

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

January 21, 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 January 21, 2021 to order at 9:03 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District
Joseph Bertrand, Hazel Crest 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

Member Absent: Stephanie Simpson, Homewood-Flossmoor Park District
Michelle Havran, Lan-Oak Park District

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

III. Approval of Minutes

A. November 19, 2020

Lisa Hill made the Motion to approve the Minutes for November. Dwone Ross Sr. seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

A. Letter from Mr. Tim Lenac, Park District Risk Management Agency

Drzewiecki reviewed the letter from Mr. Lenac, Park District Risk Management Agency. PDRMA continues to recognize the agency's loss prevention efforts with Accreditation and a \$1,500 cash award. Drzewiecki mentioned that the cash award goes back to our participants and families in the agency's scholarship fund.

IV. Correspondence (continued)

B. Letter from Ms. Carrie Seida, St. Coletta's

Drzewiecki shared with the Board that for many years full-time & part-time staff donate Christmas gifts to support a group home or a family in need. This year, staff sponsored a group home to help participants in their continued success. Drzewiecki also mentioned that Tammy McMahon, Inclusion Manager is the liaison to this effort and organizes the event each year. St. Coletta's thanked the agency for their generous donations.

C. Letter to Ms. Gwendolyn Bohannon and Mr. Anthony Pitts

SSSRA thanked Ms. Bohannon and Mr. Pitts for their generous financial contribution in the amount of \$2,000. This donation will be used to off-set the cost of the Camp Pinewood weekend trip in 2021 or will be designated to assist SSSRA families through our scholarship program.

V. Public Comment

None

VI. Community Announcements

None.

VII. Unfinished Business

None

VIII. New Business

A. SRA Executive Director Human Resource & Policy Committee

Lisa Drzewiecki, Executive Director & Heather Specht, Superintendent are currently working with other Special Recreation Association's administrative staff on a Human Resource & Policy Committee. The purpose is to develop and revise policies in addition to staying informed of changing law. Drzewiecki mentioned to the Board that by working with other associations we will help reduce the expenses related to legal counsel review.

B. Diversity, Equity, and Inclusion Statement – Enclosure

Drzewiecki shared with the Board that the association practices and fosters a workforce ethic that embraces diversity, equity, and inclusion. However, the enclosed statement has not been formally written into policy. The enclosed statement was borrowed from Fox Valley Special Recreation Association (FVSRA). Drzewiecki also mentioned that FVSRA's attorney already reviewed this statement. The association would like to adopt this statement as a policy. However, if the Board would like legal counsel to view the statement, the agency will follow the Board's direction.

VIII. New Business

B. Diversity, Equity, and Inclusion Statement – Enclosure (continued)

A discussion took place regarding the following:

- Adopt statement into policy
- Keep as general statement
- The Diversity, Equity, and Inclusion Statement references the employee policy manual

Following the discussion, the Board agreed to adopt the Diversity, Equity, and Inclusion Statement as a policy. Grannan asked for a Motion to adopt the Diversity, Equity, and Inclusion Statement as presented. A Motion was made by Joseph Bertrand and seconded by Lisa Hill. 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	absent	Olympia Fields	Yes		
Lan-Oak	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

C. Telecommuting Policy – Enclosure

Drzewiecki reviewed the Telecommuting Policy and let the Board know that this policy allows employees to work at home when an Executive Order (Stay-at-Home Order) is implemented by the State of Illinois. Drzewiecki mentioned that this policy was reviewed by Attorney John Driscoll from LWSRA. Drzewiecki asked the Board for their approval to add the policy as a protection for the agency effective January 21, 2021. Grannan asked for a Motion to approve the Telecommuting Policy. A Motion was made by Lisa Hill and seconded by Jesus Vargas. 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	absent	Olympia Fields	Yes		
Lan-Oak	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

IX. Staff Report

A. Program

1. Outreach Report – November and December, 2020

Specht shared with the Board that the November program schedule was posted on the agency’s website. SSSRA *Email Newsletters* were sent on November 2, 5, 9, 16 & 30 highlighting the following: The Cash Raffle Winner Announcement, Winter Program Schedule, Sammy Stops, Thank You Email to Supporters Who Purchased Raffle Tickets, SSSRA Stingrays Shirts, Special Events, #GivingTuesday, Virtual Special Events, Winter Registration & December Pop Up Events.

IX. Staff Report

A. Program

1. Outreach Report – November and December, 2020 (continued)

The agency's Facebook highlights were posted for the month of November. Specht shared with the Board that SSSRA canceled in-person programs for November due to the Governors order. In December, SSSRA *Email Newsletter* were sent on December 15, 17 & 21 highlighting the following: Winter Program Updates, Sea Lion Encounter Event, #GivingTuesday Update, Thank You Video Message to Cash Raffle and #GivingTuesday Supporters and Season's Greeting. The agency's Facebook highlights were posted for the month of December.

2. Program Update

November virtual programs continued as planned. SSSRA offered three virtual programs a day. Participants engaged in programs, such as Game Time Fun, Animal Exploration, Friends Night In, Kitchen Fun and Travel Buddies. Specht mentioned that in December, SSSRA offered several virtual special events for our participants, such as cooperative dances with other SRA friends including Feed the Hungry Dance and NEDSRA's Dance party. SSSRA families enjoyed the special event – Zoom with Santa where Santa Claus was able to spend 15-minutes with each family. Participants also enjoyed Fireside Nutcracker Ballet, the Governors State University Virtual Sculpture Walk, and the Trans-Siberian Orchestra Christmas Concert. The Winter and Spring brochures are available on our website for families to register for in-person & virtual programs. In-person programs will start in February with the maximum of 8 participants and 2 staff.

3. Capture Point – Community Pass Registration System

Specht stated that staff have been busy during November and December completing trainings with Capture Point to prepare for the new program registration system. The Annual Information Form will go *live* on Community Pass, Monday, February 15. Specht stated that Summer registration will begin Monday, March 22. A letter will go out to our families next week introducing the new registration software system.

B. Administrative

1. Staff Professional Involvement, Activities and Training - November & December, 2020

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

2. Budget Preparation Timeline

Drzewiecki reviewed the Budget Preparation Timeline for the next fiscal year. The Budget Committee Members are Joseph Bertrand, Cindy Grannan, Stephanie Simpson, Jesus Vargas and Meghan Fenlon. The first Budget Committee Meeting will be held on February 17, 2021, at 9:00 a.m.

X. Financial Report

A. Claims List

1. November, 2020

Kevin Adams made the Motion to approve the Claims List for November, 2020. Ashley Turner seconded the Motion. 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	absent	Olympia Fields	Yes		
Lan-Oak	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

2. December, 2020

Dwone Ross Sr. made the Motion to approve the Claims List for December, 2020. Ashley Turner seconded the Motion. 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	absent	Olympia Fields	Yes		
Lan-Oak	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

B. Financial Statement

1. November, 2020

Lisa Hill made the Motion to approve the November Financial Statement. Jesus Vargas seconded the Motion and the Motion was approved unanimously.

2. December, 2020

Lisa Hill made the Motion to approve the December Financial Statement. Kevin Adams seconded the Motion and the Motion was approved unanimously.

XII. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Lisa Hill seconded the Motion and the meeting adjourned at 9:30 a.m.

Next Meeting: Thursday, February 25, 2021