

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

Minutes of the Special Board Meeting Held
September 14, 2021, at the Clarendon Hills Park District,
315 Chicago Ave., Clarendon Hills, IL 60514

Call to Order: Bill McAdam called the meeting to order at 3:00 p.m.

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*	Jenny Bechtold
	Community Park District of La Grange Park	Jessica Cannaday
	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
Registration Specialist	Ruth Carbon
Administrative Specialist	Jennifer Reardon
Recording Secretary	Morgan Mason

Absent:	Village of Brookfield	Stevie Ferrari
	Village of Indian Head Park	Rita Farrell Mayer
	Lemont Park District	Louise Egofske

Public Comment and Correspondence:

None.

*Jenny Bechtold entered the meeting at 3:04 p.m.

Approval of Consent Agenda:

Bob Fleck moved to approve the Minutes from the July 20, 2021, Board Meeting; Payment of Bills in the amount of \$91,554.26; the Bank Reconciliation ending August 31, 2021; the Income Statement from August 2021; and Current Investments for August 2021 as presented. Dan Garvy seconded the motion.

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

Voting Nay: None
Absent, Not Voting: Brookfield, Indian Head Park, Lemont
Motion Carried Unanimously

Recreation Report:

Dawn Krawiec noted from her report that Inclusion Manager Aaron Hirthe has left SEASPAR, and Dawn will be covering inclusion services until a replacement is hired. The job posting closes September 20. Bob Fleck inquired about the Special Olympics Swim Meet. Dawn noted that Athletics Coordinator Matt Gorecki will coordinate the event, which will be smaller than in past years, and space at the Downers Grove High School has been confirmed. Bob recommended working with the FMC Natatorium for next year's event and offered his assistance.

Administrative Services Report:

Karen Lesniak noted from her report that bid packets for a replacement for the Purple Rain vehicle would be released in the coming week, with a bid opening on October 6. The vehicle is a 15-passenger bus with no wheelchair lift. Approval of the bid will be presented at the October Board meeting.

Marketing Report:

William Cazares noted from his report that he has continued work on a unified look and feel for SEASPAR marketing materials, including the development of branding guidelines and templates for upcoming projects, including the Annual Report, Winter-Spring 2022 program guide, and member entity program guide advertisements. He noted that his goal is for people to recognize a SEASPAR product at first glance.

Executive Director's Report:

Matt Corso thanked Valerie Louthan and the Clarendon Hills Park District for hosting the Board meeting at their newly renovated community center. Because of the limited space at the SEASPAR office, future Board meetings may continue to be held off-site until COVID-19 mitigations lessen. Western Springs is a possible location for the October meeting.

Matt noted that the Clarendon Hills Park District's new facility will benefit SEASPAR participants from all member communities.

Matt congratulated Jenny Bechtold on her appointment as Executive Director for the Park District of La Grange.

Matt added to his report that SEASPAR's auditors completed their fieldwork in late August and the process went smoothly. The audit report will be presented at the October Board meeting. Lauterbach & Amen are also working on SEASPAR's tax return. The next audit for the 2021 stub fiscal year will take place in early 2022.

Matt thanked the Downers Grove Park District for selecting SEASPAR as a beneficiary for beverage tips at its Summer Concert Series. Matt also noted that \$100 was raised at the Dine and Donate event at Get Smashed in Glen Ellyn.

Matt reported that he would be at the NRPA conference the week of September 20.

Matt welcomed Karen Lesniak back from a brief medical leave.

Unfinished Business:

None.

New Business:

Program Statistics for Fiscal Year 2020-2021

Matt Corso noted that the FY2020-2021 program statistics provided in this month's Board packet have been finalized and updated with information about demographics, non-resident participation, and inclusion services. The statistics for the Summer 2021 season will be presented at the October Board meeting. Board members are invited to request statistics for their own communities at any time.

FY2022 Budget & Levy Request – First Draft

Matt Corso introduced the levy request for FY2022. He noted that the calculation for Woodridge Park District's EAV was incorrect in the initial request and will be updated for approval at the October Board meeting. The dollar amount for the levy request remains steady as it has for the last twelve years, and is in fact the lowest levy rate request since 1990.

