



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

October 7, 2020

Dear Regular and Alternate Board Members:

Attached is your board packet for the **Tuesday October 13, 2020** for WSSRA's Board of Directors In-person meeting. This **In-person** meeting will take place at the Park District of Forest Park located at 7501 Harrison in the main building on the second floor at **4:00 p.m.** Proper spacing will be provided for social distancing. Bring your mask. Please note all of the 2020 WSSRA Board meetings will be held at locations other than the WSSRA offices due to the need to social distance. My apologies for any inconvenience this may cause.

This is an important meeting as we will be approving the 2021 proposed shares, the joining of Veterans Park District, and Amending the 2020 partner shares in the 2020 budget and presentation of the 2021 budget to name a few. Please take the time to read the materials thoroughly and call me if you have questions at 847.455.2100 or my cell 312.493.2290.

Please be sure to be in contact with **your Alternate and myself** if you are unable to attend. Thank you for your time and commitment throughout the year!

Cordially,

Marianne Birko



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Enriching Lives Through Recreation

West Suburban Special Recreation Association
October 13, 2020 Board of Directors
Park District of Forest Park, 7501 Harrison, Franklin Park, 60131
4:00pm

AGENDA

- I. Call to Order/Roll Call (action)
- II. Approval of Agenda (action)
 - A. Agenda Approval
 - B. Other
- III. Approval of Minutes (action)
 - A. September 8, 2020 Regular Board Meeting Minutes
- IV. Financial Report & Disbursements
 - A. Acceptance of September 2020 Financial Reports (action)
 - B. Prepaid Disbursements for September 2020 and To Be Paid Disbursements for October 2020 (action)
- V. Public Comment
- VI. Foundation Report (information)
- VII. Committee Reports (information)
 - A. Finance Committee (information)
 - B. Other
- VIII. Unfinished Business
 - A. North Berwyn Park District & Clyde Park District Past Due Shares (action)
 - B. Approval of 2020 budget amendments to reduce partner shares **Attachment A** (action)
 - C. Approval of 2021 shares including 100% of 2019 carry-over credit to partners **Attachment B** (action)
 - D. Acceptance of the Veterans Park District into WSSRA Partnership **Attachment C, D & E** (action)
 - E. Other
- IX. New Business
 - A. Recommended 2021 Proposed Budget and Budget Narrative Review **Attachment F, G & H** (discussion)
 - B. Accept 2020 - 2022 Audit proposal from Lauterbach & Amen LLP **Attachment I** (action)
 - C. Village of River Grove considering joining the WSSRA cooperative (information)
 - D. Other
- X. Correspondence
- XI. Board Member Reports (information)
- XII. Executive Director's Report (all Information)
 - A. COVID-19 Impact Updates
 - B. "Celebrating WSSRA Stars" Holiday solicitation and Virtual event
 - C. Annual Visits
 - D. Staff report
 - E. Staff report
 - F. Other
- XIII. Adjournment (action)

Next Meeting: Tuesday, November 10, 2020 @ 4:00pm Park District of Forest Park

I. **Call to Order/Roll Call**

II. **Approval of Agenda**

- A. Agenda Approval
- B. Other

action

III. **Approval of Minutes**

- A. **Approval of September 8, 2020 Board meeting minutes.**

action

→**Recommendation: The Board approves the September 8, 2020 Board meeting minutes**

IV. **Financial Report and Disbursements**

- A. **Financial Report** - The Financial Report for September 8, 2020 is enclosed for your review.

→**Recommendation: The Board accepts the September 2020 Financial Report**

- B. **September & October 2020 Disbursements**

action

→**Recommendation: The board, by roll call vote, authorizes payroll, prepaid disbursements #39669 and ending with check #39679 and authorizes payment of September 2020 payroll and disbursements debit charges and cash transfers totaling \$79,335.71 and authorizes payment of September 2020 disbursements #39680 and ending with check #39697 disbursements debit charges and cash transfers totaling \$19,495.73 pending the availability of funds.**

V. **Public Comment**

VI. **Foundation Report**

VII. **Committee Reports**

- A. **Finance Committee**- Met on September 21 & Zoom meeting on October 5 to continue discussions of the Financial impact of COVID-19, Amending the 2020 budget, 2019 carry-over plans, the admittance of Veterans Park District as a new WSSRA partner and 2021 budget planning. Most items will be addressed later in the meeting agenda. The Committee also discussed the **WSSRA Share formula** that has been studied and revisited and believes the current 75% EAV + 25% Population formula that was reapproved last September 2019 meets partners needs. The Committee does agree the use of the Handicapped levy needs to be defined further and has sent it to the Policy committee to review, study and make guideline recommendations.

