

# SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION

Minutes of the Regular Board Meeting Held  
March 19, 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
Darien Park District	Stephanie Gurgone
Downers Grove Park District	Bill McAdam
Village of Indian Head Park	Amy Eckert
Lemont Park District	Louise Egofske
Lisle Park District	Dan Garvy
Village of Western Springs	Rita Bartelt
Woodridge Park District	Jenny Knitter

Executive Director	Matt Corso
Superintendent	Dawn Krawiec
Superintendent	Karen Lesniak
Marketing Coordinator	Laura Pulido
Recording Secretary	Morgan Mason

Absent:	Park District of La Grange	Jenny Bechtold
	Community Park District of La Grange Park	Jessica Cannaday
	Westmont Park District	Bob Fleck

Visitors:	Inclusion Manager	Bethany Pastrana
	Recreation Coordinator	Claire McCarthy

**Public Comment and Correspondence:**

***Presentation by Inclusion Manager Bethany Pastrana***

Dawn Krawiec introduced SEASPAR's new Inclusion Team: Inclusion Manager Bethany Pastrana and Recreation Coordinator Claire McCarthy. Bethany provided an overview of recent and current goals for inclusion services. The first was to acquire more support for the day-to-day operations of inclusion, which consists of administrative service hours that are not billed to member entities. The need for this support was demonstrated during the summer of 2023, when these hours skyrocketed. This goal was achieved with the hiring of Recreation Coordinator Claire McCarthy.

Claire introduced herself and provided an overview of her work with inclusion, including check-ins, observations, staff communication, behavior management consultation, and the development of inclusion support plans, visual aids, and sensory tools. One of Claire's first initiatives was to develop a "calm down corner," which has already been put to use in member entities' programs. Bethany also thanked the four inclusion assistants that supported member entities during the summer 2023 season. All will be returning for summer 2024.

Bethany continued sharing goals for inclusion services, one of which was to increase awareness and education about inclusion at the IPRA/IAPD Conference. She was involved in two presentations at the 2024 conference. The third goal is to revitalize inclusion forms and processes, and this is in progress. The final goal is to update member entities' websites and marketing materials to provide consistent communication about inclusion.

Bethany provided data from March 2023-March 2024 regarding the member entities' use of inclusion aides, trainings, and observations. The goal of inclusion services is to support the participant throughout their life in recreation. Supports that SEASPAR provides include check-ins, aide placement, visual aids, observations, and member entity staff training. In 2024, SEASPAR provided the third annual inclusion in-service for member entity staff. The ultimate goal is to move towards universal design, where the agency is inclusive at the foundational level.

Bethany described current action items, which include updating member entity websites and marketing materials, revising SEASPAR's Inclusion Handbook, developing a floating inclusion specialist position, creating and recording training modules in a library for member entity staff, and creating and storing visual aids and sensory supplies.

Finally, Bethany reported on the activities of the SEASPAR Kiwanis Aktion Club, which she supervises. The group has recently made several donations to worthy charities, performed community service such as crafting cards for individuals in senior living centers, organized fundraisers and parties, and hosted the first inauguration ceremony for the club's Board since the pandemic.

The Board thanked Bethany and Claire for their work.

**Approval of Consent Agenda:**

Dan Garvy moved to approve the Minutes from the February 20, 2024, Board Meeting; Payment of Bills in the amount of \$204,699.93; the Bank Reconciliation ending February 29, 2024; the Income Statement from February 2024; and Current Investments for February 2024 as presented. Louise Egofske seconded the motion.

Voting Aye: Lisle, Lemont, Brookfield, Clarendon Hills, Darien, Indian Head Park,  
Western Springs, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: La Grange, La Grange Park, Westmont

Motion Carried Unanimously

**Recreation Report:**

Dawn Krawiec added to her report that the EAGLES Adult Day Program has developed a strong partnership with the West Suburban Humane Society. The participants have made blankets for the animals and visited the facility to organize donated supplies. They are then treated to some special time with the animals, which is enjoyable for all.

Jenny Knitter inquired about the Ability Awareness program. Dawn noted that this program has been run with the students of St. Francis Xavier school in La Grange for many years, and other schools are provided with the service upon request. It is not advertised due to the commitment of staff time, but the program does result in great interactions with students.

**Administrative Services Report:**

Karen Lesniak noted from her report that the bus approved for purchase in July 2023 will be arriving on target as soon as the graphics are placed. The vehicle was named Luigi following an internal naming contest. It will replace the vehicle Yoshi in the fleet.

**Marketing Report:**

Laura Pulido noted from her report that the summer program guide was being sent to the printer.

**Executive Director's Report:**

Matt Corso added to his report that he will organize a dinner for the Board at the Legislative Conference in May.

Matt added to his report that he has initiated a feasibility study with Williams Architects for the needs of the main office and will be soliciting proposals.

Matt noted from his report that the April Board meeting will be the last week of April.

Jenny Knitter offered congratulations on the IDHS grant award. Matt noted that the grant will be used through the end of June.

**Unfinished Business:**

None.

**New Business:**

***Review of Revised Crisis Management Response Plan***

Matt Corso noted that the Crisis Management Response Plan is provided to the Board for review and awareness. All full-time and EAGLES staff will receive training on the plan.

***Approval of Revised General Operating Policies Manual***

Matt Corso noted that the General Operating Policies Manual was revised to reflect the new inclusion billing procedure. Dan Garvy moved to approve the General Operating Policies Manual as presented. Rita Bartelt seconded the motion.

Voting Aye: Lisle, Western Springs, Brookfield, Clarendon Hills, Darien, Indian Head Park, Lemont, Woodridge, Downers Grove

Voting Nay: None

Absent, Not Voting: La Grange, La Grange Park, Westmont

Motion Carried Unanimously

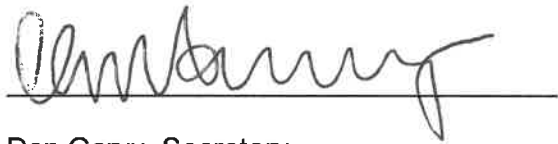
**Member Entity Projects and Events:**

Board members provided updates on facilities and events. The Clarendon Hills and Lemont Park Districts had referenda on the ballot being voted on the day of the meeting. The Village of Brookfield has been awarded a grant for South Kiwanis Park. Indian Head Park will be hosting its joint Movie in the Park event with SEASPAR on July 20, and will also be hosting its second National Night Out in the summer.

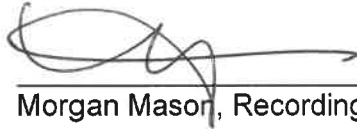
**Adjournment:**

Dan Garvy moved to adjourn the regularly scheduled Board Meeting of March 19, 2024, at 3:42 p.m. Louise Egofske 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 black ink, appearing to read "Morgan Mason", written over a horizontal line.

Morgan Mason, Recording Secretary