

SOUTHWEST SPECIAL RECREATION ASSOCIATION  
12521 SOUTH KOSTNER  
ALSIP, IL 60803

**MINUTES OF REGULAR MEETING**

December 13, 2006

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:12 a.m. by Director Huber. The meeting was held at Summit Park District, Summit, IL.

ROLL CALL

Present at roll call were:

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

SWSRA STAFF PRESENT:

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

ABSENT

POSEN PARK DISTRICT	JOY OCHOA
BLUE ISLAND PARK DISTRICT	JACKIE DAZZO

ADDITIONS OR REVISIONS TO THE AGENDA:

Executive Director Chesna stated that the board will need to go into executive session later. She also said that the time of the January 10<sup>th</sup> board meeting will need to be moved up to 9:00 a.m. since following the board meeting, a “vision” meeting with Design Perspectives is scheduled which will need to end before noon because the room at Blue Island is reserved for someone else.

After the initial business is finished, Lori suggested the order of business be changed to cover (H.) under the Executive Director’s Report first to allow Tod Stanton from Design Perspectives to make a presentation. Also, add (I.) Medicare Waiver Update to the Director’s Report...

CITIZENS TO BE HEARD:

Director Suhs introduced Priscilla Collum, the new recreation supervisor for Summit Park District.

APPROVAL OF MINUTES OF NOVEMBER 8, 2006

Motion made by Director Dziallo to approve Minutes of Regular Meeting held on November 8, 2006. Motion was seconded by Director Gleason. Director Huber pointed out that the name of the person that she was to write a letter to in the second paragraph on page 5 should be Ted—not Tod. Director Gleason suggested, and it was

agreed, that it was unnecessary to send a copy of the minutes in advance of the board packet. All Directors were in favor; none opposed.

#### APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director Gleason. Director Leonard made a motion to approve the combined ending balance of \$45,579.17. The motion was seconded by Director DeBella. Director Huber asked about the negative balance in one account. Marge explained that these smaller "internal" accounts are all part of the combined account balance which is listed at the end. Marge distributed the C/D listing which shows additional funds. There was discussion on the amount of financial information that is prepared for the board and if some of it is repetitious and unnecessary. Tod Stanton asked to be recognized to state that this is something Design Perspectives can look into. The board felt that our own auditor would be able to address this, and Marge will talk to them to get suggestions on how the reports might be consolidated. Roll was called with all Directors voting yes. The motion carried, 6—0.

#### EXECUTIVE DIRECTOR'S REPORT

##### H. UPDATE FROM DESIGN PERSPECTIVES

Tod Stanton addressed the group and said that he had met with Lori Chesna on November 15<sup>th</sup>. They spoke for an hour and one-half about goals and visions. These will be discussed further on January 10<sup>th</sup>. Tod inquired if the board would prefer group or individual meetings with himself or David Emanuelson since he knows that some people might like privacy. There could be separate break-off meetings. There could be discussion points about budgeting and where it should go in the future. It will be a "heavy lifting" process for the first meeting. The alternative would be half-hour meetings with individuals (to pick your mind). Director Huber asked if the board would get together after that meeting. Tod replied yes, but then we could reconvene. Director Suhs thinks a group setting is fine. Director Dziallo said she would have no input for an individual meeting. If a specific agency feels the need to meet individually, they could request it. Executive Director Chesna asked if it would be better for her not to be there. Director Huber said that she didn't think so. Director Leonard said that it should be a board only discussion with Tod. It would be better for them to meet alone. Tod said he wanted to create an atmosphere of dialogue that no one feels uncomfortable with because it has to get to the issues that are important. Director Leonard inquired if it would behoove us to sit down with Tod and Maddie Kelly from Oak Lawn. Maybe she would address issues with him that she wouldn't with us. Director Huber said that she thinks we should do that later. Executive Director Chesna said that this is off the issue at this time. Tod said that it would be good to address their joining SWSRA in the plan. Director Leonard said that staff should be at the Oak Lawn meeting. Director Huber said that Tod will be doing opinion surveys. Director Leonard said that we don't know what they are thinking, but they might be willing to tell someone such as Tod. Tod said that is definitely one area that would be covered under growth. If it could happen within six months of the plan, we should address it. If it looks like it's down the road more, then we won't.

Tod said that the first meeting will cover goals and objectives to discuss growth. We will take an open minded approach, and it may be different. Design Perspectives will do an inventory and analysis. They will walk the building, the sites and see what is being used. They will take a photo inventory of what is being used at the facilities. Director Dziallo inquired if he meant only the ones that are being used and not Merrionette Park? Executive Director Chesna replied that Merrionette Park is being used for board meetings so it will be listed under "low usage" since she wouldn't want to exclude them.

Tod said that there will be an analysis questionnaire sent out to agencies about what you offer and what you don't. That will be going out next week, and we will be getting it back in January.

There will be a meeting on December 20<sup>th</sup> at 9:30 a.m. with the SWSRA staff. Next will be a meeting with special interest groups, either from this group and/or outside agencies. This will provide guidance in late January for the decision makers. Right now it is like the discovery phase in litigation, and we will come up with some synopsis in early February with all of the information we have gathered. We will do a presentation in March and adopt it in April. Sometimes it takes two or three months to go through everything. We have no problem issuing goals and recommendations while we are doing the plan.

Tod said that growth was the highest priority that he and Lori talked about. Facility availability was another, adding more staff, etc. You want to be improving and moving up. Twenty five years is great! We will look at budgets, articles and use agreements with SWSRA. We will provide you with a model to follow and present a framework to better the agency. Tod was asked who he uses when he evaluates the budget, and he replied that it would be David Emanuelson who has 35 years experience in the park district world as an executive director. The folks we are working with are real park district people. We will come up with some recommendations. Director Leonard said that when it comes to finance and recordkeeping, it is important that the expertise is there. Whatever the recommendations are, we have to be sure that they are done. Tod said that we would like to make this a plan for the next five years. If you can get some member agencies to join, you will be in a better position to do what you want to do. You have the ability since you don't have boundaries like a park district does to get others to join.

Executive Director Chesna used the analogy that she feels for the last couple of years the agency has been standing at the edge of a cliff and ready to jump, but we are afraid to jump. We need you to tell us whether we should jump or stay where we are. It is a team effort. It is scary to think that we will be looking at a lot more criticism about dotting our "I's" and crossing our "T's" Tod said that they are forward thinking and we are trying to move you in the right direction. Lori said that she is looking forward to it. Tod said that this is the right direction for our agency. We will make sure that there is good dialogue. Tod asked if there were any questions. Lori reiterated that the Board meeting will be at 9:00 a.m. and Tod will speak at 10:00 a.m. Tod said that he will let us know the agenda beforehand. Lori repeated that we have a time restraint of two hours.

Lori advised that Joy Ochoa told her that Posen has a new person, Sue Hutchinson, who will be taking over if Joy takes a new job. Lori is going to meet with her in January. Lori doesn't know if Joy would step down or not. Director Gleason pointed out that Sue is at the Community Center which is owned by the village, but Joy is from the park department. Although Director Dziallo stated that she doesn't make decisions and expressed the opinion that maybe she shouldn't be at the January 10<sup>th</sup> meeting, Lori felt that Brenda should definitely be there because she is the most knowledgeable. She can take back information to the board and get their input. Lori said that she will send out a notice and an agenda.

**A. NOVEMBER HIGHLIGHTS**

Executive Director Chesna reported that the Hoe Down Dance, the Pilgrim Rock Dance and Movie Night all took place and were successful in November.

**B. EMPLOYEE/VOLUNTEER OF THE MONTH**

Executive Director Chesna announced that Ken Scanlan was named employee of the month and was given this award at our holiday appreciation party on December 8<sup>th</sup>. Ken has worked for us for several years and is currently working part time.

C. PDRMA 2006 FINAL LOSS CONTROL REVIEW (see attached)

Executive Director Chesna explained to the board that the attachment showed the rating and scoring of each item that we go through. The right side shows the possible points, and the actual earned points are on the left. SRAs are divided into two categories: administration and special recreation with individual scores. Administration received 98.89% and Recreation received 97.95%. This level of scoring had to be achieved a few years in a row. We are now accredited, and are proud of it. This is totally a cumulative effort—full time, part time and volunteers. There are a few areas where we still are lacking. Our current policies are at the attorney for review right now (they have to be reviewed every three years). On the Recreation side, it is problematic to meet with the staff on a regular basis. We used to meet monthly, but now we meet on a brochure basis. For 2007 we have ordered a monthly safety newsletter. It goes along with the recent theme that PDRMA is featuring—“Safety at Work and Home.” It will be mailed to staff and volunteers on a monthly basis. We are expecting to maintain a high level of standards because we want to stay accredited—that is our goal.

D. PACE VANPOOL INCREASE (see attached)

This is a lease agreement that is a 5 year agreement, but they have raised the lease payment by \$10 once again. Our attorney has said in the past that you either not get the vehicle or you go ahead and pay it. The paperwork is cumbersome when you have a Pace vehicle, but it is nice to have the vehicle.

E. DCFS REPORT

Lori advised that this past summer at day camp we reported a potential child abuse/neglect situation. The site director had noticed a very inflamed area around the child’s privates. This is a brother and sister who attended our camp and made remarks like “the police are called when daddy hits mommy.” I reported it to our attorney who didn’t think it warranted notifying the DCFS, but that it was my decision. Lori decided to proceed, and got a report back recently stating that the reporting had been indicated and that credible evidence had been found. It is good we relied on the instincts of the site director, but it is a scary step because you are affecting people’s lives.

F. AT&T EXCELLERATOR GRANT

Executive Director Chesna advised that she had received a call and was told that the check is in the mail. A reception will be held at Apollo with refreshments with Senator Maloney present. It will be held in the evening, and all board members are invited. Lori said that she hopes everyone will attend.

G. NRPA MID-YEAR MEETING IN FEBRUARY

This meeting will take place on February 14<sup>th</sup> and 15<sup>th</sup>, followed by the Leadership Meetings on the 16<sup>th</sup> and 17<sup>th</sup>. Lori said that she did budget for this meeting because she is a Great Lakes Regional Representative for NRPA, but she’s not sure if she budgeted enough. She didn’t attend the summer meeting because there was a lot of controversy about what was being accomplished at these meetings. Liz Kestler is good at representing the Illinois branch. Lori is checking into more information and will decide if she will go.

H. DESIGN PERSEPECTIVES (continued)

Director Leonard expressed that one of his problems with Design Perspectives is that he has to get over their being landscape architects. Director Leonard feels that Tod is in a position where he has to prove himself. Tod is working with a former executive director. As far as financial matters, Director Leonard feels that our auditor is going to do a better job with that area than Tod. It doesn’t mean that Tod can’t do his job, but Mike is stuck on his being a landscape architect. If we were designing a building, that

would be fine. Mike needs him to prove it to him, and he will not just have faith. Mike doesn't want to appear to be criticizing him, and he wants to be sure that the board knows why he will be in an adversarial role. Lori said that we are all going to want to have things done. Every single one of us has a right to state their opinion. Regarding the financial part, we have always done it this way and the auditor has never questioned it. Mike responded that everything we're doing is needed and necessary. Director Dziallo asked Mike why he feels the way he does. Mike responded by asking how many SRAs has he done? Director Gleason stated that Tod has a degree in parks and rec beyond landscape architecture. Mike stated that he believes Tod can do the job. He has the skills. Jeannette was happy with the job he has done for Alsip. Director Suhs thinks that we don't need Tod to be telling us how to set up a financial statement. That is not what he should be doing. Director Dziallo thought that Tod just grabbed it and ran with it. Director Suhs said that we spent 10 minutes talking about Oak Lawn, and as a facilitator Tod should have brought it back to the question.

Lori said that she would like to stress that our board meetings are not normally like this. We want to hear about how your feel—it's nice to hear that there is dialogue going on. It is being brought to the table by discussion. This is part of the vision that we will be trying to establish at the meeting. Director Suhs said that this is a good example—we should not have been talking about bringing in Oak Lawn. Of course we want to do this because this is where we want to go, but Tod going to talk to Oak Lawn is not the way to do it. Director Dziallo said that she was confused and she thought that this is what we did want. Director Suhs replied that Tod's function is to design how we are going to do it, and not to go out and do it himself. Director Dziallo asked why we don't have Bedford Park since it is in between Summit and Justice? Director Gleason replied that it is because Bedford Park has Oak Lawn and they give them a good deal. Director Huber said that she was right.

#### I. MEDICAID WAIVER & SPECIAL RECREATION ASSOCIATIONS

Lori distributed this report which states that we are getting very close to becoming a Medicaid provider. One of the things we questioned is whether we want to include the children in residential facilities. The SRA directors declined including them at this time. This is a nice piece to read. John McGovern put it together, and we are distributing it so that we are all on the same page.

Director Huber commented that the staff had done a very good job in achieving accreditation with PDRMA.

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

ATTORNEY'S REPORT – None.

CORRESPONDENCE - None.

#### COMMITTEE REPORTS

A. RECREATION - No report.

B. FINANCE

1. Approval of Bills & Payroll

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Motion made by Director Gleason to approve bills for the month of November, 2006 in the amount of \$14,155.77 Motion was seconded by Director DeBella. Roll was called with all Directors voting yes. Motion carried, 6—0.

Motion made by Director Leonard to approve payroll for the month of November, 2006, in the net amount of \$10,373.78. Motion seconded by Director DeBella. Roll called with all Directors voting yes. Motion carried 6—0.

C. PLANNING & POLICY – No report

D. PUBLIC RELATIONS - No report

OLD BUSINESS – None

NEW BUSINESS –

Director Gleason advised that an error had been made and that the check intended to pay Midlothian's SWSRA member district payment had been made out and mailed to SSPRPA who deposited it. Director Gleason said that they are in the process of reissuing this check.

Marge told the board that she had some extra cookbooks with her if anyone wanted one for a stocking stuffer. She also advised that this will be the last chance to purchase Entertainment Books because she has to ship the remaining books back to them before the end of the year.

At 11:15 a.m. Director DeBella made a motion for the board to go into Executive Session. The motion was seconded by Director Gleason. All Directors were in favor, none opposed.

At 11:28 a.m., Director Suhs made a motion to return to the normal order of business. The motion was seconded by Director Leonard. All Directors were in favor; none opposed.

OPEN TO THE PUBLIC - None

ADJOURNMENT

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

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Marge Cozzone, Corresponding Secretary

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Cali DeBella, Corporate Secretary