

SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

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

Call to Order: Dan Garvy called the meeting to order at 3:00 p.m.

Roll Call:

Present:

Clarendon Hills Park District	Valerie Louthan
Darien Park District	Stephanie Gurgone
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
Village of Western Springs	Aleks Briedis
Westmont Park District	Bob Fleck
Woodridge Park District	Jenny Knitter

Executive Director	Matt Corso
Superintendent	Dawn Krawiec
Superintendent	Karen Lesniak
Marketing Coordinator	William Cazares
Recording Secretary	Morgan Mason

Absent:	Village of Brookfield	Stevie Ferrari
	Downers Grove Park District	Bill McAdam
	Village of Indian Head Park	Rita Farrell Mayer

Visitors:	HR Manager	Shannon Tovey
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Public Comment and Correspondence:

Presentation by HR Manager Shannon Tovey, SHRM-CP, CTRS

Matt Corso introduced HR Manager Shannon Tovey, SHRM-CP, CTRS.

Shannon noted that she celebrated her tenth anniversary with SEASPAR in 2022 but has only been in the new HR Manager position since January. She provided an overview of her key responsibilities, including hiring all part-time staff, coordinating volunteers, performing HR functions, and supervising the HR Specialist and interns. Shannon noted that any member entity interns are welcome to spend a day at SEASPAR to learn more about SRAs.

Shannon provided a listing of leadership roles that she has in professional organizations as well as an overview of hiring data for summer 2022, with 61 total part-time staff hired. She noted that it is difficult to compare hiring to prior years due to the impact of COVID-19, but she expects to increase hiring for summer 2023 due to the expansion of summer camps and inclusion. Shannon noted several recruitment challenges due to the market/economy and specific to SEASPAR/the field, including increased competition, a desire for work-life balance, the high needs of participants, and compensation. She also provided a listing of recruitment efforts,

including the creation of talent pipelines, social networking, and an enhanced employee referral program. Shannon thanked member entities for helping to promote job opportunities at SEASPAR.

Shannon concluded with a listing of her accomplishments in the HR Manager position, including technology/software advancements, internal equity, and implementation of best practices. She also provided her goals for the future, including evolving the HR Manager position, connecting with other HR professionals, and DEIB initiatives.

Approval of Consent Agenda:

Aleks Briedis moved to approve the Minutes from the October 18, 2022, Board Meeting; Payment of Bills in the amount of \$65,122.37; the Bank Reconciliation ending October 31, 2022; the Income Statement from October 2022; and Current Investments for October 2022 as presented. Bob Fleck seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Downers Grove

Motion Carried Unanimously

Recreation Report:

Dawn Krawiec added to her report that following the Board's passage of the 2023 budget, the new Day Program Coordinator position was posted to job boards and SEASPAR is currently accepting applications.

Administrative Services Report:

Karen Lesniak noted from her report that open enrollment is underway. Lobby renovations at the SEASPAR office are beginning with painting, and facility improvements are also planned for the Darien Sportsplex EAGLES site and incorporated office space.

Marketing Report:

William Cazares noted from his report that Athletics Coordinator Matt Gorecki presented the new power soccer team jerseys to participants, and there was barely a dry eye in the house. The jerseys are specially designed for use in the power chairs and were more expensive than traditional jerseys. They were paid for, in part, by funds raised through a DoubleGood popcorn fundraiser.

William noted that another DoubleGood fundraiser is planned for December 2-6, and individual supporters are invited to create popup stores to expand the fundraiser's reach. To incentivize this, supporters who create popup stores that sell more than \$50 in product will receive entry into a raffle for their choice of a \$100 gift card or a \$250 SEASPAR program credit plus guaranteed enrollment into a selected program for the winter/spring season. SEASPAR will receive 50% of sales.

Executive Director's Report:

Matt Corso noted from his report that the Board meeting schedule was included in the Board packet. The only diversion from the normal schedule is the April meeting, which will be held a week early to accommodate Matt's participation in the Indiana University Executive Development Program.

Matt noted from his report that January is the annual meeting of the Board, and Board officers will be elected at the meeting.

Matt noted from his report that the December Board meeting is typically cancelled, and he and the Board President will make the decision prior to the scheduled meeting. A Board and staff social may be held in its place.

Matt added to his report that a \$7,500 grant was received from the DuPage Medical Group Charitable Fund to support the EAGLES Adult Day Program "Commit to Be Fit" health-focused activities.

Matt added to his report that Board members are invited to the following upcoming events: the Swim Meet at the FMC Natatorium on Sunday, December 4 from 9 a.m. to 12 p.m.; the Holiday Spectacular at the Lemont High School Performing Arts Center on Monday, December 12 at 7 p.m.; and the staff holiday luncheon at Parker's Restaurant on Friday, December 16 at 1 p.m. Matt noted that the SEASPAR office will be closing at 12:30 p.m. on December 16.

Unfinished Business:

None.

New Business:

Ordinance No. 2022-01, An Ordinance Adopting a Revision to the General Operating Policies Manual

Matt Corso noted that Ordinance No. 2022-01 provides changes to SEASPAR's General Operating Policies Manual to increase the purchasing limit that requires Board approval to align with Park District code at \$30,000. Board members encouraged replacing the dollar amount with the verbiage of "current Park District Code Statutory Bid Limit" instead.

Jenny Bechtold moved to approve Ordinance No. 2022-01, as amended with the recommended bid limit language. Bob Fleck seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Brookfield, Indian Head Park, Downers Grove

Motion Carried Unanimously

Member Entity Projects and Events:

Aleks Briedis reported that the gym of the Grand Avenue Community Center is being upgraded with new flooring.

Bob Fleck reported that Westmont has delayed construction of its new building due to the difficulty of acquiring bids for the project. He also noted that the Holly Days parade will be held on December 3, and SEASPAR is invited to participate.

Jessica Cannaday reported that La Grange Park has hired a permanent part-time floating inclusion aide. They have been approached by SASSED with a proposal for a blended preschool program with the cooperative.

Adjournment:

Bob Fleck moved to adjourn the regularly scheduled Board Meeting of November 15, 2022, at 3:46 p.m. Jessica Cannaday seconded the motion. Upon voice vote, the motion carried unanimously.

Respectfully submitted,

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

Morgan Mason, Recording Secretary