

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

MINUTES OF REGULAR MEETING APRIL 15, 2020

**NOTICE IS HEREBY GIVEN** that the April 15, 2020 Regular Meeting of the South West Special Recreation Association Board of Directors WAS held via video/teleconference as permitted by the Gubernatorial Disaster Proclamation in response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement to the Opens Meeting Act for the physical presence of the Board of Directors at the meeting and permitting Directors attendance by video, audio or telephone access.

**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. The meeting was held via video/teleconference.

**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 – present on Zoom but no audio at this time

**ROLL CALL - ABSENT:**

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

**SWSRA Team PRESENT:**

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

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

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

- A. Minutes of the Regular Board Meeting – FEBRUARY 19, 2020
- B. Disbursements – FEBRUARY Totaling \$30,186.28  
MARCH Totaling \$18,201.19
- C. Financial Reports – FEBRUARY - Treasurer's Report and Income Statement  
MARCH - 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. Note: Director Fairbanks still appears to be having audio problems.

**V. PRESIDENT'S REPORT:**

- A. Correspondence – Director Egizio stated all Families and Staff "Stay Safe"
- B. Public Recognition – None

**VI. STAFF REPORTS:**

- A. Superintendent of Recreation Report, Susan Prieboy  
Susan presented a revised report and it was placed on file. Susan added to her report that we are offering Online Programming at this time and it is going really well, noting 11 programs offered in weeks 1&2 and we will be  
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offering 23 programs for upcoming weeks 3&4. Susan stated we had 16 Participants, 2 of which are “new” registered for 118 programs in weeks 1&2. Susan noted the 3 Rec. Team staff are leading these online programs and our 2 Oasis staff are leading 2 Oasis “meet ups” each week for that group. Susan noted we also offer online social stories, virtual trips, crafts, exercises etc. for all if they are not registering for our online programming. Susan noted our Staff of the Month is Lori Chesna and read the write up about Lori that is in her report.

*MATT FAIRBANKS (arrived on Zoom with audio after roll call at 10:15a.m. after experiencing technical difficulties)*

Discussion began about concerns of Summer Programs and Summer Day Camp 2020 and possible start date. Board Consensus was Lori schedule a Special Board Meeting prior to our May 20, 2020 Regular Meeting to discuss this after we hear if Governor extends current shut down date of April 30.

- B. Executive Director Report, Lori Chesna - Lori presented report and it was placed on file.
  - A. February & March Donations/Sponsorships Received (***See attached***)
  - B. 2020 SWSRA Summer Day Camp - Dawn noted to date about 20 campers registered to date; 14 are Marsha’s students. Discussion began what each agency is planning at this point for Summer Programs and most specifically Day Camp in regards to COVID-19 safety, staff hiring, possible start dates, and whether there would be space at their facilities for SWSRA to hold their Camp if the school we use doesn’t reopen.
  - C. Applied for Autism Speaks Grants Program
  - D. Declaring Surplus Property – RESOLUTION NO. 2020-02 (***See attached***)\*
  - E. CARES ACT LOAN – Lori described the details of this loan, noting our new Attorney reviewed it and recommended applying for it which we have. Board consensus was apply for any funding you can.
  - F. Fall Brochure – Lori added this will be a cost savings for SWSRA in our designing this brochure in-house.
  - G. IMRF Benefit Protection Leave RESOLUTION NO. 2020-03 (***See attached***)\* - Discussion began about the purpose of this being for IMRF eligible employees who are furloughed but not sick, this would be an option for them. Lori was asked how many of these employees does this currently pertain to for SWSRA and Lori stated none. Board consensus was we need to be aware of this for our employees but revisit this if it becomes relevant.
  - H. Projected AUDIT for FY End April 30, 2020 (***See attached***)  
Lori noted the approved budget was a budget deficit of (\$103,692), our projection is it will be (\$50,078).
- C. Attorney Report – None

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

- A. Approval of FY 20-21 Budget Draft\* (See attached)\*  
Discussion began regarding if budget as presented should be approved currently as it is or tabled at this time, knowing we may have to revise/amend the budget with a Resolution in future months due to the impact of COVID-19. Lori and others noted they are currently seeking approval of their FY 20-21 budgets with their Board with the understanding that any salary increases and/or new hires as proposed are currently on hold. Also, noting they will begin to analyze what areas can be possible cuts or adjustments, as the unknowns of COVID-19 unfold, and those will be made with a Resolution to revise or amend their budgets accordingly.  
Motion made by Director O’Shaughnessy, seconded by Director Fullerton to approve FY 20-21 Budget Draft as presented noting it is a “Tentative Budget”. Roll was called with Directors Egizio, Whitcomb, Fullerton, and O’Shaughnessy voting Yes, Director Huber and Fairbanks voting No. Motion passed 4 – 2.
- B. Personnel Policy Manual Update – Lori noted it had been completed with final updates on our end; attorney to finalize right when the COVID-19 started. Lori stated she will need to reach out to attorney to inquire if any additions recommended in regards to COVID-19 pandemic as a section as well as about the invoice. Lori stated we hoped to complete and make payment of this manual in this FY 19/20 budget, noting this won’t be the case.

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

- A. Declaring Surplus Property-Resolution No. 2020-02 (See attached)\*  
Motion made by Director Whitcomb, seconded by Director Fairbanks to approve Resolution No. 2020-02 as presented. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O’Shaughnessy and Fairbanks voting yes. Motion passed 6 – 0.

- B. IMRF Benefit Protection Leave – Resolution No. 2020-03 (See attached)\*  
Motion made by Director Whitcomb, seconded by Director Huber “table” the approval of Resolution No. 2020-03 as presented. Roll was called with Directors Egizio, Huber, Whitcomb, Fullerton, O’Shaughnessy and Fairbanks voting yes. Motion passed 6 – 0.

**IX. BOARD OF DIRECTORS’ COMMENTS:**

Discussion began about what each Board Member’s Agency processes are during this COVID-19 pandemic with their staff, facilities etc.

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

**XI. RECONVENE REGULAR MEETING**

**XII. ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Huber, seconded by Director Fullerton. Motion carried by voice vote 6 – 0. The meeting adjourned at 11:22 a.m.

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Dawn Kehoe, Corresponding Secretary

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Tom Wogan, Corporate Secretary