

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

MINUTES OF REGULAR MEETING SEPTEMBER 18, 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 10:04 a.m. by Director Huber. The meeting was held at the Alsip Park District, Alsip, Illinois.

II. ROLL CALL - PRESENT:

MIDLOTHIAN PARK DISTRICT	SHARON RYBAK, for 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.	MATT FAIRBANKS

ROLL CALL - ABSENT:

BLUE ISLAND PARK DISTRICT	TOM WOGAN, SECRETARY
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

SWSRA Team PRESENT:

LORI CHESNA	EXECUTIVE DIRECTOR
DAWN KEHOE	BUSINESS MANAGER

III. VISITOR AND CITIZEN COMMENTS: NONE

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:

- A. Minutes of the Regular Board Meeting – AUGUST 21, 2019
- B. Disbursements – AUGUST Totaling \$13,239.39
- C. Financial Reports – AUGUST - Treasurer's Report and Income Statement
Motion made by Director Whitcomb, seconded by Director Fullerton to approve Administrative Matters/Consent Agenda as presented. Roll was called with Sharon Rybak and Directors Huber, Whitcomb, Fullerton, O'Shaughnessy, and Fairbanks voting yes. Motion passed 6 – 0.

V. PRESIDENT'S REPORT:

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

VI. STAFF REPORTS:

- A. Superintendent of Recreation Report, Susan on Maternity Leave; report prepared by Marina Uher – Lori presented report and it was placed on file noting Marina is currently at Midlothian doing Inclusion observation.
- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
 - A. August Donations/Sponsorships Received (***See attached***)
 - B. Upcoming PR/Marketing Events
 - C. FY 2020-2021 Member Contributions (***See attached***)
Lori noted the decrease of \$14,149. Discussion began about the process of levying and it was noted IAPD has a Tax Levy webinar on October 16 for \$35 that some plan to register for.
 - D. 2019/2020 Health/Dental Insurance Renewal*
Lori stated rates went up 2.5% and that she simply planned to renew; until our broker Bill Novak, contacted her from his vacation to state he has an issue with our current contract formula which states SWSRA pays 100% of The HMO premium for employees if it is under a \$600 threshold. Lori stated she asked him to send her a copy

said contract upon his return to the office. Discussion began and Board consensus was to “shop around” as we want to make sure we offer good insurance while being mindful of the cost. Suggestions were for Lori to contact PDRMA, talk with Midlothian’s BCBS Broker, and consider joining one of the Member agencies insurance plan if this is an option. Lori noted to be continued; and based on her research and quotes; determine what if any employee contribution would be. It was noted 3 member districts with PDRMA and 3 with other insurance companies; and all noted their employee contributions, if any, on a separate sheet of paper for Lori to compare.

E. “New” Vision Insurance for Employees*

Lori noted adding this option; but will address after her research. Director Fullerton noted there is a 200 and 400 option and they selected 400 because most employees stated the 200 doesn’t get them enough.

C. Attorney Report

Lori noted she continues to work with attorney on the revisions to the Personnel Policy Manual. Lori stated she has been working with PDRMA and attorney on our Toshiba copier contract and the vehicle lease agreement.

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

A. Audit FY 18/19 Update (*See attached draft*)

Director Fullerton stated she reviewed the draft and all looked good but noted she did not see the MD&A. Dawn stated her and Lori are still working on the MD&A. Dawn noted a few other minor changes that will be sent to their reporting team to make along with the MD&A; once complete we will send the final draft to all for review.

B. Approval of Midwest Transit Lease Agreement*

Lori stated at our meeting last month it was noted that \$12,000 is in our budget for a leased vehicle and that the quote we received is \$12,655 annual payment for a 3-year lease on the bus from Midwest Transit. Lori stated the Board verbally approved to move forward with the necessary paperwork. Lori stated today we are seeking formal approval on the “Lease Order for a Motor Vehicle” noting this binds you to the Lease Agreement. Lori noted both of these documents; were sent to our attorney and PDRMA for review; noting PDRMA has issues with the liability. Lori noted the Lease Agreement from Santandar Consumer USA doesn’t come into play until the vehicle is built and has a Vin number. Lori noted this is not replacing any vehicle in our fleet at this time. Motion made to approve the Lease Order for a Motor Vehicle as presented by Director Whitcomb, seconded by Director Fairbanks. Roll was called with Sharon Rybak and Directors Huber, Whitcomb, Fullerton, O’Shaughnessy, and Fairbanks voting yes. Motion passed 6 – 0.

C. 2019 SWSRA Summer Day Camp Update

Dawn Kehoe distributed and reviewed 2 documents “Day Camp 2019 – Income Statement” and “Year to Year Analysis of Day Camp 2008–2019”. Dawn stated the Day Camp subsidy for 2019 was 21%; noting Board Approved setting the Day Camp Subsidy goal to be between the range of 25-30%. Lori noted we plan to increase rates next year. Discussion began about with minimum wage going up that it is inevitable the program fees would increase.

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

A. Approval of 2019/2020 Health/Dental Insurance Renewal* - Tabled until Lori completes research.

B. Approval of Employee Vision Insurance* - Tabled until Lori completes research.

IX. BOARD OF DIRECTORS’ COMMENTS:

Director Whitcomb noted his attorney is retiring and asked all to forward contact information of theirs to him. He noted their carnival is October 3-6.

Director Fairbanks noted they have hired an Athletic/Aquatic Manager Position and currently interviewing for their Recreation Management position.

Director Fullerton noted they have a Part Time Maintenance position open for 16 hrs/week.

Sharon Rybak noted that they are behind schedule with their build due to the rain.

X. EXECUTIVE SESSION (*if necessary*)

XI. RECONVENE REGULAR MEETING

XII. ADJOURNMENT OF REGULAR MEETING

Motion made by Director Whitcomb, seconded by Director Fullerton. Motion carried by voice vote 6 – 0. The meeting adjourned at 11:17 a.m.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary