

West Suburban Special Recreation Association

November 14, 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 4:05pm those present included:

Mike Sletten, River Forest Park District
Kassica Porreca, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Joe Modrich, Park District of Franklin Park
Jeff Janda, Berwyn Park District

Anna Wegrecki, Village of Harwood Heights
Mark DeSalvo, Norridge Park District
Al Schmidt, Village of Elmwood Park
Larry Banks, Clyde Park District

Not in Attendance:

Hawthorne Park District, Excused Absence

North Berwyn Park District, Unexcused Absence

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko

WSSRF: Beth Kaplan

Public: Teresa Mrozik, Director of NRPRD, Bryant Rouleau, Program Coordinator from NRPRD

II. **Approval of Agenda** The motion was approved. DeSalvo/Banks **moved to approve the agenda**. The motion was unanimously approved.

III. A. DeSalvo/Thomas **moved to approve the October 10, 2017 Regular Board Meeting minutes**. The motion was approved.

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

B. Thomas/Schmidt **moved to authorize payroll, prepaid disbursements**

#37875 and ending with check #37901 and authorizes payment of October 2017 payroll and disbursements debit charges and cash transfers totaling \$124,403.72 and authorizes payment of November 2017 payroll and disbursements #37902 and ending with check #37922 disbursements debit charges and cash transfers totaling \$41,071.58 pending the availability of funds. Roll call vote showed unanimous approval.

V. **Public Comment** –Birko introduced Teresa Mrozik, Director of the NRPRD and Bryant Rouleau, Program Coordinator for NRPRD. She expressed her continued excitement to be a part of WSSRA and serving their residents with disabilities in North Riverside.

VI. **Under the Foundation Report Beth Kaplan** an Oak Park family whose son Jacob has benefited from WSSRA services shared the Foundation is winding down the year with two more fundraising opportunities. **Coming up:** The Foundation is soliciting sports related items and tickets are appreciated as auction items for the upcoming Blackhawks party that will take place on **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! Beth reminded everyone to contact Marianne at the WSSRA office about any donations and pick up arrangements will be made. The Foundation will close the 2017 year with Giving Tuesday & the Holiday Appeal. The card will be mailed next week and posters and banners will be up around town. If you would like to display one at your location you can take one with you today.

VII. **Under Committee Reports**

A. **Finance Committee-Modrich** shared WSSRA staff & Finance Committee had a conference call meeting on October 18 and again on November 8 to continue with the 2018 budget process. The Finance Committee will present the proposed 2018 budget based on their work later in the meeting. The next scheduled meeting is Tuesday, December 12, 2:15 – 3:45pm at the RFPD.

B. **No Other**

VIII. **Unfinished Business**

A. **IAPD Renewal- Janda shared per our discussions the last few years at this time WSSRA continues to find that IAPD has increased their efforts to be more transparent in their communications. The Quarterly Newsletter and regular Legislative updates continue to be most helpful as well as their workshops. Janda and Modrich felt the IAPD staff were making a continued effort to be transparent and continues to see the benefit. DeSalvo/Thomas motioned that WSSRA renew membership with IAPD due to the ongoing benefits in their communications and support with workshops and legislative matters. A roll call vote showed 6 ayes; Wegrecki, Banks, Porreca, Janda, Modrich, Thomas and 3 nays; Sletten, DeSalvo & Schmidt. The motion passed.**

B. **No other**

IX. **Under New Business:**

A. **Recommended 2018 Proposed Budget and Budget Narrative Review - Birko presented the 2018 budget as reviewed and recommended by the Finance Committee. She shared highlights from the Budget Narrative and responded to questions. Schmidt asked specific information related to the health insurance and DeSalvo asked where the merit expense was in the budget. Birko clarified it is listed on page three, line item 5001 Full-time Personnel, line 15 Salary Adjustments. Schmidt again proposed the board consider freezing the top two positions, the Director and Superintendent of Safety & Operations as he feels they are sufficiently compensated for their positions. He noted that he would not be present at the December meeting to bring up again and asked if he could vote remotely. Janda clarified since his trip was a vacation he could not vote remotely. Janda stated he would bring up his concern at the December meeting. Birko recommended the board representatives review the budget with their boards and be prepared to vote at the December meeting.**

B. **Approval of Cannizzo & Company contract for Accounting Services in 2018- Sletten/Thomas motioned to accept the renewal contract with Russell P. Cannizzo & Company for monthly accounting services. The board approved by roll call vote 9 ayes and 0 nays.**

C. **Accept 2017 - 2019 Audit proposal from Lauterbach & Amen LLP- Modrich shared WSSRA has successfully worked with Lauterbach & Amen LLP for the last six years and as a result the Finance Committee is recommending WSSRA stay with Lauterbach & Amen for the proposed 3 year bid reflects no increase in 2017 and less than a 2% increase in year two and three. In addition the audit process will be overseen by a different Manager as requested. DeSalvo/Banks motioned the board accepts Lauterbach & Amen's proposed audit bid for 2017 – 2019 as presented and will be overseen by a different manager as requested. The board approved by roll call vote 9 ayes and 0 nays.**

D. **No other**

X. **Under Correspondence- No comments**

XI. **Under Board Reports – Sletten reported the River Forest Park District's office renovations will begin December 20th. The new platform tennis courts are open and the joint discussions with the PDOP and District 200 for the Community Recreation Center are on hold until spring. Wegrecki reported the Village of Harwood Heights Fall session is halfway over and the annual Health Fair will take place in Spring. Modrich reported the Park District of Franklin Park's office renovations are out to bid until the 1st of the year. The park district is excited about the development of a girls locker room at the ice arena as women's hockey is a growing sport and their Polar Express is just around the corner. DeSalvo reported the Norridge Park District's fall session of programs is winding down and district staff are busy getting ready for the holiday season and the annual holiday lighting on Thanksgiving Eve.**

