



# SSSRA

South Suburban Special  
Recreation Association

**Board of Directors Meeting**  
**SSSRA Office**  
**19910 80<sup>th</sup> Avenue, Tinley Park**  
**Thursday, February 23, 2023**  
**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 23, 2023 to order at 9:00 a.m.

**Members Present:** Targett Johnson, Country Club Hills Park District  
Joseph Bertrand, Hazel Crest Park District  
Mike Gianatasio – 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  
Kevin Adams, Park Forest Recreation & Parks Department  
Ashley Turner, Richton Park Parks & Recreation Department (in at 9:10 a.m.)  
Meghan Fenlon, Tinley Park-Park District

**Member Absent:** Heather Specht, SSSRA Superintendent

**Others Present:** Lisa Drzewiecki, SSSRA Executive Director  
Regina Ross – Ellison, SSSRA Finance & Office Manager  
Hannah Pacheco, SSSRA Intern  
Anthony Cervini, CPA and Partner with Sikich, LLC  
Casey Davis, Country Club Hills Park District, Program Coordinator  
and Day Camp Director  
Alexandria Leavy, Richton Park Parks & Recreation Department  
Recreation Supervisor

### II. Approval of Agenda

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

### III. Approval of Minutes

#### A. January 19, 2023

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

IV. Correspondence

A. Letter from Ms. Joyce J. Smith from the Aileen S. Andrew Foundation

SSSRA received a grant from Aileen S. Andrew Foundation in the amount of \$10,000. The grant will be used to reduce fees for programs for our adult population.

B. Letter from Lisa Drzewiecki, SSSRA to the Aileen S. Andrew Foundation

Drzewiecki thanked the Aileen S. Andrew Foundation for their continued support. Drzewiecki shared with the Board that the Aileen S. Andrew Foundation has been supporting the agency for fourteen years.

V. Public Comment

None

VI. Community Announcements

SSSRA: The Board and staff welcomed Casey Davis; Country Club Hills Park District's new Program Coordinator and Day Camp Director.

VII. Unfinished Business

None

VIII. New Business

A. Presentation of 2021 – 2022 Audit - Enclosure

Drzewiecki introduced Anthony Cervini, CPA and Partner with Sikich, LLC to the Board. Mr. Cervini was the lead Auditor for SSSRA's fiscal year 2021 – 2022 Audit.

Mr. Cervini thanked the association for all their hard work in being able to maintain an unmodified opinion for fiscal year 2021 - 2022. Mr. Cervini mentioned that an unmodified opinion is the highest level an auditor can provide in accordance with the accepted accounting principles.

The following reports and recommendations were reviewed by Mr. Cervini. They are as follows:

- Annual Financial Report.
- Auditor's Communication to the Board of Director's.

The Association's financial stability continues to remain strong. The Association concluded the year with a cash position of \$642,952. Overall operating revenues this past year were \$1,233,925 and operating expenses (including depreciation) were \$1,222,653 for a net operating income of \$11,272.

VIII. New Business

B. Presentation of 2021 – 2022 Audit – Enclosure (continued)

During the audit process, Sikich, LLC found no material weaknesses or significant deficiencies. Overall, internal controls are in place. Sikich, LLC had a few recommendations that the association has implemented since the audit process.

Grannan called for a Motion to accept the 2021 – 2022 Audit Report. Kevin Adams made the Motion to accept the 2021 -2022 Audit Report as presented. Joseph Bertrand seconded the Motion. The Motion carried by a unanimous roll call vote.

IX. Staff Report

A. Program

1. First-Timer Report – Fall, 2022 – Enclosure

Drzewiecki reviewed the first-timer report and let the Board know that SSSRA had 16 first-time participants in the fall season, compared to 8 the year prior. The first-time participants registered for 43 weekly programs and special events.

2. Outreach Report – January, 2023

The agency continues to promote our services through social media network and platforms to encourage registrations. In addition, on January 18, SSSRA hosted a Winter Wonderland outreach event for the students at the Richton Township Alpha transition program. There were 17 students who attended the event and of the 17 students 15 were from our member communities.

