

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

October 24, 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 October 24, 2019 to order at 9:03 a.m.

Members present: Joseph Bertrand, Hazel Crest Park District
Stephanie Simpson, Homewood-Flossmoor 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 (in at 9:07)
Sandy Chevalier, Tinley Park-Park District

Members absent: Dwone Ross, Sr., Country Club Hills Park District
Michelle Havran, Lan-Oak Park District

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

II. Approval of Agenda

Chevalier asked for a Motion to approve the Agenda. Stephanie Simpson made the Motion to approve the Agenda. Joseph Bertrand seconded the Motion.

Porter added the following to the Agenda under (IX. Staff Report, B. Administrative; #5 Capital Bill Projects).

With a Motion and a second, Chevalier asked for a Motion to approve the amended Agenda. Stephanie Simpson made a Motion to approve the amended Agenda. Joseph Bertrand seconded the Motion and the Agenda was approved unanimously.

III. Approval of Minutes

A. September 19, 2019

Cindy Grannan made the Motion to approve the Minutes for September. Lisa Hill seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

A. Letter from LARC

Porter circulated a thank you letter from LARC. LARC thanked SSSRA for donating a \$50 gift card towards their fundraising event.

V. Public Comment

None

VI. Community Announcements

Park Forest: Kevin Adams announced that Park Forest Fall Fest will be held on October 26, 2019.

VII. Unfinished Business

None

VIII. New Business

None

IX. Staff Report

A. Program

1. Outreach Report – September, 2019

Drzewiecki mentioned that SSSRA focused on providing information to the Early Childhood, Youth and Teen populations. In addition, SSSRA provided a booth with the agency's information at the Crete Acorn Fest on September 21.

2. Day Camp Financial Review

Drzewiecki summarized the review. There were 2 full-day camps that were split into four two-week sessions. SSSRA's camp offered for Early Childhood participants was cancelled due to low enrollment. The agency's goal when setting the fee for day camp is to cover 50 – 65% of the association's cost. Based on the financial review, staff costs continue to make up a substantial part of programming expenses. The cost per camper this year was \$372; and the agency charged \$318, covering 85% of the association's cost.

Staff recommended that the fees remain the same for full-day camps for 2020. Drzewiecki also mentioned that the day camp registration fees have remained the same since 2014.

The Board recommended keeping the fees the same for day camp 2020.

Discussion ensued about the challenges of declining Day Camp enrollment and the factors that contribute to this. The Board and staff discussed the lack of participation by the Early Childhood population and possible reasons for this; and the shift to Inclusion Services that the association is experiencing.

IX. Staff Report

A. Program (continued)

3. Day Camp Transportation Summary

There were 12 individual participants who took door-to-door transportation. All of the routes for 6 weeks were done by SSSRA, including Pam Alvarado, Operations Manager and John Braun, Vehicle Maintenance Coordinator as drivers. The cost cutting measures implemented for 2019 included setting a minimum number of riders that are required to provide the service and eliminating use of a bus company. The average cost of gas stayed the same as last year at \$2.96 per gallon. The agency subsidized 80% compared to 78% last year. The chart provided to the Board included the cost of Pam Alvarado and John Braun's direct service time.

Staff recommended evaluating grant funds and setting the fee to cover at least 50% of estimated expenses; continuing to use the Vehicle Maintenance Coordinator and Operations Manager to help provide door-to-door transportation as needed; and continuing to utilize part-time staff as drivers and vehicle aides when needed.

Ms. Alvarado shared with the Board that SSSRA has 6 vehicles, 12 part-time drivers & 6 full-time drivers; altogether a total of 18 drivers. The agency has three programs throughout the year that include door-to-door transportation and those programs require two routes. All the drivers have training four times a year. Alvarado also mentioned that there are four individuals from the member park districts and recreation departments that have been trained.

4. Camp Pinewood Weekend Trip

A total of 16 SSSRA participants and 4 staff members traveled to YMCA Camp Pinewood in Twin Lakes, Michigan on September 13 and returned September 15. The participants enjoyed archery, a variety of field games, tie-dying, canoeing, and rock climbing.

5. Special Olympics Volleyball

This year, SSSRA had athletes participate in both traditional volleyball and unified volleyball. Both teams competed at the Region E Special Olympics Volleyball Tournament held at the H-F Sports Complex. The traditional volleyball team earned a gold medal and the unified team earned a bronze medal. The traditional volleyball team will compete at the Special Olympics Illinois Fall Games at Harlem High School in Rockford, on October 26 -27, 2019.

