



**SSSRA**

South Suburban Special  
Recreation Association

**Board of Directors Meeting**  
**SSSRA Office**  
**19910 80<sup>th</sup> Avenue, Tinley Park**  
Thursday, September, 15 2022  
9:00 am

**Minutes**

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I. Call to Order/Roll Call

Cindy Grannan called the South Suburban Special Recreation Association's Board meeting for September 15, 2022 to order at 9:00 a.m.

Members Present: Dwone Ross, Sr., Country Club Hills Park District  
Mike Gianatasio, Homewood-Flossmoor Park District  
Cindy Grannan, Oak Forest Park District  
Jesus Vargas, Olympia Fields Park District  
Adina McCollough, Park Forest Recreation & Parks Department  
Meghan Fenlon, Tinley Park-Park District

Member Absent: Joseph Bertrand, Hazel Crest Park District  
Michelle Havran, Lan-Oak Park District  
Lisa Hill, Matteson Recreational Division  
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  
Juanita Williams, SSSRA Inclusion Manager

II. Approval of Agenda

Grannan called for a Motion to approve the Agenda. Meghan Fenlon made the Motion to approve the Agenda. Mike Gianatasio seconded the Motion and the Agenda was approved unanimously.

III. Approval of Minutes

A. July 28, 2022

Meghan Fenlon made the Motion to approve the regular Board Minutes for July. Jesus Vargas seconded the Motion and the Minutes were approved unanimously.

IV. Correspondence

None

V. Public Comment

None

## VI. Community Announcements

Country Club Hills: announced that the Mexican Independence Parade will be held on September 18, 2022.

SSSRA: Drzewiecki announced the following:

- Dwone Ross Sr. retiring at the end of December.
- Sandy DeFrancesco retiring at the end of December. Congratulations on their retirement from the Board & SSSRA full-time staff.
- Kevin Adams has accepted the Director position at the Village of Park Forest effective August 21, 2022.
- Ricky's Ride will be held on Sunday, September 18, 2022.

## VII. Unfinished Business

None

## VIII. New Business

### A. Bamboo HR – Proposal for Services – Action Item

The Board approved the Action Item: Meghan Fenlon made the Motion to approve Bamboo HR at an annual cost of \$6,691.20 or \$557.60 per month and a one-time implementation fee of \$2,325.02 as presented. Dwone Ross Sr. seconded the Motion. The Motion carried by a unanimous roll call vote.

### B. Deputy Subscription - Proposal for Services – Action Item

The Board approved the Action Item: Mike Gianatasio made the Motion to approve Deputy Subscription for taking Time & Attendance in the amount of \$3.68 per employee or average of \$368.50 per month as presented. Adina McCollough seconded the Motion. The Motion carried by a unanimous roll call vote.

### C. SRA Salary Survey – Action Item

The Board approved the Action Item: Dwone Ross Sr. made a Motion to approve the SRA Salary Survey in the amount of \$2,000 and an additional \$750 for a consultant fee as presented. Jesus Vargas seconded the Motion. The Motion carried by unanimous roll call vote.

### D. Non-Resident Fees – Action Item

Drzewiecki reported that currently, the association's non-resident fees are four times the resident fee for programs and day camp & two times the resident fee for special events. Drzewiecki asked the Board for approval to adjust non-resident fees to 35% more than resident fees for programs, special events and day camp.

## VIII. New Business

### D. Non-Resident Fees – Action Item (continued)

A discussion took place with the Board regarding non-resident fees. After further discussion, the Board agree to adjust the non-resident fees to 35% more than resident fees.

Adina McCollough made a Motion to approve adjusting the non-resident fees to 35% more than resident fees for programs, special events and day camp. Dwone Ross Sr. seconded the Motion. The Motion carried by a unanimous roll call vote.

## IX. Staff Report

### A. Program

#### 1. Outreach Report – July & August, 2022

Specht highlighted the outreach events that staff attended in July & August, 2022. They are as follows:

- Kirby End of Summer School Event, July 14, 2022.
- Unity in the Community/Back to School Event, August 27, 2022.
- Matteson Park District Fortnite Event, August 12, 2022.
- The Special Olympic Law Enforcement Torch Run Cop on the Rooftop Fundraiser, August 19, 2022 – Staff visited several Dunkin Donuts.

