



SSSRA

South Suburban Special
Recreation Association

Board of Directors Meeting

SSSRA Office

19910 80th Avenue, Tinley Park

Thursday, September 25, 2025

9:00 am

Minutes

I. Call To Order/Roll Call

Kevin Adams called the South Suburban Special Recreation Association's Board meeting for September 25, 2025, to order at 9:01 a.m.

Members Present: Christopher Cole, Hazel Crest Park District
Oralethea Davenport, Homewood-Flossmoor Park District
Lisa Hill, Matteson Recreational Division
Kirstin Dahm, Oak Forest Park District
Jesus Vargas, Olympia Fields Park District
Kevin Adams, Park Forest Department of Recreation, Parks & Community Health
Ashley Turner, Richton Park Parks & Recreation Department
Meghan Fenlon, Tinley Park-Park District

Members Absent: TBD, Country Club Hills Park District

Others Present: Lisa Drzewiecki, SSSRA Executive Director
Sarah Sizemore, Superintendent of Finance
Heather Specht, Superintendent of Recreation
Megan Siebert, Support Staff Manager
Juanita Williams, Inclusion Manager

II. Approval of Agenda

Meghan Fenlon made the Motion to approve the Agenda. Christopher Cole seconded the Motion. The Agenda was approved unanimously.

III. Approval of Minutes

A. July 24, 2025

Kirstin Dahm made the Motion to approve the regular Board Minutes for July.
Jesus Vargas seconded the Motion. The Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

VI. Community Announcements

Davenport announced that Mike Gianatasio's wife had their baby. Mom and baby girl are doing well.

Adams reported attending the NRPA conference and urged other districts to attend in the upcoming years, with Philadelphia in 2026. Salt Lake City has been moved to Houston in 2027 and Columbus, Ohio, for 2028.

VII. Unfinished Business

None

VIII. New Business

A. Motion to Approve – Resolution NO: 2025-02 – Policy on Returned Payroll Checks or Direct Deposit - Enclosure

Christopher Cole made the Motion to approve Resolution NO: 2025-02 – Policy on Returned Payroll Checks or Direct Deposit. Meghan Fenlon seconded the Motion. The Motion was approved by a unanimous roll call vote.

B. Motion to Approve – Resolution NO: 2025-03 – Policy on Service Dogs & Dogs in the Workplace - Enclosure

Kirstin Dahm made the Motion to approve Resolution NO: 2025-03 – Policy on Service Dogs & Dogs in the Workplace. Oralethea Davenport seconded the Motion. The Motion was approved by a unanimous roll call vote.

C. Motion to Approve – Resolution NO: 2025-04 – Policy on Inactive Status of Part-time Employees – Enclosure

Meghan Fenlon made the Motion to approve Resolution NO: 2025-04 – Policy on Inactive Status of Part-time Employees. Lisa Hill seconded the Motion. The Motion was approved by a unanimous roll call vote.

D. Motion to Approve – Resolution – NO: 2025-05 – Resolution to Include Compensation Paid under an IRC Section 125 Plan as IMRF Earnings from Inception – Enclosure

Kirstin Dahm made the Motion to approve Resolution NO: 2025-05 – Resolution to Include Compensation Paid under an IRC Section 125 Plan as IMRF Earnings from Inception. Meghan Fenlon seconded the Motion. The Motion was approved by a unanimous roll call vote.

VIII. New Business (Cont.)

E. Motion to Approve – Paycom Training & Development Automation Solution – Enclosure

Kirstin Dahm made the Motion to approve the Paycom Training & Development Automation Solution. Oralethea Davenport seconded the Motion. The Motion was approved by a unanimous roll call vote.

IX. Staff Report

A. Program

1. Summer, 2025 Inclusion Summary

This summer, SSSRA supported a total of 41 individuals through the inclusion process at their home park districts and recreation departments. These individuals participated in 45 total programs, including summer camp, after camp, swim lessons and enrichment programs.

Throughout the summer, the Inclusion Manager was available for on-site visits, scheduled meetings, and individual trainings per requests from Country Club Hills Park District, Homewood-Flossmoor Park District, Oak Forest Park District, Richton Park Parks and Recreation Department, and Tinley Park-Park District.

Williams shared with the Board sensory bags that the association uses to assist participants in being successful in the program, including sensory toys and other visual systems.

