

**Minutes of the Waukegan Park District
Special Meeting of the Board of Commissioners
Special Recreation Program Advisory Committee
May 20, 2013**

The Board of Commissioners of the Waukegan Park District met in a Special Meeting of the Special Recreation Program Advisory Committee on May 20, 2013 at the Douglas House, 732 North Genesee Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 6:06pm by Melissa Juarez-Ehlers who directed a call of the roll.

II. Roll Call

Present: Commissioner: N/A.

Also Present: Julie Schneider, Manager of Special Recreation, Kari Robinson, Supervisor of Special Recreation, Maria Owens, Specialist of Special Recreation, Melissa Juarez-Ehlers, Christopher Pace, Mercedes Rivera, Janalle Roth, and Christian Torres.

Absent: Alicia Mentell, Superintendent of Recreation, Dave Cruz, Deanna Guidry, Susan Johnson, Sharon Lambert, and Tina Yurik.

Due to lack of a quorum, no official board business was conducted.

III. Review, Discuss, Decide

A. Healthy Minds- Healthy Bodies Veterans Initiative Update

- Schneider reported that there are currently eighteen active members. She received three new inquiries about participation within the past few weeks. Revised guidelines to participate have been established and are being implemented with all new memberships established from here on out. Scheduling and tracking of Personal Training sessions should be much more streamlined with the new guidelines being implanted. As guidelines are established and brought to Schneider's attention, changes to the district's implementation will be adjusted accordingly.

B. Review of procedure of Reporting Abuse and Neglect to OIG

- Schneider reported that the SRSNLC Board approved the following Policy in regards to reporting Abuse and Neglect:
- 25.0 Reporting Suspected Abuse/Neglect of Children or Adults with Disabilities
Abuse and neglect exist and are prevalent. Due to the nature of our programs and member district facilities, member district staff is often the first to discover or suspect abuse or neglect. Our programs and facilities provide on-going contact with youth and adults with disabilities, enabling us to observe the effects of abuse or, after trust has been established, to be told directly about the abuse by the minor/adult with disabilities.

Special Recreation Services of Northern Lake County is committed to providing a safe environment for all participants and has zero tolerance for any and all abuse or neglect. Observed or suspected abuse or neglect will be taken seriously and dealt with in accordance with this procedure and state laws.

If the accused is a district staff member, the Risk Manager and PDRMA should be contacted immediately for further direction as to how to report the allegations of abuse.

If the victim is under the age of 18: Utilize your Member Park Districts mandated Reporting Policy.

If the victim is over the age of 18: contact the local police.

If the victim has a disability, is over the age of 18 and part of facility that receives state funding: Inform the state agency of the allegations or the observations that you have been made aware of. Cooperate with and allow them to file the necessary reports.

If the victim has a disability, is over the age of 18 and in a home or facility that does not receive state funding: SRA manager or supervisor may make an anonymous report to the Office of the Inspector General (OIG) HOTLINE: 1-800-252-2893.

C. New Programs

- a. Day Program Opportunity Update; Schneider and Robinson discussed the basic premise of the day program option reflected in the Fiscal Year 2013-2014 budget. The program will be called HEART (**H**ealth/**E**ducation/**A**rts/**R**ecreation/**T**raining). Robinson has slotted to offer the program to start with the 2014 winter/spring season in January-May. The program will run two days a week for six hours a day. The fee will be \$35 a day. For the program to break even, it must have five participants registered. To be eligible for the program, the participant must be able to function in a one staff to six participant ratio.

D. Strategic Plan Goals related to Special Recreation

Participation mirrors the demographics: It was explained that this particular Strategic Plan goal revolves around the ESRI report provided Waukegan staff. This particular report is based upon the 2010 Census results for Waukegan. Robinson presented that she is curious to know if the ESRI report is an accurate reflection of those with Special Needs and disabilities in the Waukegan area. Chris Pace has agreed to follow up with Roycealee Woods, Lake County Regional Superintendent of Schools to possibly obtain demographic statistics for the disabled.

Family orientated programming: Robinson reflected upon the past year program offerings. The bowling program had gone on most offerings, the drumming program had to be canceled due to lack of registration, and the Zumba program did run with several families involved. She is looking to offer a family

nutrition/cooking program. In addition Owens participates in the Illinois Imagines committee that addresses sexual assault of females with disabilities. There will

be a three week program specific to females regarding education on sexual assault offered under the Live It Up program, an independent living skills program. Robinson reported that the Waukegan pages of the SRSNLC Brochure will have a new look in the Fall Brochure. Page headings as well as Program category headings have been changed. The changes will hopefully better clarify the type of programs being offered in the category.

Performance measures that support management of programs: Though this category was presented Schneider professed that she does not have a clear understanding at this time of the exact actions that are expected to help fulfill the goal. Melissa Juarez-Ehlers agree to share a measurement program that the Center for Enriched Living implements.

WPD 100 Year Anniversary celebration planning: Schneider presented that Waukegan Park District will celebrate its 100th Anniversary in 2016. Three areas were presented to solicit discussion and brainstorming of potential means to celebrate to 100th Anniversary to include: Events/Special Promotion/Fund Raising Opportunities. Large scale special event ideas were presented which could also be tied into a fund raising opportunity.

- A Picnic in the Park at which there are demonstrations or activities being presented from all aspects of the Park District. Examples include “taste of “Bonnie Brook” food cooked by Bonnie Brook Club House and sold, participation in different sports for exposure, fitness program samplings, nature and recreation program activities, etc. This could be tied into a Craft/Antique show displaying product of local vendors and assisted living/nursing home residents.
- A long term Raffle Ticket sale program. Each week a different winner with a different monetary award total. Utilize local businesses to sponsor or offer items for door prize awards.
- Have WPD merchandise available for sale at Special Events. The Worldwide Day of Play and Live Green Family Festival t-shirts have been popular.

E. Fundraising Effort

- Polar Bear Plunge planning discussion revolved around how early is it feasible for promotion of the Polar Bear Plunge to begin. Schneider and Robinson clarified that pre-planning has begun in early fall, but heavy promotion of the event has been set to begin the first part of November and at latest the week of Thanksgiving. Committee Member Pace, is going to work at securing the opportunity to set up a table for promotion and donation collection at the local Jewel grocery stores and select Banks for late August and early Fall. Members Rivera and Torres offered to assist Pace in sitting at select locations to promote and collect donations toward the Polar Bear Plunge. Member Roth commented that information flyers cards can be put on the car windshields parked in the Jewel parking lot. Research will be done for what type of permission needs to be granted to perform this promotional outlet. It was also suggested that promotional materials be available and set out at the SRSNLC Resource Fair set for September 25. Robinson explained that in hopes of enhancing and improving the Plunge Pledging program, event flyers and promotional material will advertise that by registering and securing a minimum of \$50 by December 6, registrants will receive a 15th Annual Polar Bear Plunge sweatshirt. All registrants only paying the pre or day of registration fee will receive a t-shirt. Continued efforts will be put into promoting the Pledge Plunge program to

secure extra revenue as sponsorships to the event have dwindled over the years.

F. Priorities for Next Meeting

- **Date:** August 19, 2013.
- **Priorities:** New Program updates, Strategic Plan goals related to Special Recreation- reporting on program statistics to confirm program participation closely mirrors the demographics of the community, Performance Measures that support management of programs, and WPD 100 Year Anniversary celebration planning.

IV. Closed Session

There was no closed session

V. Adjournment

Meeting adjourned at 6:50pm

Respectfully submitted,

Julie Schneider
Manager of Special Recreation