Porecca reported the Park District of Oak Park is wrapping up the Cistern project at Field Park that will save approximately 60,000 gallons of water per week during irrigation season. The PDOP donated 525 lbs of vegetables from the Cheney Garden to the Food Pantry. This is a collaboration between PDOP and Sugar Beet. As reported by RFPD, the PDOP has also elected not to extend the MOU but is willing to continue conversations after the Imagine OPRF process is complete. D200 is determining how to proceed at their meeting on Nov. 16th. The Austin Garden Environmental Education Center just won the Excellence in Engineering Award from the American Society of Heating, Refrigeration and Air Conditioning Engineers and the Longfellow Park Sport Field won the National Sports Turf Managers Association Field of the Year in the School/Park Division. The application included the District's no pesticide/herbicide, repurposed water and high volume use. This field has come a long way in five years! PDOP staff are busy preparing for the holidays with events at the Conservatory and Breakfast with Santa at the Cheney Mansion. **Banks reported the Clyde Park District** is currently hosting 40 soccer teams and Basketball is filled as well. They just signed a 5 year contract with Golden Gloves which packs the house every time. It starts in the next few weeks as well as Roller Derby. **Schmidt reported the Village of Elmwood Park** Bocce continues to be very popular and went from one night to five nights a week with 40 teams participating. Santa is coming to town in early December. All of the pool leaks are fixed and basketball and floor hockey have started. All in all over 88 hours of programming each week. **Thomas reported the Park District of Forest Park's** the Roos Recreation Center; RRC's shell is up and they are busy getting the outside work done before the winter sets in. This weekend they are hosting their holiday craft fair and invited all to come purchase your Holiday gifts. **Mrozik reported the Village of North Riverside** is most excited about the joint venture with WSSRA. Their soccer season has wrapped up and basketball begins shortly. They too will have their tree lighting ceremony coming up. **Janda reported the Berwyn Park District will be hosting three Polar Express train trips.** **Mike Gianatasio** their new Superintendent just hired the new Athletics Manager and their letters to Santa campaign collaboration with the library begins shortly. They were finally able to test the new water fall in the park and then shut it down for the winter.

- XII. **Executive Director's Report- Birko Reported**
- A. **Schedule Annual visits-** She continues with her Annual visits to the partners. She asked to please confirm the date if your partner's schedule is not yet confirmed.
 - B. **Board Member Appointments Due by December 31, 2017**
The Amended and Restated Articles of Agreement state that each partner should make their appointments to the WSSRA Board by December 31 of each year. We respectfully request that all of the appointments be confirmed in writing using the sample letter shared in packet. We will accept those appointments at our annual meeting held January 9, 2018.
 - C. **Executive Director's Annual Review-** Please complete the Executive Director Annual review form being sent by Jeff Janda and return to Jeff by December 1. Included in the review information will be the Executive Directors goals and progress on the completion of those goals.
 - D. **WSSRA in communications with the Village of Riverside and Maywood Park District**
Birko continues to be in communication with Lonette Hall the Director of Maywood Park District and recently attended an Open House at the Maywood Park District's newly renovated facility. As a new Director Lonette is working hard to connect with the community. Birko has also been in discussions with the Village of Riverside's Recreation Department staff and a community member who is very interested in partnering with WSSRA. This community member has been working very diligently to gather information to make her case and intends to bring her request to the Village Board in the next month.
 - E. **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.** The \$25 fee/\$30 at the door, includes pasta, salad, pizza, soft drinks, coffee and dessert. Cash bar, raffles and mini auction. 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** Fall programs wrap up on November 18th with a few extensions the following week. Along with myself, our PR Coordinator and the Recreation Specialists we are currently working on recruiting for our grant

- funded program at Wonder Works Family Play Project. WSSRA's Bobcat Volleyball team made it to the Fall SO Games and won 2nd place in their division. Staff are currently working on our Winter/Spring brochure.
2. **WSSRA's new online registration system** is set to go live on December 15th. Staff have been meeting regularly to prepare for this new transition. WSSRA has been communicating with WSSRA families since August about this transition.
 3. **WSSRA's Summer 2018 Day Camp Planning Underway** 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.
 4. **"Going to Disney World"** Fourteen WSSRA participants and four WSSRA staff are headed to Disney World in January! These much anticipated travel trips are a wonderful adventure for all and are only offered every other year.
 5. **STAFF** Our 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. Just this past week April attended the Leyden Career Fair.
 6. **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 of the communities we serve. There are currently 49 participants in 63 programs this fall session.
 7. **Special Events:** WSSRA is once again hosting a Polar Express Story time train ride on Saturday, December 9th. 120 participants and their families will travel on the Metra train from Berwyn to the "North Pole" in Aurora and back. If we are lucky we may get a glimpse of Santa along the way. We have just a few more slots available.

H. **Staff Report: Foster reported**

1. **PDRMA** Foster attended the annual Property and Casualty meeting held in Naperville. Also, as part of the PDRMA Risk Management Committee, Foster participated in the Grant selection meeting as well as the semi-annual committee meeting.
2. **Office** We have been meeting with a rep from Max Galaxy as part of the preparation for the installation of the new Registration system. We also had our in-person training that lasted about 9 hours last week. We are still on schedule to go live in early December.

XIII. **Adjournment** DeSalvo/Banks **moved to adjourn** the meeting at 4:56pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko,
Executive Director
mb/ Nov 17 minutes