3. Intern – Hannah Pacheco

Drzewiecki shared with the Board that Ms. Pacheco will be doing her internship with the agency for the next 14 weeks. Ms. Pacheco is a senior at University of St. Francis and is getting her degree in Therapeutic Recreation. SSSRA looks forward to having her join the team.

4. Athletic Banquet

On January 19, SSSRA held the Annual Athletic Banquet at Wiley's Grill in Flossmoor. In attendance were 22 of the 52 Athletes that participated in 2022. Mike Gianatasio added that the agency did a great job on the event.

SSSRA thanked Debbie Kopas, Executive Director and Mike Gianatasio, Superintendent of Recreation for attending the event.

IX. Staff Report (continued)

A. Program

5. Special Olympics Basketball

This year, SSSRA had three teams that participated in the Region E Special Olympics Basketball Tournament held in Oak Lawn, on January 29. Stingrays 1 has qualified for the Special Olympics Illinois Basketball Tournament and will be held in Bloomington at Illinois State University, from March 10 – 12.

6. Summer, 2023 Fees

SSSRA's objective is to continue to cover 66 - 75% of direct expenses related to programming. The agency is covering 100% of special events related to admission costs and 66% of all other expenses; including staffing, transportation, food, recreation supplies, and clothing. Fees for programs and special events trips stayed the same or increased no greater than 25%.

Drzewiecki mentioned that SSSRA will be offering 41 weekly programs and 28 special events. The number of weekly and special event programs include our virtual programs, which have expanded. There are a total of 7 new weekly programs and 13 new special events.

Drzewiecki mentioned that 31 of the 69 programs and special events offered are discounted or free for residents. This is equivalent to 45%. This is due to the generosity of grant contributions and fundraising.

7. March Special Events - Enclosure

Drzewiecki reviewed the flyer of upcoming Special Events for the month of March and asked the Board to save the date for the Family Banquet that will be held on Wednesday, May 17, 2023. This year the agency will be celebrating their 50<sup>th</sup> year anniversary.

B. Administrative

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

Drzewiecki highlighted that all staff have completed the Annual Sexual Harassment Prevention and Mandated Reporter Training for 2023.

2. Member Agency Inclusion Billing – 2022 - Enclosure

Drzewiecki shared with the Board that member agencies that will be seeking a credit for 2022 inclusion staffing cost, should submit the Member Agency Inclusion Staffing Costs form to Lisa Drzewiecki by April 3. The member agency contribution for each park district or recreation department will be adjusted for 2023-2024.



IX. Staff Report (continued)

B. Administrative

3. 2023-2024 Budget Preparation

The first Budget Committee Meeting will be held on March 13 at 9 a.m. at the SSSRA Administrative Office. The Committee is scheduled to review anticipated revenue for the upcoming year, the Fund Balance, full-time staff salary ranges and increases, scheduled capital purchases and all administrative and program expenses.

Drzewiecki let that Board know that all member district EAV's have decreased in 2021. As a result of the EAV's going down, the agency will be impacted by a \$107,000 decrease in financial support from its member contributions compared to the previous year. However, the staff did an excellent job reducing expenses for the 2023-2024 fiscal year.

Drzewiecki addressed Mr. Bertrand's question that was raised last year in which he asked if the agency would have a balanced budget for fiscal year 2023 – 2024? Drzewiecki explained the agency most likely will not. Drzewiecki mentioned the agency passed an estimated -\$113,000 budget deficit for FY 2021 - 2022. Furthermore, the agency will have a minimal surplus to the fund balance. The current fiscal year 2022-2023, a -\$218,000 budget deficit was passed, and staff anticipate another minimal budget surplus to the fund balance.

The upcoming fiscal year 2023 - 2024, staff implemented a variety of cost cutting measures such as reducing the number of weeks for day camp from 8-weeks to 6-weeks for a cost savings of approximately \$13,000. Typically, the first two-weeks of camp has low enrollment and is canceled. Drzewiecki mentioned that the agency is not reducing any other program opportunities and will continue to reduce costs where applicable.

X. Financial Report

A. Claims List

1. January, 2023

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

B. Financial Statement

1. January, 2023

Joseph Bertrand made the Motion to approve the January, 2023 Financial Statement. Lisa Hill 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 9:27 a.m.

**Next Meeting: Thursday, March 23, 2023**