

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

Minutes of the Special Board Meeting Held
October 19, 2021, at the SEASPAR Office,
4500 Belmont Road, Downers Grove, IL 60515

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
	Lemont Park District	Louise Egofske
	Lisle Park District	Dan Garvy
	Westmont Park District	Bob Fleck
	Woodridge Park District	Mike Adams
	Executive Director	Matt Corso
	Superintendent	Dawn Krawiec
	Superintendent	Karen Lesniak
	Marketing Coordinator	William Cazares
	Finance Specialist*	Dawn Pope
	Recording Secretary	Morgan Mason
Absent:	Village of Brookfield	Stevie Ferrari
	Village of Indian Head Park	Rita Farrell Mayer
	Village of Western Springs	Aleks Briedis
Visitors:	Lauterbach & Amen*	Courtney Clement

Public Comment and Correspondence:

Courtney Clement of Lauterbach & Amen, SEASPAR's auditing firm, reviewed the FY2020-2021 Annual Financial Report. Courtney thanked staff for a smooth audit process which resulted in an unmodified/clean opinion. She provided financial highlights of the report, noting that despite having a deficit budget for the year, the fund balance as of May 31, 2021 was \$2,465,034, which includes an overall increase of \$450,922 in FY2020-2021.

Courtney noted that the audit's management letter includes two recommendations: the first is regarding new GASB requirements for leases to be implemented by May 31, 2023, and the second is regarding the collateralization of deposits which will be addressed by management.

Mike Adams inquired about IMRF funding, and Courtney noted from the report that SEASPAR is 97.71% funded.

Courtney noted that the next audit would take place in early 2022 for the 2021 stub year, and the Board thanked her for the presentation.

*Valerie Louthan entered the meeting at 3:08 p.m.

*Courtney Clement exited the meeting at 3:10 p.m.

*Dawn Pope exited the meeting at 3:10 p.m.

Approval of Consent Agenda:

Dan Garvy moved to approve the Minutes from the September 14, 2021, Board Meeting; Payment of Bills in the amount of \$50,987.99; the Bank Reconciliation ending September 30, 2021; the Income Statement from September 2021; and Current Investments for September 2021 as presented. Bob Fleck seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

Recreation Report:

Dawn Krawiec added to her report that an employment offer has been extended to a candidate for the open Inclusion Manager position.

Administrative Services Report:

Karen Lesniak added to her report that she attended an OSHA webinar presented by PDRMA specifically for SRAs and found it valuable. She noted from her report that open enrollment for health benefits and AFLAC would take place in November. She also noted that the Safety Committee has initiated the PDRMA Slips, Trips, and Falls assessment.

Mike Adams inquired about the number of employees enrolled in AFLAC. Karen responded that eight staff are currently participating, and she hopes to increase that number to ten.

Marketing Report:

William Cazares noted from his report that outreach efforts continue to grow as rebranding continues with a renewed focus on SEASPAR being an extension of its member entities. He noted that staff are available to attend member entity events. William also announced that he is getting married in November and the Board congratulated him.

Executive Director's Report:

Matt Corso noted from his report that the Summer 2021 season participation statistics indicate that participation is increasing as eased COVID-19 restrictions allow for more programming. He noted that approximately 46% of all service hours were dedicated to the EAGLES Adult Day Program, which is typical. Approximately 22% of service hours were dedicated to inclusion

services, 12% to summer camp, and 20% to all other programming. Matt indicated plans to identify participants who have not yet returned to programming after the initial COVID-19 shutdown. However, he noted that not all participants can return to programming yet due to the current restrictions. Once all restrictions are lifted, SEASPAR will be able to return to its normal level of service. However, the Fall 2021 season registration numbers look promising.

Matt added to his report that planning for Special Olympics tournaments has been especially challenging this year due to the desire to avoid having participants from different households share hotel rooms. Options that SEASPAR has explored are having participants stay in hotel rooms with parents with the cost subsidized by stipends from Special Olympics and SEASPAR, as well as traveling to and from one-day tournaments without participants staying in hotels.

Matt added to his report that participant Ryan McGuire of La Grange finished the Chicago Marathon in three hours and 32 minutes, finishing in the top 11.5% of runners. Ryan is 20 years old and began participating in SEASPAR programming when he was 8 years old with a focus on competitive sports. Ryan also took first place in his age division at the Downers Grove Park District's BBQ Bolt earlier in the year.

Matt added to his report that he is expecting the return of proposals for the strategic plan by the end of the week. Matt asked Board members who may be interested in reviewing the proposals to contact him.

