



**SSSRA**

South Suburban Special  
Recreation Association

**Board of Directors Meeting**  
**SSSRA Office**  
**19910 80<sup>th</sup> Avenue, Tinley Park**  
Thursday, May 25, 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 May 25, 2023 to order at 9:00 a.m.

Members Present: Targett Johnson, Country Club Hills Park District (in at 9:05)  
Christopher Cole, Hazel Crest Park District (in at 9:10)  
Mike Gianatasio – Homewood-Flossmoor Park District  
Lisa Hill, Matteson Recreational Division (in at 9:15)  
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

Members Absent: Michelle Havran, Lan-Oak Park District  
Ashley Turner, Richton Park Parks & Recreation Department  
Regina Ross – Ellison, SSSRA Finance & Office Manager

Others Present: Lisa Drzewiecki, SSSRA Executive Director  
Heather Specht, SSSRA Superintendent  
Jonathan Washington, SSSRA Intern  
Casey Davis, Country Club Hills Park District

II. Approval of Agenda

Grannan called for a Motion to Amend the Agenda to add New Business C, D and E (Election of Officers, Appointments & Committees). Kevin Adams made the Motion to approve the Amended Agenda. Mike Gianatasio seconded the Motion and the Amended Agenda was approved unanimously.

III. Approval of Minutes

A. April 27, 2023

Kevin Adams made the Motion to approve the regular Board Minutes for April.  
Jesus Vargas seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

Letter from PDRMA

Drzewiecki informed the Board that the Association earned the first \$500 incentive for meeting the required criteria related to the Loss Control Review.

V. Public Comment

None

VI. Community Announcements

Tinley Park:

- Meghan Fenlon announced that the SSPRPA Day Camp Workshop will be held on June 2 at the Tinley Park-Park District. Fenlon encouraged members to register and registration begins the week of May 29.

Homewood-Flossmoor:

- Mike Gianatasio announced that Debbie Kopas, Executive Director is retiring at the end of June. After an extensive nation-wide search, Doug Boehm (current Superintendent of Parks & Planning) was selected as the new Executive Director.

VII. Unfinished Business

None

VIII. New Business

A. Policy on Holidays – Action Item

Kevin Adams made the Motion to approve Martin Luther King Jr. Day as a paid holiday. Mike Gianatasio seconded the Motion. The Motion carried by a unanimous roll call vote.

B. BambooHR Payroll – Action Item

Meghan Fenlon made the Motion to approve BambooHR Payroll in the amount of \$6,553 on an annual basis and implementation beginning on Jun 1, 2023. Jesus Vargas seconded the Motion. Grannan asked if there were any questions or comments.

Mike Gianatasio raised a question asking does BambooHR only do payroll or does BambooHR manage HR on the backend? Drzewiecki shared that BambooHR does HR on the backend. Mike Gianatasio raised another question asking does BambooHR charge the agency per user or per employee? Drzewiecki mentioned that the agency is being charged per employee at a discounted rate. In addition, Drzewiecki let the Board know that the implementation fee continues to raise and the agency wanted to lock in on the initial fee provided by their company.

With a first and a seconded Motion, the Motion carried by a unanimous roll call vote.

C. 2023 – 2024 Election of Officers

At this time, the floor was opened for Motions of elections. Meghan Fenlon made the Motion to open the floor. Christopher Cole seconded the Motion and it was approved unanimously.

VIII. New Business

C. 2023 – 2024 Election of Officers (continued)

Meghan Fenlon made a Motion to approve the Officers Cindy Grannan and Kevin Adams as currently in place for the upcoming year. Jesus Vargas was nominated as the new Treasurer. Lisa Hill seconded the Motion. The Motion carried by a unanimous roll call vote.

D. 2023 – 2024 Appointments

Kevin Adams made a Motion to approve Robbins Schwartz as the Association's legal counsel for corporate matters. Christopher Cole seconded the Motion. The Motion carried by a unanimous roll call vote.

Meghan Fenlon made the Motion to appoint Regina Ross – Ellison as the Board Secretary. Lisa Hill seconded the Motion. The Motion carried by a unanimous roll call vote.

E. 2023 – 2024 Committees

Grannan asked for a Motion to approve the 2023 - 2024 Committees as presented with the exception of replacing Joseph Bertrand with Christopher Cole under the Personnel & Budget Committee. Along with replacing Dwone Ross, Sr. with Targett Johnson under the Strategic Planning Committee.

Christopher Cole made a Motion to approve the Committee members for 2023 – 2024. Lisa Hill seconded the Motion. The Motion carried by a unanimous roll call vote.

The Committee members for 2023 - 2024 will be as follows:

*Personnel:* Cindy Grannan  
Christopher Cole  
Lisa Hill  
Jesus Vargas

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

*Budget:* Cindy Grannan  
Mike Gianatasio  
Jesus Vargas  
Meghan Fenlon  
Christopher Cole  
Michelle Havran

*Strategic Planning:* Cindy Grannan  
Mike Gianatasio  
Targett Johnson  
Meghan Fenlon  
Kevin Adams

IX. Staff Report

A. Program

1. Outreach Report – April, 2023

On April 19, Tammy McMahon, Inclusion Manager attended the Frankfort Library Volunteer Fair and provided information about volunteer opportunities. On April 29, Anna Broccolo, Public Relations Manager attended the Teen Volunteer Fair at the Matteson Area Public Library District. Information was provided about the agency's volunteer opportunities. In addition, on April 17, SSSRA held an outreach event with students from the special education program at T-F South. There were 8 students who attended the event.