#### 2. Summer, 2022 Inclusion Summary

Juanita Williams reported that SSSRA supported a total of 26 individuals through Inclusion services. These individuals participated in 32 programs throughout the summer. The Inclusion Manager was available for on-site or scheduled meetings. Williams brought several sensory items that the association uses to assist participants in being successful in the program, including fidgets, sensory light up bouncy balls & noise cancelling headphones. A chart was included in the packet showing Inclusion Services & Supports – 2022.

#### 3. TR Section Inter-Agency Softball Tournament

SSSRA hosted the TR Section Inter Agency Softball Tournament on Sunday, July 17 at Central Park, in Park Forest. There were 11 teams who attended the tournament from other Special Recreation Associations.

#### 4. Tinley Park Bulldogs

SSSRA was hosted by the Tinley Park Bulldogs Baseball and Softball League for a return of the annual softball game. SSSRA thanked Don Wetzel and everyone that had a part in this year's successful game.

IX. Staff Report

A. Program (continued)

5. Stingrays Softball

This year, SSSRA had one team that was scheduled to participate in the Region E Special Olympic Softball Tournament on August 7. Unfortunately, the tournament was cancelled due to the weather. As a result, teams were drawn at random and SSSRA was selected to attend. However, there were unforeseen schedule conflicts with the players resulting in an insufficient number of players to compete. A chart was included showing a list of athletes by community.

6. Fall, 2022 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 cover 100% of admissions cost and 66% of all other expenses. Fees for programs and special events stayed the same or increased between 10% - 40% for the season. Yoga was the only program that required a larger fee increase due to the cost of the instructor.

Specht informed the Board that SSSRA will offer 40 weekly and virtual programs & 35 special events for the fall. Specht also mentioned that SSSRA will offer several new programs and special events at a discounted rate or free of charge for residents due to grants and donations received.

7. Risk Management Review

On July 6, Heather Specht, Laura Pubins, and Tammy McMahon met with Tim Jaskiewicz of PDRMA to go over the agency's Loss Control Review and in particular, the Fleet Form. SSSRA provided all the documentation required, and the meeting went well.

8. Fall 2022 Program Locations - Enclosure

All program facilities have been confirmed for Fall 2022. The agency thanked the Board for accommodating SSSRA into their facilities this fall.

9. October Special Events - Enclosure

Specht reviewed the flyer of upcoming Special Events for the month of October.

B. Administrative

1. Staff Professional Involvement, Activities and Training – July & August, 2022

Drzewiecki highlighted that the Executive Director & SSSRA full-time staff met with Carol Gabrielson, from Unemployment Consultants to review "Best Practices" on August 24 via Zoom. In addition, Regina Ross – Ellison, Finance and Office Manager is continuing education and training in Human Resources.

IX. Staff Report

B. Administrative (continued)

2. Fundraising Update

Drzewiecki shared with the Board that SSSRA's Cash Raffle raised \$6,044. The winner of the \$1,000 Grand Prize was Matilda Gordon of Frankfort. Ms. Gordon donated \$500 back to the agency for the Scholarship program.

X. Financial Report

A. Claims List

1. July, 2022

Mike Gianatasio made the Motion to approve the Claims List for July, 2022 as presented. Meghan Fenlon seconded the Motion. The Motion carried by a unanimous roll call vote.

2. August, 2022

Dwone Ross Sr. made the Motion to approve the Claims List for August, 2022 as presented. Meghan Fenlon seconded the Motion. The Motion carried by a unanimous roll call vote.

B. Financial Statement

1. July, 2022

Meghan Fenlon made the Motion to approve the July, 2022 Financial Statement. Mike Gianatasio seconded the Motion and the Motion was approved unanimously.

2. August, 2022

Jesus Vargas made the Motion to approve the August, 2022 Financial Statement. Dwone Ross Sr. seconded the Motion and the Motion was approved unanimously.

C. 2021 – 2022 Audit

The association's audit was conducted on August 29 & 30. The audit was performed by two representatives of Sikich and overseen by Mr. Anthony Cervini, CPA and Partner with Sikich, LLC.

XI. Closed Meeting

None

XII. Adjournment

Jesus Vargas made a Motion to adjourn the meeting. Meghan Fenlon seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 9:35 a.m.

**Next Meeting: Thursday, October 27, 2022**