

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

May 27, 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 May 27, 2021 to order at 9:07 a.m.

Members Present: Joseph Bertrand, Hazel Crest Park District
Doug Boehm, 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
Ashley Turner, Richton Park Parks & Recreation Department
Meghan Fenlon, Tinley Park-Park District

Member Absent: Dwone Ross, Sr., Country Club Hills Park District
Kevin Adams, Park Forest Recreation & Parks Department

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. Joseph Bertrand made a Motion to approve the Agenda. Lisa Hill seconded the Motion and the Motion was approved unanimously.

III. Approval of Minutes

A. April 22, 2021

Jesus Vargas made the Motion to approve the Minutes for April. Ashley Turner seconded the Motion and the Minutes were approved unanimously.

B. April 22, 2021 Executive Session

Joseph Bertrand made the Motion to approve the Executive Session Minutes for April. Michelle Havran seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

None

VII. Unfinished Business

None

VIII. New Business

A. Recommendation for Paving Company

Drzewiecki shared with the Board that SSSRA contacted three paving companies and received two proposals to replace the agency's parking lot. The agency received proposals from Matthew Paving and A&A Paving. SSSRA recommended Matthew Paving of Oak Lawn to replace the parking lot. A list of basic information associated with Matthew Paving was provided to the Board. Drzewiecki asked if there was any discussion.

After further discussion, the Board recommended that the agency should send out Request for Proposals (RFPs). Recommendations for parking lot paving will be discussed at the next Board meeting.

IX. Staff Report

A. Program

1. Outreach Report – April, 2021

The agency's summer information was posted on the Tinley Park Patch Website. Summer flyers were distributed to our families and group homes. SSSRA *Email Newsletters* were sent on April 1, 23 and 28 highlighting the following: Summer Brochure, Summer Registration, Sammy Stops, Autism Summit, Message from Lisa, Jewelry Sale, Family Appreciation and Community Garden. In addition, SSSRA's Instagram page and Facebook Highlights were posted for the month of April.

2. Program Update

Specht shared with the Board the program updates and that SSSRA offered both in-person and virtual programs for the month of April.

IX. Staff Report

A. Program (continued)

3. Winter Inclusion Report

SSSRA supported a total of 4 individuals through the Inclusion process. These individuals participated in 4 total programs. A chart was provided to the Board that showed exact services provided to each member district throughout the winter season.

If the Board would like to schedule an Inclusion Training for their district's summer staff, please contact Tammy McMahon at tammym@sssra.org or the SSSRA office at 815-806-0384 x 16.

4. Summer 2021 Program Locations – Enclosure

Specht reported to the Board that all facility locations for summer have been confirmed. Specht thanked the Board for all their help with securing the facilities this summer.

B. Administrative

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

Drzewiecki reviewed staff activities, highlighting the PDRMA Balancing the Risk – Reopening Considerations for Special Recreation Programming meeting that Lisa Drzewiecki & Heather Specht attended via Zoom on April 23. Drzewiecki also mentioned that SSSRA received information about how to provide inclusion services to our member districts.

2. Update on Full-time Staff Positions

Drzewiecki shared with the Board that Laura Pubins was selected as our new Operations Manager. An advertisement for the Recreation Specialist position was placed on the IPRA job site. At this current time, the agency has received five resumes. The hiring timeline was provided to the Board.

3. Update on Fundraising & Contributions - Enclosure

Drzewiecki mentioned that Ricky's Ride will be held on Sunday, September 19, 2021. Also, the agency will again, offer the Cash Raffle in lieu of the Golf Outing. Last year the agency raised \$12,500 from ticket sells. This year there will be 500 raffle tickets available for purchase at \$25 each with 2 prize winners.

To date the agency has received \$25,000 in grant funds. The grants will be used this summer towards Early Childhood & Youth Programs, Inclusion Services, Recreation Management Software, Virtual Programs, and Adult Programs.

4. 2021 – 2022 Annual Board Timeline – Enclosure

Drzewiecki reviewed the 2021 - 2022 Annual Board Timeline. There will be no Board meeting in August or December.

X. Financial Report

A. Claims List

1. April, 2021

Michelle Havran made the Motion to approve the Claims List for April, 2021. Joseph Bertrand seconded the Motion. Grannan asked if there was any discussion.

Drzewiecki let the Board know that SSSRA received a \$5,000 refund in the form of a credit from our Chase credit card account. This refund was from last fiscal year 2019 -2020 for our Family Banquet. During the audit process this fiscal year, the auditors will make the proper adjustments to 14-line items.

With a Motion and second, Grannan asked for all those in favor of approving the Claims List for April 2021. A roll call vote was taken:

Country Club Hills	absent	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	absent		

The Motion was approved unanimously by those present.

B. Financial Statement

1. April, 2021

Joseph Bertrand made the Motion to approve the April Financial Statement. Jesus Vargas seconded the Motion and the Motion was approved unanimously.

XI. Executive Session

Joseph Bertrand made the Motion to go into Executive Session. Lisa Hill seconded the Motion and it was approved unanimously. The regular Board Meeting concluded at 9:39 a.m.

Michelle Havran made a Motion to conclude Executive Session at 10:06 a.m. Lisa Hill seconded the Motion and it was approved unanimously. Executive Session ended at 10:07 a.m.

Next Meeting: Thursday, June 24, 2021