

# **SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION**

*January 16, 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 January 16, 2020 to order at 9:02 a.m.

Members present: 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  
Ashley Turner, Richton Park Parks & Recreation Department  
Sandy Chevalier, Tinley Park-Park District

Members absent: Dwone Ross, Sr., Country Club Hills Park District

Others present : Janet Porter, SSSRA Executive Director  
Lisa Drzewiecki, SSSRA Superintendent  
Regina Ross – Ellison, SSSRA Finance & Office Manager  
Nina Ross, SSSRA Secretary/Registrar  
Anthony Cervini, CPA and Partner with Sikich, LLC

### **II. Approval of Agenda**

Stephanie Simpson made the Motion to approve the Agenda. Joseph Bertrand seconded the Motion and the Agenda was approved unanimously.

### **III. Approval of Minutes**

#### **A. November 21, 2019**

Lisa Hill made the Motion to approve the Minutes for November. Stephanie Simpson seconded the Motion and the Minutes were approved unanimously.

### **IV. Correspondence**

#### **A. Letter from Mr. Tim Lenac, Park District Risk Management Agency**

Porter reviewed the letter from Mr. Lenac, Park District Risk Management Agency. SSSRA's loss prevention effort continues to be acknowledged with Accreditation and a \$1,500 cash award. Porter stated that the cash award goes back to our participants and families in the agency's scholarship fund.

IV. Correspondence (continued)

B. Letter to Ms. Gwendolyn Bohannon and Mr. Anthony Pitts

SSSRA thanked Ms. Bohannon and Mr. Pitts for their generous financial contribution in the amount of \$2,000. This donation will be used to off-set the cost of the Camp Pinewood weekend trip in 2020.

C. Letter to Mrs. Maureen Walsh, Operation T.A.L.K., INC.

SSSRA thanked Operation T.A.L.K., INC. for their generous financial contribution in the amount of \$2,500 for the Healthy Minds Healthy Bodies program.

V. Public Comment

None

VI. Community Announcements

None

VII. Unfinished Business

None

VIII. New Business

A. Presentation of 2018-2019 Audit

Porter introduced Anthony Cervini, CPA and Partner with Sikich, LLC to the Board. Mr. Cervini was the lead Auditor for SSSRA's fiscal year 2018-2019 Audit.

Mr. Cervini thanked the association for a very smooth and efficient audit process. Sikich, LLC issued a clean and unmodified opinion on the association's financial statements as of May 31, 2019, fiscal year 2018-2019.

The following reports and recommendations were reviewed by Mr. Cervini. They are as follows:

- Annual Financial Report
- Auditor's Communication to the Board of Director's

Mr. Cervini let the Board know that the association's financial stability continues to remain strong. The association concluded the year with a cash position of \$616,588. Overall operating revenues this past year were \$1,226,583 and operating expenses (including depreciation) were \$1,677,143 for a net operating loss of (\$450,560).

During the audit process, Sikich, LLC found no material weaknesses or significant deficiencies. Overall, the association's internal controls are strong and have a good structure in place. Sikich, LLC had a few recommendations that the association has implemented since the audit process.

## VIII. New Business

### A. Presentation of 2018-2019 Audit (continued)

Porter asked the Board if there were any questions. There were no questions from the Board.

Chevalier called for a Motion to accept the 2018-2019 Audit Report. Cindy Grannan made the Motion to accept the 2018-2019 Audit Report as presented. Kevin Adams seconded the Motion and the Motion was approved unanimously.

## IX. Staff Report

### A. Program

#### 1. Special Olympics Volleyball Update

On October 26-27, 2019, SSSRA's traditional volleyball team competed in the Special Olympics Fall Games held in Rockford. Congratulations to all seven athletes for taking first place.

#### 2. Outreach Report – November and December, 2019

Drzewiecki reviewed the Outreach Report and highlighted that SSSRA attended the Richton Park Parent Advisory Council Meeting on November 6. SSSRA provided information on the association's services at the Autism and Special Needs Seminar on November 16, in Palos Hills. Information regarding SSSRA services was also presented to the students and faculty at the SWCCASE Transition Program on November 25, in Orland Park. A Dial My Calls broadcast was sent on December 11 to 1,059 households in all member communities to promote winter programs and special event opportunities. SSSRA also provided a Holiday Party for the participants at LARC on December 20, in Lansing.

#### 3. Fall, 2019 Drama Show - Enclosure

There were 14 participants who performed in the Drama Show entitled *The Nutcracker* on December 16, at Freedom Hall in Park Forest. There were 119 guests that attended the event.

#### 4. Fall, 2019 Inclusion Report

During the fall of 2019, SSSRA supported a total of 11 individuals in 19 programs through the Inclusion process. Although the number of individuals and registrations decreased from the year prior, the direct service hours by part-time staff increased by 66 hours. This was due to an Aide that was needed for an additional participant who was registered for a Before-School Care program. In addition to providing 1:1 Aides for our member districts, Tammy McMahon, Inclusion Manager, was on-site performing observations. Drzewiecki let the Board know that the agency is returning to performing observations at our member agencies before placing an Aide on-site.

Porter asked the Board for their support in giving the agency a minimum of a week's notice when an Inclusion Aide is requested for their program.

IX. Staff Report

A. Program (continued)

5. February Special Events – Enclosure

Drzewiecki reviewed a flyer of upcoming special events. Events highlighted included:

- An American in Paris, Sunday, February 2, 2020
- We Shall Overcome, Sunday February 16, 2020
- The Curious Case of the Dog in the Nighttime, Sunday, February 23, 2020
- Special Olympics and Police Officer Basketball Game, Tuesday, February 25, 2020

6. Winter and Spring, 2020 Program Locations - Enclosure

Drzewiecki shared with the Board that all facility locations have been confirmed and if there is a specific program that the member districts would like to see in their community, please inform the agency.

B. Administrative

1. Staff Professional Involvement, Activities and Training – November & December, 2019

Porter reviewed staff activities, highlighting the PDRMA Risk Management Institute that Lisa Drzewiecki, Pam Alvarado, Tammy McMahon and Laura Pubins attended on November 15, in Tinley Park. Porter also mentioned that Drzewiecki is on the Therapeutic Recreation Section Awards Committee and that the TR Section's Annual Meeting will be held on Thursday, January 23, 2020 at the conference.

2. SSSRA Welcomes Nina Ross - Enclosure

Porter introduced Nina Ross to the Board as our new Secretary/Registrar. Ms. Ross has multiple educational accomplishments and a really great work history. Porter let the Board know that there were over eighty applicants that were received for her position. This combination of experience and skills, along with her warm personality, is already proving to be an asset to our agency. Porter included an updated Organizational Chart in the Board packet.

3. Sandy DeFrancesco Celebrates 10 Years

Secretary/Registrar Sandy DeFrancesco celebrated 10 years of service with the association on January 12<sup>th</sup>. The association had a lunch for her on January 10, 2020. The association thanks Ms. DeFrancesco for 10 years of service.

4. 2020 Important Dates

Porter asked the Board to mark their calendars for the following important association event dates in 2020.

Tuesday, February 25	7:00 p.m.	Special Olympics Athletes vs. Police Officers Game
Saturday, April 18	7:00 p.m.	Palumbo Foundation Trivia Night
Monday, May 4	7:00 p.m.	Spring Arts Recital and Drama Show

IX. Staff Report

B. Administrative

4. 2020 Important Dates (continued)

Wednesday, May 13	6:00 p.m.	Family Banquet
Friday, August 21	11:30 a.m.	Golf Outing Fundraiser
Sunday, September 20	11:00 a.m.	Ricky's Ride

5. Budget Preparation Timeline

Porter reviewed the Budget Preparation Timeline for the next fiscal year. The Budget Committee Members are Sandy Chevalier, Cindy Grannan, Stephanie Simpson, Joseph Bertrand and Michelle Havran. Jesus Vargas, Executive Director of Olympia Fields Park District joined the Budget Committee. The first Budget Committee Meeting will be held on February 19, 2020, at 9:00 a.m.

6. Preparing for Change in Board Officers

In preparation for Board President Sandy Chevalier's retirement on March 31, 2020, the association will need to make changes in Board Officers. Porter suggested that the Board hold elections at the February 27 meeting, to allow for bank signature cards to be changed. It was also suggested that the new officers be in place until June of 2021.

X. Financial Report

A. Claims List

1. Additional November, 2019

Joseph Bertrand made the Motion to approve the Additional Claims List for November, 2019. Jesus Vargas seconded the Motion. Chevalier asked if there was any discussion. A roll call vote was taken:

Country Club Hills	absent	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. December, 2019

Joseph Bertrand made the Motion to approve the Claims List for December, 2019. Jesus Vargas seconded the Motion. Chevalier asked if there was any discussion. A roll call vote was taken:

Country Club Hills	absent	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 (continued)

B. Financial Statement

1. November, 2019

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

2. December, 2019

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

XI. Executive Session

Joseph Bertrand made a Motion to go into Executive Session pursuant to Section 2(c)(1) of the Open Meetings Act for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. Cindy Grannan seconded the Motion and a roll call vote was taken:

Country Club Hills	absent	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. Executive Session began at 9:38 a.m.

Joseph Bertrand made a Motion to conclude Executive Session. Kevin Adams seconded the Motion and it was approved unanimously. Executive Session ended at 10:02 a.m.

Janet Porter announced her retirement from the Executive Director position, effective June of 2020. She thanked the Board for their continued support. The Board set a Special Meeting for Wednesday, February 5, 2020, to discuss plans for the position.

XII. Adjournment

Michelle Havran made a Motion to adjourn the meeting. Lisa Hill seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 10:03 a.m.

**Next Meeting: February 27, 2020**