

# SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held  
January 17, 2023, 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:	Village of Brookfield	Luke Gundersen
	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
	Village of Western Springs	Aleks Briedis
	Westmont Park District	Luke Wyss
	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 Indian Head Park	Rita Farrell Mayer
Visitors:	Senior Recreation Coordinator	Kim Huggins
	Village of Willowbrook	Dustin Kleefisch

**Public Comment and Correspondence:**

***Presentation by Senior Recreation Coordinator Kim Huggins, CPRP***

Matt Corso introduced Senior Recreation Coordinator Kim Huggins, CPRP, noting that Kim has been with SEASPAR for over twelve years.

Kim provided an overview of her program area, which includes trips, Friday night clubs, camping trips, special events, and facilities.

Kim noted that in 2022, three staff and nine participants took a trip to Nashville. The trip for 2023 will be to Los Angeles. Shorter trips in 2022 included Starved Rock and Galena, and a short trip to Springfield is planned for winter/spring 2023.

Kim noted that there will be six Friday night clubs in 2023, three in Lisle and three in Western Springs. Highlights from the fall club season included the Monster Bash Dance and Holiday Dinner Dance. There is also a Friday Night Fun Club for participants appropriate for a 1:6 staffing ratio. A Virtual Social Club was also offered through 2022.

Kim noted that a group of 14 participants went on a camping trip in 2022 to Norman B. Barr Camp. In 2023, the camping trip is planned for the ADA accessible camp Timber Pointe.

Kim noted that in 2022, 70 special events were offered, covering every weekend during the program season. Events included dances, live shows, and professional sporting events. Kim asked that if any member entities are offering events in 2023 that would be appropriate for SEASPAR, to please let her know.

Kim noted that she organizes facility space for programming and thanked the member entities for sharing their space with SEASPAR.

**Approval of Consent Agenda:**

Dan Garvy moved to approve the Minutes from the November 15, 2022, Board Meeting; Payment of Bills in the amount of \$187,971.20; the Bank Reconciliation ending December 31, 2022; the Income Statement from December 2022; and Current Investments for December 2022 as presented. Mike Adams seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park

Motion Carried Unanimously

**Recreation Report:**

Dawn Krawiec added to her report that Jasper Shorr has been hired as the new Recreation Specialist. Jasper will begin on January 23 and focus on leading programs and providing inclusion support.

**Administrative Services Report:**

Karen Lesniak noted from her report that cleaning and improvements were completed at EAGLES sites. She added to her report that a refrigerator at the main office is being replaced, and lobby renovations are proceeding.

**Marketing Report:**

William Cazares had nothing to add to his report.

William addressed the Integrated Marketing Plan for 2023, noting that the Marketing Department fields a lot of project requests over the year, and the plan provides strategies to focus on overarching goals for the department.

Bill McAdam noted that the Integrated Marketing Plan was very well done. He noted his surprise at how much the age breakdown skews toward adults. Matt Corso noted that two-thirds of participants are adults, primarily because they are with SEASPAR throughout their entire lives.

**Executive Director's Report:**

Matt Corso introduced and the Board welcomed Luke Gundersen, new representative for the Village of Brookfield, Luke Wyss, alternate representative for Westmont, and Dustin Kleefisch from the Village of Willowbrook.

Matt noted from his report that an article he and Molly Downing wrote about SEASPAR's multi-sensory rooms was included in the latest issue of the IPRA magazine. He noted that the story

focused on how SEASPAR's partnerships with its member entities were a key factor in the development of the rooms. He thanked the member entities for sharing their space with SEASPAR and noted that SEASPAR was a trailblazer for SRAs having dedicated space.

Matt added to his report that FY2022 audit fieldwork will begin February 6.

Matt added to his report that the paperwork for the Employee Retention Credit was submitted, and SEASPAR should receive between \$140,000 and \$172,000 in federal funding. Only \$120,000 was budgeted.

Matt added to his report that SEASPAR has begun working with a class from the University of St. Francis on a Needs Assessment which should be completed by the end of April.

**Unfinished Business:**

*None.*

**New Business:**

***Review of SEASPAR Organizational Chart***

Matt Corso noted that the organizational chart was being provided for the Board's information as part of the Distinguished Accreditation process, and the Board would be reviewing more documents like this annually.

***Approval of Ethics Ordinance No. 2023-01***

Mike Adams moved to approve Ordinance No. 2023-01, an ordinance implementing the provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et. Seq.) for the South East Association for Special Parks And Recreation. Aleks Briedis seconded the motion.

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

Voting Nay: None

Absent, Not Voting: Indian Head Park

Motion Carried Unanimously

***Approval of Personnel Manual Updates***

Mike Adams inquired about Section 2.9 of the Personnel Manual regarding overnight pay. Matt Corso clarified that staff had previously agreed to a lesser rate of pay for overnight trips, but it has become increasingly difficult to find staff to work the trips. Overtime was discussed, and Matt noted that full-time staff and interns are frequently used to avoid overtime.

Mike Adams recommended the following changes to the Personnel Manual:

- Section 3.4: In the Accumulation of Sick Leave section, clarify that retirees receive a choice of service credit or a payout.
- Section 3.6: Change the reference to the employee definitions from Section 1.7 to 1.8.
- Section 3.11: Include a description of whom is eligible for the benefit. Matt noted that the policy was taken directly from PDRMA.
- Section 5.8: Change the language from not allowing any personal use of cell phones to allowing a de minimis personal use of cell phones.

Dan Garvy moved to approve the Personnel Manual with the changes recommended by Mike Adams. Jessica Cannaday seconded the motion.

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

***Approval of Resolution No. 2023-01, Acceptance of the Village of Willowbrook***

Matt Corso provided an overview of the process for accepting a new member into the SEASPAR agreement and the Board discussed.

Matt Corso provided background information on the Village of Willowbrook and the potential partnership with SEASPAR. The Board discussed the financial impacts, programming impacts, input from residents, the impact to Willowbrook's current SRA, and the rollout of a marketing campaign. The Board also discussed making changes to policy in the summer or fall of 2023 to allow Willowbrook residents to participate in SEASPAR programming before Willowbrook leaves its current SRA.

Louise Egofske moved to approve Resolution No. 2023-01, accepting the Village of Willowbrook into SEASPAR. Jessica Cannaday seconded the motion.

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

***Election of Officers***

Dan Garvy moved to re-elect the current slate of officers: Bill McAdam as President, Mike Adams as Vice President, and Dan Garvy as Secretary. Jessica Cannaday seconded the motion.

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

***Appointment of Treasurer***

Bill McAdam appointed Stephanie Gurgone as Treasurer. Dan Garvy moved to approve the appointment. Mike Adams seconded the motion.

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

**Member Entity Projects and Events:**

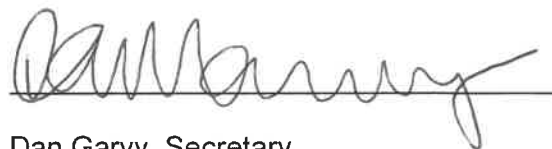
Luke Wyss reported that the Westmont Park District's Winter Beer Fest is returning to Ty Warner Park on February 18 from 3:00-7:00 pm.

Jessica Cannaday reported that the Community Park District of La Grange Park will have a \$10.7 million referendum and rate increase on the ballot in the spring election, and the Board wished her luck. Jessica also noted that the park district is working on an agreement for a blended preschool with SASSED.

**Adjournment:**

Dan Garvy moved to adjourn the regularly scheduled Board Meeting of January 17, 2023, at 3:58 p.m. Aleks Briedis 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