



SSSRA

South Suburban Special
Recreation Association

Board of Directors Meeting
Oak Forest Park District
15601 S. Central Avenue, Oak Forest
June 23, 2022
9:00 am

Minutes

I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for June 23, 2022 to order at 9:09 a.m.

Members Present: Mike Gianatasio, Homewood-Flossmoor Park District
Michelle Havran, Lan-Oak Park District
Cindy Grannan, Oak Forest Park District
Jesus Vargas, Olympia Fields Park District
Kevin Adams, Park Forest Recreation & Parks Department
Meghan Fenlon, Tinley Park-Park District

Member Absent: Dwone Ross, Sr., Country Club Hills Park District
Joseph Bertrand, Hazel Crest Park District
Lisa Hill, Matteson Recreational Division
Ashley Turner, Richton Park Parks & Recreation Department
Heather Specht, SSSRA Superintendent
Regina Ross – Ellison, SSSRA Finance & Office Manager

Others Present: Lisa Drzewiecki, SSSRA Executive Director

II. Approval of Agenda

Grannan called for a Motion to approve the Agenda. Michelle Havran made the Motion to approve the Agenda. Jesus Vargas seconded the Motion and the Agenda was approved unanimously.

III. Approval of Minutes

A. May 26, 2022

Meghan Fenlon made the Motion to approve the regular Board Minutes for May. Mike Gianatasio seconded the Motion and the Minutes were approved unanimously.

B. May 26, 2022 Executive Session

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

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

Olympia Fields: Jesus Vargas announced that Olympia Fields Park District replaced the Playground and added a Pavilion & Fitness Station at SGT. Means Park.

VII. Unfinished Business

None

VIII. New Business

A. 2022-2023 Election of Officers

Michelle Havran nominated Cindy Grannan as Chairman, Kevin Adams as Vice-Chairman and Joseph Bertrand as Treasurer. Meghan Fenlon seconded the Motion and the Motion was approved unanimously.

B. 2022-2023 Appointments

Michelle Havran nominated Robbins Schwartz as the Association's attorney for corporate matters, as needed at an hourly rate of (\$200/hr.). Jesus Vargas seconded the Motion. A roll call vote was taken:

Country Club Hills	absent	Matteson	absent	Richton Park	absent
Hazel Crest	absent	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.

Michelle Havran nominated Regina Ross – Ellison, SSSRA Finance and Office Manager, as the Board Secretary. Kevin Adams seconded the Motion. A roll call vote was taken:

Country Club Hills	absent	Matteson	absent	Richton Park	absent
Hazel Crest	absent	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)

C. 2022-2023 Committees

Cindy Grannan called for a Motion to approve the Committee members as presented for 2022-2023. A Motion was made by Meghan Fenlon and seconded by Jesus Vargas. Grannan asked if anyone wanted to move committees or be added to a committee? Jesus Vargas was removed from the Fundraising Committee. Michelle Havran was added to the Budget Committee. Kevin Adams & Meghan Fenlon were added to the Strategic Planning Committee.

Michelle Havran made a Motion to approve the amended Committee members for 2022-2023. Meghan Fenlon seconded the Motion and a roll call vote was taken:

Country Club Hills	absent	Matteson	absent	Richton Park	absent
Hazel Crest	absent	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.

The Committee members for 2022-2023 will be as follows:

Personnel: Cindy Grannan
Joseph Bertrand
Lisa Hill
Jesus Vargas

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

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

Strategic Planning: Cindy Grannan
Mike Gianatasio
Dwone Ross, Sr.
Meghan Fenlon
Kevin Adams

IX. Staff Report

A. Program

1. Outreach Report – May, 2022

Drzewiecki shared with the Board that outreach efforts continue via social media.

2. Spring 2022 Inclusion Report

SSSRA served 10 individuals through the Inclusion process in three of our member districts. Drzewiecki shared with the Board that Inclusion has increased from last spring. Full-time staff were assigned to Inclusion due to the lack of part-time staff.

B. Administrative

1. Staff Professional Involvement, Activities & Training – May, 2022

Drzewiecki highlighted that Recreation Specialists completed the PDRMA Cybersecurity and the Sexual Harassment Prevention & Response trainings. In addition, the Executive Director joined the PDRMA Wellness Committee to represent SRA's.

2. Inclusion Manager Hired

SSSRA hired Juanita Williams as the agency's Inclusion Manager. Ms. Williams completed her internship at SSSRA in 2002. She has a wealth of knowledge to share coming from Lincolnway Special Recreation Association and her official starting date is June 27, 2022.

3. 2022-2023 Board Representative – Enclosures

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, 2022

Kevin Adams made the Motion to approve the Claims List for May, 2022. Meghan Fenlon seconded the Motion and a roll call vote was taken:

Country Club Hills	absent	Matteson	absent	Richton Park	absent
Hazel Crest	absent	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 (continued)

B. Financial Statement

1. May, 2022

Meghan Fenlon made the Motion to approve the May, 2022 Financial Statement.
Mike Gianatasio seconded the Motion and the Motion was approved unanimously.

C. Approval of Expenses in Accordance with Travel Reimbursement Policy

Grannan called for a Motion to approve the Expenses in Accordance with the Travel Reimbursement Policy for the NRPA Conference. A Motion was made by Jesus Vargas and seconded by Meghan Fenlon. Grannan asked if there was any discussion. A roll call vote was taken:

Country Club Hills	absent	Matteson	absent	Richton Park	absent
Hazel Crest	absent	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. Closed Meeting

None

XII. Adjournment

Michelle Havran made a Motion to adjourn the meeting. Mike Gianatasio seconded the Motion and The Motion was approved unanimously. The meeting adjourned at 9:29 a.m.

Next Meeting: Thursday, July 28, 2022

***Fundraising Committee Meeting after Board Meeting**