- B. **Other**

VIII. **Unfinished Business**

- A. **North Berwyn Park District & Clyde Park District Past Due Shares**

action

North Berwyn and Clyde Park District have not paid their July 15 partner shares. Per the WSSRA Articles they were named delinquent and the Board Chairman has sent a certified letter requesting to resolve the issue. Both were invited to the October meeting to discuss further.

- B. **Present the 2020 budget amendments to reduce partner shares**

Attachment A & B

action

Due to Covid-19 WSSRA staff have made many cost cutting measures and due to these efforts WSSRA expects to have a significant cost savings. As a result, the WSSRA staff and Finance Committee is recommending a 50% reduction in the last quarter payment of the 2020 partner shares. Attachment A outlines the proposed partner share Amendments as noted in the last two columns on the right.

→**Recommendation: The Board vote to approve the Amended 2020 shares as presented in Attachment A**

C. Approval of 2021 shares including 100% of 2019 carry-over credit to partners Attachment B action
The WSSRA staff and Finance Committee are recommending the 2021 shares as presented in Attachment B. These shares reflect a reduction of \$75,000 to current shares due to the carry-over experienced the last three years due to the adjustments of adding both the Village of Riverside and the Village of North Riverside as new partners. These shares also include 100% of the 2019 carry-over dollars as a credit to the partners.

→**Recommendation:** The Board approve the recommended 2021 shares as presented in Attachment B

D. Acceptance of the Veterans Park District into WSSRA Partnership Attachment C, D & E action
WSSRA has been in discussions with the Veterans Park District; VPD since July 2019. For your information we have met with VPD staff many times in the last 20 years each time they have decided it was not the right time. While VPD has provided some programs for their special needs population with some success, they have determined they are not meeting the needs of their entire community and are committed to doing so by joining WSSRA. Staff have met with VPD staff and toured their extensive program facilities. Attachment C is a summary and evaluation of Veterans Park District as a future partner. As discussed in earlier meetings, WSSRA feels that the VPD is geographically desirable and we feel we can serve the residents of VPD who have disabilities successfully. Since the VPD has an established community of persons with disabilities already we are not recommending a gradual buy in. Included in this summary is the history, the evaluation process and a budget summary. Note the budget parameters changed in February when CPD announced they were leaving WSSRA on December 31, 2020. Due to this change, there will be no recommended changes to the current WSSRA staffing structure.

Veterans Park District EAV for 2019	CPD 628,566,550	1,251,320,634
Population	83,891	55,000
2021 Share	278,052	330,000 – 343,853

The WSSRA Finance Committee has reviewed these reports and recommends accepting the Veterans Park District as a new partner to the Association. Included are the following:

- i. **Timeline for participation**
- ii. **Resolution 2020-03** to accept the Veterans Park District as a new partner to the WSSRA consortium Attachment D
- iii. **Agreement for Membership** Attachment E

→**Recommendation:** By roll call vote the WSSRA Board of Directors accepts the Veterans Park District as a member of the Association as described in Resolution 2020-03 Attachment D and the Agreement for membership as described in Attachment E

E. Other

IX. New Business

A. Recommended 2021 Proposed Budget and Budget Narrative Review - Birko will present the budget as reviewed and recommended by the Finance Committee and requests feedback from all partners. Please call with any questions in this regard. discussion

- i. **Proposed 2021 Budget & Budget Narrative** Attachment F, G & H
- ii. **Merit discussions**- Annually WSSRA reviews merit based on the current financial climate. This year's proposed 2.0% merit increase is based on 6 months. Attachment H is a summary of the partner and SRA findings collected so far.
- iii. **Other**

→**Recommendation:** That each of the board members provides feedback on the recommended 2020 proposed budget

- B. **Accept 2020 - 2022 Audit proposal from Lauterbach & Amen LLP- Attachment I** action
WSSRA has successfully worked with Lauterbach & Amen LLP for the last nine years. The Finance Committee is recommending WSSRA stay with Lauterbach & Amen for they have provided excellent audit services that have been consistent, efficient and cost effective. Their proposed 3-year bid reflects no increase in 2021 and less than a 2% increase in year two and three. In addition, the audit process will be overseen by a different Principle Lead every other year as requested.

→ **Recommendation: By roll call vote the board accepts Lauterbach & Amen's proposed audit bid for 2020 – 2022 as presented in Attachment I which will be overseen by a different principle lead every other year as requested.**

- C. **Village of River Grove considering joining the WSSRA cooperative** information
WSSRA staff have been in discussions with the David Guerin the Village of River Grove's mayor, as they are considering joining the WSSRA consortium. We have shared general partnership information and will present to the Village of River Grove's Committee of the Whole at their October 22 meeting. Staff will share a formal report with the Finance Committee and to the WSSRA board. Jackie Iovinelli Director of Forest Park plans to attend as she is a resident of the town of River Grove.

