



**SSSRA**

South Suburban Special  
Recreation Association

**Board of Directors Meeting**

February 24, 2022

Meeting to be conducted via Zoom

9:00 am

**Minutes**

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I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for February 24, 2022 to order at 9:05 a.m.

Members Present: Mike Gianatasio, 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  
Meghan Fenlon, Tinley Park-Park District

Member Absent: Dwone Ross, Sr., Country Club Hills Park District  
Joseph Bertrand, Hazel Crest Park District  
Michelle Havran, Lan-Oak Park District  
Ashley Turner, Richton Park Parks & Recreation 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 with an amendment to add the May 31, 2021 Audit to Unfinished Business. Kevin Adams made the Motion to approve the amended Agenda. Lisa Hill seconded the Motion and the Agenda was approved unanimously.

III. Approval of Minutes

A. January 20, 2022

Kevin Adams made the Motion to approve the regular Board Minutes for January. Meghan Fenlon seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

Matteson: announced that there will be early voting on June 13 – 27, Monday through Sunday.  
Lisa Hill mentioned that times for early voting will be listed on their website.

VII. Unfinished Business

2020 – 2021 Audit

Grannan called for a Motion to approve the May 31, 2021 Audit. A Motion was made by Meghan Fenlon and seconded by Lisa Hill. Grannan asked if there were any questions. A roll call vote was taken:

Country Club Hills	absent	Matteson	Yes	Richton Park	absent
Hazel Crest	absent	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.

VIII. New Business

None

IX. Staff Report

A. Program

1. First-Timer Report – Fall, 2021

Specht reviewed the first-timer report and let the Board know that SSSRA had 8 first-time participants in the fall season, as compared to 5 the year prior.

2. Outreach Report – January, 2022

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

IX. Staff Report (continued)

A. Program

3. Summer, 2022 Fees

The agency's objective is to continue to cover 66 - 75% of direct expenses including transportation, admissions, food, recreation supplies and clothing. Special events are covered at 100% of admission costs and 66% of all other expenses including staffing, transportation, food, recreation supplies and clothing.

The fees for programs and special event trips stayed the same or increased no greater than 25%. The only program that had a higher percent increase is Karate at 65%.

Specht informed the Board that there will be 46 weekly programs and 28 special events offered. Due to the amount of grant funds by the Edmond & Alice Opler Foundation, Ecolab Inc., Ms. Gwendolyn Bohannon & Mr. Anthony Pitts and an Anonymous Donor, the agency was able to offer a significant number of programs and special events at a discounted fee.

4. March Special Event - Enclosure

The SSSRA Special Olympics & Police Officer Basketball Game will be held on March 8, 2022 at the Matteson Community Center.

B. Administrative

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

Drzewiecki highlighted that three full-time staff attended the IAPD/IPRA Annual Conference that was held in January.

2. Member Agency Inclusion Billing – 2021 - Enclosure

Drzewiecki shared with the Board that most of the member agencies have their Inclusion Aides on SSSRA's payroll. However, member agencies that will be seeking credit for their 2021 inclusion staffing costs, should submit the Member Agency Inclusion Staffing Costs form to Lisa Drzewiecki by April 1. The member agency contribution for each park district or recreation department will be adjusted for fiscal year 2022 – 2023.

3. 2022-2023 Budget Preparation

A Budget Committee meeting was held on February 16, 2022. 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 24, to review proposed expenses for 2022-2023.

X. Financial Report

A. Claims List

1. January, 2022

Meghan Fenlon made the Motion to approve the Claims List for January, 2022. Lisa Hill seconded the Motion and a roll call vote was taken:

Country Club Hills	absent	Matteson	Yes	Richton Park	absent
Hazel Crest	absent	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. January, 2022

Kevin Adams made the Motion to approve the January, 2022 Financial Statement. Jesus Vargas 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

Meghan Fenlon made a Motion to adjourn the meeting. Lisa Hill seconded the Motion and the meeting adjourned at 9:18 a.m.

**Next Meeting: Thursday, March 24, 2022  
at the SSSRA Office**