

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

March 25, 2021 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 March 25, 2021 to order at 9:07 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District
Joseph Bertrand, Hazel Crest Park District (in at 9:18)
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
Laura Gackstatter, SSSRA Intern
Christine Martinez, SSSRA Intern

II. Approval of Agenda

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

III. Approval of Minutes

A. February 25, 2021

Kevin Adams made the Motion to approve the Minutes for February. Ashley Turner seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

A. Park District Risk Management Agency (PDRMA)

Drzewiecki shared with the Board that PDRMA's Health Program Counsel approved a refund check of the agency's net position for \$3,752.50. The money that was refunded will go back to the agency's scholarship program.

V. Public Comment

None

VI. Community Announcements

SSSRA: Drzewiecki introduced Christine Martinez and Laura Gackstatter as the agency's Interns.

Tinley Park: Meghan Fenlon announced that Ron Woodworth, Athletic Supervisor at the Tinley Park-Park District will be hosting a 16 – inch Softball Tournament on May 1, 2021 in memory of his wife. Fenlon mentioned that if the Board is interested in getting a team together to let the Tinley Park-Park District know.

VII. Unfinished Business

None

VIII. New Business

A. New Agency Logo - Enclosure

Drzewiecki presented SSSRA's new logo to the Board. Drzewiecki explained that the shapes of the logo symbolize coming together and forming a connection. The Blue is refreshing, friendly and calming. The Orange is vibrant, energetic, and fun. SSSRA thanked Anna Broccolo, Public Relations Manager for all her work and research that went into rebranding the agency's logo.

IX. Staff Report

A. Program

1. Outreach Report – February, 2021

Specht shared with the Board that the summer preview flyer was distributed to families and group homes. In addition, SSSRA *Email Newsletters* were sent on February 15 and 26 highlighting the following: Spring Registration, Virtual Parade Event, Community Pass Welcome, Thank you to Sponsors, Virtual Parade Video and Therapeutic Recreation Month. The agency's Facebook highlights were posted for the month of February. Specht also presented to a class at Southwest Cook County Cooperative Association for Special Education (SWCCCASE) in Orland Park about upcoming programs for the spring and summer months.

2. Program Update

Specht reviewed program updates and let the Board know that the SSSRA offered both in-person and virtual programs for the month of February.

IX. Staff Report

A. Program (continued)

3. Intern

Specht shared with the Board that Ms. Martinez will be doing her internship with the agency for the next 14 weeks. Ms. Martinez is a senior at University of St. Francis located in Joliet and is getting her degree in Therapeutic Recreation. She has previous experience in the field and has been working part-time at Southeast Special Parks and Recreation Association (SEASPAR). SSSRA looks forward to having her join the team.

4. Summer, 2021 Fees

SSSRA's objective is to continue to cover 66 – 75% of direct expenses including transportation; admissions; food; recreation supplies and clothing. Special events are covered at 100% of admission costs and 66% of all other expenses including staffing, transportation; food; recreation supplies and clothing.

Fees for programs and special events stayed the same or increased no greater than 25%. Programs that had a higher percentage increase for the season are: Will County Fair (25%) due to admission cost.

Due to the generosity of grant funds contributed by the Edmond & Alice Opler Foundation, an Anonymous Donor and Salinas's Pasta and Pizza. SSSRA offered 24 discounted programs and special events free for residents or at a discounted fee.

5. Summer Day Camp 2021 Facility Confirmations

Specht shared with the Board that SSSRA continues to work on summer day camp facility confirmations. This year, the agency will offer Shooting Stars Day Camp at the SSSRA building. Due to the restrictions, there will be a maximum of 8 participants and 3 staff for summer day camp. Specht also mentioned that the agency is hoping to have summer day camp in Matteson and Homewood-Flossmoor.

B. Administrative

1. Staff Professional Involvement, Activities and Training – February, 2021

Drzewiecki mentioned that staff continues to be involved in PDRMA Training Webinars. Drzewiecki also highlighted that Regina Ross – Ellison, Finance and Office Manager has been actively participating on the IPRA Diversity Committee. Ms. Ross – Ellison is attending and helping to facilitate the Safe Zone Conversation (SZC) meetings. Drzewiecki also mentioned that the current topic is structured around racism. However, the Committee will be moving to other topics in the future. If your agency is interested in SZC, please contact Regina Ross – Ellison for more information.

IX. Staff Report

B. Administrative (continued)

2. Budget Committee Update

Drzewiecki reported that the budget being proposed is \$27,910 less than our current fiscal year Budget. The scheduled capital purchases for 2021 – 2022 are as follows: Office Telephone System, Parking Lot Replacement, and Computer Laptops for 5 full-time staff. Drzewiecki mentioned that despite the scheduled capital purchases, the agency's Fund Balance is growing. The 2021 – 2022 Budget will be presented to the full Board at the April 22nd Meeting.

X. Financial Report

A. Claims List

1. February, 2021

Lisa Hill made the Motion to approve the Claims List for February, 2021. Joseph Bertrand 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. February, 2021

Joseph Bertrand made the Motion to approve the February Financial Statement. Kevin Adams seconded the Motion and the Motion was approved unanimously.

XI. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Ashley Turner seconded the Motion and the meeting adjourned at 9:22 a.m.

Next Meeting: Thursday, April 22, 2021