

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

June 25, 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 June 25, 2020 to order at 9:06 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District
Joseph Bertrand, Hazel Crest Park District
Stephanie Simpson, Homewood-Flossmoor 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: 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. Joseph Bertrand made a Motion to approve the Agenda. Dwone Ross Sr. seconded the Motion and the Motion was approved unanimously.

III. Approval of Minutes

A. May 28, 2020

Lisa Hill made the Motion to approve the Minutes for May. Joseph Bertrand seconded the Motion and the Minutes were approved unanimously.

B. May 28, 2020 Executive Session

Joseph Bertrand made the Motion to approve the May Executive Session Minutes. Dwone Ross Sr. seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

None

VII. Unfinished Business

None

VIII. New Business

A. 2020-2021 Appointments

The Board agreed to table appointing the Association's attorney until the next Board meeting in July. The Board asked the Executive Director to check the hourly rate of pay for Robbins Schwartz. As well as, checking to see if there are any signed agreements with Robbins Schwartz before appointing an attorney for the agency.

Grannan asked for a Motion to appoint Regina Ross – Ellison, SSSRA Finance and Office Manager, as the Board Secretary. Joseph Bertrand made the Motion to appoint Regina Ross – Ellison as the Board Secretary. Lisa Hill seconded the Motion and the Motion was approved unanimously.

B. 2020-2021 Committees

Grannan asked if there were any members that wanted to be added to a committee. Lisa Hill joined the Personnel Committee. Ashley Turner, Meghan Fenlon & Kevin Adams joined the Fundraising Committee. Cindy Grannan replaced Sandy Chevalier under the Personnel and Strategic Planning Committees. Grannan asked if there were any other changes. The Committee members for 2020-2021 will be as follows:

Personnel: Cindy Grannan
Joseph Bertrand
Stephanie Simpson
Lisa Hill

Fundraising: Cindy Grannan
Jesus Vargas
Lisa Hill
Ashley Turner
Meghan Fenlon
Kevin Adams

VIII. New Business

B. 2020-2021 Committees (continued)

Budget: Cindy Grannan
Stephanie Simpson
Jesus Vargas
Meghan Fenlon
Joseph Bertrand

Strategic Planning: Cindy Grannan
Dwone Ross, Sr.
Stephanie Simpson

Stephanie Simpson made the Motion to approve the changes of Committee members for 2020-2021. Lisa Hill seconded the Motion and the Motion was approved unanimously.

IX. Staff Report

A. Program

1. Outreach Report – May, 2020

Heather Specht mentioned that personal phone calls were made to different communities to see if our SSSRA participants would be interested in a stop from our mascot, Sammy the Stingray. Participants and parents enjoyed seeing some familiar faces and receiving activity packets from Sammy the Stingray. Sammy the Stingray visited the following communities in the month of May:

- May 9, Richton Park and Park Forest (Group Homes only)
- May 22, Lansing and Homewood (Families and Group Homes)
- May 30, Olympia Fields and Matteson (Families and Group Homes)

Specht also mentioned that SSSRA *Email Newsletters* was sent out on May 7, 15 & 28. On May 7, SSSRA sent virtual program & summer brochure information to fifteen schools. Also, the agency's Facebook highlights were posted for the month of May.

2. Update on Virtual Programs

On June 29, full-time staff will be conducting 3 or 4 virtual programs per day, Monday-Friday, in addition to 3 in-person programs. SSSRA will also offer an evening virtual program. The three in-person programs are as follows: Trail Trekkers, Aerobics and Let's Dance. Specht shared with the Board that the 3 in-person programs will be held outside at the SSSRA office. Full-time staff contacted the families to discuss the Behavior and Exceptions Guidelines to make sure participants could follow the guidelines. Specht also mentioned that virtual program fees were \$4.00 per session. However, due to the grant received by the Edmond and Alice Opler Foundation, all virtual programs will be free of charge for the summer for SSSRA residents.

IX. Staff Report

A. Program (continued)

3. Fall 2020 Programs - Enclosure

This fall, SSSRA decided not to publish a typical fall brochure, due to the uncertainty of the future. The agency decided to do three different fall sessions. They are as follows: August 31 – September 26, October 5 – October 31 & November 9 – December 5. Specht mentioned that the agency sent out a post card letting our families know that there will not be a fall brochure. SSSRA Families will be able to find the program information online and each month SSSRA will update the program information. If SSSRA families do not have access to the internet, families can call the office and a packet will be mailed out with the program information.

