

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

MINUTES OF REGULAR MEETING JULY 17, 2019

**I. 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 Egizio. The meeting was held at the Prairie Jr. High, Alsip, Illinois.

**II. ROLL CALL - PRESENT:**

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
ALSIP PARK DISTRICT	JEANNETTE HUBER, VICE PRESIDENT
POSEN PARK DISTRICT	T. J. WHITCOMB, TREASURER
HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON
WORTH PARK DISTRICT	ROBERT O'SHAUGHNESSY
PALOS HEIGHTS RECREATION DEPT.	LAUREN MARINO FOR Matt Fairbanks
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

**ROLL CALL - ABSENT:**

BLUE ISLAND PARK DISTRICT	TOM WOGAN, SECRETARY
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**SWSRA Team PRESENT:**

LORI CHESNA	EXECUTIVE DIRECTOR
SUSAN PRIEBOY	SUPERINTENDENT OF RECREATION
DAWN KEHOE	BUSINESS MANAGER

Introductions were made to Michelle Higgins who is in attendance at her first meeting as appointed representative for Village of Merrionette Park effective May 16, 2019 per Kelly White, Village Clerk.

**III. VISITOR AND CITIZEN COMMENTS: None**

**IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:**

- A. Minutes of the Regular Board Meeting – June 19, 2019
- B. Disbursements – JUNE Totaling \$13,953.01
- C. Financial Reports – JUNE - Treasurer's Report and Income Statement  
Motion made by Director Huber , seconded by Director Whitcomb to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O'Shaughnessy, and Lauren Marino and Michelle Higgins voting yes. Motion passed 7 – 0.

**V. PRESIDENT'S REPORT:**

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

**VI. STAFF REPORTS:**

- A. Superintendent of Recreation Report, Susan Prieboy – Susan presented report and it was placed on file. Susan noted revision to day camp is 54 campers. Susan added just under \$500 was raised at Day Camp car wash. Lori added that we have had some safety incidents such as biting and scratching to our counselors that we sent to Ingalls for treatment but no loss work time. Lori noted there has been disciplinary action for the camper(s) involved.
- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
  - A. June Donations/Sponsorships Received (***See attached 2 pages***)
  - B. 2019 Summer RaffleLori noted all day camp counselors are required to sell the raffle tickets.

- C. Bi-Annual review of Executive Session Minutes\*  
Lori noted we neglected to note the resolution number for this review, therefore we will table until next month and this will be on the Agenda under Old Business with the resolution for approval.
- D. Upcoming SWSRA Special Events
- E. Upcoming SWSRA PR/Marketing Events  
Lori noted we only have Alsip for National Nite Out at this point. Director Egizio noted he just received information and will get back to SWSRA. Michelle Higgins noted she will talk to their police chief and let SWSRA know.
- F. proven IT Copier Lease Agreement *(See attached 5 pages) \**  
Lori noted they will be giving us a new copier and moving our current color copier that we own to our Worth location and we will use that there as long as it is operational.
- G. Serving on Alsip Chamber Board of Directors
- H. PDRMA Pilot B Kick Off “New” Loss Control Review  
Lori stated there were some forms she had to complete for this review and noted our new representative Mary Pedersen came to visit our Day Camp during week 1.

C. Attorney Report – None

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

- A. 2019 SWSRA Summer Day Camp Update  
Lori noted her update was given during Susan’s Recreation Report.
- B. OASIS (Opportunities for Adults Seeking Inclusive Service) Update  
Lori noted deadline date is August 16 and that currently we have 6 registered and our minimum enrollment is 12. Lori stated part of the issue with low enrollment we have heard is due to SWSRA not offering transportation.
- C. Personnel Policy Update  
Lori noted all were given a copy to review. Director Fullerton requested another month for her to complete her review. Director Fullerton suggested a revision to consider would be X-Mas Eve and X-Mas day to both be full days off rather than current status is X-Mas Eve being ½ day. Lori noted changes she is considering upon her review is the Vacation Policy. Lori added FMLA was advised by the attorney to change to our own in-house policy. The attorney noted we are under the 50 employee standard and we can mock the policy but it won’t become a liability to SWSRA if we don’t administer it correctly according to the law. Lori stated she would like to consider offering our 1,000 hrs. or more IMRF eligible permanent part time employees benefits such as health insurance at 50% employee contribution for premium, and ½ day off pay for holidays as incentive for retention of these valued employees. Lori noted this retention issue has already come into play when 2 of our 3 office clerks resigned. Lori stated in our attempt to retain the remaining office clerk whose job performance was stellar; we offered her summer months off per her need, and increased her weekly hours for the 9months making her IMRF eligible. Lori added we posted an ad for seasonal summer office clerk and hired an Alsip employee whose hours at Alsip do not conflict with the hours we need in the office. Lori noted the telecommuting policy discussed with all prior will be part of the manual, as well as memorializing our current Flex policy into the manual. Director Egizio requested Lori highlight her suggestions/changes and once completed resend to the Board Members. Director Egizio noted discussion will be at our August meeting about these suggestions/changes and final approval at our September meeting. Director Fullerton stated she will send her suggestions/comments to Lori prior to August meeting as well as other board members responding they will do so as well if they notice anything upon their review.
- D. 2019 Summer Scholarship Raffle Update  
Lori noted this was given in her report under Item B. and total sales noted under Item A.
- E. Potential “New” Member District(s) Update  
Lori noted Bill Olson, Burbank Park District informed her they did not get a second motion at their board meeting. Lori stated no response back from Lan-Oak after she sent Sharon the information she requested.
- F. Capital Projects Update  
Lori noted possible consideration for the \$50,000 if that would be enough, is a garage at one of our member districts for our vehicles.

