

SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held
February 20, 2024, 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:	Village of Brookfield	Luke Gundersen
	Clarendon Hills Park District	Kathy Forzley
	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	Greg Hooper
	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	Laura Pulido
	Recording Secretary	Morgan Mason
Absent:	Darien Park District	Stephanie Gurgone
	Village of Indian Head Park	Amy Eckert
Visitors:	Recreation Coordinator	Christina Healy
	Recreation Coordinator	Claire McCarthy
	Recreation Specialist	Ashley Sinio

Public Comment and Correspondence:

Introduction of Recreation Coordinator Claire McCarthy

Dawn Krawiec introduced the newly hired Recreation Coordinator for Inclusion Services, Claire McCarthy. Claire described her background and her role in day-to-day inclusion support, noting her passion for inclusion. The Board welcomed her.

Introduction of Recreation Specialist Ashley Sinio

Dawn Krawiec introduced the newly hired Recreation Specialist, Ashley Sinio. Ashley described her background and her role in performing new participant intakes and supporting the Recreation Coordinators. The Board welcomed her.

*Bob Fleck entered the meeting at 3:07 p.m.

Presentation by Recreation Coordinator Christina Healy

Recreation Coordinator Christina Healy introduced herself and her program areas, including teen and adult weekly programs and Home Front Health. She provided data demonstrating the growth of teen and adult weekly programs since she took over the program area in 2022, noting an increase in both the number of program offerings and the number of participants. She also provided data regarding participation in the Home Front Health program, which involves partnering with a member entity to provide a free gym membership to that entity's resident veterans with disabilities. Christina reviewed highlights from her programs, including Cooking with SEASPAR, Afternoon Adventures, Fit 'N Fuel, and Picnic in the Park. She also provided her goals for the year, which include introducing new programming and expanding current offerings for teens and adults, taking the Spartans Basketball or Volleyball teams she coaches to a state competition, becoming more involved with IPRA, becoming more educated about behavior management, and enlisting another member entity to join Downers Grove and Lemont in offering the Home Front Health program. The Board thanked Christina for her presentation and hard work.

Approval of Consent Agenda:

Bob Fleck moved to approve the Minutes from the January 16, 2024, Board Meeting; Payment of Bills in the amount of \$79,138.41; the Bank Reconciliation ending January 31, 2024; the Income Statement from January 2024; and Current Investments for January 2024 as presented. Dan Garvy seconded the motion.

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

Recreation Report:

Dawn Krawiec noted from her report that the recreation team is preparing for summer. A new offering in the summer day camp program area is a Preschool Camp, which aims to offset the need for inclusion support for that age group.

Administrative Services Report:

Karen Lesniak noted from her report that she attended an OSHA training for SRAs presented by PDRMA, which focused on injury prevention and safety precautions. PDRMA will be offering more webinars specifically for SRAs, which are especially useful. She also attended a PDRMA Health training regarding health insurance.

Marketing Report:

Laura Pulido noted from her report that any upcoming outreach opportunities for SEASPAR at member entities' events should be forwarded to her.

Executive Director's Report:

Matt Corso introduced Greg Hooper, the Director of Recreation for the Lemont Park District and alternate Board member.

Matt noted from his report that in 2023, service hours increased in the areas of weekly programs, special events, day camp, and inclusion. Day camp and the EAGLES Adult Day Program had their highest service hours ever in 2023, and these programs continue to grow. Community-based SOAR programming will be a focus for growth in 2024, as will the addition of the Village of Willowbrook.

Matt added to his report that he recently noticed in another SRA's program guide that of their twelve full-time staff, only 3 are certified as CPRP or CTRS. Of SEASPAR's 16 full-time staff, 13 are certified. Certification has become more of a focus for SEASPAR over the years as support for continuing education has increased.

Matt added to his report that SEASPAR's auditors performed their fieldwork in early February, although some information required for the audit is not yet available from other agencies. The GASB 74/75 report has been completed. Both will be presented to the Board in May.

Matt thanked the Lisle Park District for agreeing to host the community library developed by the SEASPAR Kiwanis Aktion Club. The idea was spearheaded by the club's president. The receptacle for the books was built by a club advisor and will be painted prior to installation.

Matt added to his report that the NADS Babies in Bloom event will be held in SEASPAR's space at the Darien Sportsplex on March 16. The event is designed to provide information and resources to families of children with Down syndrome ages 0-5, and 25 families are expected to attend.

Matt added to his report that March 9 is SEASPAR's 48th birthday.

Unfinished Business:

None.

New Business:

Review of SEASPAR Organizational Chart

Matt Corso noted that the organizational chart is provided to the Board for awareness and not approval. Discussion ensued regarding the placement of a recreation staff in the administration division, and Matt noted that this was due to the recreation experience of that administrative manager.

Approval of Day Camp Transportation Bid

Matt Corso reported that staff anticipate exceeding the statutory limit for in-program transportation for summer day camp, so a bid was released. Staff have worked successfully with the lowest bidder, First Student, for as long as they can recall. Discussion ensued regarding the consistency of the rate and whether it was what was expected. Matt noted that although the planning for day camp is not yet complete, staff can adjust the use of the buses in order to remain within budget. The Board encouraged staff to avoid cutting services and instead request a budget adjustment if needed.

Bob Fleck moved to approve the lowest bid of \$75/hour submitted by First Student. Dan Garvy seconded the motion.

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

Discussion of Paid Time Off for Inclusion

Matt Corso initiated discussion of the ideas presented at the previous Board meeting regarding the responsibility for paid time off for inclusion staff. Following discussion, the consensus was that using a single inclusion rate that incorporates the expense of paid time off would be the most equitable solution and would also provide the benefit of being easier to budget for member entities. A fund would be established and its balance would be reported annually, and the inclusion rate would be adjusted annually as part of the budgeting process. SEASPAR's attorney will draft the necessary changes to the General Operating Policies Manual for review at the next Board meeting.

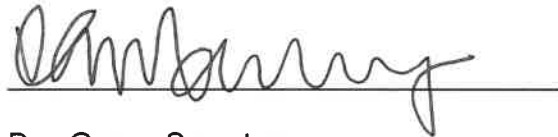
Member Entity Projects and Events:

Board members provided updates on facilities and events. The Clarendon Hills, La Grange Park, and Lemont Park Districts will be pursuing referenda in March.

Adjournment:

Dan Garvy moved to adjourn the regularly scheduled Board Meeting of February 20, 2024, at 4:02 p.m. Jessica Cannaday 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