

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

July 23, 2020 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 July 23, 2020 to order at 9:11 a.m.

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

II. Approval of Agenda

Grannan called for a Motion to approve the Agenda. Joseph Bertrand made a Motion to approve the Agenda. Stephanie Simpson seconded the Motion and the Motion was approved unanimously.

III. Approval of Minutes

A. June 25, 2020

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

B. June 25, 2020 Executive Session

Joseph Bertrand made the Motion to approve the June Executive Session Minutes. Lisa Hill seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

None

VII. Unfinished Business

A. 2020-2021 Appointments

Joseph Bertrand made the Motion to approve Robbins Schwartz as the Association's attorney for corporate matters, as needed, at the hourly rate of pay (\$200/hr.). Stephanie Simpson seconded the Motion and 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	Yes	Olympia Fields	Yes		
Lan-Oak	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

VIII. New Business

A. Proposed 2020-2021 Budget - Enclosures

Stephanie Simpson made the Motion to approve the 2020-2021 Proposed Budget. Kevin Adams seconded the Motion. Grannan asked if there was any discussion.

Drzewiecki reviewed the proposed Budget and let the Board know that staff have made every effort again this year to maintain or reduce expenses. The proposed Budget is \$248,882 less than our current fiscal year Budget. The Executive Director and the Budget Committee agreed that full-time and part-time staff will not receive a merit raise. Revenue from program fees was reduced to \$100,000 from \$233,000, because little to no income will be received for summer and fall seasons due to COVID-19. The agency is hoping to see an increase in program revenue for the winter and spring 2021 season. Drzewiecki mentioned that by member contributions increasing to .03% this will help to close the gap in passing a deficit Budget. At this current time, the agency has not received Inclusion expenses from our member districts. However, once the agency receives the Inclusion expenses, SSSRA will adjust their December payments.

Drzewiecki provided the Board with increases and decreases of administrative and program accounts. In the 400 accounts, two-line items increased. They are as follows: 419 – Utilities & Maintenance, due to Lawn Care, Landscaping and Snow Removal, as well as 424 – IT Support & Services, due to the need for implementing a new registration software system.

VIII. New Business

A. Proposed 2020-2021 Budget – Enclosures (continued)

The agency has researched CommunityPass and have scheduled a meeting with SmartRec on July 29 to view their registration software demo. The agency may continue to stay with RecTrac and upgrade to their new software. Drzewiecki mentioned that when budgeting for registration software, the agency used the worst-case scenario and may not spend the amount that was budgeted. Overall, the 500's were reduced by \$224,823, which was greatly due to program cancellations for summer and fall. Line item 503 – Medical Insurance increased due to two additional employees taking health insurance benefits. In addition to help reduce the agency's Budget, the agency removed the \$500 medical reimbursement for full-time staff.

In the 600 accounts, there are no large capital purchases planned for the year. Drzewiecki shared with the Board that the anticipated revenue is less than the agency's expenses. However, the agency does not foresee using the Fund Balance due to a variety of circumstances. Drzewiecki asked if there were any further questions.

With a Motion and a second, Grannan asked for all those in favor of approving the 2020-2021 Proposed Budget as presented. 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	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 – June, 2020

Specht shared with the Board that Drzewiecki met with Ms. Andrea Ramirez-Justin, Vice President of Old Plank Trail Community Bank and Mr. Randle Carter, Executive Director of Mentoring Youth Through Technology (MYTT) via Zoom on June 23. The agency's goal is to collaboratively offer a program involving Robotics, Coding, 3D animation, Web Design and Graphic Design. The program is designed for individuals with a hearing impairment. The agency is recruiting participants and securing sign language interpreters to assist with the program. Also, full-time staff made personal phone calls to SSSRA families in the following communities: Oak Forest, Tinley Park, Richton Park and Park Forest to see if families were interested in a stop from our mascot, Sammy Stingray.

