

# **SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION**

*October 28, 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 October 28, 2021 to order at 9:02 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District  
Joseph Bertrand, 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  
Jesus Vargas, Olympia Fields Park District  
Meghan Fenlon, Tinley Park-Park District

Member Absent: Kevin Adams, Park Forest Recreation & Parks Department  
Ashley Turner, Richton Park Parks & Recreation Department

Others Present: Lisa Drzewiecki, SSSRA Executive Director  
Heather Specht, SSSRA Superintendent  
Regina Ross – Ellison, SSSRA Finance & Office Manager  
Laura Pubins, SSSRA Operations Manager  
Renee Chavez, Crete Park District Executive Director

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

Grannan called for a Motion to approve the Agenda. Joseph Bertrand made a Motion to approve the Agenda. Dwone Ross Sr. seconded the Motion and the Motion was approved unanimously.

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

#### **A. September 16, 2021**

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

### **IV. Correspondence**

None

V. Public Comment

Drzewiecki welcomed Renee Chavez, Executive Director from the Crete Park District. Drzewiecki mentioned that Ms. Chavez is working toward the special recreation membership and wanted to attend our Board meeting to keep her Board of Directors informed. Ms. Chavez shared that Crete Park District has already gone through the referendum process and approved by the Judge. Ms. Chavez mentioned she will continue to attend SSSRA's Board meetings in hopes that her Board of Directors will ask what the process is to join SSSRA.

VI. Community Announcements

SSSRA: announced that Trunk or Treat Special Events will be held in Park Forest, Hazel Crest and Richton Park on October 30, 2021.

VII. Unfinished Business

None

VIII. New Business

None

IX. Staff Report

A. Program

1. Outreach Report – September, 2021

Specht reviewed SSSRA's outreach events and social media highlights that were posted for the month of September. Specht highlighted the Homewood Farmers Market that Tammy McMahon and Christine Martinez attended on September 25 to distribute information about the agency.

2. Day Camp Financial Review

SSSRA held one full-day camp this summer, which was split into four, two-week sessions. Our Early Childhood camp was cancelled due to low enrollment. A chart of direct program expenses was provided to the Board. Our goal when setting the fee was to cover 55-65% of the cost. However, cost covered this year was 86% more than originally planned. The agency's recommendation is to keep the fee for day camp the same for 2022. Specht mentioned that the day camp fees have remained the same since 2014.

3. Day Camp Transportation Summary

There were 15 individual participants who took door-to-door transportation. SSSRA provided 1 route for sessions A, B and C & 2 routes for session D. Pubins mentioned that full-time and part-time staff drove the transportation routes for the 8-weeks of camp. A chart of staff cost was provided to the Board for their review. Pubins shared with the Board that the subsidized amount listed on the chart should state 43% versus 53% and compared to 2019, staff cost went down from \$7,384 to \$5,147 for 2021.

IX. Staff Report

A. Program

3. Day Camp Transportation Summary (continued)

Recommendations for 2022 were as follows:

- Set a minimum number of riders to run a route (4) per session.
- Evaluate grant funds and set the fee to cover at least 50% of estimated expenses.
- Continue to use the Vehicle Maintenance Coordinator and Operations Manager to help provide door-to-door transportation.
- Continue to utilize part-time staff as drivers and vehicle aides when needed.

4. Special Olympics Volleyball

On September 12, SSSRA athletes participated in unified volleyball. The team competed at the Region E Special Olympics Volleyball Tournament held at Manteno High School. The team earned a silver medal and has qualified for the Illinois Fall Games at Harlem High School in Rockford, on October 23-24, 2021.

5. USA Games 2022

This year, SSSRA had several athletes that were nominated to represent SSSRA on Team Illinois at the USA Games that will be held in Orlando Florida June 2022. There were six athletes nominated and of the six, two athletes and one unified partner was selected. Congratulations to Willie McClinton, Anthony Pitts, Daniel Simpson, Alysia Specht, Mark Stanfa and Todd Tomaszewski.

6. First-Timer Report – Summer, 2021

Specht shared with the Board that there were 12 new first timers for the Summer, 2021.

7. November Special Events - Enclosure

Specht reviewed a flyer of upcoming special events for the month of November.

B. Administrative

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

Drzewiecki reviewed staff activities, highlighting that per PDRMA recommendations, all full-time staff are certified in CPR and First Aid training. Drzewiecki thanked Laura Pubins and Tammy McMahon who conducted the class. Drzewiecki mentioned to the Board that if certification is needed for their staff, please contact Tammy McMahon or Laura Pubins.

IX. Staff Report

B. Administrative (continued)

2. Fundraising Update

Drzewiecki shared with the Board that SSSRA's Cash Raffle raised \$8,120. The proceeds will go directly toward our scholarship program. Ricky's Ride raised \$14,002 as of October 19, 2021. The proceeds from Ricky's Ride will go directly toward reducing the cost of programs and special events for residents.

3. Update on Grants

Drzewiecki reported that the agency received a grant from the Edmond and Alice Opler Foundation in the amount of \$10,000 and those funds will go toward summer 2022-day camp transportation. Ozinga Brothers contributed \$500 to SSSRA, and those funds have already been used toward the Family Picnic in cooperation with LWSRA.

Drzewiecki reminded the Board that there is still time to email the Executive Director their input regarding the Vision of SSSRA.

X. Financial Report

A. Claims List

1. September, 2021

Meghan Fenlon made the Motion to approve the Claims List for September, 2021. Jesus Vargas seconded the Motion and a roll call vote was taken:

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

B. Financial Statement

1. September, 2021

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

XII. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Dwone Ross Sr. seconded the Motion and the meeting adjourned at 9:21 a.m.

**Next Meeting: Thursday, November 18, 2021  
(one week early due to Thanksgiving holiday)**