



**SSSRA**

South Suburban Special  
Recreation Association

**Board of Directors Meeting**  
**Oak Forest Park District**  
**15601 S. Central Avenue, Oak Forest**  
Thursday, September 28, 2023  
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 28, 2023 to order at 9:04 a.m.

Members Present: Targett Johnson, Country Club Hills Park District  
Michelle Havran, Lan-Oak Park District  
Mike Gianatasio, Homewood-Flossmoor Park District  
Lisa Hill, Matteson Recreational Division  
Cindy Grannan, 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: Christopher Cole, Hazel Crest Park District

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. Kevin Adams made the Motion to approve the Agenda. Lisa Hill seconded the Motion, and the Agenda was approved unanimously.

III. Approval of Minutes

A. July 27, 2023

Michelle Havran made the Motion to approve the regular Board Minutes for July. Kevin Adams seconded the Motion.

Drzewiecki mentioned that there was a correction to the Minutes on page 3, under program #2, should read 18 athletes who attended the event verses 8 athletes.

With a first and a seconded Motion, the Motion was approved unanimously.

IV. Correspondence

A. Letter from Tim Lenac, Park District Risk Management Agency

On August 2, Mr. Lenac, Risk Management Services Supervisor visited our summer day camp programs. Drzewiecki mentioned that this is a part of our Loss Control Review Process. Mr. Lenac spoke to the camp supervisor about the day camp program while they were at White Water Canyon Water Park.

B. Letter to Fish Tales Fishing Club

SSSRA thanked Fish Tales Fishing Club for their generous donation of \$250. Drzewiecki mentioned that the Fish Tales Fishing Club volunteered for our summer weekly fishing program.

C. Letter to Ms. Franzen

SSSRA thanked Ms. DeLora Franzen for her generous donation of \$100. Ms. Franzen's donation will go towards SSSRA's scholarship program.

V. Public Comment

None

VI. Community Announcements

Lan-Oak:

- Michelle Havran announced that their new Skate Park located in downtown Lansing is almost completed.

Matteson:

- Lisa Hill announced that Matteson Recreation Center is resurfacing their gym floor.

Park Forest:

- Kevin Adams announced that their Fall Fest will be held on Saturday, September 30, 2023 at Somonauk Park in Park Forest. In addition, Park Forest will be unveiling their Nature Park/All Abilities Playground. Adams mentioned that SSSRA will be participating in the event.

VII. Unfinished Business

None

VIII. New Business

A. Resolution NO: 2023-05 – Approval of Amended Cooperative Agreement between SWSRA & SSSRA – Action Item

Meghan Fenlon made the Motion to approve Resolution NO: 2023-05 as presented. Jesus Vargas seconded the Motion.

## VIII. New Business

### A. Resolution NO: 2023-05 – Approval of Amended Cooperative Agreement between SWSRA & SSSRA – Action Item (continued)

Drzewiecki mentioned the purpose of the agreement is not to duplicate services. If our associations offer the same program, the agency wants to encourage those individuals to go to their home SRA. However, if they choose not to, SWSRA & LWSRA participants can participate at the non-resident rate.

With a first and a seconded Motion, The Motion was carried by a unanimous roll call vote.

### B. Resolution NO: 2023-06 – Approval of Amended Cooperative Agreement between LWSRA & SSSRA – Action Item

Meghan Fenlon made the Motion to approve Resolution NO: 2023-06 as presented. Mike Gianatasio seconded the Motion. The Motion was carried by a unanimous roll call vote.

### C. Ordinance NO: 2023-07 – Approval of Employee Blood and Organ Donation Leave Act – Action Item

Mike Gianatasio made the Motion to approve Resolution NO: 2023-07 as presented. Lisa Hill seconded the Motion. The Motion was carried by a unanimous roll call vote.

## IX. Staff Report

### A. Program

#### 1. Outreach Report – July & August, 2023

Specht reported on the following:

- Email Newsletter, Flyers, Social Media and the Tinley Park Patch Press Release for the 50<sup>th</sup> Anniversary Family Picnic.
- End of the summer school year event at Kirby School District On July 25.
- Outreach events that Anna Broccolo, Public Relations Manager and Stephanie Stocks, Recreation Specialist attended during the months of July and August.
- Amy Crumpley, Recreation Specialist made recruitment calls to promote programs for adults with physical disabilities. Due to the efforts, one of our special events will run for the first time since Covid.

#### 2. Summer, 2023 Inclusion Summary

Juanita Williams reviewed the following:

- SSSRA supported a total of 30 individuals through Inclusion services.
- Participants participated in 34 programs throughout the summer.
- The Inclusion Manager was available for on-site or scheduled meetings.
- The use of Sensory items to assist participants in being successful in the program.
- A chart was included listing Inclusion Services & Supports – 2023.

