

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

MINUTES OF REGULAR MEETING SEPTEMBER 16, 2020

**NOTICE IS HEREBY GIVEN** that the SEPTEMBER 16, 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 10:01 a.m. by Director Egizio. The meeting was held via video/teleconference with Board Members/SWSRA Team and Lori Chesna, SWSRA Executive Director was 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	JEANETTE HUBER, VICE PRESIDENT
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:**

POSEN PARK DISTRICT	T. J. WHITCOMB, TREASURER
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

**SWSRA Team PRESENT:**

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

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

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

- A. Minutes of the Regular Board Meeting – AUGUST 19, 2020
- B. Disbursements – AUGUST Totaling \$7,689.42
- C. Financial Reports – AUGUST - Treasurer’s Report and Income Statement  
Motion made by Director Huber, seconded by Director Fullerton to approve Administrative Matters/Consent Agenda as presented. Roll was called with Directors Egizio, Huber, Wogan, Fullerton, O’Shaughnessy and Fairbanks voting yes. Motion passed 6 – 0.

**IV. PRESIDENT’S REPORT:**

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

**STAFF REPORTS:**

- A. Superintendent of Recreation Report, Susan Prieboy – Susan presented report and it was placed on file.

B. Executive Director Report, Lori Chesna - Lori added Item D. Health Insurance and presented report and it was placed on file.

A. August Donations/Sponsorships Received (*See attached*)

B. "New" Fundraising Idea

C. FY 19-20 Budget Audit Draft (*See attached*)\*

It was noted that the Audit Draft was not attached per Lori's report. Dawn stated her error as she had not attached the Audit Draft because it did not contain the MD&A that the Auditor was still working on. It was noted that as soon as the Auditor completes the MD&A and inserts it into the draft; we will email to all for review, so that we can seek approval to place on file at our October meeting.

D. Health Insurance

Lori noted renewal rate will be slightly under 9% increase and is waiting for the documents from BCBS/Vista National. Lori stated she will be seeking approval to continue with our current "age rated" insurance with them. Director Huber shared that she serves on the PDRMA Finance Committee and at their meeting a few weeks ago under insurance it was noted an expectation of 8-20% increase. Discussion began about SWSRA's current insurance premium rates.

C. Attorney Report – None

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

A. FY 20-21 Review Budget Update\*

a. Virtual program revenue Update - Lori noted total for August was \$680

b. PPE expense Update – Lori noted August expense was \$373 and total to date is just under \$3,000

c. Raises – Lori stated the budget was approved with raises on hold; to be discussed again in September or October. Discussion began. Board Consensus was Lori put together for next month's meeting for review.

d. Fund Balance – Lori noted we did reinvest in a 6mo. CD. due to feeling more secure in doing so once we received most agencies 1<sup>st</sup> installment member district payments.

B. Personnel Policy Manual Update – Final Draft to Approve\* (*See attached*)

Discussion began about how agencies handle any changes if necessary. Board consensus was it would be with an Addendum for board approval.

Motion made by Director Fullerton, seconded by Director Fairbanks to approve Personnel Policy Manual Update as presented. Roll was called with Directors Egizio, Huber, Wogan, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 6 – 0.

C. Personal Paycheck Protection Loan Update - Lori noted still no date to submit for forgiveness process of our loan.

D. ALSIP/SWSRA Lease Agreement Update - Lori noted this is not our priority but will continue to keep as an item.

E. Capitol Asset Policy Approval\* (*See attached*)- Lori noted this was approved at our last meeting but upon auditor's review; it was discovered the Capitalization thresholds were incorrect. Those amounts were adjusted on page 3.

Motion made by Director Fullerton, seconded by Director O'Shaughnessy to approve Capitol Asset Policy as adjusted. Roll was called with Directors Egizio, Huber, Wogan, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 6 – 0.

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

#### **BOARD OF DIRECTORS' COMMENTS:**

**Director O'Shaughnessy:** Suggested Lori look into an announcement sent to all from Hollice Clark about a possible loan option application if it pertains to SWSRA.

**Director Huber:** Started preschool in person last week and going well with a before and after all day program being offered as well. Starting to offer more of our in person programs; noting this might affect SWSRA's utilization of our facility when they are able to offer the same in person programs as the guidelines require more "spacing" requirements. Received notice District 128 return back in person on Monday to school. They were out for the last 3 weeks remote because of the positivity rate.

**Director Fullerton:** Started preschool on Monday and doing so well with keeping the mask on; noting all classes such as karate, dance etc. require wearing a mask except in the fitness center when working out. In regards to SWSRA's utilization of others facilities as noted by Director Huber; we will have both buildings renovated and possibly able to have space available, especially during the day would be easier.

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

VIII. **RECONVENE REGULAR MEETING**

IX. **ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Fairbanks, seconded by Director Fullerton to adjourn the meeting at 10:46 a.m. Roll was called with Directors Egizio, Huber, Wogan, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 6 – 0.

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Dawn Kehoe, Corresponding Secretary

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Tom Wogan, Corporate Secretary