

West Suburban Special Recreation Association
2915 Maple Street, Franklin Park IL 60131
847.455.2100 FAX 847.455.2157



January 5, 2023

Dear Regular and Alternate Board Members:

Happy New Year! Attached is your board packet for the Tuesday January 10, 2023, for WSSRA's Annual Board of Directors meeting. The meeting is scheduled to begin at **4:00 p.m. at the WSSRA Offices located** at 2915 Maple Street in Franklin Park. Please be sure to be in contact with your Alternate and myself if you are unable to attend.

Please also be sure to send me a copy of your Annual Appointment letters if you have not already done so. Feel free to call if you have any questions at 847.455.2100 or 312.493.2290.

Thank you for your time and commitment throughout the year!

Cordially,

Marianne Eikel

West Suburban Special Recreation Association
January 10, 2023, Annual Meeting of the Board of Directors
at the WSSRA Office at 4:00pm

located at 2915 Maple Street, Franklin Park

AGENDA

- I. Call to Order/Roll Call (action)
- II. Approval of Agenda (action)
- III. Approval of Consent Agenda (action)
 - A. Approval of Minutes
 - 1. December 13, 2022, Regular Board Meeting Minutes [Attachment A](#)
 - 2. December 13, 2022, Executive Session Minutes To be passed out
 - B. Financial Report & Disbursements
 - 1. Acceptance of the December 2022 Financial Report [Attachment B](#)
 - 2. Prepaid Disbursements for December and To Be Paid Disbursements for January 2023
[Attachment C](#)
 - C. Acceptance of 2023 Partner Appointments
 - D. Election and Appointment of Officers for 2023
 - E. Approval of Committee Appointments 2023 [Attachment D](#)
 - F. Approval of Committee Tasks for 2023 [Attachment E](#)
 - G. Renewal of Safety Policy Statement, [Attachment F](#)
 - H. Approval of Kaizen CPA's & Advisors Accounting Services [Attachment G](#)
- V. Public Comment
- VI. Foundation Report (information)
- VII. Committee Reports (information)
 - A. No Committee reports
 - B. Other
- VIII. Unfinished Business
 - A. Acceptance of the 2023 Chairperson & Vice Chairperson (action)
 - B. Park District of Forest Park Building & Land purchase (information)
 - C. Other
- IX. New Business
 - A. IAPD Membership Renewal (action)
 - B. Executive Director Goals (acknowledgment)
 - C. Other
- X. Correspondence
- XI. Board Member Reports (information)
- XII. Executive Director's Report (all Information)
 - A. Board Responsibilities and Expectations, [Attachment H/ I](#)
 - B. Staff attends IPRA Conference
 - C. WSSRA Co-Hosts Legislative Breakfast
 - D. WSSRA Finance Manager Updates [Attachment J](#)
 - E. WSSRA Derby Gala 2023
 - F. Partner Annual presentations
 - G. Staff report
 - H. Staff report
 - I. Other
- XIII. Adjournment (action)

Next Meeting: Tuesday, March 14, 2023 @ 4:00pm WSSRA Offices

I. Call to Order/Roll Call

II. Approval of Agenda

III. Approval of Consent Agenda

A. Approval of Minutes

action

1. December 13, 2022, Regular Board Meeting Minutes [Attachment A](#)
2. December 13, 2022, Executive Session Minutes (To be passed out at the meeting)

B. Financial Report & Disbursements

action

1. Acceptance of the December 2022 Financial Report [Attachment B](#)
→**Recommendation: The Board accepts the December 2022 Financial Report**

2. Prepaid Disbursements for December and To Be Paid Disbursements for January 2023
[Attachment C](#)

→**Recommendation: The board, by roll call vote, authorizes payroll, prepaid disbursements #40390 and ending with check #40414 and authorizes payment of December 2022 payroll and disbursements debit charges and cash transfers totaling \$223,961.35 and authorizes payment of January 2023 disbursements #40415 and ending with check #40420 disbursements debit charges and cash transfers totaling \$9,660.44 pending the availability of funds.**

