



**SSSRA**

South Suburban Special  
Recreation Association

**Board of Directors Meeting**  
**Oak Forest Park District**  
**15601 S. Central Avenue, Oak Forest**  
Thursday, June 22, 2023  
9:00 am

**Minutes**

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I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for June 22, 2023 to order at 9:03 a.m.

Members Present: Targett Johnson, Country Club Hills Park District  
Christopher Cole, Hazel Crest Park District  
Mike Gianatasio, Homewood-Flossmoor Park District  
Michelle Havran, Lan-Oak Park District  
Tyrone Davis, Matteson Recreational Division  
Cindy Grannan, Oak Forest Park District  
Kevin Adams, Park Forest Recreation & Parks Department  
Ashley Turner, Richton Park Parks & Recreation Department  
Meghan Fenlon, Tinley Park-Park District

Members Absent: Jesus Vargas, Olympia Fields 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. Kevin Adams made the Motion to approve the Agenda. Mike Gianatasio seconded the Motion, and the Agenda was approved unanimously.

III. Approval of Minutes

A. May 25, 2023

Meghan Fenlon made the Motion to approve the regular Board Minutes for May. Kevin Adams seconded the Motion, and the Minutes were approved unanimously.

B. May 25, 2023 Closed Meeting

Meghan Fenlon made the Motion to approve the Closed Meeting Minutes for May. Kevin Adams seconded the Motion, and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

SSSRA:

- Drzewiecki announced that SSSRA has cash raffle tickets available for \$25.00 each. The agency's goal is to sell 250 tickets. The drawing will be held on Saturday, August 19, 2023.

VII. Unfinished Business

None

VIII. New Business

A. Healthy Minds Healthy Bodies

Drzewiecki updated the Board on the Healthy Minds Healthy Bodies program and shared the new criteria. They are as follows:

- New name for the program will be Mind-Body-Balance for Veterans
- 10 free one-hour personal training sessions for Veterans (optional).
- Member agency has the option not to offer free membership to companion.
- Personal trainers may attend Inclusion training to gain more knowledge about working with individuals with physical disabilities and/or PTSD.
- No longer pay for licensure fees/no more training fees.
- Member agencies have the option to set limits on the number of participants each year.

Meghan Fenlon raised a question asking when does SSSRA foresee this officially taking over Healthy Minds Healthy Bodies program? Drzewiecki mentioned this program will take place September 1, 2023. Fenlon asked if there will be training? Drzewiecki shared that there will be a training before the official start date.

A. Program

1. Outreach Report – May, 2023

Heather reported on the following for the month of May. Email Newsletter, Social Media, Network for Good, and Donation Requests. In addition, on May 21 Anna Broccolo, Public Relations Manager attended the Ability Awareness Fair at LWSRA, in New Lenox. Information was provided about our programs as well as volunteer and staff involvement.

IX. Staff Report

A. Program (continued)

2. Spring 2023 Inclusion Report

SSSRA supported a total of 9 individuals through Inclusion services. They participated in programs including before and after school care, preschool, swim lessons, basketball, soccer, and karate. Specht mentioned that throughout the spring, the Inclusion Manager was available for on-site observations.

3. Stingrays – Special Olympics Spring Games

On May 6 & 7, Stingray Track athletes participated in the Special Olympics Region E Spring Games Tournament at Thornwood High School in South Holland. Athletes that qualified participated in Summer Games that were held on June 9 – 11, 2023. A chart was provided to the Board showing a list of participants, community, and the events in which they competed.

4. July Special Events – Enclosure

Specht reviewed the upcoming Special Event flyers for the month of July. Specht highlighted the 50<sup>th</sup> Anniversary Family Picnic that will be held on Saturday, August, 19, 2023.

B. Administrative

1. Staff Professional Involvement, Activities & Training – May, 2023

Drzewiecki highlighted that the Executive Director attended Cyber Security Policy Development meetings with Xerox Business Solutions on May 3, 9, 11, and 23. In addition, Stephanie Stocks, Recreation Specialist participated in the American Therapeutic Recreation Associations Virtual Summit on Traumatic Brain Injuries from May 3 – 5.

2. 2023-2024 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.

3. 2023-2024 Officers

Drzewiecki reviewed the Elected Officers: Cindy Grannan, Chairman; Kevin Adams, Vice-Chairman; and Jesus Vargas; Treasurer.

4. 2023-2024 Committees

Drzewiecki reviewed the Committee members for 2023-2024 listed under Personnel, Fundraising, Budget, and Strategic Planning. The Fundraising Committee met directly after the regular Board meeting held on June 22, 2023.

IX. Staff Report

A. Administrative (continued)

4. Cybersecurity Update

Drzewiecki updated the Board regarding the Cybersecurity Incident Response, and Business Continuity Disaster Recovery Plan. As a requirement of the plan, Drzewiecki asked the Board for available facility space that would act as a worksite for SSSRA administration should a disaster occur, so that the Association may continue business operations.

Homewood-Flossmoor, Lansing, Oak Forest, and Tinley Park noted they have available space. Drzewiecki mentioned that she will add the following agencies to the Business Continuity Plan document as a worksite/central location.

X. Financial Report

A. Claims List

1. April, 2023 - revised

Meghan Fenlon made the Motion to approve the revised Claims List for April, 2023 as presented. Michelle Havran seconded the Motion. The Motion carried by a unanimous roll call vote.

2. May, 2023

Christopher Cole made the Motion to approve the Claims List for May, 2023 as presented. Michelle Havran seconded the Motion. The Motion carried by a unanimous roll call vote.

B. Financial Statement

1. May, 2023

Michelle Havran made the Motion to approve the May, 2023 Financial Statement. Tyrone Davis seconded the Motion, and the Motion was approved unanimously.

XI. Closed Meeting - 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

Michelle Havran made a Motion to adjourn the meeting. Ashley Turner seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 9:21 a.m.

**Next Meeting: Thursday, July 27, 2023**

\*Fundraising Committee Meeting after Board Meeting