

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

April 23, 2020 Board of Directors Meeting

(conducted via Zoom)

Minutes

I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for April 23, 2020 to order at 10:12 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District
Joseph Bertrand, Hazel Crest Park District
Stephanie Simpson, Homewood-Flossmoor Park District
Michelle Havran, Lan-Oak Park District
Lisa Hill, Matteson Recreational Division
Cindy Grannan, Oak Forest Park District
Jesus Vargas, Olympia Fields Park District
Kevin Adams, Park Forest Recreation & Parks Department
Geneen Robinson – Smith, Richton Park Parks & Recreation Department
Meghan Fenlon, Tinley Park-Park District

Member Absent: None

Others Present: Janet Porter, SSSRA Executive Director
Lisa Drzewiecki, SSSRA Superintendent
Regina Ross – Ellison, SSSRA Finance & Office Manager

II. Approval of Agenda

Grannan called for a Motion to approve the Agenda. Joseph Bertrand made a Motion to approve the Agenda. Geneen Robinson – Smith seconded the Motion and the Motion was approved unanimously.

III. Approval of Minutes

A. February 27, 2020

Joseph Bertrand made the Motion to approve the Minutes for February. Kevin Adams seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

A. Letter from Mr. Brett Davis, Park District Risk Management Agency

Porter mentioned that the Park District Risk Management Agency refunded 10% of the agency's premium from the property, liability, workers compensation contributions for 2020. The refunded amount was \$2,700.

V. Public Comment

None

VI. Community Announcements

None

VII. Unfinished Business

None

VIII. New Business

A. Change in IMRF Authorized Agent – Enclosure

In preparation for the Executive Director's upcoming retirement, the Executive Director recommended the appointment of Regina Ross – Ellison, Finance & Office Manager as the new IMRF Authorized Agent. Resolution number 2020-1 was provided to the Board.

Grannan called for a Motion to change the IMRF Authorized Agent to Regina Ross – Ellison. Stephane Simpson made the Motion to approve Regina Ross – Ellison as the new IMRF Authorized Agent. Joseph Bertrand seconded the Motion and it was approved unanimously.

IX. Staff Report

A. Program

1. Winter, 2020 Inclusion Report

SSSRA supported a total of 14 individuals through the Inclusion process. These individuals participated in 22 total programs. Drzewiecki mentioned that the chart provided to the Board included individuals who were registered for various programs or special events that were cancelled due to various park district closures. Due to the volume of Inclusion hours for Homewood-Flossmoor, an overview of Inclusion hours included the following:

- Two children required inclusion staff for an after-school program five days a week.
- One child required an inclusion staff for a before school program five days a week.
- Two children attended camps over winter break which required 2 staff.
- Two children attended field trips when school was not in session.

Drzewiecki mentioned that Lansing Inclusion hours increased due to a Sign Language Interpreter needed for a gymnastics program. Tinley Park Inclusion hours also increased due to two Sign Language Interpreters needed. The number of billable hours for Interpreters have increased for both Lansing and Tinley Park.

IX. Staff Report

A. Program

1. Winter, 2020 Inclusion Report (continued)

Drzewiecki reminded the Board the Sign Language Interpreters require a two-hour minimum in billable hours even if the program is one-hour.

Porter added that before COVID-19, Hazel Crest Park District requested a Sign Language Interpreter for Inclusion services. Therefore, on the Inclusion Report for winter, 2020, Hazel Crest was also included for Sign Language Inclusion services.

Meghan Fenlon raised a question asking, since the billable hours for an interpreter is two-hours and the program is only one-hour; could Tinley Park do a forty-five-minute training for Tinley Park's staff to learn basis sign language? Drzewiecki stated that this is perfectly fine and a good way to utilize your billable hours.

2. Summer Inclusion Meetings

Although an Inclusion training has already been scheduled with the Hazel Crest Park District for May 28, 2020, Drzewiecki mentioned that at this point in time, Inclusion services for the summer are pending.

