

SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held
April 19, 2022, at the SEASPAR Office
4500 Belmont Road, Downers Grove, IL 60515

Call to Order: Bill McAdam called the meeting to order at 3:04 p.m.

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
	Lemont Park District	Carrie Dellamano
	Lisle Park District	Dan Garvy
	Westmont Park District	Bob Fleck
	Executive Director	Matt Corso
	Superintendent	Dawn Krawiec
	Superintendent	Karen Lesniak
	Marketing Coordinator	William Cazares
	Recording Secretary	Morgan Mason
Absent:	Park District of La Grange	Jenny Bechtold
	Community Park District of La Grange Park	Jessica Cannaday
	Village of Indian Head Park	Rita Farrell Mayer
	Village of Western Springs	Aleks Briedis
	Woodridge Park District	Mike Adams
Visitors:	Day Program Manager	Cathy Morava
	Greg Petry Consulting, LLC*	Greg Petry

Public Comment and Correspondence:

Program Area Presentation by Cathy Morava, Day Program Manager

Bill McAdam introduced Cathy Morava, Day Program Manager.

Cathy provided an overview of the EAGLES Adult Day Program, introducing program staff and the new program logo, and providing the number of participants per site and per member entity. Cathy noted that the program continued virtually through the COVID-19 shutdown, which families greatly appreciated. Cathy introduced six recently added EAGLES participants and noted that all sites are at capacity except Lemont, and Brookfield has one open spot for which a family is interviewing. Cathy noted that SEASPAR may open the Lemont site five days a week to accommodate more participants. Cathy praised the EAGLES program's partnerships with member entities as well as grant funds received to support the program's Commit to Be Fit initiative. Cathy concluded her presentation with an overview of the participants' favorite activities and a video of program photos.

Stephanie Gurgone inquired about a waitlist for the program. Cathy confirmed that a waitlist is maintained but the Lemont site is offered first. She noted that she receives new participant inquiries at least weekly.

Dawn Krawiec noted that SEASPAR expects to see more interest in the program at the end of the school year. The next step to accommodate new participants is to open the Lemont site five days a week, then consider the addition of another site.

Strategic Plan Presentation by Greg Petry, Greg Petry Consulting, LLC

Matt Corso introduced Greg Petry, SEASPAR's strategic planning consultant.

Greg Petry indicated that the first draft of the strategic plan is included in the Board packet, and SEASPAR's Marketing Coordinator will be developing a version for public consumption. Greg noted the reasons staff provided for not following through on SEASPAR's last strategic plan and identified ways that this new plan's process and output will help staff avoid those pitfalls. Greg reviewed the executive summary of the strategic plan, which includes a more succinct mission, a tweaked vision, five new value statements, seven goals, 39 strategic initiatives, and seven key performance indicators. Greg noted that the plan was shaped based on information from the surveys, which indicated priorities focused on quality programming and quality staff. Surveyed families indicated that they trust SEASPAR and expect the best. Greg indicated that staff will be including updates on strategic plan initiatives in monthly reports and as part of the annual budget process.

Bob Fleck inquired about an end goal or date for the plan. Greg responded that he recommends no end date, but instead a continual process of updating the plan each year. Matt Corso noted that the Board will have an agenda item each year to add or change strategic plan initiatives.

Dan Garvy discussed a number of word choices he would like changed in the plan to reflect work that is already being performed or will be investigated instead of executed. He also noted that the plan indicated an expansion of the EAGLES Adult Day Program, which will require member entities with facilities to work with SEASPAR, or consider a free-standing building or moving administrative offices.

Bob Fleck inquired about the survey responses that indicated a desire for services more focused on life skills than recreation. Bill McAdam responded that everything SEASPAR does should be through the lens of recreation. Matt Corso noted that one of the strategic initiatives is for SEASPAR to become a resource for families with a referral program and partnerships. Dan Garvy noted that it is a testament to SEASPAR that families want more services provided.

The Board thanked Greg for his work on the strategic plan and concluded that the plan is both concise and functional. Matt Corso complimented Greg's work.

*Greg Petry left the meeting at 3:35.

Approval of Consent Agenda:

Dan Garvy moved to approve the Minutes from the March 15, 2022, Board Meeting; Payment of Bills in the amount of \$64,912.94; the Bank Reconciliation ending March 31, 2022; the Income Statement from March 2022; and Current Investments for March 2022 as presented. Bob Fleck seconded the motion.

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

Bill McAdam changed the order of the agenda to accommodate the schedule of a Board member, moving the action items before staff reports.

Unfinished Business:
None.

New Business:

Strategic Plan Discussion

The discussion was held during the strategic plan presentation.

Review of Prior Executive Session Minutes and Recordings

Matt Corso noted that legal counsel has advised SEASPAR to treat virtual meeting recordings like executive sessions and approve their destruction through Board action.

Bob Fleck moved to approve staff's recommendation to authorize the destruction of the closed session recording dated June 16, 2020, and regular Board meeting recordings dated June 16, 2020, July 21, 2020, and September 15, 2020. Dan Garvy seconded the motion.

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

Approval of Safety Manual

Karen Lesniak noted that the Safety Manual was approved by PDRMA, with the representative indicating that they would like to use SEASPAR's new manual as a prototype for others. The Board agreed that it was comprehensive.

Bob Fleck moved to approve the Safety Manual as presented. Dan Garvy seconded the motion.

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

Recreation Report:

Dawn Krawiec added to her report that Special Olympics has resumed competitions. Two SEASPAR athletes recently participated in the regional powerlifting competition and earned gold

medals, qualifying them for the state-level Summer Games. Dawn thanked the Downers Grove Park District for allowing the athletes to continue practicing at the recreation center.

Administrative Services Report:

Karen Lesniak noted from her report that the Risk Management Review process has begun and the kickoff form was received. Staff will be reviewing historical claim information and developing goals based on the issues uncovered.

Marketing Report:

William Cazares added to his report that he has begun work on a new logo for the SEASPAR Steel Power Soccer team. He also added that the summer program guide and day camp guide are being delivered. He noted that the camp guide is a tool that families utilize throughout the summer, so it was designed with sticker tracking that incentivizes good behaviors.

Executive Director's Report:

Matt Corso noted from his report that the Believe & Achieve Recognition Banquet invitations have been mailed and asked Board members to RSVP by the deadline.

Matt added to his report that Megan Frey's last day as a Recreation Coordinator will be April 29. She will continue to work as a part-time staff member.

Matt added that SEASPAR's first overnight trip since March 2020 will be taking place April 29-May 1.

Matt added that he will be attending the Indiana University Executive Development Program from April 23-27.

Bill McAdam noted that Stephanie Gurgone would be sending out Matt Corso's annual review, with an executive session to discuss the review at the May Board meeting.

Member Entity Projects and Events:

Dan Garvy noted that the Lisle Park District is updating its strategic master plan, and SEASPAR will be invited to provide input.

Carrie Dellamano noted that the Lemont Park District's Quarryman Race is approaching.

Stevie Ferrari noted that the Village of Brookfield is performing an infrastructure study, and the needs of SEASPAR and the EAGLES program will be included.

Adjournment:

Dan Garvy moved to adjourn the regularly scheduled Board Meeting of April 19, 2022, at 4:05 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