



SSSRA

South Suburban Special
Recreation Association

Board of Directors Meeting
SSSRA Office
19910 80th Avenue, Tinley Park
Thursday, April 27, 2023
9:00 am

Minutes

I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for April 27, 2023 to order at 9:00 a.m.

Members Present: Casey Davis, Country Club Hills Park District
Joseph Bertrand, Hazel Crest Park District
Michelle Havran, Lan-Oak 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
Meghan Fenlon, Tinley Park-Park District

Members Absent: Mike Gianatasio – Homewood-Flossmoor Park District

Others Present: Lisa Drzewiecki, SSSRA Executive Director
Regina Ross – Ellison, SSSRA Finance & Office Manager
Heather Specht, SSSRA Superintendent
Christopher Cole, Hazel Crest Park District Commissioner

II. Approval of Agenda

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

III. Approval of Minutes

A. March 23, 2023

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

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

Hazel Crest: Joseph Bertrand announced that he will be retiring on April 28, 2023. Mr. Bertrand has served on the SSSRA Board for fourteen years. Mr. Cole will be taking over the role of the Executive Director effective May 1, 2023.

SSSRA: On behalf of the Board and SSSRA full – time staff, the Executive Director congratulated Mr. Bertrand on his retirement.

VII. Unfinished Business

A. Xerox Business Solutions (XBS)

Drzewiecki shared the responses from Xerox Business Solutions regarding questions from the Board of Directors at the March 23 Board Meeting. The responses are as follows:

Will both companies perform IT Management?

- XBS will help aid the resolution process and will not perform IT Management.

At the conclusion of said contract, is there a minimum of 40 hours in consultant fees?

- No minimum number of hours required. XBS will continue at an hourly rate if services are needed.

B. Auditor's Recommendation

The Executive Director discussed with Anthony Cervini, Sikich LLP, the Internal Controls & Segregation of duties that was noted as a deficiency. The audit notes that the Finance and Office Manager is responsible for preparing cash-related entries and the bank reconciliations, while also being an authorized signer on the bank accounts. Sikich, LLP recommends that the Finance and Office Manager be removed as an authorized signer from the bank accounts (separating the duties). Due to the size of the agency, does the Board recognize and accept the risk of having the Finance and Office Manager as an authorized signer? Drzewiecki reminded the Board that for all bank transactions two signatures are required.

The Board discussed the risk of having the Finance and Office Manager as an authorized signer. Following the discussion, the Board unanimously agreed to accept the risk.

VIII. New Business

A. 2023-2024 Proposed Budget – Enclosure – Action Item

Cindy Grannan asked for a Motion to approve the 2023-2024 Budget as presented. Joseph Bertrand made the Motion to approve the 2023-2024 Budget. Meghan Fenlon seconded the Motion. Grannan asked if there was any further discussion.

VIII. New Business

A. 2023-2024 Proposed Budget – Enclosure – Action Item (continued)

Drzewiecki mentioned the agency has recognized that a payroll service is needed. Since the Board approved the contract for cybersecurity during the current fiscal year budget, the capital project designated to cybersecurity will be redirected to payroll services in the amount of \$9,300. Grannan asked if there were any further questions.

With a first, and seconded Motion. The Motion carried by a unanimous roll call vote.

B. Capital Asset Policy – Enclosure – Action Item

Drzewiecki reported that Sikich, LLP recommended the Association adopt a formal capitalization policy. Drzewiecki asked the Board to approve the Capital Asset Policy to be added to the Personnel Policy Manual effective April 27, 2023.

Joseph Bertrand made the Motion to approve the Capital Asset Policy as presented. Lisa Hill seconded the Motion. The Motion carried by a unanimous roll call vote.

C. Resolution 2023-04 – SSSRA 50 Years of Service – Enclosure – Action Item

Lisa Hill made the Motion to approve Resolution 2023-04 SSSRA 50 Years of Service as presented. Ashley Turner seconded the Motion. The Motion carried by a unanimous roll call vote.

IX. Staff Report

A. Program

1. Outreach Report – March, 2023

On March 20, Heather Specht, Superintendent and Anna Broccolo, Public Relations Manager attended the You Matter outreach event at Carl Sandburg High School. In addition, on March 22, Heather Specht, Tammy McMahon, Support Staff Manager and Juanita Williams, Inclusion Manager attended the Marian Catholic High School Career Day. Information was provided to students about the field of Therapeutic Recreation.

2. Stingrays – Special Olympics Basketball State Tournament

SSSRA Stingrays 1 traveled to Illinois State University in Bloomington and competed in the Illinois Special State Basketball Tournament on March 10 – 12, 2023. The team finished in 3rd place receiving a bronze medal. The team also had the opportunity to see a screening of the movie *Champions*. A highlight of the weekend was Josh B. a participant commented, "I can't wait to see Special Olympics athletes on the big Screen." Congratulations to Stingrays 1 and the coaches on a successful season!

IX. Staff Report

A. Program (continued)

3. Stingrays – Special Olympics Powerlifting

On March 26, Stingrays Powerlifting participated in the Special Olympics Region B, C & E Powerlifting Tournament at Marmion High School, in Aurora. Due to severe weather, the competition was cancelled. The athletes who were scheduled to compete on Saturday were given an option to compete on Sunday or enter a lottery.

4. Winter, 2023 Inclusion Services

SSSRA supported a total of 16 individuals through Inclusion services. They participated in programs including before and after school care, preschool, swim lessons, basketball, soccer, swing dance, and karate. Specht mentioned that throughout the winter, the Inclusion Manager was available for on-site observations.

5. Summer Inclusion Training Opportunity - Enclosures

Specht shared with the Board that three inclusion trainings are being offered to all member communities. These trainings are open to all park district and recreation department program staff. If the Board would like to schedule a separate training, please contact Juanita Williams, Inclusion Manager at juanita@sssra.org.

6. May Special Events - Enclosure

Specht reviewed the flyers of upcoming Special Events for the month of May.

7. SSSRA Drama Club & Show Choir - Enclosure

Drama Club "*The Jungle Book*" & Show Choir "*Spring into Song*." The two performances will be held at Freedom Hall on May 1, 2023 at 7:00 p.m.

B. Administrative

1. Staff Professional Involvement, Activities and Training – March, 2023

Drzewiecki highlighted that full-time staff completed the Cybersecurity Fundamentals training on March 23, 2023. In addition, staff met with Tim Lenac, Risk Management Consultant of PDRMA to discuss the Loss Control Review Kick-Off Form on March 9.

IX. Staff Report

B. Administrative (continued)

2. Healthy Minds Healthy Bodies Update

Drzewiecki mentioned the staff would like to discuss the future of the HMHB program seeking input from the member agencies. Staff strongly believe the program has run its course since its debut in 2013. Nearly 125 Veterans have been served, approximately 11 Veterans per year. Drzewiecki shared the challenges and offered suggestions for the program. Drzewiecki asked for discussion.

The Board discussed the following:

- Continue to offer 1-year free membership for qualifying Veterans.
- Approach program as Inclusion support.
- Change name of program to eliminate licensure fees and eliminate training trainers for the program.
- Keep disability rating at 10%.
- Incorporate training for PTSD once a year.

After the discussion, the Executive Director will outline new guidelines for the program. The information will be provided to the Board in July.

3. 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 12, 2023. 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, 2023

Joseph Bertrand made the Motion to approve the Claims List for March, 2023 as presented. Lisa Hill seconded the Motion. The Motion carried by a unanimous roll call vote.

B. Financial Statement

1. March, 2023

Joseph Bertrand made the Motion to approve the March, 2023 Financial Statement. Kevin Adams seconded the Motion and the Motion was approved unanimously.

XI. Closed 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. Lisa Hill seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 9:45 a.m.

Next Meeting: Thursday, May 25, 2023