

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

September 24, 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 September 24, 2020 to order at 9:11 a.m.

Members Present: Joseph Bertrand, Hazel Crest Park District
Stephanie Simpson, 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
Kevin Adams, Park Forest Recreation & Parks Department
Ashley Turner, Richton Park Parks & Recreation Department

Member Absent: Dwone Ross, Sr., Country Club Hills Park District
Meghan Fenlon, Tinley Park-Park District

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. Kevin Adams seconded the Motion and the Motion was approved unanimously.

III. Approval of Minutes

A. July 23, 2020

Kevin Adams made the Motion to approve the Minutes for July. Joseph Bertrand seconded the Motion and the Minutes were approved unanimously.

B. July 23, 2020 Executive Session

Joseph Bertrand made the Motion to approve the July Executive Session Minutes. Stephanie Simpson seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

A. Letter from Mr. Anthony DeLuca, State Representative

Drzewiecki reviewed the letter from Mr. Anthony DeLuca, State Representative and let the Board know that the funds allocated for the 2021 fiscal year have been approved in the amount of \$60,000. Drzewiecki mentioned that at this current time, the agency does not know when the funds will be received. However, the allocated funds will go towards resurfacing a portion of the agency's parking lot. Drzewiecki also mentioned that funds were reappropriated to SSSRA from the Frankfort Square Park District in the amount of \$50,000. The \$50,000 was originally planned for the construction of the agency's garage. Once these funds are received, the agency plans to resurface the entire parking lot. Any remaining funds will be used towards capital projects or possibly a new agency sign.

B. Letter to the Village of Park Forest

SSSRA thanked the Village of Park Forest for their generous donation of \$1,000. The funds received will be placed in the agency's scholarship fund.

V. Public Comment

None

VI. Community Announcements

None

VII. Unfinished Business

None

VIII. New Business

None

IX. Staff Report

A. Program

1. Outreach Report – July & August 2020

Specht shared with the Board that the Fall 2020 informational postcards were sent to 3,601 families on the brochure mailing list. The postcards were mailed at the end of June/early July. Specht also shared that the September program schedule was posted on the agency's website on July 6 and promoted via email newsletter and Facebook. In addition, the agency's new website was also launched on July 6, 2020.

IX. Staff Report

A. Program

1. Outreach Report – July & August 2020 (continued)

SSSRA *Email Newsletters* were sent out on July 6, 10, 22 & 28. Highlighting the following: September Program Schedule, Stingrays T-Shirt Fundraiser, Double Good Popcorn Fundraiser, Virtual Programs, Bocce, September Program Registration Reminders & SSSRA Cash Raffle. The agency's Facebook highlights were posted for the month of July as well.

In August, the agency posted the October program schedule on SSSRA's website and promoted via email newsletter and Facebook. Specht let the Board know the new Ricky's Ride website was launched on Friday, August 21. SSSRA *Email Newsletters* were sent out on August 5, 13, and 28. Highlighting the following: September Program Schedule, Virtual Pop-Up Events, SSSRA Cash Raffle, Community Events, October Program Schedule, Free Virtual Programs, & Diversity Safe Zone Conversation.

In addition, the agency's Facebook highlights were posted for the month of August. Specht also mentioned that additional outreach was as follows: submitted program information to school districts for virtual backpacks, submitted Cash Raffle promotional information to Tinley Park Chamber of Commerce, H-F Chronicle, Tinley Park Patch, and SSSRA Cash Raffle flyers were created for Golf Outing & Ricky's Ride donors and supporters.

2. Update on Virtual and In-Person Programs

Full-time staff are currently running 3 to 4 virtual programs a day, Monday through Friday. The programs are as follows: Stretching, Bingo, Game Time Fun, Off to the Races, Travel Buddies, Story Time and Dance Party. Due to an anonymous donor, Virtual programs have been offered free of charge for residents and non-residents in the months of July, August and September. The same donor has committed to sponsoring virtual program fee's for resident and non-resident participants from October – March 2021. Specht mentioned that staff worked 3 in-person programs: Aerobics, Let's Dance and Trail Trekkers. All these programs are held outside at the SSSRA office. The October brochure is available on our website. The agency is offering 12 in-person programs and 15 virtual programs for the month of September.

3. Fall 2020 Program Locations – Enclosure

Specht shared with the Board that all facility locations for Fall 2020 programs have been confirmed.

IX. Staff Report

B. Administrative

1. Staff Professional Involvement, Activities and Training – July & August 2020

Drzewiecki mentioned that full-time staff have been actively involved in Diversity training through IPRA. As current events unfold, it is important for full-time staff to have what is called *Safe Zone Conversations* regarding diversity. Diversity training has also been extended to SSSRA's part-time staff. Drzewiecki shared with the Board that the agency serves nearly 60% of African Americans. Furthermore, Heather Specht, Regina Ross – Ellison, Rob Hentschel and myself are developing a series of diversity trainings or conversation topics so that staff may safely express their feelings of what is going on in our community and in society in general. Drzewiecki mentioned that Regina Ross – Ellison, Finance and Office Manager, has joined the Diversity Committee Section through IPRA.

2. 2019-2020 Service Statistics and Participation Report - - Attachments A-C

Drzewiecki reviewed the 2019 -2020 statistics, with the 2018-2019 statistics included for comparison and let the Board know that resident registrations decreased by 20% due to COVID-19. The pandemic impacted programs as of March 15 which is a portion of the winter season and affected all of spring. However, increases were seen in two communities: Lansing and Park Forest. The summer and fall season had a slight decrease in the number of individuals served. The reason for the slight decrease is due to not offering two outreach events: Rich East High School Holiday Crafts and the Richton Square School series of activities, in addition to a canceled volleyball tournament.

Drzewiecki mentioned that above and beyond the programs offered in the seasonal brochure, special events were offered in schools, workshops and in the community to identify new participants and increase awareness of the association's services. A summary of the year's events was provided to the Board. Drzewiecki also mentioned that based on an evaluation of each member agency's registration vs. the population of their community, staff recommend that member communities be given priority for outreach in the following order 2020-2021:

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

Please note, due to COVID-19, the staff continue to reach families in all communities by implementing the "Dial My Calls" messaging system. This is an automated phone call that will reach on average of 1,500 households at one time.

IX. Staff Report

B. Administrative (continued)

3. SSSRA Cash Raffle - Enclosure

Drzewiecki reported that staff are busy promoting the sale of raffle tickets. Flyers were sent to past supporters of the agency's Annual Golf Outing and Ricky's Ride. Additional advertisement locations are as follows: H-F Chronicle, SSSRA Facebook, SSSRA e-newsletters, SSSRA website, Ricky's Ride website, Tinley Park Chamber of Commerce and Tinley Park Patch. Drzewiecki also mentioned that there are 77 tickets remaining and if the Board would like to purchase a ticket, please let the agency know. SSSRA Cash Raffle tickets are \$50 each and the grand prize is \$2,500. However, if the agency does not sell all the tickets, the agency will pro-rate the winnings.

X. Financial Report

A. Claims List

1. Additional July, 2020

Joseph Bertrand made the Motion to approve the Additional Claims List for July, 2020. Lisa Hill seconded the Motion. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

2. August, 2020

Joseph Bertrand made the Motion to approve the Claims List for August, 2020. Kevin Adams seconded the Motion. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

X. Financial Report

B. Financial Statement

1. July, 2020

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

2. August, 2020

Lisa Hill made the Motion to approve the August Financial Statement. Jesus Vargas seconded the Motion and the Motion was approved unanimously.

C. 2019-2020 Audit

The audit of the association's 2019-2020 fiscal year took place August 5 – 7. The audit was performed by Mr. Anthony Cervini, CPA and Partner with Sikich, LLC. The agency anticipates the final audit to be presented in the October Board packet. Drzewiecki mentioned that Regina Ross – Ellison, Finance and Office Manager, did a great job with the audit this year. Drzewiecki also let the Board know that the audit looks good and that the agency is in a good financial position. Mr. Cervini will be attending the October Board meeting to present the 2019-2020 audit.

XI. Executive Session

Lisa Hill 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. Kevin Adams seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

Lisa Hill made a Motion to conclude Executive Session. Kevin Adams seconded the Motion and it was approved unanimously. Executive Session ended at 9:38 a.m.

Michelle Havran made a Motion to adjourn the meeting. Lisa Hill seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 9:39 a.m.

Next Meeting: Thursday, October 22, 2020