



**BOARD OF DIRECTORS - REGULAR MEETING MINUTES**

**OCTOBER 20, 2021 - 10:00 a.m.**

**HICKORY HILLS PARK DISTRICT- "CYNTHIA NEAL CENTER" Dance Room  
8047 W. 91<sup>st</sup>. Place, Hickory Hills**

**I. CALL TO ORDER**

The meeting was called to order at 10:04 a.m. by President, Director Huber.

**II. ROLL CALL – PRESENT:**

|                                |                               |
|--------------------------------|-------------------------------|
| ALSIP PARK DISTRICT            | JEANNETTE HUBER, PRESIDENT    |
| HICKORY HILLS PARK DISTRICT    | JENNIFER FULLERTON, SECRETARY |
| PALOS HEIGHTS RECREATION DEPT. | MATT FAIRBANKS, TREASURER     |
| WORTH PARK DISTRICT            | ROBERT O'SHAUGHNESSY          |
| BLUE ISLAND PARK DISTRICT      | TEDDY RUTHENBERG              |

**ROLL CALL - ABSENT:**

|                             |                                |
|-----------------------------|--------------------------------|
| POSEN PARK DISTRICT         | T. J. WHITCOMB, VICE PRESIDENT |
| MIDLOTHIAN PARK DISTRICT    | DOMINIC EGIZIO                 |
| VILLAGE OF MERRIONETTE PARK | MICHELLE HIGGINS               |

**SWSRA TEAM- PRESENT:**

|                  |                       |
|------------------|-----------------------|
| NICOLETTE LAHMAN | EXECUTIVE DIRECTOR    |
| DAWN KEHOE       | BUSINESS MANAGER      |
| MARINA UHER      | RECREATION SUPERVISOR |

Director Ruthenberg introduced himself as newly appointed Executive Director for Blue Island Park District, and Board Members and SWSRA Team welcomed him noting their name and district.

*Director Egizio arrived after roll call at 10:06 a.m.*

**III. VISITOR AND CITIZEN COMMENTS None**

**IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA**

- A. Minutes of the Regular Board Meeting – SEPTEMBER 15, 2021
- B. Disbursements – SEPTEMBER Totaling \$18,373.70
- C. Financial Reports – SEPTEMBER - Treasurer’s Report and Income Statement

Director O’Shaughnessy asked for clarification on the \$175,000 CD. Dawn explained the following: CD reached maturity date in March 2021. Nicolette and Dawn did look at CD rates for purchasing but none were a good option for SWSRA. \$175,000 redeemed value was moved to General Fund IPDLAF Bank account.

Motion made by Director O’Shaughnessy, seconded by Director Fullerton to Approve the Consent Agenda as presented. Roll was called with Directors Huber, Fullerton, Fairbanks, O’Shaughnessy, Egizio and Ruthenberg voting yes. Motion passed 6 – 0.

**V. PRESIDENT’S REPORT**

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

**VI. STAFF REPORTS**

- A. Executive Director Report, Nicolette Lahman – Report was placed on file
  - A. September 2021 Donations/Sponsorships Received (**See attached**)
  - B. Recreation Report (**See attached**) – Marina Uher presented this portion of the Executive Director report.
  - C. Golf Outing – Closing financials reviewed from Golf Outing 10/2/21. Tentative date set for next year of 10/1/22.

**D. Grant Staff (See attached)** – Service Agreement presented to the Board. Discussion began about the Agreement terms. It was noted to have the Agreement clearly state the 60 hours invoiced will be worked to raise the guaranteed \$15,000 in grant funding and if not, Grant Staff will continue to work at no charge until \$15,000 in funding is received.

**E. Final Audit Draft FY20/21 & Signed Management Representation Letter (\*) (See attached)**

Nicolette noted page 4 shows the Financial Highlights and noted we had an approved budget with a deficit for (\$159,188) and stated we finished the year at a positive \$29,650. Director Fullerton asked what the “Contingency” line item is for and why was the actual over the budgeted amount. Dawn responded that line item is for unexpected expenses and the overage is the expense for using an outside agency for the Executive Director search. Director O’Shaughnessy asked if SWSRA files an Annual Treasury Report with the county. Dawn stated we never have but will check with the Auditor. Director O’Shaughnessy asked what we thought of the Audit firm we used and Nicolette gave an overview. Director O’Shaughnessy noted the Auditor NFP that they use and are very satisfied, and Director Huber noted they use them as well and are satisfied also.

**F. Job Descriptions**

**G. Updated SWSRA Board of Meeting Schedule and Information (See attached)**

**H. Upcoming Events**

Director O’Shaughnessy asked for update on our Vehicles. Nicolette responded our Leased Bus is back at the Office for us to use while we wait for the parts to come in to repair the air conditioning issue. Nicolette added we have our Mini Van as well as our Lift Van that we have the approved resolution to sell. She noted the Lift Van was dropped off to the mechanic today for inspection and recommendation if we should proceed to sell or put money into it to fix any mechanical issues they may find. She stated she is considering selling the Lift Van to take advantage of the market being strong for sale of used vehicles at a premium price and look into leasing another vehicle for the sole use of our Oasis day program. Discussion began about leased vehicles being the better fit financially for SWSRA since we have no full time maintenance staff to maintain them as other agencies have.

B. Attorney Report – None

## **VII. OLD BUSINESS (\*= Action or Approval Item)**

A. Grant Writing Agency Service Agreement (\*) **(See attached)**

Motion made by Director Egizio, seconded by Director Fullerton to Approve the Grant Writing Agency Service Agreement as presented. Roll was called with Directors Huber, Fullerton, Fairbanks, O’Shaughnessy, Egizio and Ruthenberg voting yes. Motion passed 6 – 0.

B. Approval of Final Audit Draft FY20/21 & Signed Management Representation Letter (\*) **(See attached)**

Motion made by Director Egizio, seconded by Director Fullerton to Accept the Audit & Signed Management Representation Letter and Place on File as presented. Roll was called with Directors Huber, Fullerton, Fairbanks, O’Shaughnessy, Egizio and Ruthenberg voting yes. Motion passed 6 – 0.

C. Approval of job descriptions (\*)

Motion made by Director Egizio, seconded by Director Fairbanks to Approve the Job Descriptions presented and listed:

- Executive Director
- Business Manager
- Superintendent of Recreation
- Recreation Supervisor
- PR Marketing Coordinator
- Office Clerk
- Program Leader
- Program Aide
- Volunteer

Roll was called with Directors Huber, Fullerton, Fairbanks, O’Shaughnessy, Egizio and Ruthenberg voting yes. Motion passed 6 – 0.

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

Director O'Shaughnessy suggested adding to New Business a work in progress Board Policy Manual and within that manual establish a policy for board meetings remote attendance. Director O'Shaughnessy and Director Fairbanks volunteered to be on this committee. Nicolette noted she will reach out to other SRA's as she stated some were in the same process.

**IX. BOARD OF DIRECTORS' COMMENTS**

Nicolette gave an update of the NRPA Conference.

Director Fullerton gave an update on current positions open at her Agency.

Director Huber noted current issues with the phone system they share with SWSRA. Also, noted their Fall Fest is November 30 from 12-4pm.

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

**XI. RECONVENE REGULAR MEETING**

**XII. ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Ruthenberg, seconded by Director Egizio to adjourn the regular meeting at 11:09 a.m. Motion passed by voice vote 6 – 0.

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Dawn Kehoe, Corresponding Secretary

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Jennifer Fullerton, Secretary