

**Minutes of the Waukegan Park District
Special Meeting of the Board of Commissioners
Special Recreation Program Advisory Committee
August 19, 2013**

The Board of Commissioners of the Waukegan Park District met in a Special Meeting of the Special Recreation Program Advisory Committee on August 19, 2013 at the Douglas House, 732 North Genesee Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 6:04pm 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; Maria Owens, Specialist of Special Recreation; Melissa Juarez-Ehlers; Janalle Roth and Tina Yurik.

Absent: Greg Petry, Executive Director, Kari Robinson, Supervisor of Special Recreation, Dane Cruz, Deanna Guidry, Susan Johnson, Sharon Lambert, Christopher Pace, Mercedes Rivera and Christian Torres.

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

III. Review, Discuss, Decide

A. New Programs

Day Program Opportunity Update; Schneider reviewed the basic premise of the day program option reflected in the Fiscal Year 2013-2014 budget. The program will be called HEART (Health/Education/Arts/Recreation/Training). Summer intern, Kaitlyn Shannon completed, as her major project, a full season of lesson plans that encompass the 5 categories of the program which include health, education, arts, recreation, and training. Schneider shared the lesson plans created by Shannon. Juarez-Ehlers was complimentary of them and said she would share Center for Enriched Living's day program goals and sample of lesson plans as a point of reference. She also invited Special Recreation staff out to visit The Center's REACH program to discuss lesson plans, activities, etc. and possible collaborative efforts.

Robinson is going to offer the program to start with the 2014 winter/spring season in January-May. The program will run Tuesdays and Wednesdays from 10:00am-2:00pm each day. The fee will be \$35 a day.

To be eligible for the program, the participant must be able to function in a one staff to six participant ratio. Committee members Roth and Juarez-Ehlers suggested that Renee Lee of Community Alternatives Unlimited (CAU), Renee Lambert of the Waukegan School District Transition program, and the Special Education District of Lake County (SEDOL), Northern Suburban Special Education District (NSSSED) be contacted directly to help promote the program as they work directly with individuals with disabilities transitioning out of school or those involved in a vocational workshop setting or not receiving day care options.

B. Strategic Plan Goals related to Special Recreation

Participation mirrors the demographics: Schneider reported that Committee Member Chris Pace has continued his efforts to obtain updated or any reliable statistics on Lake County and Waukegan demographics of individuals with disabilities. Pace was unable to attend the meeting due to an illness but has agreed to update Schneider if or when he obtains any pertinent demographic information.

Performance measures that support management of programs: Juarez-Ehlers agreed to gather information from the Center for Enriched Living (CEL) regarding setting outcomes and measurements based upon an agencies mission. A staff of CEL attended a two day workshop and with a request from Juarez-Ehlers should be able to share the basics of the workshop for us to review and glean pertinent information.

WPD 100 Year Anniversary celebration planning: If and when members may have any thoughts or suggestions for the Waukegan Park District's 100th Anniversary in 2016 to pass them on to Schneider and she will pass them on.

C. Fundraising Effort

- Committee Member Pace reported to Schneider that he is continuing his effort to secure opportunities to set up a table for promotion and donation collection at the local businesses. He has been denied access to the Green Bay and Lewis Ave. Jewel locations and has requested that he and Committee Member Roth have the opportunity to talk. Roth works for Jewel so he is hoping for her support in working with these stores. Members suggested that Pace try working with TCF Banks and Lewis Produce. Promotional materials will be available and set out at the SRSNLC Resource Fair on September 25. Schneider confirmed 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.

D. Announcements

- Schneider reported that Jay Lerner was promoted to the Superintendent of Recreation position in August.

- Tina Yurik provided a contact that may be willing to assist with program promotion and/or volunteer support. Carter Bell of the Waukegan Public Schools can be contacted at cbell@wps60.org. Bell works with the ROTC of which members are required to volunteer 25 hours of service and often times are bilingual. Yurik stated she will share a contact for North Pointe that may be able to work with Maria Owens on attendance at the SRSNLC Resource Fair.

E. Priorities for Next Meeting

- **Date: November 4, 2013.**
- **Priorities:** Results of the SRSNLC Resource Fair, New Program updates, and Strategic Plan goals related to Special Recreation- reporting on program statistics to confirm program participation closely mirrors the demographics of the community and Performance Measures that support management of programs.

IV. Closed Session

There was no closed session

V. Adjournment

Meeting adjourned at 6:35pm

Respectfully submitted,

Julie Schneider
Manager of Special Recreation