

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

June 27, 2019 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 June 27, 2019 to order at 9:04 a.m.

Members present: Dwone Ross, Sr., Country Club Hills Park District
Stephanie Simpson, Homewood-Flossmoor Park District
Michelle Havran, Lan-Oak Park District
Lisa Hill, Matteson Recreational Division (in attendance until 9:39 a.m.)
Cindy Grannan, Oak Forest Park District
Kevin Adams, Park Forest Recreation & Parks Department (in attendance until 9:46 a.m.)
Ashley Turner, Richton Park Parks & Recreation Department
Sandy Chevalier, Tinley Park-Park District

Members absent: Joseph Bertrand, Hazel Crest Park District
Denise Will, Olympia Fields Park District

Others Present: Janet Porter, SSSRA Executive Director
Lisa Drzewiecki, SSSRA Superintendent
Regina Ross - Ellison, SSSRA Finance & Office Manager
Tony Palumbo, Palumbo Family Charitable Foundation
Mike Palumbo, Palumbo Family Charitable Foundation
Greg Palumbo, Palumbo Family Charitable Foundation

II. Approval of Agenda

Chevalier called for a Motion to approve the Agenda. Cindy Grannan made the Motion to approve the Agenda. Kevin Adams seconded the Motion and the Agenda was approved unanimously.

III. Approval of Minutes

A. May 23, 2019

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

B. May 23, 2019 Executive Session

Stephanie Simpson made the Motion to approve the Executive Session Minutes for May. Kevin Adams seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

Porter circulated a thank you card from the McGannon family. Porter stated that the McGannon family has been members with SSSRA for many years and now will be relocating to Park Ridge. Porter also mentioned that Kathy McGannon will be able to continue recreation programs through M-NASR. Porter let the Board know that the McGannon's donated \$1,000 to SSSRA.

V. Public Comment

None

VI. Community Announcements

SSSRA: Porter welcomed Greg, Mike & Tony Palumbo from the Palumbo Family Charitable Foundation. To date, the Palumbo Family donated \$22,000 to SSSRA. This year, the Palumbo Family held their fourth fundraiser and donated \$8,500 toward the agency's scholarship fund. SSSRA thanked the Palumbo Family Charitable Foundation for their generous contribution.

The Board of Directors & SSSRA congratulated Denise Will on her retirement. SSSRA thanked Denise Will for her thirteen years of service as a SSSRA Board Member.

VII. Unfinished Business

A. Amended *Articles of Agreement* – Enclosure

Porter shared with the Board that the 2nd Draft of the Amended *Articles of Agreement* was sent electronically to the Board on June 18. This draft contains a red-line deletion of the last sentence on page 5, number 15. This update addresses the concern raised by the Lan-Oak Park District, pertaining to a member agency's withdrawal and their obligations thereafter. Porter also stated that the goal of the revised *Articles* remains the same, to raise the member contribution rate to the association. Porter asked the Board to please use the enclosed document, along with the revised *Bylaws* and signature page sent on May 30, in moving forward with their respective Board. Chevalier asked for a Motion to approve the amended *Articles of Agreement* as presented.

Cindy Grannan made a Motion to approve the *Articles of Agreement* as presented. Dwone Ross Sr. seconded the Motion. Chevalier asked if there was any discussion.

Discussion took place and clarification was provided on the following sections of the Amended *Articles of Agreement* and *Bylaws*, in response to questions raised by Cindy Grannan (on behalf of legal counsel who represents Oak Forest and Homewood-Flossmoor Park Districts):

Page 4, #14C

Page 1, B #2

Page 3, #11, paragraph 2

Bylaws – Article II, Section 5

VII. Unfinished Business

A. Amended *Articles of Agreement* – Enclosure (continued)

Chevalier asked if there were any further questions. With a Motion and a second, Chevalier asked for all those in favor of approving the final amendment to the *Articles of Agreement*. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

VIII. New Business

A. 2019-2020 Election of Officers

Michelle Havran made a Motion to approve the Officers as currently in place for the upcoming year. Cindy Grannan seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

B. 2019-2020 Appointments

Cindy Grannan made the Motion to approve Robbins Schwartz as the Association's legal counsel for corporate matters. Kevin Adams seconded the Motion and it was approved unanimously.

Michelle Havran made the Motion to appoint Regina Ross – Ellison as the Board Secretary. Lisa Hill seconded the Motion and it was approved unanimously.

C. 2019-2020 Committees

SSSRA removed Denise Will & Anthony Burton from their Committee. Kevin Adams & Lisa Hill have been added to the Fundraising Committee. The Committee members for 2019-2020 will be as follows:

Personnel: Sandy Chevalier
Joseph Bertrand
Stephanie Simpson

Fundraising: Sandy Chevalier
Kevin Adams
Cindy Grannan
Lisa Hill

VIII. New Business

C. 2019-2020 Committees (continued)

Budget: Sandy Chevalier
Stephanie Simpson
Cindy Grannan
Michelle Havran
Joseph Bertrand

Strategic Planning: Sandy Chevalier
Dwone Ross Sr.
Stephanie Simpson

IX. Staff Report

A. Program

1. Outreach Report – May, 2019

Drzewiecki highlighted that SSSRA provided information regarding SSSRA services to the following communities: Richton Square School in Richton Park on May 6, Country Club Hills Cares Day on May 10 and Oak Forest Swing into Summer event on May 16. Drzewiecki also stated that SSSRA sent a Dial My Calls broadcast to 343 households in Lansing, Matteson and Tinley Park to promote summer day camp, programs and special event opportunities on May 23.

