

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

MINUTES OF REGULAR MEETING MARCH 17, 2021

NOTICE IS HEREBY GIVEN that the MARCH 17, 2021 Regular Meeting of the South West Special Recreation Association Board of Directors was held in person at Midlothian Park District – 13500 S. Kostner Ave. – Midlothian for the first time Since March 2020 due to COVID-19.

I. CALL TO ORDER

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:09 a.m. by Director Egizio.

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

MIDLOTHIAN PARK DISTRICT	DOMINIC EGIZIO, PRESIDENT
ALSIP PARK DISTRICT	JEANETTE HUBER, VICE PRESIDENT
POSEN PARK DISTRICT	T. J. WHITCOMB, TREASURER
HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON
WORTH PARK DISTRICT	ROBERT O’SHAUGHNESSY

ROLL CALL - ABSENT:

BLUE ISLAND PARK DISTRICT	JOSH EDWARDS, Alternate (<i>arrived after roll call at 10:11 a.m.</i>)
PALOS HEIGHTS RECREATION DEPT.	JOE SMITH, Alternate (<i>arrived after roll call at 10:14 a.m.</i>)
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

SWSRA Team- PRESENT:

SUSAN PRIEBOY	SUPERINTENDENT OF RECREATION
DAWN KEHOE	BUSINESS MANAGER

III. VISITOR AND CITIZEN COMMENTS: None

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA:

- A. Minutes
- Minutes of the Special Board Meeting – JANUARY 19-21, 2021
 - Minutes of the Special Board Meeting – FEBRUARY 4, 2021
 - Minutes of the Regular Board Meeting – FEBRUARY 17, 2021
 - Minutes of the Special Board Meeting - FEBRUARY 24, 2021
 - Minutes of the Special Board Meeting - MARCH 1, 2021
- B. Disbursements – FEBRUARY Totaling \$11,417.94
- C. Financial Reports – FEBRUARY - 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 Directors Egizio, Huber, Whitcomb, Fullerton, and O’Shaughnessy voting yes. Motion passed 5 – 0.

V. PRESIDENT’S REPORT:

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

VI. STAFF REPORTS:

- A. **Superintendent of Recreation Report, Susan Prieboy and Fundraising Schedule 2021 (*Attached*)**

Susan presented report and it was placed on file.

10:11 a.m. Josh Edwards alternate from Blue Island Park District arrives

10:14 a.m. Joe Smith alternate from Palos Heights Recreation Dept. arrives

Day Camp discussion. Susan noted we are offering camp for Teens-Adults (age 14 up) M-F 2 sessions A&B at Goy.

Board members discussed possibility for SWSRA to offer other youth camps if another Park District has facility space for SWSRA staff. Jennifer, Hickory Hills Park District stated likely she may and will let Susan know.

Director Fullerton mentioned a possible carnival option to raise proceeds for SWSRA and had conversation with Director Huber. Director Huber will be following up with her Board and securing possible location in Alsip for next year. Director Fullerton noted she has held carnivals in Hickory Hills and is willing to help with this. She requested that it be on the May Agenda for further discussion.

Board Introductions were made to Josh Edwards and Joe Smith who arrived during Susan's report

B. Board Liaison Report, Robert O'Shaughnessy – February Donations (Attached)

Bob mentioned his appreciation for the SWSRA staff in keeping him informed.

C. Attorney Report – None

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

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

A. Discussion about SWSRA Staff returning to the Workplace*

Director Egizio opened discussion stating his intent in putting this on the Agenda and noted his Park District is opened and nobody working remotely anymore and we need to know what needs to be done physically to make that happen and like to see a date set for this to get the staff back into the office in moving forward either at Alsip or Worth.

Director Fullerton stated I agree and if we see the staff working in the office, then the participants will also feel more comfortable, that's what happens at my Park District, I know special needs are a little bit different but I do think if we had a date and everybody was back at the office or working at Worth then we would feel better that maybe the participants might think about it.

Director Huber agreed also and asked what plan can be developed so we know what resources to allocate or what needs to be done and what assistance is needed.

Susan responded she could share stating it was brought up that our offices aren't professional cleaned each night and other agencies are talking about that, and for us 6 people and only half are going through the process of being vaccinated and half isn't. As for the Rec Team we have virtual programs thru May and that's also when Marina will be leaving. So Brittany and I decided this summer we created our virtual programs where our families don't want to see us get rid of virtual. There are some not ready to come back for medical reasons things like that. Virtual is very successful with them in bringing out a lot of different positives in their lives. So we decided this Summer Brittany and I we have to be back no matter what for Summer because we have Day Camp so we have to be there. We decided to hire an intern that's our plan so that's the end of May. So we said that our virtual programming at that point will then just be like our basic virtual programs not going to be cooking lessons anything in the kitchen work out programs things like that, stuff like that it's going to be things that Brittany and I could do from wherever were at whether it's Goy or Alsip or out at a campsite wherever that leads us it could be something that we don't necessarily have to have those resources so we've already made that decision to change Summer virtual programming that way.

Director Egizio asked if somewhere he had heard there has been some internet issues with the offices?

Susan responded we haven't been reliable like we've been when we've been there, so you know you guys saw at that Board Meeting like I had to get on my phone when I was there it's not reliable same thing with Worth when we're there we have to use our phones to do programming it's not easy at all, not as easy as being on the computer where we have reliable services with not a lot of people using it in our homes, it's just us using it.

Director Huber asked if we had Comcast.

Dawn responded Yes.

Director Huber stated we have Comcast too and we don't have those problems.

Director Fullerton asked at Alsip Park District you don't have problems with the internet?

Director Huber said No we are all on line all the time.

Director Fullerton asked So why does SWSRA have problems with the internet in the office?

Susan responded that's just where we had at like just recently the internet went out.

Dawn responded the process is that I go down to the main office and recycle the box and give it a few minutes and it powers back up.

Discussion continued with others sharing their experiences at their Agencies and how they resolved the issues.

Director Huber shared how she is currently working with Comcast and Phone company to possibly merge SWSRA with that plan.

Dawn noted that the internet service has been handled by her when she is in the office once or twice in a year. Noting we have never lost a day of work with the internet service being down, nor has Comcast ever had to be called to fix anything.

Director Fullerton was summarizing and clarifying some of the discussion main points.

Director Fullerton stated she is hearing SWSRA's hurdle is internet #1 but not really a big hurdle and another hurdle is space am I right or you could go to Alsip or Worth and you can have your virtual programs there, am I right? but you said I can't do cooking anymore, I didn't understand why?

Susan responded well were doing those in our own kitchens so we wouldn't be able to do that from Alsip.

Director Fullerton could you do that at Worth, don't they have a kitchen?

Susan responded we could.

Director Fullerton responded ok than I would change that program to Worth and the quicker you do it the better, then at home in your kitchen. What's another hurdle?

Susan responded I mean those are the biggest things that we just had our virtual programming there so we were just kind of shooting for the Summer and changed our programs that way.

Director Fullerton because we want you to offer the same amount of virtual programs you're doing now because they're working, so the worse thing we can do is take them away because now you're going to be in the office. If you're going to be in the office what's the hurdle of I can't do virtual programming, we need to get past that, nobody should be working out of their homes if we can avoid it. So what's hindering you from coming into Alsip or Worth to doing those virtual program

Susan responded I think for Summer for that it would just be that camp is going to be there in the kitchen.

Director Fullerton ok got it but for Fall you can start back up ok.

Director Huber asked what needs to be done now because now until May is a long time. So what needs to be done now to start getting the staff back in in a safe manner. Is it a split schedule, own offices, partitions what resources do you need?

Susan responded so I know with the Rec Team because we're just always focused on our programs and that schedule, we talked about having split schedules because one person brought up that they want to be on a split schedule based on with the Rec Team specifically is what that person had said. We came up with a split schedule knowing that Dawn chooses to be in there full time, Patti comes in and that's Dawn's employee but as for the Rec Team that we were going to have a split schedule.