6. First Timer Report – Fall, 2019

Drzewiecki reported that the association has 33 first-time participants this fall, as compared to 12 last year. Drzewiecki also reported that SSSRA has seen 175% increase in the first-timer report for fall. Families heard about SSSRA through various avenues.

IX. Staff Report

A. Program

6. First Timer Report – Fall, 2019 (continued)

Adams raised a question asking does SSSRA pay for the Ads in Chicago Parent? Porter explained that SSSRA shares the cost with other SRA's. Porter added that staff are excited to see that some families heard about SSSRA services through the school districts. This past summer, staff have been working hard with doing outreach at Richton Square School, District #162, which covers Olympia Fields, Park Forest, Richton Park and Matteson.

7. Trunk or Treat Special Event

Drzewiecki reviewed a flyer for the Trunk or Treat special event that will be held on Saturday, October 26, in Park Forest.

8. November Special Events

Drzewiecki reviewed a flyer of upcoming special events and highlighted the Bears on the Big Screen that will be held on Sunday, November 10, 2019 at Buffalo Wild Wings in Tinley Park.

B. Administrative

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

Porter reviewed staff activities, highlighting the ITRS Legislative & Advocacy Committee Meeting (SRA Directors) that the Executive Director and Lisa Drzewiecki attended on September 13, in Addison. Porter let the Board know that PDRMA's Legal Counsel provided a presentation on topics relevant to the SRAs, including: limitations to supervisory immunity; participant behavior, eligibility requirements for trips, and behavioral code of conduct standards to enforce.

2. Update on Full-time Staff Positions

On September 30, Laura Pubins was selected as our new Recreation Specialist. The start date for the Recreation Specialist position was October 21, 2019. The agency is now in the process of filling the Secretary/Registrar position once held by Ms. Pubins. An advertisement for the position was placed on ZipRecruiter, on the Tinley Park Chamber of Commerce website, and in *The Patch* newspaper. To date, the agency has received over eighty resumes. The target date to fill the position is December 2, 2019.

3. Update on Amended *Articles of Agreement* & *Bylaws*

To date, the *Articles* and *Bylaws* have been approved by the following member agency Boards: Country Club Hills, Hazel Crest, Homewood-Flossmoor; Oak Forest; Tinley Park & Park Forest. The communities that are pending approval are Matteson and Richton Park. Since the last Board meeting, the Executive Director presented information regarding the *Articles* and *Bylaws* to the Village of Matteson Trustees and Richton Park Trustees. Both meetings were successful.

IX. Staff Report

B. Administrative (continued)

4. Preparations for the Cannabis Regulation and Tax Act

The association has begun preparations for the Cannabis Regulation and Tax Act, which goes into effect on January 1, 2020. Porter mentioned that the agency will address the Cannabis Regulation and Tax Act from a personnel standpoint. The Executive Director sent the association's current Drug & Alcohol Policy and a sample policy provided by PDRMA to Attorney Steve Adams for review. The revised policy will be included in the November Board packet.

5. Capital Bill Projects

Porter reviewed background information regarding a concern with the agency's name being listed on the Capital Bill Projects listing at Illinois.gov, for a project that we did not submit a request for. After working for several weeks with a representative from Senator Hasting's office to obtain information on this project submission, further information was received on October 23rd. It was suggested by Senator Hastings's office that the association contact the associated State Representative's office to resolve this issue. The Board concurred that the Executive Director should take this next step.

Further, the association received written confirmation via e-mail that the association's request for funding for parking lot replacement has been submitted and will be funded, as per the Executive Director's telephone conversation with Senator Hastings on October 8th.

X. Financial Report

A. Claims List

1. Additional September, 2019

Joseph Bertrand made the Motion to approve the Additional Claims List for September, 2019. Kevin Adams 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 | absent | Park Forest | Yes | | |

The Motion was approved unanimously by those present.

2. October, 2019

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

X. Financial Report

A. Claims List

2. October, 2019 (continued)

| | | | | | |
|--------------------|--------|----------------|-----|--------------|-----|
| 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 | absent | Park Forest | Yes | | |

The Motion was approved unanimously by those present.

B. Financial Statement

1. September, 2019

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

C. Approval of Expenses in Accordance with Travel Reimbursement Policy

Lisa Hill made the Motion to approve the travel expenses for staff to attend the annual IAPD/IPRA Conference in January for the following positions: Executive Director, Managers (4) and the Recreation Specialist. Kevin Adams 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 meeting adjourned at 9:55 a.m.

***Next Meeting: Thursday, November 21, 2019
(One week early due to Thanksgiving Holiday)**