

**Minutes of the Waukegan Park District  
Special Meeting of the Board of Commissioners  
Special Recreation Program Advisory Committee  
October 28, 2019**

The Board of Commissioners of the Waukegan Park District met in a Special Meeting of the Special Recreation Program Advisory Committee on October 28, 2019 at the Douglas House, 732 North Genesee Street, Waukegan, Illinois.

**I. Call to Order**

The meeting was called to order at 6:05 pm by Julie Schneider who directed a Call of the Roll and introductions.

**II. Roll Call**

Present: Errick Beverly, Superintendent of Recreation; Mike Mayfield, Deputy Superintendent; Julie Schneider, Manager of General & Special Recreation; Kari Robinson, Supervisor of Special Recreation; Maria Owens, Specialist of Special Recreation; Elizabeth Fallon, Department Coordinator; Mercedes Rivera; Janalle Roth; Christian Torres; Tina Yurik  
Interns: Arielle Warner  
Absent: Marc Jones, Commissioner; Jean Kulczyk; Melissa Juarez-Ehlers

Being that there was no quorum of the board, no official business was conducted.

**III. Review, Discuss, Decide**

**A. Fundraising Efforts**

- 2020 Polar Bear Plunge planning
  - New this year 2 sponsors can donate \$1000 to have their name down the sleeve of the long sleeve t-shirt. Wintrust has already committed to this sponsorship.
  - Working with the city and Dave Motley searching for a new tent vendor
  - Looking for an easy fundraising website to interface with easing the registration and donation process by not utilizing RecTrac
- 2019 George Bridges 5K Run/Walk – final contribution is being calculated

**B. Programs/Services**

- IAPD PowerPlay! Grant update
  - Summer Intern, David Yurik, implemented the grant by rotating activities into the daily summer camp routine.
- Autism Speaks Grant update
  - Awarded the Autism Speaks Grant which funded Summer Camp Swim Lessons for lifeguards, instructors, adaptive equipment including swimsuits for any participants with needs. The swim lessons included instruction time and water play time. Each participant received a swimsuit, goggles, and life vest. Parents were happy and complimentary of the program.

- H.E.A.R.T. program update
  - The program now has 8 participants which meet 3 Mondays per month
  - Working on funding alternatives to expand the program and participants
  - Activities include service projects, daily living skills practice such as meal planning, grocery shopping, and cooking
- Family Programming
  - The Social Network
    - This new program will meet every other month alternating a social program and resource program
    - The first program offered Family Bingo on 9/27/19 with 19 participants.
    - The next program will be a resource program on Nutrition on 11/22/19.
    - Committee members suggestions for future programs included a Transition Out of School resource program, Respite resource program, Autism Speaks resource program, the Social Security process, Parent Panel, and a Cooking social program
  - Splash Bash
    - New program date is 3/7/20 at the Aquatic Center after hours. Volunteers are needed to help monitor doors.
  - WPD Family programs will continue to advertise to Special Recreation families
    - GO Waukegan events are going well and is a good free event for families
    - Family Swim Nights have had some participation from swim lesson families
    - Will be promoting the Charity Hockey event as a fun family outing
- Hosting ITRS Basketball Tournament on 2/16/20 at the Field House and will need volunteers to referee, scorekeeper, time keepers, and concessions
- C. Strategic Plan Goals related to Special Recreation – WPD Initiatives
  - Initiative: Revitalize & Maintain Parks & Facilities with a Focus on Excellence & Sustainability
    - Julie – Renovation of BRC is complete and opened to the public on 10/26/19
    - Errick Beverly gave the group and update on the Rose Park renovation project
  - Initiative: Strengthen Intergovernmental Relationships, Community Connections & Communications
    - Maria – working on raising visibility and branding of the Special Recreation
    - Kari – working on connecting school students to Special Recreation programs and services
  - Initiative: Enhance Programming to Better Reflect the Community
    - Kari – working on reaching out to community organizations to foster a relationship to develop committed volunteers
    - Kari – working on re-evaluating adult programs offered
    - Julie – working on connecting families to park district programs
  - Initiative: Invest in the Future through Technology & Operational Excellence
    - Julie – working on the newly developed PDRMA safety loss control review format and developing consistent medication protocol and overnight trip protocol for all SRSNLC

- Maria – created a Summer Camp Parent Handbook and will be making updates for next summer
- Initiative: Foster Staff Engagement & Development
  - Maria – creating yearly events for part time staff and volunteers
  - Maria – implementing a part time staff satisfaction survey
- Demonstrate Prudent Financial Planning & Management for Long Term Success
  - Kari – researching additional grant opportunities
  - Julie – securing additional Polar Bear Plunge sponsors

D. Tentative 2020 Meeting Dates:

- April 20, 2020
- October 26, 2020

**IV. Closed Session**

There was no closed session

**V. Adjournment**

Meeting adjourned at 6:50 pm

Respectfully submitted,

Julie Schneider  
Manager of General & Special Recreation