

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

November 21, 2019 Board of Directors Meeting

Minutes

I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board of Directors meeting for November 21, 2019 to order at 9:03 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
Kevin Adams, Park Forest Recreation & Parks Department
Ashley Turner, Richton Park Parks & Recreation Department
Shawn Roby, Tinley Park-Park District

Members absent: Dwone Ross, Sr., Country Club Hills Park District
Jesus Vargas, Olympia Fields Park District

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

II. Approval of Agenda

Michelle Havran made the Motion to approve the Agenda. Joseph Bertrand seconded the Motion and the Agenda was approved unanimously.

III. Approval of Minutes

A. October 24, 2019

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

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

SSSRA: Porter welcomed Shawn Roby, Executive Director of the Tinley Park-Park District.

VI. Community Announcements (continued)

SSSRA: announced that Sandy Chevalier will be retiring in March of 2020. Porter also mentioned that Ms. Chevalier has served on the SSSRA Board for thirty-eight years. Nina Ross filled the position as the Full – Time Secretary/Registrar. Ms. Ross comes to SSSRA with many years of office experience. Porter mentioned that Ms. Ross will be introduced to the Board at the January meeting.

VII. Unfinished Business

None

VIII. New Business

A. Revised Drug and Alcohol Policy – Enclosure

In preparation for the Cannabis Regulation and Tax Act, SSSRA sent the current policy, along with PDRMA's model, to the agency's corporate counsel Attorney Steve Adams. A red-lined copy of the revisions recommended by Robbins Schwartz was included for the Board's review.

Porter asked the Board for an approval of the revised Drug and Alcohol Policy, effective January 1, 2020.

Joseph Bertrand made the Motion to approve the revised Drug and Alcohol Policy. Stephanie Simpson seconded the Motion.

Joseph Bertrand raised a question asking if an individual gets into an accident while driving an agency vehicle & tested positive, will PDRMA Insurance cover the agency? Discussion ensued regarding PDRMA's insurance coverage and support of their member agencies.

With a Motion and a second, Grannan asked for all in favor of approving the revised Drug and Alcohol Policy and it was approved unanimously.

IX. Staff Report

A. Program

1. Outreach Report – October, 2019

Drzewiecki mentioned that SSSRA provided information on the association's services to Ms. Stephanie Sichelski, Vocational Coordinator and Ms. Jennifer Lucas, Assistant Principal at Southwest Cook County Cooperative Association for Special Education on October 25, in Orland Park. Drzewiecki will be presenting information on SSSRA services to the students on November 25, 2019.

2. St. Coletta's Halloween Party

On October 30, SSSRA hosted a Halloween Party for the participants of St. Coletta's. There were 174 participants who attended this event. Drzewiecki mentioned that the number of SSSRA residents served at this outreach event increased from 45 last year, to 61 this year. The association will continue to evaluate the time and resources put into this event and will contact St. Coletta's administrators regarding other opportunities to promote our services.

IX. Staff Report

A. Program (continued)

3. Special Olympics Bocce Region E Tournament

On October 12, the Special Olympics Region Bocce Tournament was held at the Roma Sports Complex in Frankfort. SSSRA had a total of 6 athletes and 3 unified partners who competed this year. Three athletes earned a gold medal and will be competing at the Special Olympics Summer Games at Illinois State University in Bloomington/Normal the weekend of June 12 – 14, 2020.

4. Special Olympics Sectional Bowling

On October 20, two bowlers from SSSRA participated in the Special Olympics Sectional Bowling Tournament in Addison. One participant earned a silver medal and the other participant earned a ribbon.

5. Winter and Spring, 2020 Fees

SSSRA's objective is to continue to cover 50 – 65% of direct expenses such as transportation, admissions, food, recreation supplies and clothing. Special events are covered at 100% of admission costs and 50% of all other expenses including part-time staff, transportation, food, recreation supplies and clothing.

Fees for programs and special events stayed the same or increased between 8% - 16% for the season. Programs and special events that required larger fee increases due to staff costs include: Chef's Kitchen (15%) and Crafty Creations (16%).