Porter added that the Executive Director and Superintendent met with Legal Counsel from PDRMA with the SRA Director's Group. The SRA's don't know what Inclusion looks like for the future. SRA's do not know if they will be able to provide the 1:1 assistance with whatever restrictions are in place. Porter mentioned that it will be very individual in terms of determining what the child's behaviors are; such as behaviors that pose a risk or just a child that needs verbal redirecting. Inclusion services in the future will be case-by-case.

3. Outreach Report

Virtual programming will begin on May 4, 2020 and will be run by SSSRA's full-time staff. Drzewiecki reported that in the last past week, full-time staff made personal phone calls to 1,032 households from our RecTrac Registration System. During the outreach phone calls, staff was able to find out if participants had access to the internet to participate in virtual programming, which phones were disconnected or if participants could send an email address to do one-on-one conferences. On April 23 and 24, full-time staff will make additional personal phones calls to 1,300 households. Drzewiecki also mentioned that with the May 4 start date, there is a calendar with a.m. and p.m. virtual programming being offered.

IX. Staff Report

A. Program

3. Outreach Report (continued)

The first a.m. program will be a social hour to determine how many participants will be involved. Instead of using Zoom, full-time staff will use GoToMeetings. Pam Alvarado, Tammy McMahon, Laura Pubins & Rob Hentschel will each do individual videos to keep virtual programming going in between the programs that SSSRA will actually be running.

Porter added that some of our group homes don't have internet access in order to do the virtual programming. SSSRA recommended that their staff work with their development department to help arrange internet services. Due to COVID-19, some of our group homes are hesitant to come out and be a part of SSSRA this summer. At this point in time, summer is unknown for group homes. The agency has a total of 86 group homes that SSSRA serves; 65 are in district and 21 are out of district. Virtual programming in the future maybe a better avenue for group homes. Drzewiecki stated that SSSRA families would like the agency to continue to offer virtual programming opportunities in the future.

B. Administrative

1. Overview of Impact of COVID-19

Programs:

SSSRA had completed the winter season of weekly programs before COVID-19 started to become serious. The last four special events for the winter season were cancelled. The agency's spring season was fully cancelled. A total of 53 weekly programs and 28 special events were cancelled; also, the weekend trip to Santa Claus, Indiana. Cancellations and refunds of our spring session are currently in progress. Porter mentioned that the agency has great concern for our participants due to social isolation they experience more than the average person. As noted in the Outreach Report, our full-time program staff have found creative ways to stay engaged with our participants. The staff are moving forward in planning for summer, in hopes of having programs. Porter also mentioned that for the summer, it is very important for the member districts and SSSRA to communicate more than normal. Once the restrictions are put into place, staff will contact our member districts to see what facilities are available for programming.

Personnel:

SSSRA has approximately 125 part-time staff. At this point in time, SSSRA has received five unemployment claims. Years ago, SSSRA worked with PDRMA and Unemployment Consultants to determine that it would be more cost effective for the agency to reimburse unemployment claims, rather than pay unemployment taxes.

IX. Staff Report

B. Administrative

1. Overview of Impact of COVID-19 (continued)

However, the COVID-19 situation may prove to be costly in this area for the agency. Porter stated that SSSRA most likely will not be the chargeable employer for all five claims because the individuals have another employer. The agency will keep the Board posted.

Financial:

SSSRA Staff are tracking the financial impact of COVID-19. Items being tracked include winter and spring fee revenue refunded; expenses for programs and special events that cannot be extended or refunded; and items that may have been purchased that cannot be used for future seasons.

Porter mentioned that at the April 23 Budget Committee meeting, the Executive Director presented the year-end estimates for 2019-2020 which are now being reconsidered, as well as estimated expenses for 2020-2021. Grannan mentioned that during the Budget Committee meeting, the Committee suggested that since the Budget is a working Budget, to hold off on passing the Budget. This will allow the agency to make any modifications, as long as the Budget is passed within the first quarter of the new fiscal year. The Board agreed unanimously to hold off on passing the Budget for 2020-2021.

