

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

MINUTES OF REGULAR MEETING MAY 29, 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 Egizio. The meeting was held at the Alsip Park District, 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.	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 – APRIL 17, 2019
- B. Disbursements – APRIL Totaling \$17,162.05
- C. Financial Reports – APRIL - Treasurer's Report and Income Statement
Director Fullerton asked if our April Treasurer's Report is "tentative" until the Audit is complete. Response was NO this report is Actual "Cash" balances and once the Audit is complete there will be general ledger journal entries made to reclassify deferred revenue/accounts payable among accounts but won't change SWSRA's Cash balances. Motion made by Director Huber, seconded by Director Fullerton to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Egizio, 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 Prieboy - Lori presented report and it was placed on file. Lori noted that Susan is not present because she is teaching CPR to our day camp new hires. Lori noted and read about our Employee of the Month "Allison Rodgers".
- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
 - A. April Donations/Sponsorships Received (***See attached 2 pages***)
Board requested we notify them if we are ever in need for additional Sponsorship money for any participants.
 - B. Fall Brochure

C. Upcoming SWSRA Special Events

Lori noted our SWSRA Car Wash fundraiser to consider attending on July 12. Lori stated this is when our participants help raise money to defer costs for day camp expenses. Lori also noted another event worth considering to attend is our Annual Sports Banquet on August 4 where all our participant athletes are honored.

D. Upcoming PR/Marketing Events

Lori noted our appreciation for the Hickory Hills Special Needs Carnival in which we had over 50 participants who signed up to go. Lori thanked Worth Park District for inviting us to their Open House. Lori noted we are still working on securing participants to attend the July 4 City of Palos Heights Parade.

E. Village of Merrionette Park **(See attached)**

Lori noted the new representative Michelle Higgins sent her regrets that she wasn't able to attend today.

F. PDRMA Report **(See attached 2 pages)**

Lori reviewed each section of the May 2019 report with the board noting our most recent LCR score was 99.41% Risk Management Services, Education and Training, Legal consultation, Rate Stabilization

G. SWSRA Fall Fundraiser "New"

Lori noted she is currently working with the food and beverage manager at Fountain Hills Golf Course for a possible "ladies shopping day out" with various vendors present. Board Members suggested other options such as Little Caesar Pizza Kits or Cookie Dough sales. Another suggestion was a Trivia Night or Queen of Hearts.

C. Attorney Report – None

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

A. 2019 SWSRA Summer Day Camp Update

Lori noted we currently have 54 campers enrolled in which 8 are non-resident. Lori noted we have 25 Day Camp Counselors-14 new and 11 returning and are no longer hiring. Lori stated our Parent Packet pickup for returning campers is Thursday, 6/6 & Friday 6/7 and New Camper/Parent Orientation on Thursday, 6/6 at 6pm-7pm. Our driver training is on June 7. Camp Session A starts June 10 and noted the various camps we offer. Lori noted our Talent Show will be at Stoney Creek School and our Summer Raffle drawing will be then.

Inclusion companions: Lori noted we have 3 Inclusion companions on our payroll and 3 Inclusion companions hired by the Park District but ALL are trained by SWSRA.

Alsip Park District has 3 Inclusion companions – 2 SWSRA and 1 on their payroll overseeing 7 campers and their Inclusion SWSRA training will be on 6/5.

Palos Heights has 2 Inclusion companions on their payroll overseeing 2 campers identified and possibly another camper who will be supported by their staff also. All of their staff went thru the Inclusion SWSRA training on 5/28.

Hickory Hills has 1 SWSRA Inclusion companion with 1 camper and their Inclusion SWSRA training will be on 6/6.

Blue Island Inclusion training will be on 6/12.

Lori stated as of now we have everyone hired that we can, and from this point on we will need to be creative and ask the Park Districts to help with additional placements that come up at this point. Early communication is important with these families and with SWSRA to provide the proper accommodations. SWSRA can still be utilized for help and support throughout the summer but we need to know of things when they are happening from the beginning; don't wait to call Susan if there are difficult campers; let her know right away.

