

SOUTHWEST SPECIAL RECREATION ASSOCIATION
12521 SOUTH KOSTNER
ALSIP, IL 60803

MINUTES OF REGULAR MEETING

March 14, 2007

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:00 a.m. by Director Huber. The meeting was held at the Palos Heights Recreation Department in Palos Heights, Illinois.

ROLL CALL

Present at roll call were:

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

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

Executive Director Chesna requested that "Safety Incentive Awards" be added to the agenda under "G."

CITIZENS TO BE HEARD:

Guest present today: Daniel X O'Neil who is SWSRA's web master. Executive Director Chesna explained that she met Dan approximately 3 years ago at an IAPD workshop about how to make easy web pages. Each person present introduced themselves. Jackie Sluzewicz was also present. Jackie is serving her internship at Midlothian Park District this season. She will be graduating from Illinois State University and will be sending out resumes soon.

APPROVAL OF MINUTES OF FEBRUARY 28, 2007

Motion made by Director Leonard to approve Minutes of Regular Meeting held on February 28, 2007. Motion was seconded by Director DeBella. All Directors were in favor; none opposed.

APPROVAL OF TREASURER'S REPORT

The Treasurer's Report was presented by Director Gleason in the absence of Director Ochoa. Director Gleason made a motion to approve the Treasurer's Report with a combined ending balance of \$70,456.64. Director Dziallo seconded the motion. Roll was called with all Directors voting yes. The motion carried, 7—0.

EXECUTIVE DIRECTOR'S REPORT

A. FEBRUARY HIGHLIGHTS

Executive Director Chesna reported that there were two successful dances in February—Mardi Gras Mambo and the Valentine's Dance. The Ice Skating trip that was offered was cancelled due to low enrollment.

B. EMPLOYEE/VOLUNTEER OF THE MONTH

Executive Director Chesna announced that Valerie Jeziorski was named Employee of the Month. Erin Lynch pointed out Valerie's qualities and life guarding ability. She will receive her award at the safety meeting which is scheduled for next Monday.

C. RECOGNITION OF VOLUNTEERS

Executive Director Chesna stated that we will be recognizing three individuals for their outstanding contributions to SWSRA: Dan O'Neil, Bob Berger from School District 126 and the Palos Heights Women's Club. We will be presenting Bob Berger's award at his school district, and our volunteer from the Palos Heights Women's Club, Ruth Barnett, now resides in an assisted living residence. Dan O'Neil agreed to come to our meeting today to receive his award. Lori proceeded to present Dan with the IAPD/IPRA Community Service Award for his outstanding contributions to SWSRA. Everyone present applauded Dan and thanked him.

D. UPDATE ON NEW HIRE FOR RECREATION SPECIALIST POSITION

Executive Director Chesna explained that Erin Lynch and Meghan Fenlon (from Alsip Park District) did the first round of interviewing. This week, Lori joined them for the final interviews. We have hired Ryan Massengill for this position. She has been a part-time employee at Tri County SRA for the past six years. Lori said that Ryan was put through every test that you can imagine, and she clearly stood out above the other candidates. We have sent her for the preliminary drug testing and hope that she can start right away. We are very excited.

E. DECO GRANT UPDATE—PURCHASE OF NEW BUS

Lori explained that she is waiting for the \$20,000 to apply toward the purchase of a new vehicle. She hasn't received any official word, but did receive a call asking for more information. Lori is writing the bid RFP; and as soon as we receive the grant, SWSRA will add the \$40,000 and purchase a 14-passenger vehicle for approximately \$58,000.

F. PRESENTATION OF 2007-2008 BUDGET & GOALS

Executive Director Chesna stated that the board had received the preliminary copy of the budget last month and she had asked the board to contact her with any questions, errors, etc. There were spelling errors, and there was an error on the director's salary in the salary comparison section. However, the figure shown on the actual budget is correct. Lori referred to a copy of a binder that she keeps with all of the budget category breakdowns. If anyone wants a copy, Lori said to let her know. A discussion on the proposed salary increases followed. The first position discussed was the business manager. Lori pointed out that based on a 2005 salary survey of SRA's, other business managers in the same EAV range with

less experience and with only high school diplomas, as opposed to a bachelor's degree, are paid higher. Lori proposed a merit and cost of living increase as well as a "step up" amount to try and get this salary more in line but still stay within the current range specified. Lori explained that we look at the salary ranges every three years, and next year is the year we will be looking at them. Director Suhs stated that as long as the salary increases fall within those approved ranges, he feels the Executive Director has the ability to decide on the increases.

