

SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held
March 15, 2022, at the SEASPAR Office
4500 Belmont Road, Downers Grove, IL 60515

Call to Order: Bill McAdam called the meeting to order at 3:01 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
	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
	Recording Secretary	Morgan Mason
Absent:	Village of Brookfield	Stevie Ferrari
	Village of Indian Head Park	Rita Farrell Mayer
	Lemont Park District	Louise Egofsk
	Lisle Park District	Dan Garvy
Visitors:	Inclusion Manager	Christina Fernandez

Public Comment and Correspondence:

Photos from Wheelchair Basketball Program

Matt Corso noted that photos from the Wheelchair Basketball program would be passed around. SEASPAR had two participants in the cooperative program with NWCSRA, which was taught by a Paralympic gold medalist.

*Aleks Briedis entered the meeting at 3:03 p.m.

Program Area Presentation by Christina Fernandez, Inclusion Manager

Matt Corso introduced Christina Fernandez, Inclusion Manager, who has been with SEASPAR since November of 2021.

Christina presented the "Inclusion Overhaul" project that has been in development for several years but was derailed due to the pandemic. She detailed the new inclusion process, emphasizing that the purpose of inclusion is successful participation in programs, with the ultimate goal of independence. Christina provided examples of inclusion support that can be provided by SEASPAR, including observations, visual aids and sensory toolkits, trainings, and

inclusion aides. She presented the levels of support that can be offered as well as the process for requesting inclusion services. She also detailed the roles and responsibilities of inclusion aides. Christina noted that trainings for member entity staff are being held on March 17 and 24, and in the future as needed.

Bill McAdam noted his appreciation of Christina's focus on the participant and cooperation between SEASPAR, the member entity, and the family.

Jessica Cannaday inquired if Christina could present the inclusion process to member entity boards. Matt Corso responded that such presentations would be invited and would focus on the partnership aspect of inclusion services.

Stephanie Gurgone inquired if the inclusion manual could be sent to the Board. Matt Corso agreed, and Dawn Krawiec noted that the manual is available on the SEASPAR website.

Valerie Louthan noted that Christina will be presenting at the Clarendon Hills Park District's summer program in-service for staff.

Matt Corso added that Christina just earned her CPRP. The Board congratulated her.

Approval of Consent Agenda:

Mike Adams moved to approve the Minutes from the February 15, 2022, Board Meeting; Payment of Bills in the amount of \$68,920.53; the Bank Reconciliation ending February 28, 2022; the Income Statement from February 2022; and Current Investments for February 2022 as presented. Bob Fleck seconded the motion.

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

Recreation Report:

Dawn Krawiec noted from her report that staff are hard at work on the summer program guide and day camp guide, and are excited for a different experience than the last two summers.

Administrative Services Report:

Karen Lesniak noted from her report that plans for the lobby renovation continue to develop, and she is meeting with designers with the Marketing Coordinator's input.

Karen noted from her report that HR Specialist Chris Lambiasi prevented the theft of an employee's paycheck by catching an attempted fraudulent change to direct deposit. She noted that the Security Awareness Training SEASPAR has implemented is proving to be effective.

Marketing Report:

William Cazares added to his report that he has begun a monthly SEASPAR Spotlight campaign that highlights a participant or other person who positively impacts the agency. He plans to highlight one person from each member entity during the twelve months of the year. The goal is to bring attention to the achievements of participants and others who impact SEASPAR. William asked Board members to direct any suggested Spotlight recipients to him. Bill McAdam asked that the Spotlight article be sent to the appropriate Board member each month for sharing.

Executive Director’s Report:

Matt Corso added to his report that he has connected with Citgo, which has an administrative office in Downers Grove and a refinery in Lemont. The company has expressed an interest in having staff volunteer for SEASPAR so staff are planning a cooperative program with a focus on Lemont. Citgo’s budget for the current year is set, but SEASPAR may receive a donation from the company next year.

Matt added to his report that SEASPAR received a donation of \$704 from a split-the-pot raffle held by Suburbanite Bowl, which is a great partner to the agency.

Matt noted from his report that strategic plan consultant Greg Petry will be meeting with staff to prepare the agenda for the planning meeting on March 23. The planning meeting will be attended by all full-time staff, and seven Board members have confirmed attendance as well. Matt noted that the participant/Board/staff surveys produced constructive feedback.

Matt mentioned that the April meeting would be full with the audit and strategic plan approval.

Unfinished Business:

None.

New Business:

Approval of Employee Handbook

Matt Corso reported that the Employee Handbook has been updated to include policies required for Distinguished Accreditation and incorporate new laws that have been passed. One of the most major changes was the conversion of regular part-time employees’ time off from being separated by vacation, sick, and holiday time to all being considered PTO. SEASPAR will pay out earned and unpaid PTO but staff will only be allowed to carry over two days of PTO into a new anniversary year.

Matt noted that staff are looking into a means for the Board to have ready access to SEASPAR policies.

Aleks Briedis moved to approve the Employee Handbook as presented. Mike Adams seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Lemont, Lisle

Motion Carried Unanimously

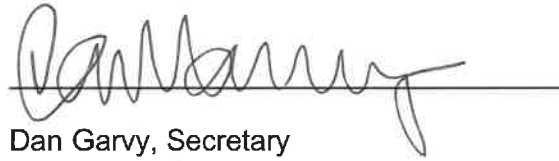
Member Entity Projects and Events:

Bob Fleck reported that the Westmont Park District’s Winter Beer Festival was a success with more than 700 people in attendance. He also noted that the FMC Natatorium hosted a last-minute swim meet for USA Swimming which included Olympic and amateur swimmers.

Adjournment:

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of March 15, 2022, at 3:58 p.m. Jessica Cannaday seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dan Garvy", written over a horizontal line.

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

A handwritten signature in blue ink, appearing to read "Morgan Mason", written over a horizontal line.

Morgan Mason, Recording Secretary