

# **SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION**

*June 24, 2021 Board of Directors Meeting*

*(conducted via Zoom)*

## ***Minutes***

### **I. Call to Order/Roll Call**

Joseph Bertrand called the South Suburban Special Recreation Association's Board meeting for June 24, 2021 to order at 9:05 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District  
Joseph Bertrand, Hazel Crest Park District  
Mike Gianatasio, Homewood-Flossmoor Park District  
Lisa Hill, Matteson Recreational Division (in at 9:10)  
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  
Cindy Grannan, Oak Forest Park District

Others Present: Lisa Drzewiecki, SSSRA Executive Director  
Heather Specht, SSSRA Superintendent  
Regina Ross – Ellison, SSSRA Finance & Office Manager  
Claire Erickson, SSSRA Intern  
Brianna Rhodes, SSSRA Intern

### **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. May 27, 2021**

Megan Fenlon made the Motion to approve the regular Board Minutes for May. Dwone Ross Sr. seconded the Motion and the Minutes were approved unanimously.

#### **B. May 27, 2021 Executive Session**

Kevin Adams made the Motion to approve the Executive Session Minutes for May. Jesus Vargas seconded the Motion and the Minutes were approved unanimously.

### **IV. Correspondence**

None

V. Public Comment

None

VI. Community Announcements

Park Forest: announced that Main Street Nights series started on June 23, 2021. This event will be held every Wednesday night at Downtown Park Forest.

VII. Unfinished Business

A. Paving Project Update

Drzewiecki shared with the Board that an Invitation to Bid went out for the Asphalt Work. The agency will be opening the Bids on July 2, 2021, at 10:00 a.m. The Executive Director will update the Board at the July Board meeting.

VIII. New Business

A. 2021-2022 Election of Officers

At this current time, the floor was opened for Motions for election. Joseph Bertrand made the Motion to approve Cindy Grannan as the Chairman. Lisa Hill seconded the Motion and it was approved unanimously.

Kevin Adams nominated himself as Vice-Chairman. Joseph Bertrand made the Motion to approve Kevin Adams as Vice-Chairman. Jesus Vargas seconded the Motion. The Motion was approved unanimously.

A Motion was made by Joseph Bertrand to remain in the position as the Treasurer. Ashley Turner seconded the Motion. Joseph Bertrand closed the floor and asked for a Motion to approve all three nominations in place for 2021-2022. Meghan Fenlon made a Motion to approve the Officers. Lisa Hill seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

B. 2021-2022 Appointments

Drzewiecki mentioned that the action requested is to appoint Robbins Schwartz as the Association's attorney at a rate of (\$200/hr.). Drzewiecki also mentioned that the agency utilizes PDRMA's Counsel whenever possible.

Joseph Bertrand called for a Motion to approve Robbins Schwartz as the Association's attorney for corporate matters, as needed at an hourly rate of (\$200/hr.). A Motion was made by Kevin Adams and seconded by Jesus Vargas. A roll call vote was taken:

VIII. New Business

B. 2021-2022 Appointments (continued)

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

The Motion was approved unanimously by those present.

A Motion was made by Meghan Fenlon to approve Regina Ross – Ellison, SSSRA Finance and Office Manager, as the Board Secretary. Lisa Hill seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

C. 2021-2022 Committees

Drzewiecki reviewed the Committees for 2021 – 2022 and asked the Board if anyone wanted to move committees or be added to a committee? Jesus Vargas will replace the position of Stephanie Simpson on the Personnel Committee. Mike Gianatasio will take his predecessors role, Stephanie Simpson and will be added to the Budget & Strategic Planning Committees.

Joseph Bertrand called for a Motion to approve the Committee members as presented for 2021-2022. Meghan Fenlon made the Motion to approve the Committee members. Lisa Hill seconded the Motion and it was approved unanimously.

The Committee members for 2021 -2022 will be as follows:

*Personnel:* Cindy Grannan  
Joseph Bertrand  
Lisa Hill  
Jesus Vargas

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

VIII. New Business

C. 2021-2022 Committees (continued)

*Budget:* Cindy Grannan  
Joseph Bertrand  
Meghan Fenlon  
Mike Gianatasio  
Jesus Vargas

*Strategic Planning:* Cindy Grannan  
Dwone Ross, Sr.  
Mike Gianatasio

IX. Staff Report

A. Program

1. Outreach Report – May, 2021

Specht mentioned that the 15<sup>th</sup> Annual Ricky's Ride flyers were mailed out to previous riders and posted on the agency's website. In addition, SSSRA *Email Newsletters* were sent on May 11, 2021. SSSRA's Instagram page and Facebook Highlights were also posted for the month of May. Specht mentioned that on Saturday, May 1, SSSRA staff participated in the 53<sup>rd</sup> year of Lansing's Good Neighbor Day Parade.

2. Spring Inclusion Report

Specht reported that Inclusion for spring 2021 increased from the winter season by 125% in the number of individuals served and 200% in the number of program enrollment. Specht mentioned that this season was challenging as SSSRA had to contract with the Chicago Hearing Society for Sign Language Interpreters. Sign Language Interpreters were used for two weeks as three of the participants are hearing impaired.

3. Summer Interns

Specht shared with the Board that SSSRA welcomed 2 interns for the summer season. Claire Erickson attends Western Washington University studying Recreation Management and Leadership with a focus in Therapeutic Recreation. Brianna Rhodes is a student from Indiana University studying Recreational Therapy. SSSRA is excited to have both interns join the agency for the next 15 weeks.

IX. Staff Report

B. Administrative

1. Staff Professional Involvement, Activities & Training – May, 2021

Drzewiecki let the Board know that Laura Pubins is the agency's new Operations Manager. Ms. Pubins is quickly settling into her new role by obtaining necessary certifications for her success.

2. Recreation Specialist Position

Drzewiecki shared with the Board that Christine Martinez has accepted the Recreation Specialist position. Ms. Martinez is a recent graduate of University of St. Francis, located in Joliet with a degree in Therapeutic Recreation. SSSRA is excited to have her join the SSSRA team.

3. 2021-2022 Board Representatives - Enclosure

A form was included in the Board packet to appoint two representatives to the Board of Directors for our new fiscal year. The representatives should be appointed as outlined in Section 2 of the bylaws.

X. Financial Report

A. Claims List

1. May, 2021

Jesus Vargas made the Motion to approve the Claims List for May, 2021. Lisa Hill seconded the Motion and a roll call vote was taken:

Country Club Hills	Yes	Matteson	Yes	Richton Park	Yes
Hazel Crest	Yes	Oak Forest	absent	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, 2021

Kevin Adams made the Motion to approve the May Financial Statement. Dwone Ross Sr. seconded the Motion and the Motion was approved unanimously.

XI. Executive Session

Dwone Ross Sr. 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. Meghan Fenlon seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present. Executive Session began at 9:26 a.m.

Meghan Fenlon made a Motion to conclude Executive Session at 9:39 a.m. Kevin Adams seconded the Motion and it was approved unanimously. Executive Session ended at 9:39 a.m.

**Next Meeting: Thursday, July 22, 2021**