2. Drama Show – Spring, 2023 - Enclosure

There were 11 participants who performed in the Drama Show and 6 participants who performed in the newest program called *Show Choir* on May 1 at Freedom Hall, in Park Forest. There were 98 individuals in attendance. Specht shared that on June 28<sup>th</sup> both the *Show Choir* and The Drama Club will showcase some scenes of their performance at Park Forest's Main Street Nights beginning at 6:30 p.m.

3. Intern-Jonathan Washington

Specht shared with the Board that Jonathan Washington will be the agency's Summer Intern. Mr. Washington is a senior at Illinois State University finishing up his degree in Therapeutic Recreation. The agency is excited to have Mr. Washington on board this summer.

4. Staffing Inclusion

A discussion took place regarding staffing Inclusion.

- SSSRA continues to have difficulty securing part-time staff as Inclusion aides at park districts/recreation department programs.
- Staff shortage for SSSRA general programs and special events.
- When requesting an Inclusion Aide, allow two weeks to ensure an aide is hired, trained and placed.
- The Inclusion Manager contacts the family to assess the needs and provides supplies.
- Inclusion Manager conducts an observation for first-timer Inclusions at member district and makes recommendations.

Specht mentioned that currently, the agency has 10 Inclusion requests for the summer with no staff to fill those requests. However, Jonathan Washington and two fieldwork students will help fill the need for Inclusion Aides this summer.

Kevin Adams raised a question asking how many Inclusion Aides does the agency have? Specht shared that there are 5 Inclusion Aides on our payroll. Adams asked what's our target goal to say that we are fully staffed? Drzewiecki shared between our programs and Inclusion, we would need 25 people. Drzewiecki also shared that our Managers, Recreation Specialists, Superintendent and Executive Director are prepared to go out in the field. Drzewiecki added that Ms. Williams is encouraging parents that request inclusion services to consider SSSRA programs to explore a lifelong active lifestyle.

IX. Staff Report

A. Program (continued)

4. Staffing Inclusion

Drzewiecki mentioned that some of our programs with lower enrollment may need to be cancelled due to staffing needs.

Adams raised a question asking what is the age requirement for Inclusion Aides? Heather explained that the age requirement for Inclusion Aides is sixteen. Adams asked what the agency is paying our staff? Heather shared that effective June 1, 2023 part-time staff received a raise. They are as follows: Recreation Leader \$14.11, Supervisors \$15.00 & Supervisor/Driver \$15.68. In addition, the agency started an incentive program if staff refer somebody and they stay on for six-months they received \$120.00. If the employee that was hired stays on for six-months, they receive \$120.00.

5. Summer 2023 Program Locations - Enclosure

Specht thanked the Board for the use of their facilities this summer.

6. June Special Events – Enclosure

Specht reviewed the flyers of the upcoming Special Event for the month of June.

B. Administrative

1. Staff Professional Involvement, Activities and Training – April, 2023

Drzewiecki highlighted that Laura Pubins, Operations Manager passed the CPRP Exam on April 7, 2023.

2. Update on Fundraising & Contributions - Enclosure

Drzewiecki updated the Board on a change of location for the Ricky's Ride event due to the recent fire at Oak Forest Bowl. On September 17, 2023 Ricky's Ride will begin at Durbins of Midlothian. As a courtesy, Southwest Special Recreation Association (SWSRA) was notified as the ride will begin in their service area. Drzewiecki provided the Board with a Ricky's Ride flyer. In addition, the agency will offer the Cash Raffle to help in its fundraising efforts. The winning tickets will be drawn on August 19, at the SSSRA Family Picnic.

3. Grants received:

Drzewiecki reported on the grants received and let the Board know that another grant was received from Ozinga Brothers on May 24, in the amount of \$1,500.

IX. Staff Report

B. Administrative (continued)

4. 2023 – 2024 Annual Board Timeline - Enclosure

Drzewiecki reviewed the 2023 – 2024 Annual Board Timeline. There will be no Board meetings in August or December.

X. Financial Report

A. Claims List

1. April, 2023

Kevin Adams made the Motion to approve the Claims List for April, 2023 as presented. Mike Gianatasio seconded the Motion. The Motion carried by a unanimous roll call vote.

B. Financial Statement

1. April, 2023

Mike Gianatasio made the Motion to approve the April, 2023 Financial Statement. Kevin Adams seconded the Motion and the Motion was approved unanimously.

- XI. Megan Fenlon 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. Christopher Cole seconded the Motion and the Motion was approved unanimously.

The regular Board meeting adjourned at 9:35 a.m. Executive Session began at 9:37 a.m.

Mike Gianatasio made a Motion to approve the salary increase for the Executive Director as budgeted. The Motion was seconded by Christopher Cole. The Motion carried by a unanimous roll call vote.

Lisa Hill made a Motion to conclude Executive Session. Meghan Fenlon seconded the Motion. The Motion carried by a unanimous roll call vote. Executive Session ended at 10:07 a.m.

**Next Meeting: Thursday, June 22, 2023**