

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

September 19, 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 September 19, 2019 to order at 9:05 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
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 and Office Manager
Tammy McMahon, SSSRA Inclusion Manager

II. Approval of Agenda

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

III. Approval of Minutes

A. July 25, 2019

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

B. July 25, 2019 Executive Session

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

IV. Correspondence

A. Letter from Ms. Cheryle N. Yallen, Special Kids Foundation

On September 17, SSSRA was presented with a grant in the amount of \$25,000 from the Special Kids Foundation at the Winnetka Community House. Porter let the Board know that this grant will go toward Inclusion services. Porter also mentioned that SSSRA is one of seven organizations who received this grant, and was selected from among more than 30 applicants.

V. Public Comment

None

VI. Community Announcements

Matteson: announced that their Fall Family Fun Fest will be held on Saturday, October 19, 2019.

Olympia Fields: Vargas announced that their Community Shred & Electronic Recycling Day will be held on September 21, 2019.

Park Forest: announced that their 64th Annual Park Forest Art Fair & Village-wide Garage Sale will be held on Saturday, September 21 and Sunday, September 22, 2019.

SSSRA: Porter circulated a thank you card from LARC. LARC thanked the agency for the program services that were provided this past summer. Porter also circulated a thank you card from Board member Sandy Chevalier. Chevalier thanked the Board and staff for their generous gift for the loss of her loved one.

Drzewiecki thanked the Board for supporting the Ricky's Ride Fundraiser Event. Drzewiecki also stated that the agency will keep the Board posted on the final proceeds.

VII. Unfinished Business

None

VIII. New Business

None

IX. Staff Report

A. Program

1. Outreach Report – July & August, 2019

SSSRA sent a Dial My Calls broadcast to 1,061 households in all communities to promote fall program and special event opportunities. In addition, SSSRA notified families regarding the fall registration deadline.

IX. Staff Report

A. Program (continued)

2. Year End Celebration at Millennium School, Tinley Park

On July 18, SSSRA hosted the Year End Celebration for 153 students at Millennium School. SSSRA provided different carnival-style games and prizes for the children to enjoy and the children were entertained by a magician. Drzewiecki mentioned that out of 153 students, 137 were from Tinley Park.

3. Special Olympics Softball

A total of 13 athletes competed against other agencies this past spring and summer. On July 14, the athletes played in the Illinois Therapeutic Recreation Section (ITRS) softball tournament where the athletes placed second. On August 4, the athletes also competed in the Special Olympics Region E Softball Tournament where the athletes took home a silver medal. Drzewiecki thanked the Homewood-Flossmoor Park District for the use of Homewood Estates Park.

4. Special Olympics Golf

This year, six athletes participated in two different Special Olympics Area Golf Tournaments. On July 10, two unified groups and two individual athletes competed at the Region E Special Olympics Golf 9-Hole and Unified Tournament held at the Chicago Heights Park District Golf Course. On August 5, two athletes competed at the Region C Special Olympics Golf 3 and 6-Hole Tournament at the Bartlett Hills Golf Course. Two athletes won a gold medal and advanced to the Illinois Special Olympic Outdoor Sports Festival in Decatur that was held on September 7-8, 2019.

5. Special Olympics Region E Bowling Tournament

On August 10, twelve bowlers attended the Region E Bowling Tournament. Two bowlers earned a gold medal. They are as follows: John Ballard, Tinley Park and Aisha Walker, Matteson. Both gold medalists will be competing in the sectional tournament on October 20 in Addison.

6. YMCA Camp Duncan

A total of 11 SSSRA participants and 4 staff members traveled to Camp Duncan in Ingleside on August 5, 2019. The participants experienced boating, archery, rock climbing, games, leather crafting and campfires.

7. Summer, 2019 Inclusion Summary

This summer, SSSRA supported a total of 52 individuals through the Inclusion process at their home park districts and recreation departments. These individuals participated in 73 total programs including Day Camp, Gymnastics, Basketball Camp, Art Camp, Nature Camp and Soccer. This is a 26% increase in Inclusion program registrations as compared to last summer. SSSRA has seen an increase in registrations in the following communities: Homewood-Flossmoor, Lansing, Park Forest and Richton Park. Tammy McMahan, Inclusion Manager, mentioned that this past summer, sensory bags were placed at each location for the participants to utilize.

IX. Staff Report

7. Summer, 2019 Inclusion Summary (continued)

Ms. McMahon showed the Board what sensory toys the association uses to assist participants in being successful in the program. McMahon also stated that there were struggles with staffing this past summer. To recruit staffing, the agency did a job fair, posted a now hiring flag and sent out a blast over Facebook. The agency will continue to use these avenues to build up our staffing.