SSSRA is offering fifteen new programs, twenty-two new special events and sixteen discounted programs and special events for the winter and spring 2020 season. Due to the generosity of the Aileen S. Andrew Foundation, Bowling, Book Club, Brunch and a Movie and Design Depot transportation services have been offered free of charge for adults with physical disabilities.

6. December Special Events – Enclosure

Drzewiecki reviewed a flyer of upcoming special events and highlighted the following:

- Fall Arts Recital & Drama Show "*THE NUTCRACKER*." The Drama Show will be performed at Freedom Hall in Park Forest, on December 16, at 7:00 p.m.
- Brunch with Santa Claus will be held on December 14, at 9:00 a.m. – 10:30 a.m. in Flossmoor.

B. Administrative

1. Staff Professional Involvement, Activities and Training, – October, 2019

Porter reviewed staff activities, highlighting that Lisa Drzewiecki, Superintendent met with Gregory Gabrielson from Unemployment Consultants, Inc. on October 31, in Tinley Park.

IX. Staff Report

B. Administrative (continued)

2. Fundraising Update

Porter mentioned that SSSRA's 30th Annual Golf Outing fundraiser raised an all-time high \$12,000. On November 11th SSSRA's third #Giving Tuesday campaign kicked-off on Facebook and on our website. Last year, SSSRA held its second campaign, raising \$3,390. Porter reminded the Board that #Giving Tuesday is a global day of giving, which is celebrated on the Tuesday following Thanksgiving and the widely recognized Black Friday and Cyber Monday.

3. Update on Grants

Porter mentioned that in addition to the grants received in September & October, there are some outstanding grant requests that have been sent out and are pending at this time. Porter let the Board know that St. Margaret Mary Parish said no, due to the reduced amount of funding this year. SSSRA will keep the Board posted as grants arrive.

4. Health Care Cost Comparison Project

For many years, the association has provided health care benefits for full-time employees through the Park District Risk Management Agency (PDRMA) Health Program. The association is highly satisfied with the administrative components of the program. However, the program is very costly. To continue to implement cost cutting measures were possible, the Executive Director has reached out to VistaNational Insurance Group, Inc. to obtain a cost comparison for health insurance. This company was highly recommended by several other SRA's who have made a change, as well as the Lan-Oak Park District. The agency will be meeting with Bob Novak, Managing Director in December to discuss various health care plans. Once the information is received and reviewed by staff, it will be presented to the Budget Committee in February. The association is contractually obligated to the PDRMA plan until September 1, 2020. Porter mentioned that there are ten full-time staff on the PDRMA health plan and four have dependents covered. Currently, the full-time staff pay 5% of their monthly premium and for their dependents, staff pay 50%. The goal is to keep the quality of the new plan the same and no adverse effects for those with pre-existing conditions.

X. Financial Report

A. Claims List

1. Additional October, 2019

Joseph Bertrand made the Motion to approve the Additional Claims List for October, 2019. Lisa Hill seconded the Motion. Grannan 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	absent		
Lan-Oak	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

X. Financial Report

A. Claims List (continued)

2. November, 2019

Kevin Adams made the Motion to approve the Claims List for November, 2019. Joseph Bertrand seconded the Motion. Grannan 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	absent		
Lan-Oak	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

B. Financial Statement

1. October, 2019

Joseph Bertrand made the Motion to approve the October Financial Statement. Kevin Adams seconded the Motion and the Motion was approved unanimously.

C. Update on 2018-2019 Audit

A draft of the May 31, 2019 Audit was received on October 30th. A final copy of the Audit is expected by the end of November and will be sent electronically to the Board. Mr. Cervini, CPA and Partner with Sikich, LLC, will be at our January 16, 2020 Board Meeting to present the Audit and answer any questions from the Board.

XII. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Lisa Hill seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 9:33 a.m.

Next Meeting: January 16, 2020*
(*one week early due to IAPD/IPRA State Conference)