

**West Suburban Special Recreation Association**

July 9, 2019

Meeting of the Board of Directors

WSSRA Office

2915 Maple Street

Franklin Park, IL 60131

**MINUTES**

I. Chairman Joe Modrich called the **meeting to order** at 4:05pm those present included:

Mike Sletten, River Forest Park District  
Katherine Porreca, Jan Arnold remote  
participation, Park District of Oak Park  
Andrew Doss, of Forest Park  
Joe Modrich, Park District of Franklin Park  
Mark Sladek, North Berwyn Park District

Larry Banks, Clyde Park District  
Dennis Raleigh, Hawthorne Park District  
Mike Gianatasio, Berwyn Park District  
Ron Malchiodi, Village of Riverside  
Al Schmidt, Village of Elmwood Park  
Annemarie Flaherty, Norridge Park District

**Excused Absence**

Village of Harwood Heights  
Village of North Riverside

**Others in Attendance:**

WSSRA staff: April Ryan, Annie Hart, Marianne Birko

II. Raleigh/Sletten **moved to approve the agenda.** The motion was unanimously approved.

III. A. Sletten/Raleigh **moved to approve the May 14, 2019 Regular Board Meeting minutes.** Roll call vote showed all 11 voted to approve. The motion was approved.

IV. A. Sletten/Raleigh **moved to accept the May, June 2019 Financial Report.** Roll call vote showed 11 yes votes the motion was approved.  
B. Sletten/Raleigh **moved to authorize payroll, prepaid disbursements #38760 and ending with check #38834 and authorizes payment of May, June 2019 payroll and disbursements debit charges and cash transfers totaling \$320,724.42 and authorizes payment of July 2019 To-Be-Paid disbursements #38835 and ending with check #38853 disbursements debit charges and cash transfers totaling \$13,066.82 pending the availability of funds.** Roll call vote showed 9 yes votes. The motion was approved.

V. **Public Comment** –None

VI. **Under the Foundation Report Birko reported,**

The Foundation has raised a combined silent & live auction \$8,600 with the auction+ cash donations and raffle. The overall profits are estimated to be the third highest ever for WSSRA & the Foundation raising nearly \$40,000 in net profits. It was a great day where guests enjoyed food, fun, racing and entertainment. The Foundation would like to extend a special thanks to each of the partners for their contributions to the Table Sponsors, Ad book, Silent Auction and attending the event. The success could not have been achieved without your support! But there is no rest as the Foundation is excited about the opportunity to hold its annual Fall fundraiser "Fallin For Our Stars" Casino Night on Friday, October 18 at the Cheney Mansion this year and is once again grateful to the Park District of Oak Park for giving the Foundation this opportunity. Beth Kaplan and Karen Mullarkey Kerrins are chairing the event. Please mark your calendars and plan to attend one or both fun events. As mentioned the Foundation has said goodbye to two long time stakeholders, Margaret O'Rourke and Lisa Shanahan. We recently invited Kim Perry from the Village of Riverside to join us and Julie Arnett and Kristi Braun from Oak Park. We look

forward to what they will bring to the team! Thank you for your continued support!

VII. **Under Committee Reports**

Birko reported the WSSRA Finance Committee met June 5 & June 28 to continue their work reviewing the Associations Share Formula. Detailed recommendations will be shared later in the agenda.

VIII. **Unfinished Business**

A. **Approval of 2018 Audit as presented by Lauterbach & Amen** Birko asked if there were any questions based on Ron Amen's presentation of the WSSRA 2018 annual audit completed by his firm, Lauterbach & Amen, LLP. Sletten/Raleigh moved to **accepts the 2018 Annual audit as presented by Lauterbach & Amen. Roll call vote showed 11 yes votes. The motion was approved.**

B. **No Other**

IX. **Under New Business:**

A. **WSSRA Fund Balance Review**

Birko reviewed a summary of the last 5 years of WSSRA's Fund Balance. The current Fund Balance is 969,356. Restricted Funds are 351,870 which are targeted for Capital replacement (\$191,870) and the Facility fund (\$160,000). Per our Board policies WSSRA needs to reach 25% of budget in the Unrestricted Fund Balance. Based on the 2019 budget that is \$605,000. Our current Unrestricted Fund Balance is \$609,206 so, we have reached our goal. While WSSRA works to minimize carry over there are many elements that can impact it from year to year including staff turnover and program enrollment and development.

→**Recommendation:** Birko explained the Finance Committee's recommendations

1. A line item continues to be included in the budget for staff's annual merit
2. The Association continue to use carry over dollars to maintain the Unrestricted Fund Balance to meet the 25% threshold per the WSSRA Board Policy
3. 50% of the carry over dollars not needed for the Unrestricted Fund Balance Policy be transferred into the Facility Fund until this fund has reached \$750,000.
4. The remaining 50% not needed for the Unrestricted Fund Balance Policy will go towards crediting the partners in a share reduction noted in the following years budget.

Comments: Arnold reiterated the committees work to review and compare the details as they are presented and feels the four recommendations should be seriously considered. Birko reminded the board to come prepared to vote at next month's meeting

B. **WSSRA Share Formula Discussions** Birko explained that during time the Associations share formula has evolved. Birko reviewed the evolution of the WSSRA's share formula and how we got to the 75% EAV + 25% population share formula that we use today. Arnold concurred the Committee did a review and comparison to determine the most equitable course for all the partners going forward. The review included the EAV history for each of the partners and the comparison of the current share formula of 75% EAV /25% population to the flat %EAV increase showing only three partners benefitting; Harwood Heights, Oak Park and River Forest. Birko reminded them that the key years to look at are 2017 & 2020; the flat years where no one had a tri-annual assessment. Birko shared the committee's recommendation

→**Recommendation: To continue with the current 75% EAV/25% population share formula, as history shows this is most consistent and most fair for all partners. The board was asked to come back to discuss and be prepared to vote to approve at the September meeting.**

C. **Preliminary shares for 2020** Birko shared The Finance Committee has reviewed and discussed the preliminary shares for 2020 and is recommending **no rate increase to the 2020 partner shares** except for rate changes in the EAV and per the agreements of the Village of Riverside and Village of North Riverside. Birko stated the final shares will be given at the September meeting pending the Village of Harwood Heights formula adjustments.

Arnold explained the PDOP's EAV's will increase further due to the expiration of the TIF District in Oak Park.

D. **WSSRA Policy 3.13 Personal Crisis Leave Donation Proposal for approval**

Birko explained WSSRA does not currently have a policy that would allow staff to donate a limited number of either vacation or sick leave to a bank for others to use in the case of a Personal Crisis. This suggested policy would allow for this opportunity. Sletten was concerned that sick time was being used as it is not earned.

Sletten/Raleigh recommended this policy go back to the Policy Committee for review. **Roll call vote showed 11 yes votes to send policy 3.13 back to the Policy committee for further review. The motion was approved.**

X. Under **Correspondence**- No comments

XI. Under **Board Reports** **Doss reported the Park District of Forest Park's** July 4<sup>th</sup> celebrations were a huge success with big, well behaved crowds! The district staff are preparing for the National No Glove Softball Tournament on July 25-29. They are also celebrating the one-year anniversary of the Roos Recreation Center surpassing any expected goals with over 2700 members! They are looking forward to another year and more growth. **Gianatasio reported the Berwyn Park District's** Annual Steak fry is this Friday, July 12<sup>th</sup> at the Liberty Center. Come join the fun! **Schmidt reported the Village of Elmwood Park's** new program Infinity & Beyond is a tumbling program with great results with over 150 kids participating. It's been another challenging summer at the pool with pool leaks, filter and pump issues to be problem solved. **Banks reported the Clyde Park Districts** pools are doing well! They are crowded, and the new accessibility lift chair is very popular. They have great reports on the Inclusion support they are receiving from WSSRA. The free meals program continues to be well attended especially by the local seniors. Kung Fu and Boxing are gaining popularity and soccer continues to go well as does basketball. **Sladek reported North Berwyn Park District** has their annual July 19<sup>th</sup> Golf outing at White Pines in Bensenville. Their splash pads are busy daily and coming up on Saturday, August 17<sup>th</sup> is their 5k Fun Run/Walk. They have already surpassed last year's registration with 700+ runners. In addition, they will once again host the Nuestras Raices Back to School Fiesta on Saturday, August 17 from noon – 9:00pm. Sladek encouraged everyone to come and enjoy the fun! **Raleigh reported the Hawthorne Park District's** pool opening has gone smoothly. It is filled with swimmers often. All is well with the leak repairs from last year. Fall soccer registration has started. They have closed the books as of December for rentals until details of the merger is finalized. Raleigh is still planning his retirement as of August 31, 2019. He has offered to stay on as a consultant to the board with a reduced schedule and will continue as the WSSRA Representative until the Merger is complete. **Sletten reported the River Forest Park District's** board has approved the synthetic turf in-field at Keystone and are busy preparing an OSLAD grant request in hopes for support for this project. Discussions continue with the 20-million-dollar fitness facility. Cardigan Clark is completing the feasibility study on the project. **Porreca reported the Park District of Oak Park's** summer is here and pool passes did rebound a bit with the warm weather, but, they are still down approximately 500 for the year. Day Camp is going strong and Concerts in the Parks run every Sunday through August 18. Staff are starting to work on the 2020 budget and minimum wage for year-round part-time staff increased to \$12 p/h on July 1 which translates to an approximate \$160,000 impact to the PDOP wage line annually. Staff will be submitting a project for OSLAD once again this cycle and they are currently hiring for two positions a Full time Fitness Supervisor and a Full time Website/Designer. **Birko introduced Annemarie Flaherty the new Executive Director for Norridge Park District** who reported the transition with Mark DeSalvo's retirement has happened. She is glad to be back in Illinois where she grew up. She thanked Modrich and the Park District of Franklin Park for their support as their pool did not open on time due to pool leaks. As she settles in they are busy preparing for the Island in the City Festival which starts this weekend. **Malchiodi reported for the Village of Riverside** hosted a variety of July 3 & 4 festivities including a concert, run, parade and festival. Camp numbers are up from last year and all is going well. Coming up they have the July 14<sup>th</sup> Fishing Derby, August 9 concert and August 11 Kids Triathlon. Recently the Village Board approved the purchase of an existing building that will double their Recreation Departments programming and office space. He is also excited about the possibility of hosting a WSSRA program locally. **Modrich reported the Park District of Franklin Park** is also applying for an OSLAD grant. This weekend is their Street Dance and the pool has been busy. The final stages of the Community Center renovations are being completed with the terrazzo floor in the

final stages of installation. He hopes they will be ready to host the WSSRA meeting in September. Watch for updates.

**XII. Executive Director's Report- Birko Reported**

- A. **Splish Splash Summer Bash** WSSRA is hosting our annual Pool party and Wacky Quacky Duck Splash on Thursday, July 18. All WSSRA families, friends and board members are welcome to participate. The event takes place from 6:30 – 9:30pm at the Park District of Forest Park pool. Can't come please support us through a sponsorship see the attached application form.
- B. **WSSRF Collaborative Concert event, Saturday January 18, 2019** Gary Feracota and the Pinnacle Foundation has generously offered to hold another benefit concert at the Wire on Saturday, January 18, 2020. The ticket sales from this event would be matched by the Pinnacle Foundation and then donated to the three organizations taking part in the event; WSSRA, PACTT and Momenta. Last year's event was a great success raising nearly \$10,000 of which the Foundation received \$2,500. A fun night supporting four local agencies! Add this date to your calendar for a night to remember.
- C. **WSSRF Transition** It's been a busy couple of months for the Foundation. WSSRF currently has 15 Board members of which 11 are currently active contributing members. Our Board Chairman, Margaret O'Rourke and Treasurer, Lisa Shanahan both resigned after a 20-year commitment to the Foundation. We recognized them at a dinner of which 14 Foundation members and staff attended. The formal transition of the new Chairwomen, Rocio Perez will take place on Monday, July 15 along with the newly appointed Treasurer Christine Nakatsuka. Lisa Shanahan oriented Christine to the books and the bank accounts are updated in preparation for the formal transition. Birko recruited and oriented three new Foundation members Julia Arnett, Kristi Braun and Kim Perry who will also be accepted at the July 15<sup>th</sup> meeting. Meanwhile the "Fall in for Our Stars" Committee has been meeting and finalizing details for the upcoming event on Friday, October 18. Solicitations and invites will go to print soon.
- D. **Staff Transition Update** Everyone is officially in their roles and doing a great job asking questions and creating systems to make it their own. The office is buzzing with lots of great energy. Bob Foster checks in periodically to see how it is going and is always happy to answer a question or give feedback.
- E. **Annual Visits** Birko continues with her 2019 Annual visits tour presenting highlights of 2018. She recently presented to the River Forest Park District and the Village of North Riverside. Both presentations were well received with great questions and positive responses of support. Book your date now for your presentation this year.
- F. **Grants submitted** Staff continue to submit grants for opportunities that fit our needs and interests. Recently WSSRA received notice that a grant submission that was denied is now being funded by another donor. So, Fueling Fitness Fun, a health and nutrition grant will be implemented in the last weeks of camp and roll into the fall session of programs. Staff are currently completing a two-year \$20,000 grant for an "Imaginarium Sensory Room." If funded the grant will offer an amazing opportunity for WSSRA participants and their families. We will keep you posted on our success with this funding opportunity.
- G. **NRPA in Baltimore** Birko will be attending NRPA along with one of the WSSRA Superintendents coming up September 23- 26, 2019.
- H. **Staff Report: Prepared by April Ryan, Superintendent of Recreation**
  - 1. **Programs** Summer programs run through July 27<sup>th</sup>. We are currently working with the PR Coordinator and Recreation Staff on fall brochure copy. It is set to be completed by July 24.
  - 2. **WSSRA Day Camp** We are half way through the six weeks of day camp and all is going well. There are 166 participants enjoying summer day camp and Community Cruisers at nine different day camps at 8 locations throughout the WSSRA communities. Staff are also preparing for the 64 participants who will be participating in additional week of extended camp activities.
  - 3. **Staff** Carla Pakenas, Staff Manager hired & trained 90 staff and 3 volunteers for day camp and, is still hiring for Inclusion and sub positions.
  - 4. **Special Olympics** We have 9 athletes attending the Special Olympics Bowling Tournament on July 13 and our Softball teams are preparing for the Special Olympics and ITRS tournaments coming up in July & August as well.

I. **Staff Report: Annie Hart, Superintendent of Safety and Operations.**

1. **Inclusion** We currently are serving 94 participants inclusively in 244 programs this summer season. We have received 33 requests in the last 3 weeks alone. Inclusion Manager, Chris Sturm, continues to stay busy training new staff and managing the over 285 shifts currently happening. Recreation Specialist, Mia and Part-time staff Sheila Donoghue our Field Supervisors, will continue to help this summer visiting camp and program sites to support camp supervisors and inclusion staff by giving pointers for success, program structure and assist in the development of behavior plans where needed.
2. **Transportation** All vehicles have been checked and prepared for the summer season. I have trained a new part-time staff and 2 Recreation Specialists to drive WSSRA vehicles. In the next few weeks we will begin the process of hiring a new driver. WSSRA is transporting 82 kids to and from our various day camps not including the 64 possible extended camp participants. This does not include all the transportation for WSSRA programs taking place simultaneously to camp.
3. **Safety** I'm meeting with our new PDRMA rep, Tim, next week to do a Safety Coordinator orientation.

J. **No Other**

XIII. Raleigh/Banks **moved to adjourn** the meeting at 4:55pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko  
Executive Director  
mb/ July 19 minutes