G. Audit FY18/19 Update

Lori noted the firm we are using is Lauterbach & Amen, LLP.

H. St. Rita Student Fundraiser Update

Lori noted the student who initiated this is her nephew, but noted no contact with him since our initial meeting.

I. SWSRA Fall Fundraiser Update

Lori noted this will be a Trivia Night on December 3. Lori stated the Director O'Shaughnessy has donated their liquor license for us to use. Lori noted we are still working out the particulars. Director Fullerton offered to help with this event if needed. Lauren Marino stated she can send Lori the contact information if interested in the company they use "Chicago Trivia Guys" for their Trivia Night special event and they charge approximately \$5/person and run the event.

J. July Board Meeting: Marsha Amraen Retirement Update

Lori noted she is on a trip and was not able to attend today's meeting as we had hoped. Lori added she will be recognized at our Day Camp Talent Show on August 2 which is held at 1-3pm at Stoney Creek, Alsip. Lori noted we are going to give Marsha one Day Camp spot for next year for a student of her choice that she will not have to raise funds for.

K. Vehicle Search Update

Lori noted our update on our 2003 Grey Van air conditioner which is noted in Susan's report. Lori noted she has a concern with repairing the air conditioner at an estimated cost of \$2,000 as that was caused by corrosion; so what else underneath the vehicle could just be a matter of time for additional repairs costs. Lori added that our 2007 Bus wheelchair lift broke in the down position on July 6 when our staff was preparing to load our participants to depart for our special event trip "Eyes to the Skies" in Lisle. Lori stated we took the vehicle to Otis on Monday but our mechanic was not able to repair it. Lori noted we are using it for Day Camp without the lift, and will bring to Midwest Transit, South Holland after camp ends for an estimate on repairing that. Lori noted she sent the PACE paperwork to PDRMA to review and they responded back with 7 reasons why they recommend not to consider PACE as an option and Lori stated PACE is not an option for SWSRA. Lori noted we have in our FY 19/20 budget to lease a vehicle for \$1,000/month as an option for the board to consider. Lori stated our current needs is to have a 12-15passenger van and a lift vehicle. Lease option discussion began about leasing agencies and Lori noted she received a quote for \$11,000 from Midwest Transit for 3 years which is why that amount was put into our current budget. Director Egizio noted they used same agency for their lease of a 14seat van at about \$9,000/yr. for 5 years without a wheelchair lift.

