

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

February 25, 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 February 25, 2021 to order at 9:06 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District
Joseph Bertrand, Hazel Crest Park District
Stephanie Simpson, Homewood-Flossmoor 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
Ashley Turner, Richton Park Parks & Recreation Department
Meghan Fenlon, Tinley Park-Park District

Member Absent: Kevin Adams, Park Forest Recreation & Parks Department

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. Michelle Havran made a Motion to approve the Agenda. Joseph Bertrand seconded the Motion and the Motion was approved unanimously.

III. Approval of Minutes

A. January 21, 2021

Michelle Havran made the Motion to approve the Minutes for January. Joseph Bertrand seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

Hazel Crest: announced that their facilities will open on February 25, 2021. In addition, Country Club Hills and Richton Park will also open their facilities soon.

VII. Unfinished Business

None

VIII. New Business

A. Expense Reimbursement Policy

Grannan called for a Motion to approve the Expense Reimbursement Policy. A Motion was made by Lisa Hill and seconded by Joseph Bertrand. Grannan asked if there was any discussion.

Stephanie Simpson raised a question asking does staff have to work so many days before they receive the \$10 per month or does staff just receive it? Drzewiecki explained that if there is an Executive Order to work from home, then the expense reimbursement policy of \$10 per month will come into place. Drzewiecki also explained that the expense reimbursement for staff working from home will cover additional office supplies if needed with approval from the Executive Director.

With a Motion and a second, Grannan asked for all in favor of approving the Expense Reimbursement Policy. A roll call vote was taken:

Country Club Hills	Yes	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	absent		

The Motion was approved unanimously by those present.

IX. Staff Report

A. Program

1. First Timer Report – Fall, 2020

Specht reviewed the first-timer report and let the Board know that SSSRA had 5 first-time participants in the fall season, as compared to 33 the year prior. Specht mentioned that the reason for the low number of participations for fall, 2020 was due to COVID-19.

2. Outreach Report – January, 2021

Specht shared with the Board that the Spring brochure was posted on the agency's website. In addition, the virtual program schedule was updated with spring programs and events. SSSRA *Email Newsletters* were sent on January 5, 18 & 20 highlighting the following: Spring Brochure, Mask Making Event, Winter Program Updates, Winter In-Person Registration Deadline was Extended & Silly Snow Science Event. The agency's Facebook highlights were posted for the month of January.

IX. Staff Report

A. Program (continued)

3. Program Update

Due to the Governor's "Tier 2" restrictions in-person programs were cancelled for the month of January. Virtual programs continued as planned. One of the popular virtual programs was a private 1 to 1 encounter with a sea lion and a trainer from the Shedd Aquarium. This special event was sponsored by the Suburban Service League grant. Specht mentioned that the spring brochure is available on our website for families to register for in-person & virtual programs.

4. SSSRA - Intern

Specht shared with the Board that Ms. Gackstatter will be doing her internship with the agency for the next 14 weeks. Ms. Gackstatter is a senior at Southern Illinois University (SIU) in Carbondale. Ms. Gackstatter is getting her degree in Therapeutic Recreation with a minor in Psychology. SSSRA looks forward to having her join the team.

5. Inclusion Manager

SSSRA recognized & congratulated Tammy McMahon, Inclusion Manager on passing her Certified Parks and Recreation Professional (CPRP) exam. SSSRA is very proud of Ms. McMahon's accomplishment.

B. Administrative

1. Staff Professional Involvement, Activities and Training - January, 2021

Drzewiecki mentioned that staff continues to be involved in the PDRMA Risk Management Institute Webinars.

2. Member Agency Inclusion Billing – 2020 – Enclosure

Drzewiecki shared with the Board that member agencies that will be seeking credit for their 2020 inclusion staffing costs, should submit the Member Agency Inclusion Staffing Costs form to Lisa Drzewiecki by April 2. The member agency contribution for each park district or recreation department will be adjusted for 2021 – 2022.

3. 2021 – 2022 Budget Preparation

A Budget Committee meeting was held on February 17, 2021. The Committee reviewed anticipated revenue for the upcoming year, reviewed the Fund Balance, discussed full-time staff salary ranges and increases, Inclusion expenses and scheduled capital purchases. The next Budget Committee meeting is scheduled for March 25, 2021 following the Board meeting.

X. Financial Report

A. Claims List

1. January, 2021

Dwone Ross Sr. made the Motion to approve the Claims List for January, 2021. Lisa Hill seconded the Motion. A roll call vote was taken:

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

*Please note: Hazel Crest was present at the February 25, 2021 Board meeting, however stepped away during the roll call vote.

The Motion was approved unanimously by those present.

B. Financial Statement

1. January, 2021

Michelle Havran made the Motion to approve the January Financial Statement. Dwone Ross Sr. seconded the Motion and the Motion was approved unanimously.

XII. Adjournment

Stephanie Simpson made a Motion to adjourn the meeting. Michelle Havran seconded the Motion and the meeting adjourned at 9:32 a.m.

Next Meeting: Thursday, March 25, 2021