Director Fullerton said and why, just curious?

Susan responded I think the main concern would just be that if one person gets sick we all have to quarantine than there goes our program and only the 3 of us doing that right now.

Director Huber stated it wouldn't be close contact if you have your own office space and you keep your distance that wouldn't be relevant or an issue.

Susan responded Brittany and Marina don't, they share an office.

Director Huber & Fullerton stated maybe those 2 have a split schedule and/or go to Worth Building.

Susan noted Patti and Paula share an office space too.

Dawn noted we have 6 team members with 5 offices spaces at Alsip.

Director Fullerton noted only 2 people would need a split schedule.

Director Huber stated it seems we have a temporary starting plan for the transition and work to get everyone back.

Susan stated I would just suggest just based on talking with the team and only have 6 people that each person has a very different idea and comfortability level or medical concern so I would say that being such a small team that it would be good to be aware of those choices.

Director Huber stated we need to know what those concerns are

Board discussion began what have others done at our Park Districts if someone says I'm not coming in Person. Some stated they are on FMLA if a medical issue or out of a job.

Dawn noted she has made a call to our legal counsel about this and he said he will assist me in the current guidelines. I verbalized we share space at Alsip Park District and if they have already opened up their facility is it safe to assume they are already following these same guidelines.

Discussion began about what guidelines; safety measures are in place that others are following in opening up their facilities safely.

Board Consensus was SWSRA FT Team return to the workplace on Monday April 5, 2021. Dominic added that if anything is medical related, to work with Director O'Shaughnessy and legal for advice.

B. FY21/22 Budget

Director O'Shaughnessy noted Dawn reached out to him about the deadline date and stated I told her we are not behind schedule and I have no concerns you don't have the budget done yet, but rather that we have plenty of time and we have until May. He noted there is still a lot of unknowns including Executive Director position etc. so my recommendation was to take your time with it, do it right, wait until we have more information on the things that are unknown right now and if we approve the budget in May that is absolutely fine. Director Huber noted we have until July and Director O'Shaughnessy agreed. Director O'Shaughnessy offered the assistance of the Finance Committee if needed which is himself and Director Whitcomb.

IX. BOARD OF DIRECTORS' COMMENTS:

Director Huber noted Alsip Park District was awarded a PARC grant yesterday and noted that this plan does include office space for SWSRA and described in details what that means. Noting some capital dollars will be need to be budgeted for SWSRA as there will be some expenses involved for their offices. Director Huber shared she was at White Castle in Alsip and they were asking customers to round up their purchases and she inquired who was receiving those monies. The Manager explained they choose a not-for-profit agency from their list, so Jeannette asked Dawn to give her a letter about SWSRA and dropped it off to the Manager to include SWSRA in their list of possible agencies to select from next time. Director Huber added she entered the raffle with her business card at the conference and it was selected, she named SWSRA and they received \$500.

Director Fullerton shared information about their 2nd senior luncheon yesterday with about 50 of their Seniors joining this month and last with the past normal being about 110. Noted also having a dance recital in the dance room and a farewell program for our preschool in which 2 parents can come. We have also had dance competition with parents able to come. She noted it does feel like people are trying to get back to normal and anticipates end of April where more vaccines would be available.

X. EXECUTIVE SESSION (if necessary)

A. Personnel, 5 ILCS 120/2 (B) (1)

Motion made by Director Huber, seconded by Director Fullerton to enter into Executive Session at 10:37 a.m. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, and O'Shaughnessy voting yes. Motion passed 5 – 0.

XI. RECONVENE REGULAR MEETING

Motion made by Director Huber, seconded by Director Fullerton to reconvene regular session at 12:28 a.m. Motion passed 5 – 0.

XII. ADJOURNMENT OF REGULAR MEETING

Motion made by Director Huber, seconded by Director Fullerton to adjourn the regular session at 12:28 a.m. Motion passed 5 – 0.

Dawn Kehoe, Corresponding Secretary

Tom Wogan, Corporate Secretary