D. **Other**

X. **Correspondence**

XI. **Board Member Reports**

XII. **Executive Director's Report**

Information

A. **COVID-19 Impact**

WSSRA Staff Update As shared in previous updates WSSRA has furloughed all part-time drivers, and seasonal staff since March 20. All Full-time Exempt staff were furloughed a day per week from April 10 – May 30 and Non-Exempt staff 2 days. All Full-time Exempt staff returned full time starting June 1 due to the increased program load. Three Non-Exempt positions are furloughing 1-2 days depending on their position through June - September. Most staff have returned to the office on an A & B Team rotation. Neither team is allowed to cross-over so as to limit potential exposure. When not at the office staff are at program or working remotely. WSSRA has opened registration for Fall Session 2 of programs. **Attachment J** is a summary of Fall Session 2.

WSSRA's in-person programs have been running successfully since July 6. We are currently serving 63 unique individuals in these programs and 200 others in Virtual programs. Participants must meet the CDC guidelines and State COVID-19 mandates to participate in the in-person programs.

- B. **"Celebrating WSSRA Stars" Holiday solicitation and Virtual event** Profits for the Derby Gala Virtual fundraiser have reached \$38,000 and the staff and Foundation are very pleased with the results. A Special thanks to all for your donations and support! Up next is **"Celebrating the WSSRA STARS"** a Virtual event combining the Fall in for Our Stars event and our Holiday Solicitation. Watch for more information to come!

- C. **Annual Visits** Birko has begun her 2020 Annual visits presenting highlights of 2019. Presentations began in March with the Park District of Oak Park and will resume when you are in-person again. Let me know when you would like me to visit.

D. **Staff Report: Prepared by April Ryan, Superintendent of Recreation**

1. **Fall In-Person Programs** WSSRA is currently serving 63 unique individuals within our 11 in-person programs and Imaginarium Sensory Room. Registration for Fall session 2 is underway, programs begin October 26 and run until December 12. Our Saturday in-person Bowling program is our most popular program, we are currently offering two bowling timeslots, but due to the popularity of the program, we added a third timeslot for session 2.

2. **Fall Virtual Programs** WSSRA is currently offering approximately 20 weekly virtual programs and on average we are seeing 167 program registrations per week. The Chromebooks WSSRA purchased with the grant awarded from Byline Bank are being put to good use, we are loaning out 10 Chromebooks and 4 hot spots to different group homes and families for them to participate in our virtual programs.
3. **Imaginarium Sensory Room** Families can register for a private 45-minute timeslot on Tuesdays, Thursdays, or Saturdays. Our PR Coordinator, Nicole Walsh, will be sending our partners updated Fall session 2 information and we would appreciate if you can help promote this great opportunity by sharing it on your website or social media.
4. **Special Events**
 - **River Forest Park District's Makin' Tracks Event** Thank you to River Forest Park District all who participated in their annual Makin' Tracks event on September 18-20. The River Forest Park District raised \$1,000 which will be donated to WSSRA.
 - **Virtual Halloween Dance Party** WSSRA is hosting a virtual Halloween Dance on Saturday, October 31 from 7:00-8:00pm. DJ Mark Poise will be joining us and playing all our favorite Halloween dance songs!
 - **Pop-up Family Events**
 - a. **Monster Mash** WSSRA is excited to offer an outdoor family event for all ages on Saturday, October 24 at the Village of North Riverside. Activities will include pumpkin painting, a candy hunt and mummy wrapping contest. WSSRA is offering two timeslots between 11:00am-1:30pm in order to ensure social distancing.
 - b. **Fall Fest** This outdoor fall event will take place on Saturday, November 7 at the Andersen Center in Oak Park. Activities will include carnival games, sensory activities and crafts. WSSRA is offering two timeslots between 10:30am-1:00pm.
 - c. **Cartoon Me!** A professional Caricature artist will be joining us virtually on Friday, November 20 from 6:30-8:30 to draw participants as cartoon characters.

E. Staff Report: Prepared by Annie Hart, Superintendent of Safety and Operations

1. **Inclusion** Chris has been working with both PDOP and PDFOP to help support 14 participants within 8 programs.
2. **Transportation** WSSRA has continued offering transportation on a limited basis for fall programs. Participants must be able to get on and off the bus independently and wear the mask for the duration of the ride.
3. **Rec Ed Remote Learning Day Camp** WSSRA's Rec Ed has been running smoothly. We've received word from a few parents that students in special ed now have the option to go back in person for ½ days starting October 20th. We are currently surveying the families to see what they plan to do. WSSRA will adjust the program to try and meet the needs of the current families as best we can.

XIII. **Adjournment**