2. Richton Square School Outreach Event

In May, SSSRA provided games and a craft activity for students receiving special services at Richton Square School. There were 30 preschool students who attended the event.

3. Special Olympics Track & Field Tournament Results

On May 4, Special Olympics held the Region E Track & Field Tournament at Thornwood High School in South Holland. SSSRA had 13 athletes who competed in 32 events. Seven athletes earned Gold medals, advancing to the State Summer Games at Illinois State University that was held on June 7 – 9.

4. Spring, 2019 Inclusion Report

During the spring of 2019, SSSRA supported a total of 14 individuals through the Inclusion process. These individuals participated in 25 total programs. SSSRA provided a total of 11 Inclusion Aides and a total of 413 direct service hours by part-time staff. Drzewiecki mentioned that direct service hours increased compared to last year and that there was also a significant increase in full-time staff hours compared to last year. Last year, the Inclusion Manager's direct service hours were 6 hours compared to 61 hours this year. The hours increased due to being short staffed.

Porter added that Tammy McMahon, Inclusion Manager, has been working as an Inclusion Aide in addition to managing all the services that are required. Porter also stated that the number of Inclusion registrations for spring increased by 10 as compared to 2018 and that Inclusion expenses continue to rise.

IX. Staff Report

A. Program

4. Spring, 2019 Inclusion Report (continued)

This past year, the total expenses for Inclusion were \$93,093 versus \$76,561 the year prior, which is a 22% increase. Porter mentioned that the \$93,093 are wages from part-time staff that SSSRA paid for or credited the member districts for 2018. The \$93,093 does not include full-time staff that sub in for programs. Porter shared that Inclusion expenses will continue to rise and the cost of Inclusion is a big impact on the agency's budget. A detailed report will be included in the July Board packet.

5. Summer Programs a Great Success

Drzewiecki shared with the Board that eleven weekly programs and twelve special events offered for the summer season were filled to capacity.

6. July Special Events - Enclosure

Drzewiecki highlighted that SSSRA is hosting the ITRS Softball Tournament in Park Forest that will be held on July 14, 2019 and *The Music Man*: Sensory-Friendly Performance that will be held on August 10, 2019 at the Goodman Theatre in Chicago. Due to the generosity of Ricky's Ride *The Music Man* special event is offered free for residents.

B. Administrative

1. 2019-2020 Board Representatives - Enclosure

As requested in the May Board packet, Porter asked the Board to please use the enclosed form to appoint two representatives to the Board for the upcoming year. Member agency representatives and alternates appointed so far are:

Homewood-Flossmoor: Stephanie Simpson
Debbie Kopas

Oak Forest: Cindy Grannan
Kristin Dahm

Tinley Park: Sandy Chevalier
Shawn Roby

2. Capital Bill Project Request – Enclosure

SSSRA submitted a Capital Bill Project Request to local legislators. Porter stated that once the property purchase is completed there is a need to replace a large section of the parking lot. The proposal was sent electronically to Senators and Representatives who serve SSSRA member communities, and presented in person to two legislator's assistants. The agency will keep the Board posted on the Capital Bill Project.

IX. Staff Report

B. Administrative (continued)

3. Special Kids Foundation – Site Visit

On June 22, Janet Porter and Tammy McMahon met Representatives from the Special Kids Foundation at SSSRA's Fitness and Fun program in Oak Forest. Porter mentioned that there are 9 adults in the Fitness and Fun program with various disabilities. Porter also mentioned that the site visit went well. The agency will keep the Board posted on the Special Kids Foundation grant.

4. 30th Annual Golf Outing Fundraiser

Porter reminded the Board of the plans for the upcoming Golf Outing. Flyers and registration forms were mailed on June 21st. The 30th Annual Golf Outing will be held on Friday, August 16th at Coyote Run Golf Course, in Flossmoor.

X. Financial Report

A. Claims List

1. Additional May, 2019

Cindy Grannan made the Motion to approve the Additional Claims List for May, 2019. Stephanie Simpson seconded the Motion. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

2. June, 2019

Cindy Grannan made the Motion to approve the Claims List for June, 2019. Stephanie Simpson seconded the Motion. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

X. Financial Report (continued)

B. Financial Statement

1. May, 2019

Dwone Ross Sr. made the Motion to approve the May Financial Statement. Stephanie Simpson seconded the Motion. Chevalier asked if there was any discussion.

Porter provided the Board with a list of line items that were over budget for fiscal year 18 – 19, along with an explanation as to why the line items were over budget. They are as follows:

- 413- Promotional
- 414-Consultant Fees
- 415-Telephone
- 422-Bank Fees
- 505/506-Payroll Taxes
- 508-Dues & Subscriptions
- 510-Mileage
- 603-Office Building

Chevalier asked if there were any questions. With a Motion and a second, Chevalier asked for all those in favor of approving the Financial Statement, and it was approved unanimously.

XI. Executive Session

Michelle Havran made a Motion to go into Executive Session pursuant to 5 ILCS 120/2(c)(5) for the purpose of discussing the possible purchase or lease of property and pursuant to 5 ILCS 120/2(c)(11) to discuss probable or imminent litigation. Dwone Ross Sr. seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present. Executive Session began at 9:51 a.m.

Dwone Ross Sr. made a Motion to conclude Executive Session. Michelle Havran seconded the Motion and it was approved unanimously. Executive Session ended at 9:56 a.m.

XII. Adjournment

Michelle Havran made a Motion to adjourn the meeting. Stephanie Simpson seconded the Motion, and the meeting adjourned at 9:56 a.m.

Next Meeting: July 25, 2019