

# **SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION**

*May 28, 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 May 28, 2020 to order at 9:17 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  
Ashley Turner, Richton Park Parks & Recreation Department  
Meghan Fenlon, Tinley Park-Park District

Member Absent: Michelle Havran, Lan-Oak Park District  
Kevin Adams, Park Forest Recreation & Parks Department

Others Present: Janet Porter, SSSRA Executive Director  
Lisa Drzewiecki, SSSRA Superintendent  
Regina Ross – Ellison, SSSRA Finance & Office Manager

### **II. Approval of Agenda**

Grannan called for a Motion to approve the Agenda. Ashley Turner made a Motion to approve the Agenda. Joseph Bertrand seconded the Motion and the Motion was approved unanimously.

### **III. Approval of Minutes**

#### **A. April 23, 2020**

Meghan Fenlon made the Motion to approve the Minutes for April. Dwone Ross Sr. seconded the Motion and the Minutes were approved unanimously.

### **IV. Correspondence**

None

### **V. Public Comment**

None

VI. Community Announcements

Homewood-Flossmoor: announced that all their facilities are closed.

Oak Forest: Grannan announced that their office will be closed however, the Fitness Center is scheduled to open on June 15 (reservations only).

Matteson: announced that in June, their facility will open only from 8 a.m. – 4 p.m. and no weekends.

SSSRA: Janet Porter thanked the Board individually and collectively for all their support during her time at SSSRA.

VII. Unfinished Business

None

VIII. New Business

None

IX. Staff Report

A. Program

1. Outreach Report – April, 2020

Full-time staff made personal phone calls to 2,316 SSSRA families. The primary goal of making calls was to check on the well-being of participants and to inquire about their interest level in Virtual Programming opportunities. Staff learned that Virtual Programming is of interest, however participants face the following challenges:

- E-Learning is overwhelming.
- Need help navigating Facebook/Internet.
- Most Group Homes do not have access to internet.
- Lack of technology in the home.

Drzewiecki mentioned that over the past several weeks, full-time staff has contacted SSSRA families and started making Sammy stops to keep families involved. Anna Broccolo, Public Relations Manager, has promoted Virtual Programming by sending out information via Email Newsletters and Facebook.

IX. Staff Report

A. Program (continued)

2. Healthy Minds Healthy Bodies Program Update

Since past February, three Veterans had requested to join the program. However, due to COVID-19 the temporary closing of all fitness facilities halted program intakes. Drzewiecki mentioned that in the February's board packet, the goal was to host a Coffee & Conversation opportunity with Veterans. This event was scheduled for March 31 and was cancelled due to COVID-19. SSSRA will reschedule this event later in the year.

3. Update on Virtual Programs

SSSRA full-time staff started with running two daily Virtual programs and now has increased to running three daily Virtual programs. There are between 5 to 10 participants who participate in Virtual Programming. Drzewiecki shared with the Board that SSSRA is currently researching Virtual program weekly fees and/or subscription. SSSRA plans to implement fees for Virtual Programming in the future. At this current time, Virtual programs are free of charge for all participants. Starting June 29, SSSRA will start to offer four Virtual programs each day, Monday – Friday and on Saturday, SSSRA will offer a special event.

Drzewiecki reported that SSSRA has identified nine weekly programs that could possibly be conducted in-person this summer. However, this is subject to change depending on the interest of SSSRA participants and if member district facilities are available.

4. Summer Inclusion Services

Drzewiecki let the Board know that each member district will have full support from SSSRA to help determine if a camper/participant with a disability can safely meet the guidelines of the park district or recreation department. SSSRA assured our member districts that the agency will have staff available to assist once it is determined that SSSRA can serve a child safely. Drzewiecki also mentioned that currently, there are two part-time staff that will not be returning to work this summer at SSSRA due to COVID-19.

B. Administrative

1. Staff Professional Involvement, Activities and Training – April, 2020

Porter reviewed staff activities for April.

2. COVID-19 Reporting to Workplace Procedures

Porter mentioned that in preparation into Phase 3 of the Governor's Restore Illinois plan, COVID-19 *Reporting to Workplace Procedures* have been distributed to the staff.

IX. Staff Report

B. Administrative

2. COVID-19 Reporting to Workplace Procedures (continued)

The guidelines included: wellness guidelines for reporting to work; expectations for communication with their Supervisor; preventative guidelines to be followed in specific areas of the SSSRA office building. Porter also mentioned that inner office guidelines on hygiene, social distancing and sanitizing have already been practiced by the staff, as the staff have been working in the office in small groups during the Stay at Home Order.

