

# **SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION**

*October 22, 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 October 22, 2020 to order at 9:05 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  
Kevin Adams, Park Forest Recreation & Parks Department  
Meghan Fenlon, Tinley Park-Park District

Member Absent: Michelle Havran, Lan-Oak Park District  
Jesus Vargas, Olympia Fields Park District  
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  
Anthony Cervini, CPA and Partner with Sikich, LLC

### **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. September 24, 2020**

Joseph Bertrand made the Motion to approve the Minutes for September. Lisa Hill seconded the Motion and the Minutes were approved unanimously.

### **IV. Correspondence**

None

### **V. Public Comment**

None

VI. Community Announcements

Matteson: Lisa Hill announced that on October 19 – November 2 there will be Early Voting held at the Matteson Community Center Monday - Friday from 8:30 a.m. to 7:00 p.m.; Saturday & Sunday from 9:00 a.m. to 5:00 p.m.

Park Forest: Kevin Adams also announced that Early Voting will be held at the Village Hall in Park Forest.

VII. Unfinished Business

None

VIII. New Business

A. Presentation of 2019-2020 Audit

Drzewiecki introduced Anthony Cervini, CPA and Partner with Sikich, LLC to the Board. Mr. Cervini was the lead Auditor for SSSRA's fiscal year 2019-2020 Audit.

Mr. Cervini thanked the association for a very easy and smooth process. Sikich, LLC issued a clean and unmodified opinion on the association's financial statements as of May 31, 2020, fiscal year 2019-2020.

The following reports were reviewed by Mr. Cervini. They are as follows:

- Annual Financial Report
- Independent Auditor's Report

Mr. Cervini let the Board know that the association's financial stability continues to remain strong. The Association concluded the year with a cash position of \$303,480. Overall operating revenues this past year were \$1,276,827 and operating expenses (including depreciation) were \$1,523,759 for a net operating loss of (\$246,932).

During the audit process, Sikich, LLC found no material weaknesses or significant deficiencies. Overall, the association's internal controls are strong and have a good structure in place.

Drzewiecki asked the Board if there were any questions. There were no questions from the Board.

Grannan called for a Motion to accept the 2019-2020 Audit Report. Joseph Bertrand made the Motion to accept the 2019-2020 Audit Report as presented. Kevin Adams seconded the Motion and the Motion was approved unanimously.

B. Privacy and Security Policy – Enclosure

Drzewiecki let the Board know that the current Privacy and Security Policy on the agency's website was failing to meet the basic safeguard for the agency. Drzewiecki mentioned that the updated Privacy and Security Policy is associated with CapturePoint's privacy and security requirements. Drzewiecki also mentioned that the updated Policy was posted on the agency's website.

VIII. New Business

B. Privacy and Security Policy – Enclosure (continued)

Grannan called for a Motion to approve the updated Privacy and Security Policy. A Motion was made by Joseph Bertrand and seconded by Lisa Hill. 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	absent		
Lan-Oak	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

C. Revised Sick Leave Policy - Enclosure

Drzewiecki reviewed the Sick Leave Policy and shared with the Board that the highlighted section was added to the policy. The added section directs the agency to require a doctor's note when an employee claims that they are not able to perform a job duty, safety duty or essential job functions.

Grannan called for a Motion to approve the Revised Sick Leave Policy. A Motion was made by Joseph Bertrand and seconded by Lisa Hill. 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	absent		
Lan-Oak	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

D. Capturepoint – Community Pass Registration Software System - Enclosure

Drzewiecki reviewed the Agreement for Services and the addendum recommended by Robbins Schwartz. The agreement for services is between CapturePoint and SSSRA for the new registration software program for Community Pass. The registration software is an easy way for SSSRA to assist our families and is user friendly. Drzewiecki provided the Board with a price quote and mentioned that the price quote lists the agency's first-and second-year cost, which is under budget. As well as the price quote for credit card fees, which is also under budget.

Discussion took place regarding the following:

- Training & implementation process
- Contract Term
- Community Pass verses RecTrac

VIII. New Business

D. Capturepoint – Community Pass Registration Software System – Enclosure (continued)

After discussion, Grannan called for a Motion to approve Capturepoint – Community Pass Registration. A Motion was made by Lisa Hill and seconded by Joseph Bertrand. 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	absent		
Lan-Oak	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

IX. Staff Report

A. Program

1. Outreach Report – September 2020

Specht shared with the Board that the September program schedule was posted on the agency’s website on September 14 and promoted via email newsletter and Facebook. SSSRA full-time staff created survey questions for our families. The agency’s goal in creating the survey was to get feedback on communication, programming and what SSSRA means to them. In addition, SSSRA *Email Newsletters* were sent out on September 8, 16, & 25 highlighting the following: October In-Person Registration Deadline, Free Virtual Programs and Activity Backpack Pop-Up Events. As well as Thank You to Our Sponsors, SSSRA Cash Raffle, November Program Schedule, Double Good Popcorn Fundraiser and Ricky’s Ride. The agency’s Facebook highlights were posted for the month of September as well. Specht also let the Board know that the agency is in single digits regarding the Cash Raffle ticket sales.

2. Update on Programs

Full-time staff are currently running 3 virtual programs a day, Monday through Friday. The participants love the programs, such as Stretching, Family Dance Party, Family Bingo, Chair Dance Cardio and Weight Workout. Specht also mentioned that staff worked 5 in-person programs: Aerobics, Let’s Dance Trail Trekkers, Crafty Creations and Bowling. The November brochure is available on our website. The agency is offering 12 in-person programs and 15 virtual programs for the month of November.

B. Administrative

1. Staff Professional Involvement, Activities and Training - September, 2020

Drzewiecki highlighted the American Safety & Health Institute First Aid and CPR Train the Trainer program that Tammy McMahon, Inclusion Manager and Laura Pubins, Recreation Specialist attended on September 15 – 16, in Addison. Drzewiecki mentioned that Ms. McMahon and Ms. Pubins will be conducting CPR Training for our agency in the future.

IX. Staff Report (continued)

B. Administrative

2. Update on Full-time Staff Positions - Enclosure

Drzewiecki provided the Board with a copy of the agency's Organizational Chart and let the Board know that the agency is restructuring and/or reassigning job responsibilities. The goal is to reduce the need for 4 Managers to 3 Managers: not only during the pandemic, but possibly for the future as well.

X. Financial Report

A. Claims List

1. September, 2020

Joseph Bertrand made the Motion to approve the Claims List for September, 2020. Stephanie Simpson seconded the Motion. 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	absent		
Lan-Oak	absent	Park Forest	Yes		

The Motion was approved unanimously by those present.

B. Financial Statement

1. September, 2020

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

XI. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Dwone Ross Sr. seconded the Motion and the meeting adjourned at 9:45 a.m.

**\*Next Meeting: Thursday, November 19, 2020  
(One week early due to Thanksgiving Holiday)**