IX. Staff Report

A. Program

2. Summer, 2023 Inclusion Summary (continued)

Mike Gianatasio thanked Juanita Willams and SSSRA for their hard work this summer with training and accommodating all the districts with Inclusion services.

3. Stingrays Softball

Specht mentioned that the Stingrays softball team had a successful 2023 season. On Sunday, August 6 the Special Olympics Region E Tournament was held at Inwood Sports Complex in Joliet. The team finished the tournament in 3<sup>rd</sup> place. SSSRA thanked all the coaches and Homewood-Flossmoor for accommodating the program.

4. Tinley Park Bulldogs

SSSRA and Tinley Park Bulldogs Girls Softball joined together on August 7<sup>th</sup> for the annual unified softball game. SSSRA thanked the Bulldogs organization for hosting this annual event.

5. Stingrays Bowling

SSSRA Stingrays sent ten bowlers to the Special Olympics Region E Bowling Tournament on Saturday, August 12 at Arena Lanes in Oak Lawn. Congratulations to the three qualifiers for winning gold medals and the opportunity to compete at the Sectional Tournament held on October 15<sup>th</sup> at Stardust Bowl in Addison.

6. Fall, 2023 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% - 25% for the season. Chef's Kitchen required a larger fee increase due to food and staff costs.

Specht reviewed the new weekly & special event programs that SSSRA will be offering for the Fall season. Due to the grant funds and the generosity of an Anonymous Donor, the agency was able to offer several programs and special events at a discounted rate to our residents.

7. Risk Management Review

On August 2, Heather Specht, Tammy McMahon and Laura Pubins met with Tim Lenac of PDRMA to review the agency's Loss Control Review. Mr. Lenac visited the summer day camp program at White Water Canyon Water Park. As a result, it was recommended to add a sign-in/sign-out process for parents/guardians picking up and dropping off campers.

IX. Staff Report

A. Program (continued)

8. Fall, 2023 Program Locations – Enclosure

All program facilities have been confirmed for Fall 2023. Specht thanked the Board for the use of 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 & Training – July and August, 2023

Drzewiecki highlighted the following:

- Anna Broccolo, Public Relations Manager attended the Acquire new Donors with This Fall Fundraising Plan through Network for Good on July 5, via Zoom.
- Laura Pubins, Operations Manager, Stephanie Stocks and Amy Crumpley, Recreation Specialists attended the unified Coaches Certification on August 9 at the Special Olympics Region E Office, in Homewood.

2. Fundraising Update

The Association's Cash Raffle raised \$5,108. Drzewiecki shared with the Board that the winner of the Grand Prize was Sarah Dorrance of Homewood.

3. Staff Thoughts about Agency Goals

As a follow-up to the 2022-2023 Executive Directors evaluation, staff were asked what their thoughts were regarding agency goals. Drzewiecki reviewed the list of goals with the Board and highlighted the following:

Questions:

- What are your lofty goals for the agency's/thinking outside the box?
  - Responses: Building Addition/Offer a Day Program.
- What are your thoughts on agency goals for the current fiscal year and next?
  - Responses: Managers and Recreation Specialists to attend Board Meetings.
  - Offer new fundraising efforts (kickball tournament June 2024).
- How to balance the budget?
  - Response: Find Operating Support Grants (contact Grant Staff, Inc.).
- How can we develop more creative programs? What is it that we need?
  - Response: Consistent access to space at member agency facilities allow us to know the type of program that can be offered.

X. Financial Report

A. Claims List

1. July, 2023

Lisa Hill made the Motion to approve the Claims List for July, 2023 as presented.  
Mike Gianatasio seconded the Motion. The Motion was carried by a unanimous roll call vote.

2. August, 2023

Lisa Hill made the Motion to approve the Claims List for August, 2023 as presented.  
Jesus Vargas seconded the Motion. The Motion was carried by a unanimous roll call vote.

B. Financial Statement

1. July, 2023

Lisa Hill made the Motion to approve the July, 2023 Financial Statement.  
Meghan Fenlon seconded the Motion, and the Motion was approved unanimously.

2. August, 2023

Lisa Hill made the Motion to approve the August, 2023 Financial Statement.  
Kevin Adams seconded the Motion, and the Motion was approved unanimously.

C. Approval of Expenses in Accordance with Travel Reimbursement Policy

Mike Gianatasio made the Motion to approve Expenses in Accordance with Travel Reimbursement Policy as presented. Ashley Turner seconded the Motion. The Motion was carried by a unanimous roll call vote.

XI. Closed Meeting - 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.

None

XII. Adjournment

Lisa Hill made a Motion to adjourn the meeting. Meghan Fenlon seconded the Motion and the Motion was approved unanimously. The meeting adjourned at 9:29 a.m.

**Next Meeting: Thursday, October 26, 2023**