



SSSRA

South Suburban Special
Recreation Association

Board of Directors Meeting

January 20, 2022

Meeting to be conducted via Zoom

9:00 am

Minutes

I. Call to Order/Roll Call

Joseph Bertrand called the South Suburban Special Recreation Association's Board meeting for January 20, 2022 to order at 9:03 a.m.

Members Present: Dwone Ross, Sr., 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
Kirstin Dahm, Oak Forest Park District
Jesus Vargas, Olympia Fields Park District
Adina McCollough, Park Forest Recreation & Parks Department
Meghan Fenlon, Tinley Park-Park District

Member Absent: 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
Anthony Cervini, CPA and Partner with Sikich, LLC

II. Approval of Agenda

Bertrand called for a Motion to approve the Agenda. Meghan Fenlon made a Motion to approve the Agenda. Dwone Ross Sr. seconded the Motion and the Motion was approved unanimously.

III. Approval of Minutes

A. October 28, 2021

Meghan Fenlon made the Motion to approve the regular Board Minutes for October. Jesus Vargas seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

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

Drzewiecki mentioned that SSSRA's loss prevention effort continues to be acknowledged with Accreditation and a \$1,500 cash award. 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 of Illinois

Ms. Carrie Sieda from St. Coletta's thanked the agency for the donation of board games and puzzles to their residents.

C. Letter from Ms. Carrie Seida, St. Coletta's of Illinois

Ms. Carrie Sieda from St. Coletta's thanked the agency for donating Christmas Gifts to their residents.

V. Public Comment

None

VI. Community Announcements

None

VII. Unfinished Business

None

VIII. New Business

A. Presentation of 2020-2021 Audit

Drzewiecki introduced Anthony Cervini, CPA and Partner with Sikich, LLC to the Board. Mr. Cervini was the lead Auditor for SSSRA's fiscal year 2020-2021 Audit. Mr. Cervini reviewed the preliminary and tentative audit and let the Board know that Sikich, LLC is waiting on the agency's attorney letter to have the required auditing standard components in place. However, the financial numbers presented in the preliminary and tentative audit report will not change.

Mr. Cervini mentioned that as of May 31, 2021 the association presented an unrestricted net position balance of \$293,633. Overall, the association's net position increased to \$303,516 primarily due to member contributions. During the audit process, Sikich, LLC found no material weaknesses or significant deficiencies. The final audit will be presented to the Board for approval once Sikich, LLC receives the attorney letter.

B. Revised Victims' Economic Security and Safety Act (VESSA) Policy – Enclosure

Drzewiecki reviewed the revised VESSA policy and let the Board know without including a red-lined copy of the policy, the agency added the phrase to the existing policy. It is as follows: actual or threatened; or gender, or any other crime of violence to sections: A, 1#, B #1, #4, #5, E #1, G (ii) and last paragraph & section H. Replaced the word shall with the word will to the following sections: C, D, F & G.

VIII. New Business

B. Revised Victims' Economic Security and Safety Act (VESSA) Policy – Enclosure (continued)

Joseph Bertrand asked for a Motion to approve the revised (VESSA) Policy as of January 20, 2022. A Motion was made by Meghan Fenlon and seconded by Downe Ross Sr. Bertrand asked if there were any questions. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

C. Whistleblower Protection Policy - Enclosure

Drzewiecki asked the Board to approve the Whistleblower Protection Policy to be added to the Personnel Policy Manual. Per the Park District Risk Management Agency (PDRMA), the agency must add the Whistleblower Policy. This policy exposes malpractice in the workplace and protects individuals who report illegal activities.

Joseph Bertrand asked for a Motion to approve the Whistleblower Protection Policy as of January 20, 2022. A Motion was made by Dwone Ross Sr. and seconded by Mike Gianatasio. Bertrand asked if there were any questions. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

D. Recognition of Juneteenth/June 19

Drzewiecki shared with the Board that in support of Diversity, Equity and Inclusion, staff recommended adding a floating holiday to recognize Juneteenth/June 19 or another day of their choice beginning February 1, 2022.

Dwone Ross Sr. raised a question asking what's the reasoning of employees having a day of their choice as opposed to designating a day?

Drzewiecki explained that everybody may not recognize Juneteenth/June 19 and it is not a federal holiday. By adding the floating holiday, this will give those who recognize Juneteenth/June 19 the opportunity to celebrate and those employees who may not celebrate that day have an opportunity to recognize another holiday of their choice.

Dwone Ross Sr. then asked should the federal law or mandate change and designate a day, will SSSRA go back and revisit this policy and make it in line with that specified day?

VIII. New Business

D. Recognition of Juneteenth/June 19 (continued)

Drzewiecki explained yes, the agency will remove the floating holiday and make Juneteenth/June 19 as a designated day off.

Bertrand asked for a Motion to approve adding a floating holiday to recognize Juneteenth/June 19 or another day of their choice beginning February 1, 2022. A Motion was made by Lisa Hill and seconded by Meghan Fenlon. Bertrand asked if there were any questions.

A discussion took place regarding the following points. They are as follows:

- A floating holiday in recognition of Juneteenth/June 19
- Is Juneteenth/June 19 recognized as a federal holiday
- Designated day of observance

Following the discussion, the Board concluded that Juneteenth/June 19 is recognized as a federal holiday according to the official government website and will be observed this year on June 20th. Therefore, the previous motion of making Juneteenth/June 19 a floating holiday will be rescinded.

Drzewiecki stated that if a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on Sunday, it will be observed on the Monday after.

Bertrand asked for a Motion to rescind the approval of adding a floating holiday in recognition of Juneteenth/June 19. A Motion was made by Dwone Ross Sr. and seconded by Adina McCollough. Bertrand asked all those in favor and the Motion was rescinded.