Matt introduced the budget request for FY2022. He noted that impacts from the pandemic have contributed positively to SEASPAR's bottom line due to the expense of running programs. Although the EAGLES Adult Day Program does generate revenue, weekly programs and special events lose money due to their staffing needs.

Matt noted that in 2020-2021, program revenue was very low, and inclusion income was one-third of the normal amount. (A positive sign is that Summer 2021 inclusion fees were about two-thirds of the normal amount, and more than the entire 2020-2021 fiscal year.) Part-time staff and payroll expenses were much lower than projected. The only account that was over budget was that for office cleaning.

Matt noted that the budget for 2022 is returning to pre-pandemic levels. One change is that the projected revenue for the EAGLES Adult Day Program was decreased due to the loss of a few participants during the pandemic, and the passage of a new law that allows special education students to remain in school from their 22nd birthday through the end of the school year. While this new law benefits the students, it will likely decrease the new intake of participants throughout the year, with registrations concentrated in May and June.

Matt noted that another change is the addition of a Human Resources Manager position, which does not increase the Administrative/Office Staff budget very much due to the elimination of the fund development position and a full-time position in the front office. The new Human Resources Manager will focus on recruiting, hiring, training, and managing support staff. With participant needs ever increasing and the candidate pool ever decreasing, the creation of this position will centralize support staff management, benefiting all SEASPAR staff, especially the

Inclusion Manager position. The Human Resources Specialist will continue performing the clerical human resources tasks, and the Superintendent of Administrative Services will continue managing full-time human resources. Jessica Cannaday inquired about inclusion staffing. Matt noted that with the addition of the Human Resources Manager, the Inclusion Manager will be able to focus more on not only scheduling inclusion aides but also projects like creating toolkits, working with program leaders, and providing other options besides just staffing. The Inclusion Manager role has seen a high turnover rate, and the proposed realignment of duties is intended to alleviate some of the pressure on that position. The Human Resources Manager is a specialized position, of which SEASPAR has very few, but it is in response to greater staffing needs due to the rise in participants with autism, mental illness, and behavior disorders.

Matt noted that the budget for part-time staff was increased due to the minimum wage increase. Other expenses are at normal levels.

Matt noted that the 2022 fiscal year has a deficit budget due to the fund balance.

Mike Adams recommended projecting out three to five years' worth of budgets. Bill McAdam recommended comparing cash flow and projecting out.

Matt noted that the levy request and budget will be presented for approval at the October Board meeting.

Matt noted that SEASPAR's IMRF rate is decreasing.

Agency & Department Goals

Matt Corso noted that SEASPAR has always operated with goals but never before documented them. The goals presented to the Board will lead into the strategic planning process in 2022. Matt noted that there are no quantitative participation or program goals due to the pandemic. Each year, the goals will be evaluated and feedback will be provided to the Board.

Bob Fleck inquired about staff's goals. Matt Corso noted that individual staff goals are set and tracked through the appraisal process.

Mike Adams recommended having a set of strategic goals cascading down into other goals. Matt Corso noted that a Request for Proposals is ready for development of a strategic plan in the first quarter of 2022. The goal is for the plan to be concise, digestible, functional, and manageable. SEASPAR's last strategic plan was done in 2014.

Member Entity Projects and Events:

Dan Garvy reported that the Lisle Park District's new canoe launch has opened.

Jessica Cannaday reported that the Community Park District of La Grange Park is hosting a soft opening for its new Memorial Park Courts.

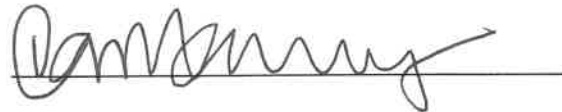
Valerie Louthan reported that the Clarendon Hills Park District moved into its renovated facility in June. The renovations included the addition of several rooms in the building that can be used

for programming. Valerie noted that residents are excited, and a facility tour would follow the Board meeting.

Adjournment:

Aleks Briedis moved to adjourn the regularly scheduled Board Meeting of September 14, 2021, at 3:55 p.m. Bob Fleck seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,



Dan Garvy, Secretary
South East Association for
Special Parks And Recreation



Morgan Mason, Recording Secretary