Williams created a survey for the participants' parents for feedback to enhance services in the future. Results of the survey will be included in the October Board packet.

2. Tinley Park Bulldogs

Specht reviewed the report on the Annual Tinley Park Bulldogs Unified Softball Game that was held at Memorial Park on Tuesday, July 22. Everybody had a fantastic time and displayed great sportsmanship.

3. Stingrays Softball

A total of 24 athletes competed on either the Stingrays Blue or White softball teams against other agencies this past spring and summer. On August 3, both SSSRA teams competed at the Special Olympic Region E Tournament in Joliet. Stingrays White finished third place. Stingrays Blue finished first place and qualified for the State Tournament in Springfield on the weekend of September 6.

4. Stingrays Bowling

On August 9, SSSRA had 12 bowlers who competed in the Region E Bowling Tournament in Oak Lawn. Specht mentioned there were six bowlers who earned a Gold Medal and will compete at the Sectional Tournament on October 26 in Addison.

IX. Staff Report

A. Program (cont.)

5. TR Section Softball Tournament

Specht discussed that SSSRA hosted 12 softball teams at the TR Section Softball Tournament on Sunday, July 13, at Central Park in Park Forest. Due to rain, the playing fields were saturated; however, staff were able to get the fields raked out, and it turned out to be an enjoyable day for all. Specht thanked Kevin Adams and the Park Forest team for their assistance in making the tournament a success.

6. Camp Pinewood Weekend Trip

Specht discussed the Camp Pinewood Trip that took place August 15– 18 in Twin Lakes, MI. Twenty-six participants enjoyed 4 days of socializing, canoeing, fishing, archery, and swimming.

7. Fall, 2025 Fees

SSSRA's objective is to continue to cover 66% of the direct expenses, including part-time staff, transportation, admissions, food, recreation supplies, and clothing. Special events are covered at 100% of admission costs and food costs, and 66% of all other expenses.

Fees for programs and special events stayed the same or increased between 10%-25% for the season.

Due to the financial support through grants and an anonymous donor, the association offered 40 in-person programs and special events, in addition to 13 virtual opportunities at a reduced fee to residents.

8. Fall, 2025 Program Locations – Enclosure

Specht shared with the Board that all facility locations have been confirmed. The program locations list, which was included in the Board packet, shows the Board what programs are being offered in their community.

9. October Special Events – Enclosure

Specht reviewed the upcoming October special events flyer.

B. Administrative

1. Staff Professional Involvement, Activities and Training – July & August 2025

Specht reviewed the ongoing training and seminars that staff have attended through PDRMA and Cyber Risk Management.

IX. Staff Report

B. Administrative (cont.)

2. Fundraising Update – Enclosure

Drzewiecki reviewed the fundraising events currently underway. The agency has a cash raffle that began on August 1 and is selling 700 tickets at \$10 per ticket. The winning ticket will be drawn on December 5th, with an opportunity to win \$1,000, and an anticipated amount of \$6,000 in revenue for the agency.

Putting with a Purpose mini golf fundraiser generated \$1,000 for the agency's scholarship program. Old Plank Trail Community Bank was a hole sponsor and supported 12 participants to attend the event free of charge.

X. Financial Report

A. Claims List

1. July, 2025

Christopher Cole made the Motion to approve the Claims List for July 2025 as presented. Jesus Vargas seconded the Motion. The Motion was approved unanimously.

2. August, 2025

Lisa Hill made the Motion to approve the Claims List for August 2025 as presented. Oralethea Davenport seconded the Motion. The Motion was approved unanimously.

B. Financial Statement

1. July, 2025

Kirstin Dahm made the Motion to approve the Financial Statement for July 2025 as presented. Meghan Fenlon seconded the Motion. The Motion was approved unanimously.

2. August, 2025

Jesus Vargas made the Motion to approve the Financial Statement for August 2025 as presented. Lisa Hill seconded the Motion. The Motion was approved unanimously.

C. Approval of Expenses in Accordance with Travel Reimbursement Policy

Kirstin Dahm made the Motion to approve the Expenses in Accordance with Travel Reimbursement Policy as presented. Oralethea Davenport seconded the Motion. The Motion was approved unanimously.

XI. Adjournment

Christopher Cole made the Motion to conclude the regular Board of Directors Meeting at 9:43am. Orleathia Davenport seconded the Motion. The Motion was approved unanimously.

Next Meeting: Thursday, October 23, 2025