C. Acceptance of 2023 Partner Appointments

action

All 12 partners appointments to WSSRA for 2023 are as follows:

| <u>Partner</u> | <u>Regular Representative</u> | <u>Alternate Representative</u> |
|------------------------|---------------------------------|---------------------------------------|
| Berwyn PD | Cynthia Hayes, Interim Director | Deborah Gayon, Supt.of Rec. |
| *Village of EP | Ted Gruber, Assistant Director | Jim Parenti, Finance Manager |
| PD of Franklin Park | Dan LoCascio, Director | Liz Visteen, Supt. of Rec. |
| *PD of Forest Park | Jackie Iovinelli, Director | Danette Krajewski, Supt of Rec. |
| Village of HH | Anna Wegrecki, | Trustee Giuseppe Zerillo, Trustee |
| *Norridge PD | AnneMarie Flaherty, Director | Judy Guzaldo, Cmnsr. |
| North Berwyn PD | Janet Mackin, Cmnsr | Joe Vallez, Director |
| PD of Oak Park | Jan Arnold, Director | Sandra Lentz, Cmnsr. |
| River Forest PD | Mike Sletten, Director | Dennis Healy, Cmnsr |
| North Riverside | Colleen Broderick, Director | Nicole Collier, Rec Coordinator |
| Riverside | Ron Malchiodi, Director | Karin Johns, Finance Manager |
| Veterans Park District | Carlene Greifelt, Rec Dir | Greg Stanczyk, Asst Dir of Recreation |

*Pending receipt of letter

→**Recommendation: The WSSRA Board by roll call vote approves the appointments as described.**

D. Election and Appointment of Officers for 2023

The January meeting is the annual meeting, and it is customary to reappoint Marianne Birko as the Board Secretary and Nicole Karas from Robbins Schwartz, Ltd. to serve as the Association's attorney.

→**Recommendation: The WSSRA Board by roll call vote appoints Birko as Board Secretary and Karas to continue as WSSRA's Attorney.**

E. Approval of Committee Appointments 2023

[Attachment D](#)

All regular board members are assigned to a committee. All alternate representatives will be formally invited to serve. Updates will be provided as additions are made.

→**Recommendation: The WSSRA Board by roll call vote The Board of Directors accepts the committee appointments for 2023.**

F. **Approval of Committee Tasks for 2023**

The suggested tasks for the Committees are included in [Attachment E](#).

→**Recommendation: The WSSRA Board by roll call vote The Board of Directors approves the committee tasks for 2023 as presented in [Attachment E](#).**

G. **Renewal of Safety Policy Statement**

[Attachment F](#)

WSSRA takes a proactive view of safety. As a reminder of our commitment to providing a safe environment in all programs, vehicles, and office, we recommend the board renew our safety policy statement. The statement will be shared with staff to remind them working together is the best way to maintain our excellent safety record.

→**Recommendation: The WSSRA Board by roll call vote reconfirms their commitment to safety by accepting the Association's Safety Policy Statement included in [Attachment F](#).**

H. **Approval of Kaizen CPA's & Advisors Accounting Services** [Attachment G](#)

WSSRA continues to be satisfied with the accounting services provided by Kaizen CPS's & Advisors and recommends approving their services for 2023. **Protected document will be shared at the meeting.**

→**Recommendation: The WSSRA Board by roll call vote continue using Kaizen CPA's & Advisors Accounting Services for 2023 as outlined in [Attachment G](#).**

V. **Public Comment**

VI. **Foundation Report**

VII. **Committee Reports**

- A. No Report
- B. Other

VIII. **Unfinished Business**

A. Acceptance of the 2023 Chairperson & Vice Chairperson (action)
Elections Chair Sletten recommends Ron Malchiodi as the 2023 Chairperson and Jan Arnold as the 2023 Vice Chairperson.

→**Recommendation: By roll call vote the WSSRA Board of Directors approve Ron Malchiodi as the 2023 Chairperson and Jan Arnold as the 2023 Vice Chairperson.**

- B. Park District of Forest Park Building & Land purchase (information)
- C. Other

IX. **New Business**

A. **IAPD Membership Renewal**

WSSRA continues to find that IAPD has increased their efforts to be more transparent in their communications. They're continued efforts to communicate and provide relevant trainings related to COVID-19 transition and other legal advisory is most helpful. WSSRA is no longer being charged a membership fee.

→**Recommendation: WSSRA renew membership with IAPD due to the ongoing benefits in their communications and support with workshops and legislative matters.**

B. Executive Director Goals

Based on your feedback, Birko has updated her goals for 2023 for your acknowledgement. **This document will be shared at the meeting.**