Lori went into detail about some of the budget items (i.e. amount budgeted to host Christmas party at the Double Tree Hotel next Christmas, etc.). Regarding the Executive Director's vehicle expense, Lori also explained that SWSRA still hasn't received the Pace van back yet. It has been sitting there since January, and Lori is still driving her own car.

Executive Director Chesna also explained that the starting salary for the recreation specialist has been increased, and there will be a \$1,000 increase awarded when the CTRS exam is taken and passed. Lori wants to create a new part-time position for 20-hours per week with IMRF benefits. We tried before to budget 15 hours, but no one wanted to work it. This would be a marketing type position and also someone who could work programs. It would meet the IMRF requirement of over 1000 hours per year, but there would be no medical benefits.

Executive Director Chesna thinks that the subject of inclusion and member district fees should be revisited. She said that the rates can vary (based on wages), and there is no consistency. Director Suhs advised that at his previous employer, the SRA acted like a clearing house. They would locate someone who would be interested, and Director Suhs would hire them. The SRA would observe in the training of that individual. The question was posed: Does it matter if it is a PDRMA agency that is the one hiring? Director Leonard asked what happens if the inclusion aide doesn't show up? Director Suhs replied that you call SWSRA and say "I need someone now." Lori said that if we do an initial evaluation with a parent, we should be able to bill you for this. Director Leonard said that he thinks this started as a PDRMA issue, and that they can go overboard. Lori said that we did try to survey other SRA's to see how they handle inclusion, but we will need more information. Director Huber said that we should table this as an idea to talk about in the future.

Executive Director Chesna had submitted copies of her personal goals for 2006-2007 to the board, including a review of the outcomes.

Director Suhs made a motion to approve the 2007-2008 Budget including the proposed salary increases. Director Leonard seconded the motion. Roll was called with all directors voting yes. The motion passed 7—0.

G. SAFETY INCENTIVE AWARDS

Lori advised that SWSRA was awarded \$1,500 from PDRMA for Level A. In the past several years when we have been awarded money, we have given a portion back to the employees. Last year the board approved that Lori will distribute this money the way she sees fit. The part-time employees will get a smaller portion; and the full-time employees who have a lot to do with achieving the award will get a bigger bonus. We have saved a portion to send out a monthly newsletter for safety at home. It is a nice way to be able to stay in touch with our part-time employees since we don't meet very often. It also helps us meet the PDRMA qualifications.

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

ATTORNEY'S REPORT –

As required by PDRMA, Lara Anderson in our attorney's office has been updating our policy manual on various subjects, including a blogging policy, etc. There was discussion on "My Space" accounts and how individual views could be a reflection on SWSRA. Maybe we need to ask if they have an account when they are hired. There would need to be a disclaimer.

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 February, 2007 in the amount of \$13,776.93. Motion was seconded by Director Huber. Roll was called with all Directors voting yes. Motion carried, 7—0. Payroll was previously approved under the Treasurer's Report.

C. PLANNING & POLICY – No report

D. PUBLIC RELATIONS - No report

OLD BUSINESS – Lori said that we are still not able to reach anyone at Posen. Marge Cozzone prepared a letter to send to Don Jacobs again, although there has been no response to previous letter. The board discussed SWSRA's options in the event of non-payment of member district fees. It was agreed that we should have our attorney contact their attorney highlighting everything along with the by-laws and have it sent certified. Lori was asked if she had contacted Joy Ochoa, but Lori hasn't been able to reach her.

NEW BUSINESS – None.

OPEN TO THE PUBLIC - None

ADJOURNMENT

Motion was made by Director Huber to adjourn the meeting. Motion was seconded by Director DeBella. All Directors were in favor, none opposed. Meeting adjourned at 10:50 a.m.

Marge Cozzone, Corresponding Secretary

Cali Debella, Corporate Secretary