2. Full-time Staff Update – Enclosure

Prior to the COVID-19 outbreak, the association was down two full-time staff positions, one Secretary/Registrar and one Recreation Specialist. The first round of Secretary/Registrar interviews had been completed. During the week of March 23, Drzewiecki conducted a second interview via telephone with the final candidate selected. The staff have selected Janice Miller for the position. Ms. Miller's start date is pending the Stay at Home Order being lifted.

The Executive Director and Superintendent decided to freeze the second Recreation Specialist position indefinitely until the association's staffing needs and finances can be further evaluated. The expenses for the position were removed from the 2020-2021 Budget.

Katie Lucas, Program Manager, has decided to resign and dedicate more of her time to her family as of April 17, 2020. Porter mentioned that the Program Manager position will also remain vacant. Ms. Lucas's main responsibilities were Day Camp and Special Olympics. Those duties will be reassigned to other full-time staff until the agency can see what the impact on programming is, what our staffing needs are, and what our financial position is. Porter stated that the agency is 30% down in full-timers. An updated Organizational Chart was provided to the Board.

IX. Staff Report

B. Administrative

Full-time Staff Update – Enclosure (continued)

Porter added that Laura Pubins, our Recreation Specialist (former Secretary/Registrar) has stepped back into the role of Secretary/Registrar to help process the agency's cancellations and refunds.

Dwone Ross Sr. raised a question asking how is the agency preparing for Inclusion, if all of the member districts come calling at the same time? Porter explained that SSSRA has a total of 125 part-time staff that are ready to work. The agency is preparing for summer programming including staff recruitment, even though SSSRA doesn't know what the future holds. Porter also mentioned that Inclusion services will be on a case-by-case basis, depending on the safety of other children, our employees and the protocol at each park district or village, along with how PDRMA is guiding the SRA's.

X. Financial Report

A. Claims List

1. Additional February, 2020

Joseph Bertrand made the Motion to approve the Additional Claims List for February, 2020. Kevin Adams seconded the Motion. A roll call vote was taken:

Country Club Hills	Yes	Matteson	Yes	Richton Park	Yes
Hazel Crest	Yes	Oak Forest	Yes	Tinley Park	Yes
Homewood-Flossmoor	Yes	Olympia Fields	Yes		
Lan-Oak	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

2. March, 2020

Joseph Bertrand made the Motion to approve the Claims List for March, 2020. Stephanie Simpson seconded the Motion. A roll call vote was taken:

Country Club Hills	Yes	Matteson	Yes	Richton Park	Yes
Hazel Crest	Yes	Oak Forest	Yes	Tinley Park	Yes
Homewood-Flossmoor	Yes	Olympia Fields	Yes		
Lan-Oak	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

X. Financial Report

A. Claims List (continued)

3. April, 2020

Joseph Bertrand made the Motion to approve the Claims List for April, 2020. Geneen Robinson – Smith seconded the Motion. A roll call vote was taken:

Country Club Hills	Yes	Matteson	Yes	Richton Park	Yes
Hazel Crest	Yes	Oak Forest	Yes	Tinley Park	Yes
Homewood-Flossmoor	Yes	Olympia Fields	Yes		
Lan-Oak	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

B. Financial Statement

1. February, 2020

Geneen Robinson – Smith made the Motion to approve the February Financial Statement. Joseph Bertrand seconded the Motion and the Motion was approved unanimously.

2. March, 2020

Joseph Bertrand made the Motion to approve the March Financial Statement. Stephanie Simpson seconded the Motion and the Motion was approved unanimously.

XI. Executive Session

None

XII. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Meghan Fenlon seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 10:40 a.m.

Next Meeting: Thursday, May 28, 2020