

Board of Directors Meeting

April 28, 2022

9:00 am

Minutes

I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for April 28, 2022 to order at 9:06 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District
Joseph Bertrand, Hazel Crest Park District (in at 9:24 a.m.)
Mike Gianatasio, Homewood-Flossmoor Park District
*Michelle Havran, Lan-Oak Park District
Cindy Grannan, Oak Forest Park District
Kevin Adams, Park Forest Recreation & Parks Department
Ashley Turner, Richton Park Parks & Recreation Department
Meghan Fenlon, Tinley Park-Park District

Member Absent: Lisa Hill, Matteson Recreational Division
Jesus Vargas, Olympia Fields Park District

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

*Please note that during the roll call votes Lan-Oak Park District was not called, however was present for the April 28, 2022 Board meeting.

II. Approval of Agenda

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

III. Approval of Minutes

A. March 24, 2022

Kevin Adams made the Motion to approve the regular Board Minutes for March. Mike Gianatasio seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

A. Letter from Gigi's Playhouse, Tinley Park

SSSRA received a thank you letter for the sponsorship of \$100 towards GiGi's Playhouse Tinley Park 5K. This also gave the agency an opportunity to advertise for SSSRA programs.

IV. Correspondence

A. Letter from Gigi's Playhouse, Tinley Park (continued)

Drzewiecki mentioned that SSSRA Powerlifting participant Jillian Angell from Chicago Heights was featured in an article for placing first at the Special Olympics Area Tournament in the Bench Press and Deadlift competition.

V. Public Comment

None

VI. Community Announcements

Tinley Park: Meghan Fenlon announced that there will be a SSPRPA Day Camp Workshop held on June 3, 2022 in Tinley Park.

VII. Unfinished Business

None

VIII. New Business

2022-2023 Proposed Budget – Enclosure

Drzewiecki reported that the proposed Budget is \$216,000 more than our current fiscal year Budget. There is an 8% increase in proposed administrative expenses, due to a 2.5% maximum merit increase, Pension, and IT Support & Services. There is a 19% increase in program expenses, mainly due to adding a full-time Recreation Specialist for programming. There are two large capital purchases planned for the year. The first is replacing the roof and gutters on the administrative building. Secondly, adding the computer software needed for HR, Time in/Time-Out, and Payroll. Drzewiecki provided the Board with the following charts: Operating Budget Report – Revenue, Member Agency Tax Rate Report Information and Increases/Decreases of each account. Drzewiecki asked if there were any questions or comments.

Grannan commented that expenses and increases were reviewed by the Budget Committee.

Grannan called for a Motion to approve the 2022-2023 Budget as presented. A Motion was made by Meghan Fenlon and seconded by Dwone Ross, Sr. 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	*	Park Forest	Yes		

The Motion was approved unanimously by those present.

Please note that Hazel Crest entered the Board meeting after the roll call vote was taken for the approval of the 2022-2023 Proposed Budget.

IX. Staff Report

A. Program

1. Outreach Report – March, 2022

Specht shared with the Board SSSRA *Email Newsletters*, Instagram, Facebook and LinkedIn information for the month of March.

2. Special Olympics Basketball State Tournament

On March 11-12, SSSRA Stingrays 1 traveled to Illinois State University to compete in the Illinois Special Olympics State Basketball Tournament. The team won both games that earned them a gold medal. There were 14 participants who attended the event.

3. Winter, 2022 Inclusion Report

SSSRA supported a total of 11 individuals through the Inclusion process. These individuals participated in 12 total activities. This included soccer, basketball, swim lessons, before and after school care & preschool. Specht mentioned that this season was challenging as SSSRA continues to have staff shortages among part-time employees. A chart was provided to the Board that shows a list of Inclusion services by member district.

Specht stated that if you would like to schedule an Inclusion Training for your summer staff, please contact Tammy McMahon at the SSSRA office at 815-806-0384. In addition, Tammy McMahon will be speaking at the SSPRPA Workshop that will be held on June 3, 2022.

4. May Special Events – Enclosure

Specht reviewed a flyer of upcoming special events for the month of May. Specht also mentioned that a star next to a program indicates the program is new.

5. SSSRA Drama Club - Enclosure

"MONDAY NIGHT LIVE" will be held at Freedom Hall on May 9, 2022 at 7:00 p.m.

B. Administrative

1. Staff Professional Involvement, Activities and Training – March, 2022

Drzewiecki highlighted that Tammy McMahon, Laura Pubins and Rob Hentschel presented information on *Therapeutic Recreation* and *What is an SRA?* to the students at the Marian Catholic High School Career Day.

IX. Staff Report

B. Administrative (continued)

2. Healthy Minds Healthy Bodies Update

Drzewiecki mentioned that currently there are 3 Veterans enrolled in the HMHB program. However, the agency has faced some challenges. They are as follows:

- Veterans are asking to renew their membership free of charge.
- Richton Park is working towards a resolution to serve their Veterans.
- Lan-Oak Park District is discussing the future of the program due to not having a personal trainer.

3. Staffing Inclusion – Enclosure

Drzewiecki shared with the Board that SSSRA continues to have difficulty securing part-time staff as Inclusion aides at park district/recreation department programs, as well as SSSRA general programs and special events. A discussion took place on the following topics:

- Member districts allow two-weeks to ensure an aide is hired, trained and placed.
- Inclusion aides are not placed in the program for instructional roles/only if it relates to the disability.
- Is there a family member available to assist the participant during the program?
- Part-time employee on both park district/recreation department and the association's payroll to expand work hour opportunities.

Drzewiecki mentioned that if a part-time Inclusion aide can't be secured for a member and all full-time staff are assigned to other responsibilities; staff suggests that the member district speaks with the parent and explain the situation. A solution to the issue will be discussed between SSSRA and the member.

4. Connect/Member District Spotlight - Enclosures

Drzewiecki shared with the Board that SSSRA has developed a monthly newsletter called Connect. The goal is to highlight a member district in the Member District Spotlight so our families and friends can learn more about SSSRA's member communities. Tinley Park will be featured in the June edition.

5. 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 13, 2022. Drzewiecki will forward via email a list of goals achieved and overall accomplishments of the agency after the Board Meeting.

X. Financial Report

A. Claims List

1. March, 2022

Joseph Bertrand made the Motion to approve the Claims List for March, 2022. Mike Gianatasio seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

B. Financial Statement

1. March, 2022

Joseph Bertrand made the Motion to approve the March, 2022 Financial Statement. Ashley Turner seconded the Motion and the Motion was approved unanimously.

XI. Executive Session

Executive Session pursuant to Section 2(c)(1) of the Open Meetings Act for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.

None

XII. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Meghan Fenlon seconded the Motion and the meeting adjourned at 9:40 a.m.

**Next Meeting: Thursday, May 26, 2022
at the SSSRA Office**