Director Huber noted they worked with them as well on a purchase at about \$55,000. Director Fullerton asked for a 5year plan for vehicles to tell the board what you want to do with current inventory; to fix them or look for a new vehicle. Lori stated that is hard because all are over what our policy dictates replacement after 7-9 years and the only vehicle we have under those standards is our 2015 Mini Van and others are 2006, 2007 and 2003 which are well beyond those guidelines. Director Fullerton do you want to fix them or looking for a new vehicle. Lori that is what I am looking at with Midwest Transit is this worth fixing the Bus lift or could we trade it in on a lease, could we trade in the 12 passenger also, and purchase something as we still have about \$28,000 in our replacement fund. Fullerton: what does a brand new vehicle cost with a lift? Huber: \$55,000 a few years ago and Lori stated about \$60,000 now. Lori noted a brand new 12 passenger is about \$45,000. Lori noted her research with dealers is they are not cutting the cost because we are a non-profit. Fullerton: Instead of raising our member district contribution rate, have you thought about doing a 1year all the districts split the vehicle cost. Egizio: We talked about that almost like a capitol assessment. Lori: Yes like a 5 year plan where everyone pitches in \$2,000 a year or whatever the amount is. Fullerton: You are at a stopping point, and it seems like vehicles is a real need as it is brought up at every board meeting and I am just trying to figure out how we can do it as a group. Egizio: I like the idea of leasing instead of buying because than you turn it over again to another new vehicle and are not stuck with an older vehicle which is likely to require more maintenance costs. Lori: Than you know what expense will be in your budget. Lori: We also have the issues with our drivers, so we are wanting to eliminate our Door to Door and Home Drop off except in maybe only 1-2 programs, and only have the pickup/dropoff points in our member districts in part to liability in driving. Lori sited a case of this liability with our day camp where home drop off is in a parking lot of an apartment building, and someone is waiting in a car for the camper to get into. Lori added some of these homes or in areas with one way narrow streets, low lighting, etc. which makes it difficult to operate a lift and not necessarily safe, so we would prefer to be at our member districts lighted parking lots for our pickup/drop offs. And there is just a few cases here that are going to be tough decisions making that but I

think that is where we are going to go in January is eliminate home drop offs completely maybe in Socialites, I don't know; we can't get the drivers. Huber: I don't see why it isn't reasonable for participants to get to their home district. Fullerton: me too Whitcomb: If you are going to eliminate; just flat out eliminate it if you start trying to carve out special exceptions you'll get even more griping. Huber: Well that but if you're going to do transportation I can see a pickup at the member districts because it is no different than if they are going to Alsip they are going to come to Alsip; if the event is at Hickory Hills, pickup at Alsip to go to Hickory Hills. Fullerton: try that one step first before elimination to see how that works. Whitcomb: Yes Huber: I agree with the home drop that was nice, but those are valid points. Fullerton: just getting in and out of someone's driveway or on the street, or whatever the curbs, hitting cars, thinking about all those things. Lori: we had a injury with someone stepping on the curb, hitting cars Fullerton: makes sense Egizio: I think that is a good idea Lori: that's the route we are going and Susan's has been wanting me to do this for awhile. Fullerton: makes sense Egizio: It is probably safer for our employees. Lori: we will probably retain driver's better because of that we will have less to make the transportation routes at every different address and event. Egizio: we can't do it right now as our life is a mess, but once we get into our new building we might be able to set up like sort of like a Bus stop, put a bench out there or sign SWSRA Pickup/Drop. Huber: I like that idea recognition for SWSRA Lori: So to be continued, we are dropping off the bus to be repaired/or estimated, and then we'll do some negotiating and look at new vehicles and kind of go from there. Fullerton: Yes, look at his lease idea and let us know where we are at financially.

L. Part-Time Office Clerk Update

Lori noted her update was given under Item C. Personnel Policy Update

M. Fall Brochure

Lori noted we will be switching to Stevens Printing for our next brochure. Lori added they are asking for social security numbers for reference checks but does not plan to give it to them. Board consensus was that isn't necessary for them to request that information.

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

A. Bi-Annual review of Executive Session Minutes\*

Director Egizio noted we are tabling this until next month's meeting.

B. proven IT Copier Lease Agreement (***See attached 5 pages***) \*

Motion made by Director Whitcomb , seconded by Director Fullerton to approve proven IT Copier Lease Agreement as presented. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O'Shaughnessy, and Lauren Marino and Michelle Higgins voting yes. Motion passed 7 – 0.

**IX. BOARD OF DIRECTORS' COMMENTS:**

**Director Huber** noted they will be getting a new gym floor starting 8/5/19; and added she doesn't know what this will mean for SWSRA. Lori noted our registration is the last week of office and concerned we might have to relocate should job not be completed as well as any odors for installation which might cause relocation for us. Both Director Fullerton (who used same company) and Huber reassured they didn't mention any odors. Director Huber stated she will keep SWSRA up to date of the progress.

**Lauren Marino** noted that they are currently hiring for a Recreation Manager to include Athletic and Aquatics.

**X. EXECUTIVE SESSION (if necessary)**

**XI. RECONVENE REGULAR MEETING**

**XII. ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Fullerton, seconded by Director Huber. Motion carried by voice vote 7 – 0. The meeting adjourned at 11:04 a.m.

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Dawn Kehoe, Corresponding Secretary

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Tom Wogan, Corporate Secretary