3. Welcome Back Heather!

SSSRA welcomed back Heather Specht to the association on Monday, May 18 as the associations new Superintendent. Ms. Specht returns to SSSRA with valuable experience in the areas of human resources, personnel management, budget oversight and fundraising. Ms. Specht is a Certified Therapeutic Recreation Specialist (CTRS). She serves on the Planning Committee for the annual Therapeutic Recreation Leadership Summit.

4. Sensory Room Project

Porter mentioned that prior to COVID-19, the association was in the beginning stages of assisting the Homewood-Flossmoor Park District with the development of a Sensory Room. SSSRA Board Member Stephanie Simpson, Irwin Center Manager Phil Knowles and Janet Porter visited two Sensory Rooms which are run by the Lisle Park District/SEASPAR and the Des Plaines Park District/M-NASR to learn more about their development and operations. Porter also mentioned that the association applied for a grant for the Sensory Room equipment. However, the association learned that SSSRA did not get the grant. Due to COVID-19, the foundation decided to donate to the food pantries. SSSRA will continue to stay in touch with Stephanie Simpson and will keep the Board informed.

5. Update on Fundraising & Contributions

SSSRA hosted a virtual popcorn fundraiser through Double Good, to raise funds during these challenging times. The agency raised \$2,218 from the fundraiser event. Thank you to Laura Pubins, Recreation Specialist for coordinating this event. Plans are underway for the 31<sup>st</sup> Annual Golf Outing, to be held on Friday, August 21, at Coyote Run Golf Course. Porter made the initial contact with Golf Course Manager Tom Denklau to confirm the date and discuss modifications of the event that will be needed due to COVID-19 guidelines. Drzewiecki will contact Mr. Denklau again in late June to continue to make plans for the outing, before sending out the final flyer and registration form.

IX. Staff Report

A. Administrative

5. Update on Fundraising & Contributions (continued)

Porter stated that Old Plank Trail Community Bank sponsored backpacks for participants who registered for Virtual programs this summer. This contribution of \$1,000 for backpacks is in lieu of sponsoring the gift items for our Family Banquet, which the bank generously does each year. Porter also stated that Flossmoor resident and SSSRA parent Cathy Davis generously contributed \$500 and parent Kim Miggenburg also generously contributed \$200 to the association.

6. 2020 – 2021 Annual Board Timeline – Enclosure

Porter reviewed the 2020 - 2021 Annual Board Timeline. There will be no Board meeting in December, due to the Holiday. Porter also mentioned that the 2020 – 2021 Annual Board Timeline is subject to change as it is a working document.

X. Financial Report

A. Claims List

1. Additional April, 2020

Joseph Bertrand made the Motion to approve the Additional Claims List for April, 2020. Lisa Hill 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	absent		

The Motion was approved unanimously by those present.

2. May, 2020

Joseph Bertrand made the Motion to approve the Claims List for May, 2020. Stephanie Simpson 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	absent		

The Motion was approved unanimously by those present.

X. Financial Report (continued)

B. Financial Statement

1. April, 2020

Joseph Bertrand made the Motion to approve the April Financial Statement. Dwone Ross Sr. seconded the Motion and the Motion was approved unanimously.

C. Update on Losses Due to COVID-19

Porter shared with the Board that the association is tracking losses due to COVID-19 for our awareness and records, as well as for any potential grant opportunity in the future. On June 1, 2020 Janet Porter and Lisa Drzewiecki plan to meet with T.C. Leonard, *Grant Staff* subcontractor who writes the agency's grants. This meeting was scheduled to discuss grant opportunities in the future. Porter mentioned that the agency must be careful not to classify the association as a non-profit when applying for grants. PDRMA's Legal Counsel cautioned the agency not to quickly apply for some of the governmental grants as this will jeopardize the agency's tort immunity for programs.

Porter 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 15, 2020 is \$39,299. Porter also shared with the Board that the agency has not taken out any loans.

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. Stephanie Simpson 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	absent (accepted in the meeting after roll call vote)		

The Motion was approved unanimously by those present. Executive Session began at 10:02 a.m.

Joseph Bertrand made a Motion to approve a raise of 2.75% for the Executive Director effective June 1, 2020. The raise is based upon the 2019 -2020 evaluation period. Dwone Ross Sr. seconded the Motion and a roll call vote was taken:

XI. Executive Session (continued)

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

The Motion was approved unanimously by those present.

Joseph Bertrand made a Motion to adjourn the meeting. Stephanie Simpson seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 10:57 a.m.

**Next Meeting: Thursday, June 25, 2020**