Participants and parents enjoyed seeing some familiar faces and receiving activity packets from Sammy. Sammy Stingray visited the following communities in the month of June:

IX. Staff Report

A. Program

1. Outreach Report – June, 2020 (continued)

- June 5, Country Club Hills and Hazel Crest (Families and Group Homes)
- June 13, Oak Forest and Tinley Park (Families and Group Homes)
- June 16, Richton Park and Park Forest (Families only)

Specht also shared that SSSRA *Email Newsletters* were sent out on June 5, 11 & 23. Highlighting the following: summer and virtual programming information, recognizing Janet Porter on her retirement, and congratulating Lisa Drzewiecki & Heather Specht on their new role at the agency, along with highlighting the Stingrays T-Shirt Fundraiser. In addition, the agency's Facebook highlights were posted for the month of June.

2. Update on Programs

Full-time staff are currently running 3 to 4 virtual programs a day, Monday through Friday. The programs are as follows: Stretching, Bingo, Gametime Fun, Off to the Races, Travel Buddies, Story Time and Dance Party. Also, staff are working 3 in-person programs, such as Aerobics, Let's Dance and Trail Trekkers. Specht let the Board know that all programs are held outside at the SSSRA office. The September brochure is available on our website. The agency is offering 10 in-person programs and 15 virtual programs for the month of September.

3. Registration Software

Specht shared with the Board that SSSRA is currently researching registration software companies. At this current time, SSSRA uses RecTrac and have realized through the virtual programs it is essential that our registration software must do more. SSSRA has met with CommunityPass and will be meeting with SmartRec on July 29, 2020 to view their registration demo. The agency is looking for a registration software company to do the following:

- User Friendly
- Virtual program subscription fee
- Emails that can be sent for reminders about registration deadlines and Zoom links for virtual programs
- Upgrades are included in the fee
- Online registration for resident and non-resident
- Customer service department that responds within a reasonable amount of time

IX. Staff Report

B. Administrative

1. Staff Professional Involvement, Activities & Training – June, 2020

Drzewiecki highlighted that full-time & part-time staff completed the following trainings:

- DCFS Mandated Reporter Training on June 24 & 29, 2020.
- PDRMA Sexual Harassment online training on June 30, 2020.

2. 2019-2020 Summary of Inclusion Services – Enclosures

The association supported 100 Inclusion placements during the 2019-2020 fiscal year. This is a 35% decrease from the prior year. Drzewiecki mentioned that most of the decrease was related to the cancellation of spring programs due to COVID-19. However, the agency incurred \$48,612 in Inclusion staffing costs that were specifically on the agency's payroll. Additional Inclusion expenses are expected from our members.

3. SSSRA Raffle

Drzewiecki shared with the Board that plans are underway to offer a Cash Raffle in lieu of the 31st Annual Golf Outing. Only 250 tickets will be sold at \$50 per ticket. A cash prize of \$2,500 to the winner, if 250 tickets are sold. The date of the drawing is November 2, 2020. Drzewiecki mentioned that the agency is awaiting the approval of the application from the Village of Tinley Park to move forward with selling the tickets. Due to the generosity of Old Plank Trail Community Bank, the agency will not incur any expenses related to the printing of the tickets.

X. Financial Report

A. Claims List

1. Additional June, 2020

Joseph Bertrand made the Motion to approve the Additional Claims List for June, 2020. Lisa Hill 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	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)

2. July, 2020

Joseph Bertrand made the Motion to approve the Claims List for July, 2020. Lisa Hill 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	Yes	Olympia Fields	Yes		
Lan-Oak	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

B. Financial Statement

1. June, 2020

Joseph Bertrand made the Motion to approve the June Financial Statement. Stephanie Simpson seconded the Motion and the Motion was approved unanimously.

XI. Executive Session

Joseph Bertrand made a Motion to go into 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. Kevin Adams seconded the Motion and 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	Yes	Olympia Fields	Yes		
Lan-Oak	Yes	Park Forest	Yes		

The Motion was approved unanimously by those present.

Joseph Bertrand made a Motion to conclude Executive Session. Stephanie Simpson seconded the Motion and it was approved unanimously. Executive Session ended at 9:52 a.m.

Lisa Hill made a Motion to adjourn the meeting. Joseph Bertrand seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 9:53 a.m.

Next Meeting: Thursday, September 24, 2020