



## **Program Advisory Committee (PAC) Agenda**

Wednesday, March 25, 2009 at 10:00 am  
FVSRA Multi Purpose Room  
2121 West Indian Trail, Aurora, IL 60560

### **I. Welcome and Introductions**

The PAC meeting began at 10:10 am. Executive Director, Carolyn Nagle thanked the group for coming and introduced herself. There were 11 PAC Members present. Each member introduced themselves and stated how they are involved with FVSRA, named the city where they live, and age of participant(s) they represented, or organization they represented.

### **II. The Program Advisory Committee (PAC)**

Tracy Crawford explained the goal of the Program Advisory Committee as an opportunity for FVSRA staff and Board of Directors to hear from the individual participants and families that we serve. This group was formed as a chance for the staff to receive input, ideas, comments, questions that could improve our programs and services to our 7 member agency community. This group would also be a core source for helping us to answer tough questions and concerns that face the staff in regards to future programs and services.

The group discussed meeting over the next 2 months to address the following topics and then taking the summer months off. The group would meet again in September.

- ❖ Resident/Non-Resident
- ❖ Unmet Needs
- ❖ Website/Brochure Design/2009-2010 Programming

The group would appreciate reminder e-mails one week from the meeting date. The next scheduled meeting is Wednesday, April 15 at 10:00 am. The group was very excited to hear that this group would be a consist group that would be on a regular basis and not become a “one shot wonder”.

### **III. FVSRA Programs and Services**

Next, each staff was asked to introduce themselves and talk about their area of focus at FVSRA. There were 17 staff members present.

1. **Hayden Howes**, the Administrative Intern/Administrative Assistant to Executive Director
2. **Meghan O’Keefe**, the Recreation Specialist in charge of coordinating the programs for individuals who are physically challenged, adapted sports, and visual impaired, the sports programs and programs targeted toward Eden’s Assisted Living facility in Aurora.

3. **Gretchen Anonick**, the Recreation Specialist in charge of coordinating children's programs for individuals between the ages of 1 and 21 years of age.
4. **Rachel Bitner**, the Recreation Specialist in charge of coordinating adult programs for individuals 21 years and older. She is focusing on improving communication and information sharing with our area group home staff.
5. **Claire Kelly**, the Recreation Specialist in charge of coordinating the special event, trips, camping trips, and overnights for FVSRA.
6. **Kristina Witt**, the newest intern at FVSRA. She is completing a Winter/Spring Internship in order to graduate with a degree in Therapeutic Recreation. She will work in all areas of programming offered at FVSRA.
7. **Alex Redenius**, the Support Staff Coordinator responsible for recruiting a hiring part time staff, drivers and volunteers for the agency.
8. **Jennifer Borrowman**, the Outreach Coordinator responsible for reaching out to new families, and participants. She also provides initial assessments and re-assessments as needed.
9. **Marta Rees**, the Public Relations Coordinator responsible for the marketing and public relations for the agency. Specifically she helps to design all of the print material and oversees the large agency wide special events such as the Pork Chop and Chicken Barbeque and Basket Raffle.
10. **Katie Sullivan**, the Superintendent of Recreation responsible for overseeing and coordinating the programs and services offered for are participants and families.
11. **Sophie Morgan** was absent but Tracey Crawford introduced her and her area of coordination. Sophie is the Inclusion Coordinator responsible for coordinating and overseeing the inclusion of individuals with disabilities into our 7 member agencies park and recreation programs.
12. **Heather Nicols** was absent but Tracey Crawford introduced her and her area of coordination. Heather is the School Services/Camp Coordinator responsible for coordinating and overseeing the services and programs that FVSRA provides to the schools and the oversight and coordination of our 6 summer day camp programs.
13. **Mike Younie**, the Athletics/Transportation Coordinator responsible for overseeing all Special Olympics sports, the Miracle League program, and all of our vans and transportation services.
14. **Ginny Pavesich**, the Office Manager responsible for overseeing all of the services and staff in the office.
15. **Demaris McNabb**, the Secretary/Registrar is responsible for registering all participants in the FVSRA programs and handling program billing and payments.
16. **Carmen Carde**, the Customer Service Representative is responsible for greeting our guest and answering the calls and the questions regarding programs and services.
17. **Tracey Crawford**, the Assistant Director is responsible for the oversight of the FVSRA Overall day to day recreation operations and program and services development.

#### **IV. Events**

- **Pork Chop and Chicken Barbeque** – Wed., April 22, 2009 – Marta handed out materials for the group to purchase and sell tickets.

- **Mill Creek Grand Opening** – Saturday, May 2, 2009 – This is with the Batavia Park District and FVSRA in conjunction with Markland. The purpose is to introduce an accessible playground and walking path to the community and to promote the Miracle Field with demonstration games. The event will run from 1:00 pm to 3:30 pm. Everyone is invited to attend the ribbon cutting ceremony, have light refreshments and participate in the planned activities hosted by FVSRA.
- **South Elgin Fourth of July Parade** – Saturday, July 4, 2009 – FVSRA participants and families have been invited to be the Grand Marshall for the South Elgin Parade this July Fourth. The parade specifics will be in our Summer Brochure for interested participants and families to attend.

v. **Strategic Plan – Identifying Unmet Needs**

2 years ago FVSRA contracted Leisure Vision/ETC Institute to assist with the development of a strategic plan for the agency. Currently, the agency is working on implementing the action items from the plan. There are 8 Critical Issues outlined in the plan that the FVSRA Board of Directors and the focus group participants determined as areas of focus for FVSRA:

**Strategic Plan Critical Issues from Board Committee**

August 19, 2007

- 1) **Growth** - Population, area numbers, transportation, potential of new park districts joining
- 2) **Programming-** Priorities, Meet needs, address unmet needs; i.e. Outdoor recreation
- 3) **Outreach-** Populations not reached, partnerships, schools, inclusion
- 4) **Marketing-** Awareness, reaching non-users, partnerships, schools
- 5) **Facilities** - Outdoor/Indoor, locations, availability
- 6) **Staff-** Maintain levels, keep up with growth, Hiring, Inclusion staff, Staff priority, overall needs
- 7) **Governance-** Board Structure, elected officials, staff new districts, policies, Park District relations, facilities, partners/or special interest groups
- 8) **Funding-**Fees/ charges, scholarships. Taxes, alternative revenues, i.e., grants, foundations, capital funding with ownership aspect

Carolyn Nagle discussed the goal for FVSRA to become Medicaid Reimbursement agency. Our goal is to assist participants and families with another means to pay for services. She also addressed the four unmet needs identified through the Strategic Plan that we would ask for this group to assist us in identifying and developing plans to meet the needs of the following populations:

- a. **Autism**
- b. **Physically Challenged – Paralympics & Veterans**

- c. **Senior Population/Programming**
- d. **High School Transition Group**

## **VI. Questions, Comments and/or Concerns?**

### **I. Next Meeting:**

Wednesday, April 15, 2009 at 10:00 am at FVSRA Offices. The **top issue for discussion** will be the Resident/Non Resident Issue.

### **Homework:**

- 1) Hayden Howes asked for the group to check out our FVSRA website and write down the things that you would like for us to consider for this website.
- 2) Tracey Crawford asked that the group look at the four groups identified as underserved populations and come with suggestions on how we could identify and serve these populations.
- 3) Please find enclosed the agency Vision, Mission and Value Statements and the Strategic Plan Action Plan Sheets.