Matt added to his report that the October Board meeting was originally planned to take place at the Grand Avenue Community Center in Western Springs, but Aleks Briedis was unavailable for the meeting. Matt is hopeful that the November Board meeting can be held at the site so that Board members can visit the recently built Ray's Bay Multi-Sensory Room.

Unfinished Business:

FY2022 Levy Request & Budget

Matt Corso noted that a column was added to the budget to reflect the projected stub year revenue and expenses. Revenue for the EAGLES Adult Day Program has been higher than projected because SEASPAR had planned to be subject to the Restore Illinois Phase 4 restrictions through the calendar year. Other program revenues are currently underbudget, but the Fall season looks to be on track. With increased EAGLES revenue comes increased expenses, but the program is normally budget-neutral. Matt noted that SEASPAR received a Paycheck Protection Program loan in 2020 that was forgiven, as well as a second loan in 2021 for which forgiveness is currently being pursued.

Matt noted that the 2022 budget is a deficit budget in order to reduce the fund balance. Discussion ensued regarding ways to reduce the fund balance, including increasing the operating budget, making capital improvements, and increasing services and participation. Several Board members encouraged exploring these considerations during the upcoming strategic planning process. Matt noted that the member contributions have remained flat or been reduced, and no other SRA has as low a rate. This is in part due to efficient operation of the agency but is also due to the generosity of member entities with program space and funds. Discussion ensued about

ways to increase participation, including the increased presence of SEASPAR at member entity events, cross-promotion with member entities, and potential partnerships with other community agencies.

Mike Adams moved to approve the FY2022 Levy Request as presented, which was derived using the rate of .0135% of 2020 EAVs. Dan Garvy seconded the motion.

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

Mike Adams moved to approve the FY2022 operating and capital projects budgets as presented. Bob Fleck seconded the motion.

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

New Business:

Acceptance of FY2020-2021 Audit Report

Dan Garvy moved to accept the FY2020-2021 Audit Report as presented. Louise Egofske seconded the motion.

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

Approval of Vehicle Bid

Karen Lesniak noted that bid packages were sent to five bus companies for a replacement vehicle for Purple Rain, a 15-passenger bus with no wheelchair lift. Bids were received from Midwest Transit and Best Bus Sales, from whom SEASPAR purchased its last vehicles in March 2020. Midwest Transit submitted the lowest bid of \$78,707.00; however, the bid deviated from the specifications in several ways. Variations included a reduction in interior space, a warranty that doesn't include transportation of the vehicle for preventative maintenance, and a limited graphics package. Karen noted that the bid from Best Bus Sales met all of the specifications, and the price difference of \$2,555 is a cost that will be recouped within the first year of operation due to Best Bus Sales' practice of picking up and delivering the vehicle for both preventative maintenance and repairs under warranty.

Bob Fleck inquired about the budget for the vehicle, which was \$70,000. He also inquired about delivery time, which is expected to be February 2022.

Dan Garvy moved to approve the Best Bus Sales bid of \$81,262.00 for the replacement of the Purple Rain bus. Bob Fleck seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

Executive Session Minutes and Recordings

Matt Corso noted that legal counsel has advised SEASPAR to treat minutes and recordings of virtually held Board meetings like closed session minutes and recordings. Discussion ensued. Matt will clarify the process with legal counsel.

Mike Adams moved to release the Regular Board Meeting Minutes held virtually dated March 16, 2021, April 20, 2021, May 18, 2021, June 15, 2021, and July 20, 2021, and the closed session minutes dated June 15, 2021. Louise Egofske seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

Member Entity Projects and Events:

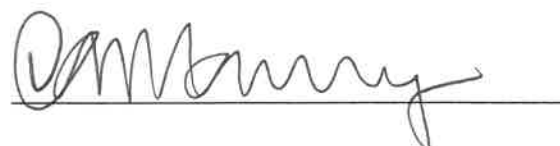
Bob Fleck reported that the Westmont Holly Days Parade will be celebrating the community's 100th anniversary on December 4, and SEASPAR is invited to participate.

Bob Fleck reported that he spoke with staff at the FMC Natatorium regarding the possibility of hosting SEASPAR's annual Special Olympics Swim Meet at the site and will follow up. Matt noted that the event was originally planned to be located at Downers Grove North High School, but the school will not provide lifeguards or automatic scoring.

Adjournment:

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of October 19, 2021, at 4:06 p.m. Dan Garvy seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,



A handwritten signature in blue ink, appearing to read 'Dan Garvy', is written over a horizontal line.

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



Morgan Mason, Recording Secretary