

# SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

*February 27, 2020 Board of Directors Meeting*

## **Minutes**

### I. Call to Order/Roll Call

Sandy Chevalier called the South Suburban Special Recreation Association's Board of Directors meeting for February 27, 2020 to order at 9:09 a.m.

Members present: Joseph Bertrand, Hazel Crest Park District (in at 9:16)  
Stephanie Simpson, Homewood-Flossmoor Park District  
Cindy Grannan, Oak Forest Park District  
Jesus Vargas, Olympia Fields Park District  
Adina McCollough, Park Forest Recreation & Parks Department  
Ashley Turner, Richton Park Parks & Recreation Department  
Sandy Chevalier, Tinley Park-Park District

Members absent: Dwone Ross, Sr., Country Club Hills Park District  
Michelle Havran, Lan-Oak Park District  
Lisa Hill, Matteson Recreational Division

Others Present: Janet Porter, SSSRA Executive Director  
Lisa Drzewiecki, SSSRA Superintendent  
Regina Ross – Ellison, SSSRA Finance & Office Manager  
Meghan Fenlon, Recreation Supervisor, Tinley Park-Park District

### II. Approval of Agenda

Chevalier shared with the Board that there has been an addition on the Agenda under (III. Approval of Minutes, letter D, February 5, 2020 Executive Session Minutes).

Chevalier asked for a Motion to approve the amended Agenda as presented. Cindy Grannan made a Motion to approve the Agenda as amended. Stephanie Simpson seconded the Motion and it was unanimously approved.

### III. Approval of Minutes

#### A. January 16, 2020

Cindy Grannan made the Motion to approve the Minutes for January. Stephanie Simpson seconded the Motion and the Minutes were approved unanimously.

#### B. January 16, 2020 Executive Session

Jesus Vargas made the Motion to approve the January Executive Session Minutes. Stephanie Simpson seconded the Motion and the Minutes were approved unanimously.

#### C. February 5, 2020 Special Meeting

Cindy Grannan made the Motion to approve the February Special Meeting Minutes. Jesus Vargas seconded the Motion and the Minutes were approved unanimously.

III. Approval of Minutes (continued)

D. February 5, 2020 Executive Session

Stephanie Simpson made the Motion to approve the February Executive Session Minutes. Stephanie Simpson seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

SSSRA: Porter welcomed Adina McCollough from the Park Forest Recreation & Parks Department and Meghan Fenlon from Tinley Park-Park District. Porter also mentioned that Ms. Fenlon will be the new Superintendent of Recreation at the Tinley Park-Park District & SSSRA's new Board representative starting in April.

Tinley Park: Chevalier announced that Sean Caddigan will be the new Facilities Manager at the Tinley Park-Park District starting May 1, 2020.

VII. Unfinished Business

None

VIII. New Business

A. Election of Officers

Chevalier opened the floor for nominations for President. Stephanie Simpson made the Motion to approve Cindy Grannan for President. Joseph Bertrand seconded the Motion. Chevalier closed the floor for nominations for President. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

Chevalier opened the floor for nominations for Vice-President. Cindy Grannan made the Motion to approve Stephanie Simpson for Vice-President. Joseph Bertrand seconded the Motion. Chevalier closed the floor for nominations for Vice-President. A roll call vote was taken:

VIII. New Business

A. Election of Officers (continued)

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

The Motion was approved unanimously by those present.

Chevalier opened the floor for nominations for Treasurer. Cindy Grannan made the Motion to approve Joseph Bertrand for Treasurer. Stephanie Simpson seconded the Motion. Chevalier closed the floor for nominations for Treasurer. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

The Executive Director recommended that the new officers stay in place until June of 2021.

B. Appointment of Executive Director

Chevalier asked for a Motion to appoint Lisa Drzewiecki as the new Executive Director effective June 4, 2020. Joseph Bertrand made the Motion to approve Ms. Drzewiecki as Executive Director. Cindy Grannan seconded the Motion. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

IX. Staff Report

A. Program

1. First-Timer Report – Fall, 2019

Drzewiecki reported that the association had 33 first-time participants in the fall season, as compared to 12 the year prior. Drzewiecki mentioned that the increase in participation was due to 14 new individuals from Sertoma Centre and from the outreach efforts at Richton Square School & Rich East High School.

IX. Staff Report

A. Program (continued)

2. LARC Holiday Party

On December 20, SSSRA provided a Holiday Party for the participants at LARC workshop in Lansing. Participants enjoyed cookies, juice, arts & crafts, and music. There were 98 individuals who attended the event, including 52 participants from Lansing.

3. Athletic Banquet - Enclosure

On January 16, SSSRA held the Annual Athletic Banquet at Wiley's Grill in Flossmoor. There were ninety Special Olympic athletes, unified partners, coaches and family members who attended the event.

SSSRA thanked Debbie Kopas, Executive Director and Stephanie Simpson, Superintendent of Recreation for attending the event.

4. Special Olympics Region E Basketball Tournament

On January 26, all three Special Olympics Basketball teams competed in the Region E Basketball Tournament. Drzewiecki mentioned that athletes who earned a Gold medal will be attending the State Basketball Tournament March 14 - 15 at Illinois State University.

5. Healthy Minds Healthy Bodies Program Update

As of February 1, the Healthy Minds Healthy Bodies program has reached a total of 109 Veterans enrolled since the program began in 2013. A chart was provided to the Board that showed veterans that completed the program, current enrollment, veterans removed from the program due to inactivity and waitlist. This winter, one of the goals for HMHB program is to host a coffee and conversation time for the veterans. The purpose of the opportunity is to identify what type of programs that the veterans are interested in if offered by SSSRA. In the last two months, Tammy McMahan, Inclusion Manager, has been contacted by four veterans to re-enroll in the HMHB program. Drzewiecki mentioned that the veterans were informed that there is only one membership per veteran.

Porter reminded the Board that the HMHB program is for veterans with disabilities. Member agencies are responsible for their veteran's membership and companion for one year. SSSRA pays for the veteran's personal training time at no cost to the member agencies. After the first year, it is up to member districts if they would like to offer their veterans free or discounted membership at their expense. However, the agency will not be able to pay for additional personal training time. The agency will keep the Board informed when the veterans request to re-enroll in the program.

Chevalier raised a question asking how is the HMHB program marketed to the veterans? Porter explained that the HMHB program is marketed in the agency's brochure and on the website. The agency's website lists the HMHB program in two ways: first, under program name and secondly, under program for veterans. The HMHB program is also marketed by flyers, in addition to Ms. McMahan going out to the Veterans Commissions.

IX. Staff Report

A. Program (continued)

6. Special Olympics & Police Officer Basketball Game – Enclosure

On February 25, SSSRA Special Olympics Basketball Athletes and the Torch Run Officers competed in a basketball game. There were 46 Officers who participated in the event.

SSSRA thanked the Matteson Community Center for hosting the event and Ashley Turner, Parks & Recreation Supervisor for attending the event. SSSRA also thanked the Village Administrators from Richton Park for their support. They are as follows: Rick Reinbold, Village President, Brian Coleman, Trustee, and Regan Stockstell, Village Manager.

7. Summer, 2020 Fees

For weekly programs, the agency's objective is to continue to cover 50 - 65% of direct expenses including transportation, admissions, food, recreation supplies and clothing. Special events are covered at 100% of admission costs and 50% of all other expenses including staffing, transportation, food, recreation supplies and clothing. Drzewiecki mentioned keeping the fees the same as 2019 or last season offered when possible. Programs and events stayed the same or increased by up to 23%. Programs and special events with a higher percentage increase for the season are: Special Olympics Bocce (23%); Swimmercise (14%) and Camp Duncan (13%).

Drzewiecki informed the Board that there will be 57 weekly programs and 36 special events offered. Due to the amount of grant funds by Ecolab Inc., Aileen S. Andrew Foundation and Ricky's Ride the agency was able to offer a significant number of programs and special events at a discounted fee. Drzewiecki also stated that transportation for Adults with Physical Disabilities will also be offered for free this summer.

B. Administrative

1. Staff Professional Involvement, Activities and Training – January, 2020

Porter reviewed staff activities, highlighting that SSSRA provided the Handle with Care (Crisis Intervention & Behavior Management) training on January 15, in Homewood. Porter mentioned that this intensive training focuses on behavior management techniques both verbal and physical. SSSRA uses these techniques at our programs. Porter also mentioned that three full-time and fifteen part-time staff attended the training.

2. Member Agency Inclusion Billing – 2019 - Enclosure

Porter shared with the Board that most of the member agencies have their Inclusion Aides on SSSRA's payroll. Member agencies that will be seeking credit for their 2019 inclusion staffing costs, should submit the Member Agency Inclusion Staffing Costs form to Janet Porter by April 3. The member agency contribution for each park district or recreation department will be adjusted for 2020 – 2021.

IX. Staff Report

B. Administrative (continued)

3. 2020-2021 Budget Preparation

A Budget Committee meeting was held on February 19, 2020. The Committee reviewed anticipated revenue for the upcoming year, reviewed the Fund Balance, discussed full-time staff salary ranges and increases, Inclusion expenses, and scheduled capital purchases.

The next Budget Committee meeting is scheduled for March 26<sup>th</sup>, to review proposed expenses for 2020 – 2021. Porter mentioned that for the March Board meeting, the Budget Committee will meet at 9:00 a.m. followed by the regular Board meeting at 10:00 a.m.

X. Financial Report

A. Claims List

1. Additional January, 2020

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

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

The Motion was approved unanimously by those present.

2. February, 2020

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

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

The Motion was approved unanimously by those present.

B. Financial Statement

1. January, 2020

Joseph Bertrand made the Motion to approve the January Financial Statement. Cindy Grannan seconded the Motion and the Motion was approved unanimously.

XI. Executive Session

None

XII. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Stephanie Simpson seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 9:50 a.m.

**Next Meeting: March 26, 2020**

**\*10:00 a.m.**