In addition, Porter reminded the Board that the number of registrations (73) indicates what our expenses were for Inclusion. In the last few years, the agency has seen a shift with more individuals going to Inclusion. Porter mentioned that the agency needs to be mindful with Inclusion expenses when doing the budget this fiscal year. This past summer, the agency spent \$30,000 on Inclusion Aides. Porter let the Board know that the amount spent does not include payroll taxes. A breakdown of these expenses by community was distributed to the Board. Porter also mentioned that the agency continues to pay for Inclusion expenses and plan on doing this indefinitely, if the rate increase passes.

8. Fall, 2019 Fees

SSSRA's objective is to continue to cover 50 – 65% of direct expenses such as part-time staff, 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 9% - 38% for the season. Programs and special events that required larger fee increases due to staff costs and/or admission fees include: Day Trippers (21%); Creative Corner (33%); Hoe Down (25%) and House of Mouse (38%).

SSSRA was able to offer 15 discounted programs; or, transportation is offered for free due Ricky's Ride donations and grants.

9. Fall, 2019 Program Locations – Enclosure

Drzewiecki stated that all sites for Fall, 2019 have been confirmed. The program locations list, which was included in the Board packet, shows the Board what programs are being offered in their community. Drzewiecki also stated that if there is a program on the list that is not offered in their district and they would like to offer the program, please let the agency know.

10. Healthy Minds Healthy Bodies Training Opportunity

There will be a Healthy Minds Healthy Bodies Trainers Certification Workshop held on October 18 & 19 at the Addison Park District/NEDSRA location from 8 – 5 pm. If you have personal trainers interested in attending, please contact Tammy McMahon by September 27. As a reminder, any personal trainer working with a Veteran through the HMHB program must be certified.

IX. Staff Report

B. Administrative

1. Golf Outing Summary

Porter thanked the Board members for their support at the 30th Annual Golf Outing Fundraiser and provided the Board with a list of new hole sponsors and prize donors. Porter mentioned that the dinner guest speaker was the Asenso family from Richton Park, who have 2 daughters in SSSRA programs. Porter stated that the financial results will be available once all final payments are received.

2. Update on Full-time Staff

Porter let the Board know that the agency is down three full-time positions, two of which are very key in providing direct services at our programs. Recreation Specialists work on-site at programs with participants approximately 20 hours a week. Also, one of our managers began her Maternity leave on September 4th and will return on December 2nd. An updated Organizational Chart was included in the Board packet.

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

SSSRA provided initial reports to the Board to support this process such as, a fact sheet, an overview and a list of cost cutting measures to present to their Boards. However, additional reports have been requested. The Executive Director distributed a couple of reports that were created since the last Board meeting, in response to questions from various Boards. To date, the *Articles* and *Bylaws* have been approved by the following member agency Boards: Country Club Hills, Hazel Crest, Homewood-Flossmoor and Oak Forest. Since the last Board meeting, the Executive Director presented information regarding the *Articles* and *Bylaws* to the Village of Matteson Trustees and the Tinley Park-Park District's Board. Both meetings were successful.

Porter reminded the Board that the signature page that was included in the July 31st email requires a signature from their Board President and Secretary. Porter reviewed the following additional reports: 2020 – 2021 Member Agency Tax Rate Report Information & History of SSSRA Member Contributions. After reviewing the additional reports, Porter asked the Board if there were any questions that have not been addressed. There were no questions from the Board regarding the two additional reports.

X. Financial Report

A. Claims List

1. Additional July, 2019

Lisa Hill made the Motion to approve the Additional Claims List for July, 2019. Kevin Adams seconded the Motion. A roll call vote was taken:

X. Financial Report

A. Claims List

1. Additional July, 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.

2. August, 2019

Cindy Grannan made the Motion to approve the Claims List for August, 2019. Stephanie Simpson seconded the Motion. 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.

B. Financial Statement

1. July, 2019

Cindy Grannan made the Motion to approve the July Financial Statement. Lisa Hill seconded the Motion and the Motion was approved unanimously.

2. August, 2019

Cindy Grannan made the Motion to approve the August Financial Statement. Lisa Hill seconded the Motion and the Motion was approved unanimously.

C. 2018-2019 Audit

Porter shared with the Board that the Auditors from Sikich, LLC (the firm that acquired Knutte & Associates) were on site at the association from September 16, 17, & 18 to perform the 2018-2019 Audit. Porter congratulated Regina Ross-Ellison, Finance and Office Manager, and SSSRA Full-time Staff for a job well done.

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 9:36 a.m.

Next Meeting: October 24, 2019