



Board of Directors Meeting
SSSRA Office
19910 80th Avenue, Tinley Park
Thursday, January 19, 2023
9:00 am

Minutes

I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for January 19, 2023 to order at 9:02 a.m.

Members Present: Targett Johnson, Country Club Hills Park District
Joseph Bertrand, Hazel Crest 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
Meghan Fenlon, Tinley Park-Park District

Member Absent: None

Others Present: Lisa Drzewiecki, SSSRA Executive Director
Heather Specht, SSSRA Superintendent
Regina Ross – Ellison, SSSRA Finance & Office Manager
Christopher Cole, Hazel Crest Park District Commissioner
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. Joseph Bertrand seconded the Motion and the Agenda was approved unanimously.

III. Approval of Minutes

A. November 17, 2022

Joseph Bertrand made the Motion to approve the regular Board Minutes for November. Kevin Adams seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

PDRMA Multi-Factor Authentication (MFA) Licensing Reimbursement Check

SSSRA received the MFA Reimbursement check of \$1,250 from PDRMA related to Cyber Security multi-year licensing and installation costs for 2022.

IV. Correspondence (continued)

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

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.

B. Letter from Robbins Schwartz

Drzewiecki informed the Board that Robbins Schwartz have adjusted their hourly rates by an increase of \$20.00 effective January 2023.

C. Letter from the Village of Park Forest Veterans Commission

SSSRA received a thank you letter from the Park Forest Veterans Commission for the agency's support at their Veterans Day event.

V. Public Comment

None

VI. Community Announcements

Hazel Crest: announced that Hazel Crest Park District had a pipe burst around December and as a result, programming has been down in their community.

SSSRA: The Board and staff welcomed Christopher Cole, Hazel Crest Commissioner, Alexandria Leavy, Richton Park Recreation Supervisor and Targett Johnson, Country Club Hills new Executive Director.

VII. Unfinished Business

None

VIII. New Business

A. Ordinance NO: 2023-01 Termination of Tax Deferred Annuity Plan

Joseph Bertrand made a Motion to approve the Ordinance NO: 2023-01 Termination of Tax Deferred Annuity Plan as presented. Jesus Vargas seconded the Motion. The Motion carried by a unanimous roll call vote.

B. Resolution NO: 2023-02 Field Work Students/Interns Policy

Joseph Bertrand made a Motion to approve the Resolution NO: 2023-02 Field Work Students/Interns Policy as presented. Kevin Adams seconded the Motion. The Motion carried by a unanimous roll call vote.

VIII. New Business (continued)

C. Resolution NO: 2023-03 Personal Days Policy

Joseph Bertrand made a Motion to approve the Resolution NO: 2023-03 Personal Days Policy as presented. Ashley Turner seconded the Motion. The Motion carried by a unanimous roll call vote.

IX. Staff Report

A. Program

1. Outreach Report – November and December, 2022

Specht highlighted the following events:

- iCan Dream Center Transition Fair, November 10, 2022.
- Resource Fair at Southwest Cooperative School, November 21, 2022.
- Parade of Lights, December 4, 2022.

2. Fall, 2022 Inclusion Report

SSSRA supported a total of 15 individuals through Inclusion services. These individuals participated in 15 programs including before and after care, Frosty camp, preschool, swim lessons, basketball, soccer and karate. Specht provided the Board with a chart showing a breakdown of Inclusion services by member districts.

3. Fall, Drama Show - Enclosure

There were 15 participants who performed in the Drama Show entitled "*To Be A Star*" on December 12, at Freedom Hall in Park Forest. There were 81 guests that attended the event.

4. Winter and Spring, 2023 Program Locations – Enclosure

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

5. January & February Special Events - Enclosure

Specht reviewed the flyer of upcoming Special Events for the month of January & February.

6. SSSRA & Police Officer Basketball Game - Enclosure

Specht shared with the Board that on February 28, SSSRA Special Olympics Basketball Athletes will compete with the Police Officers in a unified basketball game. The basketball game will be held at the Matteson Community Center.

IX. Staff Report (continued)

B. Administrative

1. Staff Professional Involvement, Activities and Training – November & December, 2022

Drzewiecki highlighted the IAPD Legal Symposium via Webinar that the Executive Director and Superintendent attended on November 3, in Tinley Park. In addition, a majority of the staff attended the PDRMA Risk Management Institute, on November 18 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, Michelle Havran and Meghan Fenlon. The first Budget Committee meeting is scheduled for March 13, 2023 at 9:00 a.m.

X. Financial Report

A. Claims List

1. November, 2022

Joseph Bertrand made the Motion to approve the Claims List for November, 2022 as presented. Kevin Adams seconded the Motion. The Motion carried by a unanimous roll call vote.

2. December, 2022

Joseph Bertrand made the Motion to approve the Claims List for December, 2022 as presented. Mike Gianatasio seconded the Motion. The Motion carried by a unanimous roll call vote.

B. Financial Statement

1. November, 2022

Joseph Bertrand made the Motion to approve the November, 2022 Financial Statement. Mike Gianatasio seconded the Motion and the Motion was approved unanimously.

2. December, 2022

Joseph Bertrand made the Motion to approve the December, 2022 Financial Statement. Jesus Vargas 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 9:20 a.m.

Next Meeting: Thursday, February 23, 2023