

SOUTH WEST SPECIAL RECREATION ASSOCIATION
12521 SOUTH KOSTNER, ALSIP, IL 60803

MINUTES OF REGULAR MEETING JUNE 17, 2020

NOTICE IS HEREBY GIVEN that the JUNE 17, 2020 Regular Meeting of the South West Special Recreation Association Board of Directors WAS held via video/teleconference as permitted by the Open Meetings Act Changes Signed into Law SB 2135. The new law amends the Open Meetings Act and sets new statutory rules for how an open meeting may be conducted by audio or video conference, without the physical presence of a quorum of the members, during certain disaster declarations. All statutory rules were followed in conducting this meeting; including Lori Chesna, SWSRA Executive Director physically present at the regular meeting location.

CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:03 a.m. by Director Egizio. The meeting was held via video/teleconference with Board Members/SWSRA Team and Lori Chesna, SWSRA Executive Director physically present at the regular meeting location of 12521 South Kostner, Alsip, IL. 60803.

I. ROLL CALL WAS CALLED WITH ALL STATING – “PRESENT”:

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
ALSIP PARK DISTRICT	JEANNETTE HUBER, VICE PRESIDENT
POSEN PARK DISTRICT	T. J. WHITCOMB, TREASURER
BLUE ISLAND PARK DISTRICT	TOM WOGAN, SECRETARY
HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON
WORTH PARK DISTRICT	ROBERT O’SHAUGHNESSY
PALOS HEIGHTS RECREATION DEPT.	MATT FAIRBANKS

ROLL CALL - ABSENT:

VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS
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SWSRA Team PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
SUSAN PRIEBOY	SUPERINTENDENT OF RECREATION
DAWN KEHOE	BUSINESS MANAGER
PAULA MARR	PR MARKETING

II. VISITOR AND CITIZEN COMMENTS: None

III. ADMINISTRATIVE MATTERS/CONSENT AGENDA:

- A. Minutes of the Regular Board Meeting – MAY 20, 2020
- B. Disbursements – MAY Totaling \$19,154.46
- C. Financial Reports – MAY - Treasurer’s Report and Income Statement
Motion made by Director Whitcomb, seconded by Director O’Shaughnessy to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O’Shaughnessy and Fairbanks voting yes. Motion passed 7 – 0.

IV. PRESIDENT’S REPORT:

- A. Correspondence – None
- B. Public Recognition – None

V. STAFF REPORTS:

- A. Superintendent of Recreation Report, Susan Prieboy
Susan presented her report and added under Inclusion that Worth Park District scheduled Inclusion training for their Day Camp.
- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
- A. May Donations/Sponsorships Received **(See attached)**
- B. PACE Breach
Lori stated we received in our main office mail from Pace, 15 SWSRA Employee letters for Drivers to forward on their behalf; noting she was one of them. Lori noted that although we no longer use Pace; the letter was a notification that Pace had a breach in their system, and they were “flagged” to be alerted; offering a free credit watch for 1 year. Lori noted all the letters were forwarded to the best of our ability in finding current addresses for these past employees.
- C. ALSIP/SWSRA Lease Agreement
Lori noted the board recommended SWSRA register with GATA for the \$50,000 State Grant funds we are to receive. Lori noted this is a continual process because of issues with our DUNS number being registered as South West Special Recreation Association but our legal State of Illinois document from 1981 shows our Agency name as Southwest Special Recreation Association. Lori added she is working on a letter involving SAM, GATA, and DUNS to resolve this issue. Lori also stated they want a lease agreement where our offices reside; noting we never had one with Alsip Park District. Lori noted she created a lease agreement using Worth’s lease agreement as a template, and gave to Director Huber to review. Lori added there is no rush at this time for the lease agreement review from Director Huber, noting we would still need SWSRA attorney review and Board Approval; as well as probable delay in State Grant funds being sent to SWSRA.
- D. Website & Social Media update **(See attached)**
Paula Marr explained the positive results this document shows of SWSRA’s outreach attempts reaching many.
- C. Attorney Report – None

VI. UNFINISHED BUSINESS (*= Action or Approval Item):

- A. FY 20-21 Review Budget Update*
Lori noted minimal spending to date, stating most expenses have been for PPE, such as wall mount hand sanitizers for both our Alsip and Worth offices. Lori noted we are researching Hepa filter systems for our offices.
- B. Personnel Policy Manual Update – Lori noted with continual changes and new policies coming out; this is on hold.
- C. Cares Act: Personal Paycheck Protection Loan Update*
re: Lauterbach & Amen, LLP *current Auditor) Engagement Letter **(See attached)***
Lori stated there has been an extension on this loan until December 2020. Lori noted we receive updates on the rules/guidelines which are continuously changing. Lori recommends due to the complexity of this loan, as well as the important of loan forgiveness for SWSRA, to engage with limited hours the assistance of our Auditor to review Dawn’s tracking of expenses, as well as their expertise on the process, form completion and deadline dates. Lori noted other SRA’s she is aware of that are using an outside source to assist them with their PPP loan process.
- Motion made by Director Fullerton, seconded by Director Fairbanks to approve Lauterbach & Amen, LLP Engagement Letter as presented **NOTING TOTAL BILL FOR SERVICES NOT TO EXCEED \$3,000** . Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O’Shaughnessy and Fairbanks voting yes. Motion passed 7 – 0.
- D. New Bus Delivered – Lori noted exciting ideas we are talking about for our participants and community that this vehicle will be used for.
- E. PPE Supplies needed – Lori noted this update was given under Unfinished Business Item A.

VII. NEW BUSINESS (*=Action or Approval Item):

VIII. BOARD OF DIRECTORS' COMMENTS:

All Shared their updates with following the Safety Guidelines and Phases in place for COVID-19:

Director Egizio: Moving offices into new building in August, Fitness Center opening in September, Preschool starting week after Labor Day, Board meeting tomorrow will be held in person, did have some vandalism with the recent protest on Wednesday night, and hoping to host the SWSRA Board Meeting in October at their new facility.

Director Huber: Last month's Board Meeting was held in person, Lobby is open for registration, Day Camp starts July 6. Pool is being filled hoping to operate under Phase 3 guidelines with lap swim and high level swim lessons, Laramie Park OSLAD project under construction.

Director Fullerton: Board meeting was held in person, Day Camp started on June 1 and it is going very well; noting they are outside the majority of the day with 30 campers, and Day camp 2nd session of camp is at about 45 registered now and 50 is the maximum under Phase 3 guidelines.

Director O'Shaughnessy: Opened facility on June 1 to the public to register, Camp Programs starting July 1, Other programs starting week of June 29, Final Zoom Board Meeting is tonite with hope of July meeting to be in person.

IX. EXECUTIVE SESSION (if necessary)

X. RECONVENE REGULAR MEETING

XI. ADJOURNMENT OF REGULAR MEETING

Motion made by Director Huber, seconded by Director Fullerton to adjourn the meeting at 10:50 a.m.

Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 7 – 0.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary