

December 12, 2017

Board of Directors Meeting

Held at: WSSRA Offices

2915 Maple Street, Franklin Park

MINUTES

I. Chairman Jeff Janda called the meeting to order at 4:03pm those present included:

*Mike Sletten, River Forest Park District
Jan Arnold, Park District of Oak Park- attended
remotely
Larry Piekarz, Park District of Forest Park
Joe Modrich, Park District of Franklin Park
Anna Wegrecki, Village of Harwood Heights -
attended remotely*

*Mark DeSalvo, Norridge Park District
John Lannefeld, Village of Elmwood Park-
attended remotely
Larry Banks, Clyde Park District
Jeff Janda, Berwyn Park District
Dennis Raleigh, Hawthorne Park District
Mark Sladek, North Berwyn Park District*

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko

WSSRF: Lisa Shanahan

II. Approval of Agenda

- A. Raleigh/ Banks **moved to approve the updated Remote attendance policy as described.** The roll call motion was unanimously approved.*
- B. Piekarz/Sletten **moved to approve the remote attendees; Arnold, Lennefeld, and Wegrecki.** The motion was approved.*
- C. DeSalvo/Banks **moved to approve the agenda.** The motion was approved 9 ayes 0 nays and Piekarz and Sladek abstained.*

*III. A. Sletten/Banks **moved to approve the November 14, 2017 Regular Board Meeting minutes.** The motion was approved.*

*IV. A. Sletten/DeSalvo **moved to accept the November 2017 Financial Report.** The motion was approved.*

*B. DeSalvo/Arnold **moved to authorize payroll, prepaid disbursements***

***#37535 and ending with check #37948 and authorizes payment of November 2017 payroll and disbursements debit charges and cash transfers totaling \$145,068.25 and authorizes payment of December 2017 payroll and disbursements #37949 and ending with check #37971 disbursements debit charges and cash transfers totaling \$10,894.39 pending the availability of funds.** Roll call vote showed unanimous approval.*

*V. **Public Comment** –None*

*VI. **Under the Foundation Report Lisa Shanahan** a River Forest family whose son Marty, has benefited from WSSRA services shared the Foundation is winding down the year with two more fundraising opportunities. Shanahan shared the Foundation is hosting the Blackhawks party that will take place this Thursday, December 14, 2017 at 6:30pm at Jimmy's Place. Guests will enjoy a great night of Blackhawks play against the Winnipeg Jets. The food and entertainment includes: Cavatelli with pasta, pizza, salad, soda, coffee and dessert. Of course, there will be a Cash bar! Consider joining us with advance \$25 tickets on sale at the www.wssra.net or pay at the door \$30. And yes, there will be a mini silent auction and raffle. Come join in the fun! Lisa reminded everyone to contact Marianne at the WSSRA office about any donations and pick up arrangements will be made. Shanahan shared the Foundation is closing the 2017 year with the Holiday Appeal. The card has been mailed and banners are up around town. She also shared the Foundation had an excellent year with its fundraisers and as a result could give the Association an additional \$10,000 in funds totaling \$51,000. Piekarz congratulated and thanked the Foundation on their efforts.*

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VII. Under Committee Reports

A. Finance Committee-Janda shared WSSRA Finance Committee did not meet in December as the 2017 budget process was complete.

B. Executive Directors Performance Appraisal-Janda reported he will share the compiled comments in closed session

C. Nominations-Sletten/DeSalvo **motioned to approve the 2018 slate of candidates Board Chairman, Modrich and Vice Chairman Sladek.** The board approved by roll call vote 11 ayes and 0 nays.

D. No other

VIII. Unfinished Business

A. DeSalvo/Sletten **motioned to approve the 2018 proposed budget.** Janda restated Representative Schmidt's, comment to freeze the salaries of the two top positions. Lannefeld stated the VEP was in support of the budget and the salary increases. There were no other comments made. The board approved the 2018 proposed budget by roll call vote, 11 ayes and 0 nays.

B. No other

IX. Under New Business:

A. Arnold/Sletten **motioned to approve the Resolution 2017-06 the updated Sexual Harassment Policy-** The board approved by roll call vote 11 ayes and 0 nays.

B. Banks/Wegrecki **motioned to approve the 2018 schedule of Board meetings.** The board approved unanimously.

C. No other

X. Under Correspondence- No comments

XI. Under Board Reports – Piekarz reported the **Park District of Forest Park's** new building is 50% done and is ahead of the June opening. The new opening is scheduled for April. Banks reported the **Clyde Park District's** Golden Gloves fight last week was terrific! They just signed a 5year contract with Golden Gloves which packs the house every time. Indoor soccer is underway and Basketball is at its limit with 800 participants! Sladek reported **the North Berwyn Park District** was proud to announce they received a 3rd place finish with their "Arts in the Park" program. They have their Santa's workshop and house decorating contest coming up. Also, their Winter brochure will be out next week. DeSalvo on behalf of **the Norridge Park District** wished everyone a Happy Holidays! Raleigh reported **Hawthorne Park District's** indoor soccer is near capacity with 45 registrants. Raleigh noted he believes there is more merger discussions in the works. Modrich, **the Park District of Franklin Park,** reported he attended the Illinois Partners meeting, a group fighting the legalization of recreational marijuana. Modrich shared his concerns of how this legislation could negatively impact our youth and profession. He is most concerned that IAPD and PDRMA have not taken a stance and plans to continue to be involved in the lobbying efforts. Sletten reported the **River Forest Park District's** office renovations will begin December 20th. They are getting construction bids this week and will move out next week. Wegrecki had no report for the **Village of Harwood Heights.** Lannefeld reported the **Village of Elmwood Park** had their annual tree lighting last week and the basketball & volleyball leagues are in full swing. Arnold reported the **Park District of Oak Park** is wrapping up the holiday events and setting up the ice rinks. Their summer day camp brochure will be out shortly with registration beginning in February. They are also celebrating the receipt of the National award for the new Longfellow soccer field collaboration with District 97.

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Janda reported the **Berwyn Park District** hosted three successful Polar Express train trips and assisted with the Deck the Depot. They were finally able to test the new water fall in the park and then shut it down for the winter. Janda shared the sad news of the loss of their longest serving commissioner Ed Karasek. He noted the dedication to Commissioner Karasek in their Winter brochure. Janda also noted the BPD is going to referendum for a rate increase on March 20th for an additional maintenance staff and full-time marketing position.

XII. Executive Director's Report- Birko Reported

A. Schedule Annual visits Birko continues with her Annual visits to the partners. Please confirm the date if your partner's schedule is not yet confirmed.

B. Board Member Appointments Due by December 31, 2017 Birko reminded the board the Amended and Restated Articles of Agreement require each partner should make their appointments to the WSSRA Board by December 31 of each year. We will accept those appointments at our annual meeting held January 9, 2018.

C. Committee Draft Appointments for 2018 Birko requested the board review and let her know if you would like to consider a change prior to the January meeting.

D. Annual Staff Reviews Staff are busy completing Team Performance Appraisals with all full and regular part time staff. All staff will have new goals to accomplish for 2018. Included in the appraisal is the summary sheet which itemizes the point values to the percentage of merit earned which assists staff in determining the merit pool process. A copy of the appraisal is included in the correspondence file at the board meeting.

E. Updated communications with the Village of Riverside Birko continues to be in communication with the Village of Riverside's Recreation Department staff and a community member who is very interested in partnering with WSSRA. This community member continues to work very diligently to gather information to make her case and intends to bring her request to the Village Board.

F. Blackhawks Party Thursday, December 14, 2017 The Foundation invites you to their second annual Blackhawks Party on Thursday, December 14th at 6:30pm at Jimmy's Place in Forest Park. Join WSSRF/WSSRA friends for a fun party. Purchase tickets on the WSSRA website or at the door.

G. Staff Report: Hart reported

1. **Programs** Hart is currently working on our Winter/Spring brochure. WSSRA's new online registration system is set to go live on December 15th. We have 14 participants set to go to Disney in January. We are starting to get phone calls with invitations to speak at schools and various events to start promoting summer camp. If you can think of any events we should be present at please let us know. We are always looking for opportunities to promote our services.

2. **STAFF** Staff Manager, April Ryan, is currently hiring additional staff to start in our winter season, as well as plan to meet the growing needs with the addition of NRPRD.

3. **Inclusion** Inclusion Manager, Chris Sturm has been busy filling inclusion shifts for several Fall programs. Wendy Springgate is a new full-time Recreation Specialist and has been out visiting participants and staff at all the communities we serve. There are currently 49 participants in 63 programs.

4. **Special Events** WSSRA hosted a Polar Express Storytime train ride on December 9th. We filled the train with 135 participants and their families. Starting December 27th through January 4th WSSRA is hosting a series of 6 Holiday Hullabaloo events. All the events are filled with a waiting list. There are 73 registrations for our younger group, and 96 registrations for our older group.

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H. Staff Report: Foster reported

1. **Office** We are almost ready to go live with our new registration system, Max Galaxy. The start date is December 15. We also have transitioned to Office 365 and staff are in the process of learning it.
2. **WSSRA Office Closed for Holidays** Per the WSSRA Policy, the office will be closed December 22 & 25 and January 1, 2018.

XIII. Closed Session – Under Section 2(c)(1) of the Open Meetings Act to discuss personnel

4:42 Sletten/Banks motioned to go to closed session to discuss personnel matters. The motion was approved unanimously by roll call vote. 4:55 Piekarz/Sletten moved to go out of closed session. The motion was approved unanimously by roll call vote.

XV. Possible Action following Closed Session

Raleigh/Banks motioned to approved the Directors increase by 3.0%. Raleigh, Sletten, Lannefeld, Wegrecki, Banks, DeSalvo, Sladek, Arnold, Janda, Modrich, Piekarz voted Yes and 0 voted No. The motion was approved by a roll call vote 11 -0.

XVI. Adjournment Raleigh/Sletten moved to adjourn the meeting at 4:57pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ Dec17 minutes