C. Other

X. **Correspondence**

XI. **Board Member Reports**

XII. **Executive Director's Report**

- A. Board Responsibilities and Expectations** Annually the Board of Directors and Alternates are asked to commit their support to the Association. [Attachment H/I](#) is a summary of your responsibilities to the board in this role. Please sign that you have reviewed and understand the list of Responsibilities and Expectations in this role. You are welcome to bring the signed document to the meeting or e-mail to me.
- B. WSSRA Staff will attend the IPRA Annual Conference** Eight Full-time staff are scheduled to attend the IPRA conference on January 26-28, 2023. We are excited to return to this event in-person this year!
- C. WSSRA will Co-Host the In-person Legislative Breakfast/Brunch on Friday, March 17, 2023, with the Park District of Forest Park.** This event is scheduled to begin at 11:00am. More information will be forthcoming on the platform to be used. A formal invite will be sent via e-mail to local Legislators & WSSRA Board Members. Please extend this invitation to your board members and RSVP your attendance to Birko.
- D. Finance Manager Position Updates** WSSRA's Finance Manager's last day was December 28 and staff have been busy cross training all of her responsibilities. We currently have no applicants after posting the position the last month with IPRA, Linked-In and sending to potential contacts. We will be reviewing other options in the next month. [Attachment J](#) is the job description. Please pass along to anyone that may be interested.
- E. WSSRA Derby Gala 2023** Mark your calendars for Saturday, May 6, 2023, when the WSSRA/WSSRF will host the 22nd year of this very successful event. We plan to once again be at D'Agostino's in River Grove from 4:00 – 7:00pm. Mark your calendars and plan on attending!
- F. Partner Annual Presentations** Birko is scheduling Annual presentations to meet with your boards and share the Annual report and WSSRA updates. Call or email Birko with dates and times that work for you in 2023.
- G. Staff Report: Prepared by April Ryan, Superintendent of Recreation**
- 1. Programs** Winter registration is underway, programs begin on January 30 and run until March 25. Program registration is up compared to last year.
 - 2. Hiring Updates** WSSRA is currently hiring for Winter, Spring, Summer, and Inclusion programs. Please refer all possible applicants 15 years and older to the wssra.net! Your support in our efforts to hire is truly appreciated!
 - 3. Inclusion** We currently have 27 participants participating in 31 inclusion and aftercare programs.
 - 4. Holiday Events**
 - **WSSRA Santa Express** Our Santa Express train was a great success. Participants and families were so happy to board the Metra train once again in Berwyn and head to the "North Pole" visit with Santa while each participant received a gift bag and gifts thanks to the donation from Thumbuddy Special who sponsored the event. Such a great event for our WSSRA families!
 - **Cookies with Santa** WSSRA once again had a successful collaboration with the Park District of Oak Park on December 14 to offer a sensory-friendly evening for families at the Cheney Mansion. Families enjoyed crafts, treats and a visit with Santa. All three time slots for this event sold out due to its popularity!
 - **Holiday Hullabaloo** WSSRA offered 6 days of activities during winter break. All six days ran successfully this year as both weather and illness did not cancel any events this year!

- **Upcoming Events**

1. **Master Chef** On January 13 we are offering a virtual cooking class. Kits will be delivered to participants and together with their families they will make pasta and their own homemade turkey meatballs!
 2. **Family Skate Night** WSSRA will host a Family Skate night at the Park District of Franklin Parks Ice Arena on Friday, February 10th from 7:00 – 8:30pm.
 3. **Recognition Banquet** WSSRA will be hosting the return of the Annual Banquet on Saturday, February 25 from 6:00 – 9:00pm at the Centre at North Park in Franklin Park.
- H. **Staff Report: Prepared by Annie Hart, Superintendent of Safety and Operations.**
1. **WSSRA Marketing** WSSRA PR Coordinator, Nicole Walsh has been communicating with all agency Marketing and PR staff to help update their websites with WSSRA's updated logo and to help get the word out about our programs. Please connect with your staff and make sure they have what they need from Nicole to get your site updated as soon as possible. Nicole would like to host a lunch in the new year for all WSSRA member district PR and Marketing Staff, please encourage your staff to attend.
 2. **Office** WSSRA is well into the process of changing over payrolls systems from PayCom to Paylocity. Hart and the Staff Manager have been spending a lot of time over the past couple weeks training and setting up our new system. This system will allow us to move to an electronic punch in time and attendance system for seasonal staff and inclusion aides. We did a test sample training with some staff during our Holiday Hullabaloo's and will train the remaining staff during our Winter Seasonal training on January 18th. We will be doing our first payroll run on Wednesday for our first pay date scheduled January 13th.
 3. **Vehicles** WSSRA is still waiting on parts for all 3 buses to replace the stolen catalytic converters. Hart has been in discussions with the local mechanic that assisted us in getting the buses working in the meantime. He is investigating a new way to secure the catalytic converter using this braided wire that he will be welded on in several places. Stay tuned for more information.

I. **Other**

XIII. **Adjournment**

(action)