Bertrand asked for a Motion to approve that full-time employees may observe the current eleven holidays with full pay and add Juneteenth/June 19 to the Personnel Policy Manual. A Motion was made by Lisa Hill and seconded by Dwone Ross Sr. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

E. Request to hire a Recreation Specialist

The Executive Director recommended the hiring of a full-time Recreation Specialist due to the lack of part-time staff not returning to work. Drzewiecki mentioned that hiring a Recreation Specialist will help the team with an additional 40 hours of manpower designated directly to programming. The financial impact on the current fiscal year budget is approximately \$16,600 that includes salary, employee health insurance, FICA, Medicare, and pension. The current fund balance will sustain this request.

Mike Gianatasio raised a question asking is this a new position or is this a position that previously existed?

VIII. New Business

E. Request to hire a Recreation Specialist (continued)

Drzewiecki explained that this was a position that previously existed. Due to COVID -19 the agency didn't need to hire for this position. The agency is recognizing that we need an additional staff at an entry level position to help with direct service hours.

Dwone Ross Sr. raised a question asking is the amount of \$16,600 the balance of this current fiscal year and what is the annual salary going forward?

Drzewiecki explained yes, the \$16,600 is the balance for this current fiscal year and moving forward the annual salary would be \$40,085. Drzewiecki also mentioned that the salary for the Recreation Specialist will be in the budget for next year beginning June 1.

Bertrand asked for a Motion to approve the hiring of a full-time Recreation Specialist with a start date no earlier than February 28, 2022. A Motion was made by Michelle Havran and seconded by Meghan Fenlon. Bertrand asked if there were any questions and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

F. Isolated HCM – Proposal for Services – Enclosure

Drzewiecki reviewed isolated HCM Proposal for Services to the Board. They are as follows:

- Technology to streamline processes, such as Onboarding, HR Software, Payroll Software & Time in/Out Software
- Board's approval to prepare for June 1st as a target date & commit to isolated HCM
- Attorney's review of proposal/contract
- Annual cost is \$13,500 the first year and approximately \$12,000 annually thereafter

Bertrand asked for a Motion to approve the isolated HCM platform to improve technology and streamline processes at an annual cost of \$13,500 for the first year and approximately \$12,000 annually thereafter. A Motion was made by Dwone Ross Sr. and seconded by Adina McCollough. Bertrand asked if there were any questions. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

VIII. New Business (continued)

- G. Resolution NO: 2022-01 Appreciation of Service: State Senator and United States Congressman Harris W. Fawell - Enclosure

Drzewiecki shared with the Board that enclosed is the Resolution in Appreciation of Service of Harris W. Fawell who passed away. The Special Recreation Association (SRA) Directors would like to present to his widow, Ruth Fawell a Resolution from every SRA in appreciation of his service.

Bertrand asked for a Motion to approve the Resolution NO: 2022-01 Appreciation of Service: State Senator United States Congressman Harris W. Fawell. A Motion was made by Meghan Fenlon and seconded by Mike Gianatasio. Bertrand asked if there were any questions and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

IX. Staff Report

A. Program

- 1. Outreach Report – November & December, 2021

Specht reviewed the November & December Outreach Report and highlighted that staff attended the following: Tinley Toyland Parade and the Oak Forest Holiday Lighting Parade on December 4, the Parade of Lights in Tinley Park on December 5 and iCan Dream Center Transition Fair, in Tinley Park on December 10.

- 2. Fall, 2021 Inclusion Report

SSSRA supported a total of 13 individuals through the Inclusion process. These individuals participated in 18 total activities. Specht mentioned the chart provided to the Board shows a list of Inclusion services by member district.

- 3. Winter and Spring, 2022 Program Locations – Enclosure

Specht mentioned that all program locations have been confirmed. SSSRA thanked the Board for the use of their facilities for the winter and spring season.

- 4. February Special Events - Enclosure

Specht provided the Board with a flyer of upcoming special events for the month of February.

IX. Staff Report (continued)

B. Administrative

1. Staff Professional Involvement, Activities and Training – November & December, 2021

Drzewiecki highlighted the IAPD Legal Symposium via Webinar that the Executive Director and Superintendent attended on November 4, in Tinley Park.

2. Budget Preparation Timeline

Drzewiecki reviewed the Budget Preparation Timeline for next fiscal year. The Budget Committee Members are Cindy Grannan, Joseph Bertrand, Mike Gianatasio, Jesus Vargas and Meghan Fenlon. The first Budget Committee meeting was tentatively scheduled for February 16, 2022.

X. Financial Report

A. Claims List

1. October, 2021

Meghan Fenlon made the Motion to approve the Claims List for October, 2021. Joseph Bertrand seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

2. November, 2021

Meghan made the Motion to approve the Claims List for November, 2021. Michelle Havran seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

X. Financial Report

A. Claims List (continued)

3. December, 2021

Meghan Fenlon made the Motion to approve the Claims List for December, 2021. Michelle Havran seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

B. Financial Statement

1. October, November & December, 2021

Dwone Ross Sr. made the Motion to approve the October, November & December Financial Statements. Mike Gianatasio seconded the Motion and the Motion was approved unanimously.

C. Approval of Expenses in Accordance With Travel Reimbursement Policy

The Executive Director, Superintendent, Managers (3) and the Recreation Specialist will be attending the Annual IAPD/IPRA Conference that will be held in January.

Bertrand asked for a Motion to approve Expenses in Accordance With Travel Reimbursement Policy. A Motion was made by Meghan Fenlon and seconded by Mike Gianatasio. Bertrand asked if there were any questions. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

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 9:52 a.m.

Next Meeting: Thursday, February 24, 2022