

# SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held  
May 17, 2022, at the SEASPAR Office  
4500 Belmont Road, Downers Grove, IL 60515

**Call to Order:** Bill McAdam called the meeting to order at 3:02 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	John Pratscher
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

<b>Absent:</b>	Village of Brookfield	Stevie Ferrari
	Village of Indian Head Park	Rita Farrell Mayer
	Westmont Park District	Bob Fleck

<b>Visitors:</b>	Program Manager	Danielle Tallon
	Finance Specialist*	Dawn Pope
	Lauterbach & Amen*	Courtney Clement

**Public Comment and Correspondence:**

***Audit Report Presentation by Courtney Clement, Lauterbach & Amen***

Matt Corso introduced Courtney Clement of Lauterbach & Amen, SEASPAR's auditing firm.

Courtney Clement reviewed the FY2021 Stub Year Annual Financial Report (seven months ended December 31, 2021). Courtney thanked staff for a smooth audit process which resulted in a clean/unmodified opinion. She provided financial highlights of the report, noting an addition to the fund balance for the year of \$688,416.

Courtney noted that the audit's management letter includes prior recommendations regarding new GASB requirements for leases, which will be implemented in 2022, and a comment regarding the collateralization of deposits, which has been implemented by management and will not be repeated.

Matt Corso noted that SEASPAR is currently fully funded in IMRF.

- \*Jessica Cannaday entered the meeting at 3:04 p.m.
- \*Dawn Pope exited the meeting at 3:10 p.m.
- \*Courtney Clement exited the meeting at 3:10 p.m.

***Program Area Presentation by Danielle Tallon, Program Manager***

Matt Corso introduced Danielle Tallon, Program Manager, who joined SEASPAR in January 2022.

Danielle Tallon introduced herself, noting her history with SEASPAR's service area and experience with multi-needs individuals in several teaching roles. She provided participation numbers for the winter-spring seasons of 2019 through 2022, noting that participation is starting to return to pre-pandemic numbers. Danielle identified two projects that have been implemented as part of SEASPAR's new strategic plan for program development. The first is the creation of a Program Development Team which meets seasonally to evaluate past programs, discuss barriers and solutions, and brainstorm new program ideas. The second is the creation of a Behavior Oversight Committee which is implementing a new protocol for addressing challenging behaviors and supporting participant needs.

Stephanie Gurgone inquired about behavior management for inclusion participants. Dawn Krawiec replied that the protocol is similar for inclusion.

Danielle discussed her role in staffing seasonal programs, using Shiftboard to communicate with staff and assign shifts. She presented the summer seasonal program offerings, highlighting new and popular selections.

**Approval of Consent Agenda:**

Mike Adams moved to approve the Minutes from the April 19, 2022, Board Meeting; Payment of Bills in the amount of \$81,485.04; the Bank Reconciliation ending April 30, 2022; the Income Statement from April 2022; and Current Investments for April 2022 as presented. Aleks Briedis seconded the motion.

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

**Recreation Report:**

Dawn Krawiec noted from her report that staff are excited to resume in-person trainings for the summer season.

**Administrative Services Report:**

Karen Lesniak added to her report that a kickoff meeting has been scheduled for the Risk Management Review to establish goals and objectives for the next six months to a year. She also noted the number of recent new participant intakes from her report.

**Marketing Report:**

William Cazares noted from his report that two new logos have been developed for inclusion services and for the power soccer Steel team. William described the creative process and

design considerations for the logos. He added that a new logo for the Special Olympics program, the Spartan, will soon be in development.

**Executive Director's Report:**

Matt Corso introduced John Pratscher from Lisle Park District, the Board representative in lieu of Dan Garvy.

Matt added to his report that he hoped everyone who attended enjoyed the Believe and Achieve Recognition Banquet, which hosted approximately 220 people. Matt noted that it was great to be back in-person for the event, which may be moved to January or February in future years.

Matt added to his report that Ability Awareness programs have returned, and staff are presenting the programs at schools in La Grange and La Grange Highlands in the coming weeks.

Matt added to his report that staff is seeking quotes for an ADA assessment of the SEASPAR office. He also received a new inclusivity assessment form which will be implemented.

Matt added to his report that with the completion of the strategic plan, departmental goals will be tied in and presented to the Board in the fall.

Matt noted from his report that the 2021 PDRMA report for SEASPAR was included in the Board packet, and PDRMA's annual report is also available upon request.

**Unfinished Business:**

***Approval of 2022-2025 Strategic Plan***

Matt Corso thanked William Cazares for his design work on the 2022-2025 Strategic Plan. Bill McAdam noted that the plan is concise and easy to follow.

Aleks Briedis moved to approve the 2022-2025 Strategic Plan. Jessica Cannaday seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

**New Business:**

***Approval of Stub FY2021 Audit Report***

Mike Adams moved to approve the Stub FY2021 Audit Report. Louise Egofske seconded the motion.

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

Voting Nay: None

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

Motion Carried Unanimously

**Member Entity Projects and Events:**

Bill McAdam reported that the Downers Grove Park District hosted its 75<sup>th</sup> anniversary celebration. The SEASPAR outreach team was in attendance.

Louise Egofske reported that Bill McAdam has been elected the President of the Lemont Park District Board of Commissioners.

**Adjournment to Executive Session:**

At 3:53 p.m., Mike Adams moved to adjourn the regularly scheduled meeting of May 17, 2022, to Executive Session under Section 2(c)(1) of the Open Meetings Act for the discussion of the employment, compensation, and performance of the Executive Director. Louise Egofske seconded the motion.

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

**Reconvene in Public Session:**

The regularly scheduled SEASPAR Board Meeting of May 17, 2022, reconvened in public session at 4:06 p.m.

**Action Following Executive Session:**

Aleks Briedis moved to increase the Executive Director's salary as discussed in Executive Session. Louise Egofske seconded the motion.

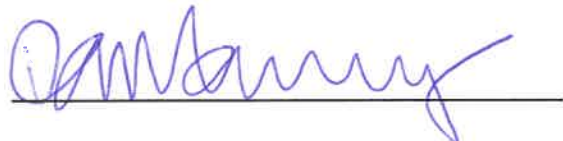
Voting Aye: Western Springs, Lemont, Clarendon Hills, Darien, La Grange, La Grange Park, Lisle, Woodridge, Downers Grove  
Voting Nay: None  
Absent, Not Voting: Brookfield, Indian Head Park, Westmont  
Motion Carried Unanimously

**Adjournment:**

Mike Adams moved to adjourn the regularly scheduled Board Meeting of May 17, 2022, at 4:08 p.m. Jessica Cannaday seconded the motion.

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

Respectfully submitted,



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



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Morgan Mason, Recording Secretary

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

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**Roll Call:**

Present:	Clarendon Hills Park District	Valerie Louthan
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	Woodridge Park District	Mike Adams

Absent:	Village of Brookfield	Stevie Ferrari
	Village of Indian Head Park	Rita Farrell Mayer
	Westmont Park District	Bob Fleck

The Executive Session was held to discuss the performance of the Executive Director.

Mike Adams moved to adjourn the Executive Session of May 17, 2022, and reconvene in open session at 4:06 p.m. Jenny Bechtold seconded the motion.

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

Respectfully submitted,



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