B. Administrative

1. 2020-2021 Board Representatives - Enclosure

Drzewiecki asked the Board to please use the enclosed form to appoint two representatives to the Board for the upcoming year. The representatives should be appointed as outlined in Section 2 of the Bylaws.

2. Staff Professional Involvement, Activities & Training – May, 2020

Drzewiecki reviewed staff activities for May.

3. Update on Fundraising & Contributions

Drzewiecki reported to the Board that Mr. & Mrs. Stockwell of Massachusetts, formerly Homewood residents contributed \$500 to the association in honor of Janet Porter. Tinley Park resident James Johnson contributed \$100, Ms. Gail Strum of Frankfort contributed \$100 & Mrs. Gina Prayne White of Chillicothe donated 500 face covering/masks for SSSRA participants, family members and staff. Also, the 14th Annual Ricky's Ride fundraiser has been cancelled on September 20, 2020. Other fundraising ideas, such as raffle tickets will be discussed in the future.

Kevin Adams raised a question asking if the agency is going to cancel the Golf Outing event? Drzewiecki explained that the agency was going to recommend cancelling the Golf Outing event at the Fundraising Committee meeting. Due to the cost of the event, the agency will offer a cash raffle opportunity in lieu of the Golf Outing event. Last year, the agency spent \$8,600 for golf, food and prizes. The agency raised \$12,000; however, the agency receives the most financial support from our Golf outing sponsors. Drzewiecki mentioned that during these unprecedented times, the agency does not feel confident in approaching our sponsors who have been impacted by COVID-19. In addition, the Executive Director spoke with Tom Denklau from Coyote Run Golf Course to discuss the Golf Outing event. Mr. Denklau stated that it is an unpredictable outcome due to COVID-19. Therefore, at this current time, the agency recommends that the Golf Outing event be cancelled for this year.

IX. Staff Report

B. Administrative

3. Update on Fundraising & Contributions (continued)

Adams then asked, if cancelling the Golf Outing event is a short-term or long-term decision depending on the success of the cash raffle ticket opportunity? Drzewiecki mentioned that it would be a long-term decision if successful. For example, if the agency sells 250 tickets at \$50.00 each, the proceeds from the raffle ticket sales would be \$10,000 to SSSRA, with a Grand Prize of \$2,500 to the winner. There is minimal expense to print tickets, compared to the expenses of coordinating a Golf outing.

X. Financial Report

A. Claims List

1. Additional May, 2020

Joseph Bertrand made the Motion to approve the Additional Claims List for May, 2020. Jesus Vargas 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	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

2. June, 2020

Joseph Bertrand made the Motion to approve the Claims List for June, 2020. Kevin Adams 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	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

B. Financial Statement

1. May, 2020

Joseph Bertrand made the Motion to approve the May Financial Statement. Lisa Hill seconded the Motion. Grannan asked if there was any discussion.

X. Financial Report

B. Financial Statement

1. May, 2020 (continued)

Drzewiecki shared with the Board that two line items were over budget for fiscal year 2019-2020. Line item 419 – Utilities & Maintenance, due to the Snow Removal & Landscaping as the agency acquired the land during the fiscal year. Also, 503 – Program Medical Insurance, due to Laura Pubins, who was the office staff and was expensed under the 400's. Ms. Pubins is now expensed under the 500's, which is under program staff. Therefore, the 500's are higher and the 400's is lower.

Grannan asked if there were any questions. With a Motion and a second, Grannan asked for all those in favor of approving the Financial Statement, and it was approved unanimously.

C. Update on Losses Due to COVID-19

Drzewiecki provided the Board with a Chart of the association's losses and reviewed the following accounts impacted by COVID-19. They are as follows: Program Fees, Unemployment, Copy & Binding and Risk Management. Due to COVID-19, the total association's losses as of May 31, 2020 is \$48,757.

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. Jesus Vargas 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	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

The Board returned to the regular meeting at 10:10 a.m. with no decisions made.

Joseph Bertrand made a Motion to adjourn the meeting. Stephanie Simpson seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 10:10 a.m.

Next Meeting: Thursday, July 23, 2020