B. OASIS (Opportunities for Adults Seeking Inclusive Service) Update **(See attached 2 pages)**

Lori reviewed the attachments stating this program is designed for Staff-to-Participant Ratio of 1:6-1:4; noting registration starts June 3. Lori added we are still conversing with PDRMA attorneys Ed Dutton and Sara Yager to finalize details about the eligibility requirements. Lori stated this could be an issue with some of our families who have used the wording we are excluding their child because of our eligibility requirements with our ratios noted. Lori noted we do offer other programs without these same ratio requirements. Director Fullerton noted she will not promote the program at this time, until we see if we reach our maximum of 12 per day; but if we get to the point that is not the case let her know and she will promote to her 125 seniors at a luncheon whom she knows some need adult care for their spouse(s). Director O'Shaughnessy noted on the Program Dates there will be an Election Date in April 2020 to consider as Worth facility is a polling place.

C. Telecommuting Policy Update (*See attached 2 pages*)

Lori noted she feels we need this policy for those day(s) when we are displaced from our offices for Alsip's Santa's Landing as well as for snow dates when working from home would be a safer than drive to work. Lori noted the biggest change made since presented last month is 1st bullet on page 2 states "not to exceed 10 consecutive working days unless the Executive Director seeks Board concurrence to extend the telecommuting arrangement based on needs of the agency" and stated if this was ever the case she would go to the board for approval. Discussion began about this policy. Lori noted she is not asking for approval on this policy today; rather that all review as she would like to include this into our Personnel Policy Manual that is currently being revised and almost finished. Director Egizio stated all to review and get any comments to Lori before our next board meeting so she could get this to the attorney currently working on the Personnel Policy Manual update and noted we will be approving this Policy through our review and approval of the Personnel Policy Manual update.

D. 2019 Summer Scholarship Raffle Update

Lori noted all day camp counselors are required to participate in selling 25 raffle tickets each.

E. Potential "New" Member District(s) Update

Lori noted nothing to report on Crestwood. Lori noted her Thanks to Paula Marr and Director Fullerton for attending Burbank Park District meeting to speak to their board members. Director Fullerton gave her update on that meeting and noted if they don't join SWSRA they will be missing out on the services that are offered so professionally as well as the capital projects and feels they won't be joining at this time. Lori added that she did follow up with Burbank and sent them our budget as well as particulars on the services/inclusion training etc. they would receive as a member district. Lori noted she did contact A.E.R.O in Burbank to educate them about SWSRA.

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

A. Parks Day at the Capitol/Legislative Conference

Lori noted her attendance at the conference. Lori stated she did receive a phone call from Representative Hurley after that conference; asking what capital projects does SWSRA need as far as "bricks & mortar". Lori noted she sent her the following needs: expanding our office space for ADA accessibility at Alsip, Worth putting a ramp in front of the building and expanding our Sensory Depot, and more storage needs. Lori added she also received a phone call from Representative Will Davis and his representative about the Pace program.

B. Audit FY 18/19

Lori noted our Auditing firm Lauterbach & Amen, LLP will be on-site for preliminary fieldwork on Friday, June 21.

C. St. Rita Student Fundraiser

Lori noted the student is her nephew who will be organizing a flag football fundraiser for a school project and SWSRA is the named charity recipient for the funds raised. Discussion began about other ideas and Director Whitcomb mentioned Wiffle Ball or Softball fundraiser. Lori noted an Alsip police officer Merlo offered the possibility of the police officers to play a game with our Special Olympics softball team.

D. Thrivent Fundraiser

Lori noted they contacted her about the possibility of a fundraiser with SWSRA as a charity recipient to be held at Accelerate in Mokena and asked her for a contact list of the larger donors SWSRA has had. Board suggested best practice is to ask Thrivent for their "invites" and Lori mail them out at her discretion.

IX. BOARD OF DIRECTORS' COMMENTS:

Director Huber noted their playground needs surfacing repairs but that has been delayed due to excessive rain.

Director Fairbanks noted they are doing pool deck replacement and pool is opening this Saturday. Also noted the property next to the Rec. center was purchased and initial discussion has begun what to use the space for. Also noted currently working with OSLAD as many other Directors added they are also.

Director Fullerton noted they have a Full Time Rec Assistant Position open, and Dan Maier is retiring September 22 and will continue in a part time capacity for a while. She noted they did a lot of title position changes as well.

Director Whitcomb noted their carnival has been cancelled due to the rain. He added he is on the School Board.

Director O'Shaughnessy noted rain has delayed lawn maintenance and they have had water damage too.

X. EXECUTIVE SESSION (if necessary)

XI. RECONVENE REGULAR MEETING

XII. ADJOURNMENT OF REGULAR MEETING

Motion made by Director Whitcomb, seconded by Director Huber. Motion carried by voice vote 6 – 0. The meeting adjourned at 11:38 a.m.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary