

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

September 16, 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 September 16, 2021 to order at 9:07 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
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
Meghan Fenlon, Tinley Park-Park District

Member Absent: Lisa Hill, Matteson Recreational Division

Others Present: Lisa Drzewiecki, SSSRA Executive Director
Heather Specht, SSSRA Superintendent
Regina Ross – Ellison, SSSRA Finance & Office Manager
Tammy McMahon, SSSRA Inclusion Manager

II. Approval of Agenda

Grannan called for a Motion to approve the Agenda. Kevin Adams made a Motion to approve the Agenda. Joseph Bertrand seconded the Motion and the Motion was approved unanimously.

III. Approval of Minutes

A. July 22, 2021

Kevin Adams made the Motion to approve the regular Board Minutes for July. Dwone Ross Sr. seconded the Motion and the Minutes were approved unanimously.

B. July 22, 2021 Executive Session

Kevin Adams made the Motion to approve the Executive Session Minutes for July. Ashley Turner seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

Drzewiecki shared with the Board a thank you letter from South Suburbia Crisis Center thanking the agency for their generous donation of food items.

V. Public Comment

None

VI. Community Announcements

SSSRA: Drzewiecki reminded the Board that Ricky's Ride will be held on September 19, 2021.

VII. Unfinished Business

None

VIII. New Business

A. COVID-19 "School Personnel" Vaccination and Testing Policy – Mandatory Enclosure

Drzewiecki shared with the Board that the COVID-19 "School Personnel" Vaccination and Testing Policy has been reviewed by legal counsel. The policy goes into effect on September 19, 2021 (previously September 5, 2021). The agency asked for the Board's approval to implement the COVID-19 "School Personnel" Vaccination and Testing into the new policy.

Grannan called for a Motion to approve the COVID-19 "School Personnel" Vaccination and Testing Policy. A Motion was made by Joseph Bertrand and seconded by Dwone Ross Sr. Grannan asked if there was any questions or comments.

Joseph Bertrand raised a question asking will the policy be amended due to changes occurring every week? Drzewiecki explained that the agency will amend the policy when changes occur.

With a Motion and a second, Grannan asked for all in favor of approving the COVID-19 "School Personnel" Vaccination and Testing Policy. A roll call vote was taken:

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

The Motion was approved unanimously by those present.

IX. Staff Report

A. Program

1. Outreach Report – July & August, 2021

Specht reviewed the July & August Outreach Report and highlighted the Kirby End of Summer School Event that the agency hosted on July 21, 2021. There were 101 participants who attended the event and out of 101 participants, 92 were Tinley Park residents. SSSRA also hosted the St. Coletta's Outreach Event on July 23 and there were 169 participants who attended the event. In addition, on August 4, Tammy McMahon, Inclusion Manager and Christine Martinez, Recreation Specialist attended the Unity Days in Park Forest to distribute information about SSSRA services.

IX. Staff Report

A. Program (continued)

2. Inclusion Summary

Tammy McMahon, SSSRA Inclusion Manager, gave a report on the Inclusion Summary. There was a total of 23 individuals who received support in 31 different activities, such as day camps, swim lessons and Zumba. Although summer Inclusion presented some challenges, overall, the participants, families and staff did a great job. Ms. McMahon mentioned that the agency provided the member districts with sensory bags for Inclusion services. The association uses the sensory bags to assist participants in being successful in the program. Sensory bags included the following items: headphones, bungee bands, squishies/stress balls, bubble pops, picture boards, first then boards and timers. SSSRA contracted with the Chicago Hearing Society for Sign Language Interpreters in addition to using SSSRA staff due to the length of time of the programs. Ms. McMahon thanked the Board and their staff for all their support this summer.

3. Fall, 2021 Fees

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

Fees for programs and special events stayed the same or increased between 9% - 38% for the season. Programs and special events that required larger fee increases due to staff costs and/or admission fees include: Holiday Shopping and Lunch (50%) and Holiday Magic at Brookfield Zoo (40%) due to transportation cost.

Specht informed the Board that SSSRA offered 38 weekly and virtual programs & 29 special events for the fall. Specht also mentioned that SSSRA is excited to offer several new programs and special events at a discounted rate or free of charge for residents due to grants and donations received.

4. Risk Management Review

On July 29, Heather Specht and Laura Pubins met with Tim Jaskiewicz and Lindsey Robertson from PDRMA to go over the agencies Risk Management Loss Control review. Specht mentioned that the review went well, and the agency received good feedback. The next step in our review process is to complete the Slip, Trips, and Falls assessment that started the week of September 13, 2021.

5. Fall 2021 Program Locations – Enclosure

Specht shared with the Board that all program facilities have been confirmed for Fall 2021. SSSRA thanked the Board for all their accommodations in letting SSSRA into their facilities this fall.

IX. Staff Report

A. Program (continued)

6. October Special Events - Enclosure

Specht reviewed a flyer of upcoming special events for October and highlighted three events: Oktoberfest that will be held on Sunday, October 3 in Olympia Fields, Movie Under the Stars – Coco that will be held on Friday, October 29 at the SSSRA Office and Trunk or Treat held on Saturday, October 30 in Park Forest.

B. Administrative

1. Staff Professional Involvement, Activities and Training – July & August, 2021

Drzewiecki reviewed staff activities, highlighting that Ms. Specht has been instrumental and actively involved in the planning of the TR Leadership Summit for SRA professionals scheduled for October 1.

2. Vision of SSSRA

Drzewiecki shared with the Board that she had a candid conversation with Kevin Adams, Park Forest Recreation & Parks Department about the Vision of SSSRA. From the conversation, Drzewiecki expressed the importance for the agency to get back to the basics in serving the community. Drzewiecki asked the Board to continue with the conversation and requested the Board's input regarding the Vision. Drzewiecki also shared that the next step is to compare the past Strategic Plan and the survey results from the University of St. Francis.

After further discussion, the Board asked the Executive Director to compile the main points of the past Strategic Plan and the survey results from the University of St. Francis for the Board's review. The Board will provide the Executive Director with their input by October 15. The Vision of SSSRA will be discussed at the November Board meeting.

X. Financial Report

A. Claims List

1. July, 2021

Joseph Bertrand made the Motion to approve the Claims List for July, 2021. Meghan Fenlon seconded the Motion and a roll call vote was taken:

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

X. Financial Report

A. Claims List

1. July, 2021 (continued)

The Motion was approved unanimously by those present.

2. August, 2021

Joseph Bertrand made the Motion to approve the Claims List for August, 2021. Dwone Ross Sr. seconded the Motion and a roll call vote was taken:

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

The Motion was approved unanimously by those present.

B. Financial Statement

1. July, 2021

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

2. August, 2021

Joseph Bertrand made the Motion to approve the August Financial Statement. Meghan Fenlon seconded the Motion and the Motion was approved unanimously

XI. Executive Session

None

XII. Adjournment

Joseph Bertrand made a Motion to adjourn the meeting. Meghan Fenlon seconded the Motion and the meeting adjourned at 9:44 a.m.

Next Meeting: Thursday, October 28, 2021