partnership.

*Jamie Wilkey left the meeting at 3:10 p.m.

Approval of Consent Agenda:

Dean Bissias moved to approve the Minutes from the September 15, 2020, Board Meeting; Payment of Bills in the amount of \$31,774.76; the Bank Reconciliation ending September 30, 2020; the Income Statement from September 2020; and Current Investments for October 2020 as presented. Bill McAdam seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Western Springs, Westmont

Motion Carried Unanimously

*Aleks Briedis entered the meeting at 3:15 p.m.

Recreation Report:

Dawn Krawiec added to her report that staff is monitoring the increase in COVID-19 cases in the area and preparing alternatives to in-person programming.

Administrative Services Report:

Karen Lesniak noted that her safety duties have focused on COVID-19 situations, but she is pleased to report that staff and participants have been complying with safety requirements. Karen noted that open enrollment for benefits would be opening soon, and SEASPAR is a pilot group

for a new paperless enrollment process with PDRMA. Karen noted that SEASPAR's new AFLAC/WageWorks representative is easy to work with.

Marketing Report:

William Cazares noted that two fall program guides were developed for online use and all members would soon be receiving SEASPAR's contributions to their program guides if they hadn't already. Jessica Cannaday stated that SEASPAR has one of the best online program guides. William noted that the 2019-2020 Annual Report has not yet gone to print but will soon.

Executive Director Report:

Matt Corso added to his report that this year's Holiday Spectacular will be a Facebook Live event on Sunday, December 13, featuring pre-recorded performances. Matt added that the Trivia Challenge fundraiser was successful with over \$4,000 in revenue; although it was not as large as a live event, the virtual event was a good alternative. Matt thanked the Park District of La Grange Park for including SEASPAR's input for their outdoor fitness court at Memorial Park.

Matt noted from his report that the grand opening of the Ray's Bay multi-sensory room is scheduled for November 17 at 6:00 p.m., and if there is an in-person Board meeting, it will take place at the Grand Avenue Community Center that day at 4:00 p.m. so Board members can receive tours of the room beginning at 3:00 p.m..

Matt added to his report that SEASPAR is partnering with the Village Greens of Woodridge and Darien Park District Commissioner Luanne Spiros for a unique fundraising opportunity. Luanne, a Titleist Performance Institute (TPI) Golf Fitness Instructor, will offer TPI Golf Fitness Assessments at the Village Greens of Woodridge for a \$75 fee, with all proceeds donated to SEASPAR's Special Olympics Golf program.

Unfinished Business:

Acceptance of FY2021-2022 Levy Request

Matt noted that no changes were made to the request presented in September.

Aleks Briedis moved to accept the FY2021-2022 Levy Request. Mike Adams seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Westmont

Motion Carried Unanimously

New Business:

Acceptance of FY2019-2020 Audit Report

Mike Adams moved to accept the FY2019-2020 Audit Report as amended with the correction to the Assessed Valuation, Tax Rates, Allocations and Extensions schedule. Jessica Cannaday seconded the motion.

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

Fiscal Year Switch

Matt Corso provided some of the pros and cons of switching SEASPAR's fiscal year to the calendar year, noting that the overall benefit to the agency outweighs the inconvenience. Once completed, the change will allow staff to budget more accurately and only once per year. Matt will look into any requirements for changing policy and the joint agreement to reflect the change. He may ask for guidance from member entities who have made a similar change.

Mike Adams noted that the Woodridge Park District's recent change to a calendar fiscal year resulted in double the budgeting and auditing work for one year but streamlined the budget process and had a lot of advantages.

Matt Corso stated that he will work with the attorneys on the required paperwork and present the change next month if no objections were made. The Board provided support for the change.

Review of Prior Executive Session Minutes and Recordings

Dan Garvy inquired as to whether the Board preferred to enter Executive Session for the review. The Board did not. Matt Corso noted that SEASPAR's attorney had advised to treat virtually held Board meeting recordings like closed session meeting recordings.

Mike Adams moved to make public the minutes of the following closed session meetings and regular Board meetings held virtually: June 16, 2020 (Personnel – Review of Executive Director), June 16, 2020 (Regular Board Meeting Held Virtually), July 21, 2020 (Regular Board Meeting Held Virtually), and September 15, 2020 (Regular Board Meeting Held Virtually). Dean Bissias seconded the motion.

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

Mike Adams moved that the following closed meeting minutes continue to remain confidential and not be released at this time: May 21, 2019 (Review of Potential Litigation by Participant's Family). Louise Egofske seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Westmont

Motion Carried Unanimously

Mike Adams moved to authorize the destruction of audio recordings of the following closed session meetings: January 15, 2019 (Personnel – Review of Salary Ranges) and April 16, 2019 (Review of Executive Session Minutes). Dean Bissias seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Westmont

Motion Carried Unanimously

Member Entity Projects and Events:

None.

Adjournment:

Mike Adams moved to adjourn the regularly scheduled Board Meeting of October 20, 2020, at 3:40 p.m. Dean Bissias seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Westmont

Motion Carried Unanimously

Respectfully submitted,

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

Morgan Mason, Recording Secretary