

SOUTHWEST SPECIAL RECREATION ASSOCIATION
12521 SOUTH KOSTNER
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

April 11, 2007

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:05 a.m. by Director Huber. The meeting was held at the Midlothian Park District, Midlothian, Illinois.

ROLL CALL

Present at roll call were:

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|--------------------------------|-----------------|
| MIDLOTHIAN PARK DISTRICT | EVELYN GLEASON |
| ALSIP PARK DISTRICT | JEANNETTE HUBER |
| SUMMIT PARK DISTRICT | TOM SUHS |
| JUSTICE PARK DISTRICT | CALI DEBELLA |
| PALOS HEIGHTS RECREATION DEPT. | MIKE LEONARD |
| BLUE ISLAND PARK DISTRICT | JACKI DAZZO |
| VILLAGE OF MERRIONETTE PARK | BRENDA DZIALLO |

SWSRA STAFF PRESENT:

| | |
|---------------|------------------------------|
| LORI CHESNA | EXECUTIVE DIRECTOR |
| MARGE COZZONE | BUSINESS MANAGER |
| ERIN LYNCH | SUPERINTENDENT OF RECREATION |

ABSENT

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| POSEN PARK DISTRICT | JOY OCHOA |
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ADDITIONS OR REVISIONS TO THE AGENDA:

Executive Director Chesna introduced SWSRA's new Recreation Specialist, Ryan Massengill. Ryan is a recent graduate of St. Francis University and has worked part time for Tri County SRA for six years. Each board member introduced themselves to Ryan, and she said that she was excited to be working here.

CITIZENS TO BE HEARD: None

APPROVAL OF MINUTES OF MARCH 14, 2007

Motion made by Director Gleason to approve Minutes of Regular Meeting held on March 14, 2007. Motion was seconded by Director DeBella. All Directors were in favor; none opposed. Director Gleason pointed out that the date of last month's minutes on today's agenda was incorrect.

APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director Gleason. Director Leonard made a motion to approve the Treasurer's Report with a combined ending balance of \$149,757.16 plus the three Certificates of Deposit. Director DeBella seconded the motion. Roll was called with all Directors voting yes. The motion carried, 7-0

EXECUTIVE DIRECTOR'S REPORT

A. INTRODUCTIONS

Lori had already introduced Ryan Massengill at the start of the meeting.

B. MARCH HIGHLIGHTS

Executive Director Chesna reported that the St. Paddy's Celebration and Shamrock Shuffle were well attended. The Peking Acrobats was also very successful and was the first event that Ryan, our new Recreation Specialist, attended. Comedy Sportz was cancelled due to low enrollment, as well as Rolling 4 Thunder, Bunny Breakfast & Bone Hunt for Dogs which were sponsored by Midlothian Park District.

C. EMPLOYEE/VOLUNTEER OF THE MONTH

Executive Director Chesna announced that Marty Lyons was named Employee of the Month. Marty has been a volunteer for SWSRA for years and regularly does our Special Olympic programs and is always there for us. He also used to do basketball, softball and track & field.

D. REVIEW POLICY MANUAL RECOMMENDATIONS

Executive Director Chesna distributed the revised policy manual. Lori has been working with Lara at Moss & Bloomberg (now T S M & P). Lara combined the part time and full time manuals. Director Dziallo made a motion to approve the new policy manual. The motion was seconded by Director Gleason. Director Gleason pointed out that there is a school visitation clause where you are supposed to allow your employees to go and see their children if they need to. There was more discussion regarding the blogging policy and how this applies to SWSRA. The motion didn't pass, and it was agreed to revisit this subject at a future meeting.

E. PUBLIC STORAGE

Lori explained that it became necessary to rent a storage space at Public Storage. We have had a mice infestation in our current storage room, and it has become a safety issue. Daren went in to check the furnace and couldn't even get at it with all the boxes in the way. He almost fell. The cost for a 10 x 10 storage space at 115th & Cicero is \$1 for the first month and then just under \$100 per month after that. We moved one load yesterday, and it didn't make a dent in the space. We will have to buy some shelving units, and we will move seasonal stuff over there. Since it is climate controlled, it will be good for paperwork also.

F. PUBLIC RELATIONS

Executive Director Chesna told the board that the Southtown newspaper called her to feature our cookbook and a chef—someone who put a lot of recipes in it. Lori wanted to feature a person who contributed a recipe to the cookbook, but when Lori spoke with the Southtown, they wanted to feature her! The article should be out tomorrow; and, hopefully, it will help us sell more cookbooks.

G. TITLE XX SCHOLARSHIPS AWARDED

This year we wanted to distribute the scholarships more fairly. The money comes from the American Camping Association. They pay one half and SWSRA pays one half. We are typically given about ten scholarships. In the past, the people who came early were the ones that got it. This year we decided to do a lottery. Lori had the exact amount of requests in before the due date, so now we have a waiting list.

H. ISSUE WITH PACE VANPOOL

We returned the vehicle in January. Otherwise we would have had to pay an extended lease. We asked recently what was going on, and they said that because we had low mileage, we may not be able to return the vehicle. They are looking into this. Now they have returned the vehicle to us, and we won't have to do any reporting. Lori has sent a letter to them voicing our objections, and she hasn't received any response to this letter. Director Gleason said that they are also in the process of returning their vehicle. Pace said to take it in and have the decals taken off and then bring the vehicle back, and they will give us the title. Director Huber said that they are going through the same thing. She said that their definition of low mileage and ours are two different things.

I. USE OF 5-8 LEVY

Lori received email information from Brian Shahinian, Executive Director, NISRA. Brian explained that he had a candidate running for Commissioner that has concerns about the proper use of the 5-8 Levy. Lori explained to the SWSRA Board members that in the past, when SB1881 was passed, Lori had presented to the SWSRA Board the idea of the member district's turning the entire handicapped levy of each district over to SWSRA to manage. If a district levied at .04 that would be an indicated in a line item in SWSRA's budget. If the district needed to make any accessibility improvements, accommodations or pay for inclusion costs, they would submit the bills to SWSRA and we would pay them out of their designated line items. The SWSRA Board unanimously refused to pass this idea. They felt that their individual boards would not accept this. So, when SWSRA changed our Articles of Agreement, we included suggestions on what would be acceptable uses of the 5-8 levy. It's been a good outline for SWSRA member district's to follow. Lori explained that a few of the member districts call her when they are considering making their parks, playgrounds and buildings accessible. Mike Leonard, Director of Palos Heights has called and asked Lori to take a tour of his parks to give a brief assessment of accessibility. Although Lori is does not specialize in this, she provided Mike with a basic outline of improvements. Lori documents these visits and phone calls that relate to the levy. She recommends to the member districts that they too, document their reasoning for spending, so that if challenged a few years from now, they can go back to their notes to justify why they made these improvements. This documentation will cover their district in case they are no longer working for the district.

Lori asked the SWSRA Board if everyone is still comfortable in our current process Lori has recommend that we do set up a line item, but understands the member district concerns. Lori just feels that we have no way to "police" each other to make sure each district is using the levy properly. Director Leonard feels that having SWSRA control the levy is too tight o a control. Director Gleason said that it's no different than any other fund. Our board will not relinquish their authority over the tax money that they have collected. Lori will keep the board posted on any further developments. Lori asked that the board members let her know if anyone contacts them.

J. PDRMA AND PARTICIPANT CARE REQUEST

Lori is on the PDRMA technical advisory committee. She has been assigned to a task force to help PDRMA identify what each SRA is doing as far as participant care. PDRMA collected data and was concerned that we (SRAs) are doing procedures that are considered "invasive" and a medical procedure that may require nursing care.

Lori reported that from this meeting PDRMA is developing a protocol that SRA's can use from the registration process. Once the SRA receives a request, they can see if it is required by the SRA. If it is, then they need to provide it. If it is not, then the SRA or park district decides if they want to still provide the care. Depending on what is requested, the SRA has choices to make the accommodation, or refuse

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the client. This may change the way SRAs operate. For instance, SWSRA has been feeding clients with feeding tubes. This may have to change if we want to reduce our risk. PDRMA will not be able to obtain liability coverage unless we follow the proper protocol. Since this is a serious concern to SRAs and families, the SRA directors continue to work with PDRMA to help us identify what procedures are acceptable and not acceptable for us to be providing. Lori will keep the board informed. We already have 4 clients registered for summer day camp that require feeding via feeding tube.

K. DESIGN PERSPECTIVES PRESENTS: SWSRA STRATEGIC PLAN

Tod Stanton reviewed the report that he had distributed to the board. Tod will come back to discuss questions. Director Huber said that the board will look over all of this and come back next month and discuss it all. The board proceeded to have preliminary discussion on some of the topics in the report including raising the cost of programs, developing plans to build a new facility, purchasing vehicles as opposed to leasing, etc. Marketing and research were also discussed. Tod Stanton said that we will take as much time as we need to finalize this plan. Director Huber checked the board's availability and set a meeting to discuss these key issues further for April 25th at 10:00 a.m. at the Alsip Park District.

Director Gleason made a motion to accept the Executive Director's Report; seconded by Director Huber. All directors were in favor; none opposed.

ATTORNEY'S REPORT – None.

CORRESPONDENCE -

COMMITTEE REPORTS

A. RECREATION - No report.

B. FINANCE

1. Approval of Bills

Motion made by Director Gleason to approve bills for the month of March, 2007 in the amount of \$18,778.96. Motion was seconded by Director DeBella. Roll was called with all Directors voting yes. Motion carried, 7—0.

C. PLANNING & POLICY – No report

D. PUBLIC RELATIONS - No report

OLD BUSINESS – Director Dziallo was approached by a parent who lives in Crestwood asking if she is out of district. Since she lives in Crestwood with a Midlothian zip code, she wondered if she could pay the in district rate. Director Gleason said that Midlothian shares a zip code with Crestwood. Director Huber said that Alsip has a similar situation. Lori suggested that this parent could go to the village and see if they would pay the out of district portion and she could pay the difference.

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NEW BUSINESS –

A correction to the March minutes was noted: Under “F” the words “with the exception of the Executive Director’s salary” are to be omitted from the motion in the last paragraph and replaced with “including the proposed salary increases.”

Executive Director Chesna displayed the beautiful PDRMA plaque that SWSRA had received for certification. Lori told the board that the staff all loved the safety incentive awards that SWSRA sent out.

OPEN TO THE PUBLIC - None

ADJOURNMENT

Motion was made by Director Leonard to adjourn the meeting. Motion was seconded by Director DeBella. All Directors were in favor, none opposed. Meeting adjourned at 11:30 a.m.

Marge Cozzone, Corresponding Secretary

Cali Debella, Corporate Secretary