

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

April 22, 2021 Board of Directors Meeting

(conducted via Zoom)

Minutes

I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for April 22, 2021 to order at 9:06 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 (in at 9:10)
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
Meghan Fenlon, Tinley Park-Park District

Member Absent: Dwone Ross, Sr., Country Club Hills Park District

Others Present: Lisa Drzewiecki, SSSRA Executive Director
Heather Specht, SSSRA Superintendent
Regina Ross – Ellison, SSSRA Finance & Office Manager

II. Approval of Agenda

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

III. Approval of Minutes

A. March 25, 2021

Kevin Adams made the Motion to approve the Minutes for March. Ashley Turner seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

None

VII. Unfinished Business

None

VIII. New Business

A. 2021 – 2022 Proposed Budget - Enclosure

Drzewiecki reported that the proposed Budget is \$27,910 less than our current fiscal year Budget. There is a 2.4% decrease in proposed administrative expenses, mainly due to two less employees taking health coverage. There is a 1.6% decrease in program expenses. A list of any significant increases and decreases was included in the April Board packet. There are three large capital purchases planned for the year. They are as follows: The agency’s parking lot, replacement of the telephone system and the purchase of 5 computer laptops for program staff. The Committee also reviewed the association’s salary ranges and adjusted each range by the CPI, which is done annually. Drzewiecki asked if there were any questions or comments.

Grannan called for a Motion to approve the 2021 - 2022 Budget as presented. A Motion was made by Joseph Bertrand and seconded by Kevin Adams. 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.

IX. Staff Report

A. Program

1. Outreach Report – March, 2021

Specht mentioned that the Family Appreciation and Summer Day Camp Flyers were distributed to our families and group homes. In addition, SSSRA *Email Newsletters* were sent on March 8, 12 and 24 highlighting the following: Spring Virtual Programs, New Logo Announcement, Drive Through Bunny Visit, Family Appreciation, CommunityPass Information, Summer Brochure and Summer Registration. Specht also mentioned that SSSRA launched our Instagram page and shared the New Logo and Quote Series, Part 1.

2. Program Update

Specht reported on the program updates and mentioned that SSSRA offered both in-person and virtual programs for the month of March. SSSRA also offered a unique special event opportunity for our early childhood and youth populations.

IX. Staff Report

A. Program (continued)

3. Healthy Minds Healthy Bodies Update

Specht reported that there are 113 veterans that have enrolled in the HMHB program. A chart was provided to the Board that showed veterans that completed the program, current enrollment, veterans removed from the program due to inactivity and waitlist.

4. Family Appreciation

Due to COVID-19 regulations, SSSRA is unable to have the annual Family Banquet. This year, SSSRA will host a virtual Family Appreciation Night on Thursday, May 6 from 6:30-7:30pm.

5. Winter, 2021 Inclusion Report

SSSRA supported a total of 4 individuals through the Inclusion process. These individuals participated in 4 total programs. Specht mentioned that the chart provided to the Board included individuals who were registered for various programs and/or special events.

If the Board would like to schedule an Inclusion Training for their district's summer staff, please contact Tammy McMahon at tammym@sssra.org or the SSSRA office at 815-806-0384 x 16.

B. Administrative

1. Staff Professional Involvement, Activities and Training – March, 2021

Drzewiecki mentioned that staff continues to take advantage of the free webinars that are offered by PDRMA, such as Wellness, Injury Prevention and Human Resources.

2. Executive Director Evaluation - Enclosure

Drzewiecki reviewed the Executive Director's Evaluation process and asked the Board to return their evaluations to Cindy Grannan by May 7, 2021.

3. Update on Full-Time Staff - Enclosure

The Executive Director and the Superintendent have made the decision to remove one manager position. The responsibilities have been reassigned to the current staff. SSSRA will leave the second Recreation Specialist position vacant indefinitely, until the association's staffing needs and finances can be further evaluated. Drzewiecki mentioned that the staffing needs will be re-evaluated again during the 2022-2023 Budget preparation process. An updated Organizational Chart was provided to the Board.

X. Financial Report

A. Claims List

1. March, 2021

Lisa Hill made the Motion to approve the Claims List for March, 2021. 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	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

B. Financial Statement

1. March, 2021

Joseph Bertrand made the Motion to approve the March Financial Statement. Lisa Hill seconded the Motion and the Motion was approved unanimously.

XI. Executive Session

Joseph Bertrand made the Motion to go into Executive Session. Lisa Hill seconded the Motion and it was approved unanimously. The regular Board Meeting concluded at 9:21 a.m.

Joseph Bertrand made a Motion to conclude Executive Session at 9:30 a.m. Stephanie Simpson seconded the Motion and it was approved unanimously. Executive Session ended at 9:31 a.m.

Next Meeting: Thursday, May 27, 2021