

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

MINUTES OF REGULAR MEETING DECEMBER 15, 2020

**NOTICE IS HEREBY GIVEN** that the DECEMBER 15, 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.

**I. CALL TO ORDER**

The regular meeting of the Board of Directors of South West Special Recreation Association (SWSRA) was called to order at 10:01 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.

**II. 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
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:**

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 –NOVEMBER 18, 2020
  - B. Disbursements – NOVEMBER Totaling \$17,340.57
  - C. Financial Reports – NOVEMBER - 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, Wogan, Whitcomb, Fullerton, O’Shaughnessy and Fairbanks voting yes. Motion passed 7 – 0.

**V. PRESIDENT’S REPORT:**

President Egizio on behalf of the SWSRA Board Thanked Lori for her years of service and wished her well on her retirement. He also added his sentiments from his Park District and personally. All other board members followed suit at this time with their comments and best wishes. Lori said her goodbyes to all, saying “This is not goodbye, it is see you later”. And stating “I appreciate the opportunity to serve as director for 22 years noting it has been an honor and privilege to do that.”

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

**VI. 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 presented report and it was placed on file.
- A. November Donations/Sponsorships Received (*See attached*)
- B. Resolution 2020-04 Appointing an Authorized Agent for the Illinois Municipal Retirement Fund & Notice of Appointment of Authorized Agent IMRF Form 2.20\* (*See attached*)\*
- C. Appointment of PDRMA Representative for:\* **Lori stated her recommendation for each role during her report:**
- I Program Council - **Dawn Kehoe**
  - II Membership Assembly – **Dawn Kehoe**
  - III Claims Contact – **Marina Uher**
  - IV Unemployment Consultant – **Dawn Kehoe**
  - V Safety Coordinator – **Susan Prieboy**
- C. **Attorney Report** – None

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

- A. Paycheck Protection Program Loan Update (*See attached*)  
Lori noted the loan has been forgiven for \$57,850.21 stating the timing couldn't be better.
- B. Surplus Property 2003 Passenger Van Update (12/9-12/17)  
Lori noted first buyer withdrew, therefore vehicle is back on the auction and will end on December 17, 2020.
- C. Surplus Property 2007 Chevrolet Bus Update  
Lori noted this vehicle might be worth \$15-20,000 but it is not running and we do not know why. Lori noted the Resolution is already done when it is decided to put it on auction with Govdeals.
- D. FY 20-21 Review Budget Update\*  
Lori noted a laptop was purchased for Dawn under our current Capitol budget line; in case of working from home as well as adding our accounting software on here allows Patti Swiney to easily assist with payroll processing.
- a. Virtual program revenue Update
  - b. PPE expense update - Lori stated total expense to date is \$3,934.91
- E. Pending List of Items: Lori gave a brief overview of these items where they currently stand.
- i. Walmart Grant – Lori noted she has not received any decision on the application she filed.
  - ii. Capitol Grant \$50,000/Representative Fran Hurley – Lori noted remodel plans at the Helen Goy Center have been drawn up and paid for to use this grant money when received to complete the work.
  - iii. 40<sup>th</sup> Anniversary/Team brainstorming ideas – Team continues to brainstorm for ideas/plans.
  - iv. Update Articles of Agreement – Lori noted we were planning to update once Hickory Hills joined, but it was put on hold as we were pursuing Burbank and Crestwood to join.
  - v. FY2021/2022 Budget – Lori noted Dawn is working on this with the Recreation Team
  - vi. Auction of 2007 Chevy Bus/GovDeals.net (needs to go up for Auction, Resolution 2020-03 on file)
  - vii. Alsip/SWSRA Lease Agreement – Lori noted not urgent but needed for GATA
  - viii. PDRMA Loss Control Review (?)
  - ix. Day Camp 2021
  - x. Board Policy Manual – Lori noted we had a committee years ago, and decided to pass policies as needed.
  - xi. Finalization (Transfer of ownership) of Ford Grey Pass after 2<sup>nd</sup> Auction ends 12/17
  - xii. Resolution for 2006 Ford Econoline (Grey Lift) and eventual Auction (this vehicle does not run)

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

- A. PDRMA Award Check\*  
Lori noted we received \$1,500 for our excellent Level A. Lori stated this amount was divided among the Team in the past using her internal criteria/formula checklist and employment status. Lori noted seeking Board approval if this past practice should be revised to offset some of our current PPE expense as well as having a budget deficit. Board consensus was implement a split this year of disbursement not to exceed 75% to employees, 25% to SWSRA budget per Lori's discretion among the qualified staff. Lori noted she would not be part of the staff disbursement this year.  
Motion made by Director Fullerton, seconded by Director Whitcomb to disburse 75% of the \$1,500 PDRMA Loss Control Review Award to the staff. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 7 – 0.

- B. Resolution 2020-04 Appointing an Authorized Agent for the Illinois Municipal Retirement Fund & Notice of Appointment of Authorized Agent IMRF Form 2.20 **(See attached)\***  
 Motion made by Director Whitcomb, seconded by Director Fullerton to approve Resolution 2020-04 Appointing Dawn Kehoe as Authorized Agent for the Illinois Municipal Retirement Fund & Notice of Appointment of Authorized Agent IMFR Form 2.20 as presented. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 7 – 0.
- C. Appointment of PDRMA Representative for:\* **Decision was no roll call required, but record Lori's recommendation of names in each category per her Director Report given.**
1. Program Council - **Dawn Kehoe**
  2. Membership Assembly – **Dawn Kehoe**
  3. Claims Contact – **Marina Uher**
  4. Unemployment Consultant – **Dawn Kehoe**
  5. Safety Coordinator – **Susan Prieboy**
- D. Revised Executive Director Job Description **(See attached)\* WITH TIMELINE**  
 Director O'Shaughnessy noted he included the timeline and job announcement posting which mirrors job description for all to review but formal approval not needed on those items. Discussion and questions ensued on these 2 documents as well as the process the committee will follow. Director O'Shaughnessy noted posting of the job announcement will go to IPRA website after the meeting.  
 Motion made by Director Whitcomb, seconded by Director Wogan to Approve Executive Director Job Description as presented. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 7 – 0.
- E. Lori Chesna, Executive Director Retirement Gift **(See attached)\***  
 Director Fullerton began the discussion about retirement gift ideas presented. Board consensus was to pursue a wood bench with cost presented of \$279.99 with an engraved plaque to attach. Susan offered to research plaque with Palos Sports, Dominic offered his staff to assemble bench if needed and affix plaque.  
 Recommendation of Plaque to have: Name, Executive Director, SWSRA spelled out, Beginning and ending term of her employment. Dawn offered to deliver bench to Lori's home. Dominic offered to talk with his parks guy first as they have been pricing out some benches and if anything looks good he will send it out to all to review.

**IX. BOARD OF DIRECTORS' COMMENTS:**

Director Egizio & Huber formally noted during this transition the SWSRA Team can contact them if needed.

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

**XI. RECONVENE REGULAR MEETING**

**XII. ADJOURNMENT OF REGULAR MEETING**

Motion made by Director Whitcomb, seconded by Director Wogan to adjourn the meeting at 11:24 a.m. Roll was called with Directors Egizio, Huber, Wogan, Whitcomb, Fullerton, O'Shaughnessy and Fairbanks voting yes. Motion passed 7 – 0.

---

Dawn Kehoe, Corresponding Secretary

---

Tom Wogan, Corporate Secretary