

West Suburban Special Recreation Association

September 11, 2018

Board of Directors

Held at: WSSRA

MINUTES

I. Modrich called the **meeting to order** at 2:01pm those present included:

Jan Arnold, Park District of Oak Park
Anna Wegrecki, Village of Harwood Heights
Teresa Mrozik, Village of North Riverside
Mark DeSalvo, Norridge Park District
Mark Sladek, North Berwyn Park District
Joe Modrich, Park District of Franklin Park

Larry Piekarz/Jackie Iovinelli, Park District of Forest Park
Larry Banks, Clyde Park District
Jeff Janda, Berwyn Park District arrived 2:05pm
Mike Sletten, River Forest Park District,
Al Schmidt, Village of Elmwood Park
Ron Malchiodi, Village of Riverside

Not in attendance:

Hawthorne Park District- Excused Absence

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko

WSSRF-Margaret O'Rourke

Public- Carol Sladek, WSSRA participant

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

III. A. Piekarz/DeSalvo **moved to approve the July 10, 2018 Regular Board Meeting minutes.** Roll call vote showed 9 yes votes and NBPD & VR abstained. The motion passed.

IV. A. DeSalvo/Sletten **moved to accept the July & August 2018 Financial Report.** Roll call vote showed unanimous approval.
B. Sletten/Banks **moved to authorize payroll, prepaid disbursements. The board, by roll call vote, authorized payroll, prepaid disbursements #38307 and ending with check #38396 and authorizes payment of July & August 2018 payroll and disbursements debit charges and cash transfers totaling \$653,760.51 and authorizes payment of September 2018 payroll and disbursements #38397 and ending with check #38414 disbursements debit charges and cash transfers totaling \$4,875.90 pending the availability of funds.** Roll call vote showed unanimous approval.

V. **Public Comment** - Carol Sladek a WSSRA participant, shared she enjoyed her summer programs and especially like the overnight trip!

VI. **Under the Foundation Report O'Rourke** announced she is a WSSRA parent whose son has participated for years in WSSRA programs. O'Rourke reported the Foundation has been quite busy with the completion of the 3rd annual Hamburger Mary's Bingo night. It was a lively evening with a crowd of over 75 guests enjoying 10 rounds of bingo. The \$2,200 profit was a great way for local friends and families to support us. The event raised over \$500 over last year's event. The Foundation is also busy making the final plans for the its annual "Fallin For Our Stars", a night of fun and fundraising at the beautiful Cheney Mansion in Oak Park on Friday, November 2, 2018. This Starlit Casino Night will feature Blackjack, Poker, Roulette, Craps Slots & A LIVE AUCTION as well as beer from Mullarkey Distributers, wine and a signature cocktail with appetizers and a sweet table! The Foundation is grateful to the Park District of Oak Park for giving the Foundation this opportunity. Beth Kaplan, Karen Mullarkey Kerrins, Lisa Shanahan and myself are chairing the event. WSSRAF hopes all WSSRA Board Members will buy your tickets online today! This year the Chicago Blackhawks will be the other featured fundraiser at Jimmy's Place. It will be held sometime in November or December. Details will be coming soon. The Foundation is soliciting raffle prizes for the FFOS event. If you have sports tickets or gift certificates to share, please contact Marianne so pick up arrangements can be made. Thank you always for your continued support.

VII. **Under Committee Reports**

A. **Arnold reported the Finance Committee** met August 20th at PDOP to discuss the 2019 budget process. Budget discussions included; 2019 Share review, merit, health insurance and minimum wage increase. In addition, the committee reviewed the salary ranges and the new partner updates. The next scheduled meeting is on Tuesday, October 2, 1:30 – 3:00 pm at the PDOP main offices as the committee continues to work through the 2019 budget process.

B. **No Other**

VIII. **Unfinished Business**

A. **WSSRA Welcomes the Village of Riverside**

Birko extended a warm welcome to Ron Malchiodi, Board representative from the Village of Riverside to the WSSRA Board. Birko reported the Village of Riverside officially voted to join WSSRA and signed the WSSRA Partnership Resolution at their July 19th Village Board meeting. Their official start was on September 1, 2018. WSSRA staff have met with the Recreation department staff and are set to present at a community Open House scheduled for Thursday, September 13th. Community members have begun registering and will start their participation this Fall session. WSSRA currently has five Village of Riverside participants enrolled in 7 programs which is a great start. Malchiodi concurred and shared the VR is excited to be a part of the Association and to be able to serve their residents with disabilities in WSSRA programs.

B. No other

IX. **Under New Business:**

A. **2019 Partner Shares Proposed**

Birko reported the WSSRA Finance Committee reviewed & discussed the 2019 shares and are recommending a 2.1% share increase based on the CPI. She shared highlights of what the additional \$84,937 would provide including a minimum wage increase to 11.00 dollars per hour, will cover anticipated increased expenses with the addition of our new partners the Villages of Riverside & North Riverside, staff merit increases and an additional \$10,000 towards the WSSRA facility fund. Birko also reviewed the current Fund Balance and carry over history. Sletten asked for clarification if the anticipated carry over would cover the needed funds to meet the required 25% needed in the Fund Balance per the WSSRA Board Policy. Birko stated yes at the current budget level. Janda reported he had discussed with his board and they were in favor of the 2.1% share increase. There was no other discussion. Birko asked the board to go back to their respective boards and discuss and be prepared to vote at the October 9th board meeting.

B. **WSSRA Tri-annual Salary Range Review**

Birko reported the WSSRA Finance Committee Reviewed and recommends the proposed Salary Ranges. She reviewed the Salary Range Worksheet which compares WSSRA salary ranges to other SRA's with similar budgets and comparable positions. Note WSSRA's current policy increases the lower and upper end of the range by the CPI every two years to keep the ranges current. There were no questions. Janda/Sletten motioned to approve the salary ranges as proposed. A Roll call vote showed 11 yes votes and the VEP voting no. The motion passed.

C. **Resolution to request Berwyn CDBG Funds**

Birko reported WSSRA has been approved for up to \$10,000 in scholarship funds for day camp and seasonal programs from Berwyn CDBG funding for 2017 - 2018. Arnold/Janda motioned to approve Resolution 2018-03 requesting those funds for payment. A Roll call vote showed 12 yes votes and the motion passed.

D. **Retirement Resolution**

Birko reported that Larry Piekarcz, the Executive Director & WSSRA Board representative of the Park District of Forest Park is retiring in early October. She noted that we are so very fortunate to have had him be an integral part of WSSRA for 29 years. Let's celebrate his dedication to our profession and most importantly his unwavering support of WSSRA. **Arnold/Janda motioned to approve Resolution 2018-04 recognizing Larry Piekarcz for his retirement and for his dedication and support of WSSRA for the last 29 years. The motioned was approved unanimously.**

E. No other

X. **Under Correspondence-** No comments

XI. **Under Board Reports** – Sladek reported the North Berwyn Park District had a very successful 5k run with over 700 participants along with their Back to School Fiesta. NBPD also closed the deal for the purchase of the VFW Hall in North Berwyn and they have begun to use the facility for programming. The Fall brochure is out, and programs are about to begin.

Arnold reported the Park District of Oak Park is receiving a \$100,000 grant for Green Mountain Sun Energy to install solar, rain harvesting, bees and t-composting. As a part of the grant, community members made pledges to be greener in their lifestyle. PDOP will be applying for an OSLAD grant to expand Carroll Center due to the increasing demands of the afterschool program. Arnold noted they have grown by 460% since 2012. This has in turn increased their inclusion participation from \$15,000 to \$100,000 annually for inclusion staffing costs. She noted this has increased the demands of WSSRA's supports and they appreciate all the efforts that WSSRA staff continue to provide to meet the community's needs. **Malchiodi reported the Village of Riverside** just hosted its kid's triathlon and its last concert of the season. All summer activities went well, and they are now preparing for their Touch A Truck event on Thursday, September 20th and the upcoming Halloween festivities. The Village is excited to be a part of WSSRA and meet the needs of persons with disabilities in their community. **Schmidt reported the Village of Elmwood Park** hosted a successful two-day gymnastics workshop. They are currently doing pool repair work and Volleyball and Basketball are going well. **Sletten reported the River Forest Park District** had a very successful Food Truck festival which is co-hosted with the OPRF Rotary. They had over 4,000 visitors and raised over \$40,000 in profits. They are hosting the Makin Tracks 5K Run/Walk this Saturday of which WSSRA will receive the net proceeds. They have their Family Camp Out in two weeks and Platform tennis numbers have taken off...**Janda reported the Berwyn Park District's** pond project was completed prior to the grant deadline. They are re-revamping their soccer field backstops to help avoid broken windows. They just purchased a new trailer for special events and their "Back to School Picnic" was a hit with over #2000 people in attendance. They have their Brew Fest on October 13 and Buddy Ball Day was a great success! **Wegrecki reported the Village of Harwood Heights** Recreation Center project continues with a soft opening expected in December. **Banks reported the Clyde Park District** had a wonderful summer at the pool although it is drained now. Their numbers for basketball are huge as well as soccer. Banks personally thanked Larry Piekarz for his years of service and wonderful support to WSSRA! He reminded him that he will be missed... **Piekarz reported the Park District of Forest Park** welcomes their new Director Jackie Iovinelli who started September 10th. The park will host their Chili Fest on September 29th. Jackie noted she is excited to be in her new role but also knows she has "Big Shoes" to fill... **DeSalvo reported the Norridge Park District** celebrated the pool closing as it was a challenging summer with a lot of mechanical issues. Fall programs have started and their numbers look good. They are currently working on getting fully staffed by hiring a new Aquatics & Athletics Supervisors. **Mrozik reported the Village of North Riverside's** soccer season is underway, Autumn Fest is Friday night with the Fall Flea Market on Sunday with 100 -120 vendors. They are also preparing the Winter/Spring brochure. **Modrich reported the Park District of Franklin Park's** Community Center & Ice Arena projects are pushing to finish. The Ice Arena sustained \$500,000 in damage from a fire caused by fireworks on the July 4th but is up and running now. He has found PDRMA challenging to work with but is thankful they have the coverage they do. He offered to share with the board the knowledge that he has learned from this experience. Birko reported on behalf of **Raleigh for the Hawthorne Park District** who reported they have completed two renovation projects one on the Sports Complex and the Duck Pond playground project expending \$78,000 on both. Raleigh thanked everyone for their support through his surgery and says he is recovering well!

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

A. **Reminder on Alternate Share Payment Schedule** Birko reminded the board of the process you must follow to request an alternate payment schedule. Per the Amended and Restated Articles of Agreement, "any partner, who has not received an alternate payment schedule for more than two consecutive years, may request and alternate schedule for the payment of the Special Recreation Share. Such requests must be in writing, must describe the reason for the alternate schedule, and be received by WSSRA by November 1, 2018. The WSSRA Board of Directors will vote on the requests at their November 13, 2018 meeting. The alternate schedules can be granted only if all the schedules can be granted. All the schedules must be approved by a vote of two-thirds of those members of the Board voting on the issue at a regularly convened meeting of the Board of Directors. Interest will be charged on the alternate schedules as described in IV. C. Schedule for Payment of Shares of the Amended and Restated Articles of Agreement.

B. **Splish Splash Summer Bash Success** WSSRA hosted its annual Pool party and Wacky Quacky Duck Splash on Thursday, July 19. All WSSRA families, friends and board members were welcome to participate. The event took place from 6:30 – 9:30pm at the Park District of Forest Park pool and was attended by over 350 patrons who enjoyed a spectacular evening! WSSRA not only raised awareness but a profit of \$6744 thanks to our guests, duck sales and sponsorships.

C. **River Forest Park District's Makin Tracks 5k Community Run/Walk** Birko invited everyone to join us for the 21st kick off the Makin Tracks 5k Community Run/Walk on Saturday, September 15th, at the Concordia Race Track 8:00 start! She extended a special thank you to the RFPD for the positive community awareness this event brings to WSSRA. The net proceeds that WSSRA receives from this event is a bonus!

D. **WSSRF "Fall in for Our Stars" Fundraiser Friday, November 2nd** Mark your calendars for the Foundations

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second annual fundraising event; "Fallin for Our Stars" cocktail party & Starlit Casino night that will be held at the lovely Cheney Mansion in Oak Park courtesy of the Park District of Oak Park. Sponsorship requests have been sent to over 400 local businesses. The Foundation is looking for your support with donations for the Casino prizes. Possible donations could include pool passes for 2019 season, program certificates, ice arena passes, and parties for a value of \$25 and up. Please send your sponsorship and support to WSSRA. Registration is live on the WSSRA website. Hope to see you there.

E. Schedule Annual visits Birko reported that she has begun her Annual visits to the partners. Please schedule a date for her to present the agencies latest Annual report through the 2017 Snapshot.

F. Staff to Attend Conferences Birko reported Two WSSRA staff will attend NRPA and Birko & Walsh, the Public Relations Coordinator will attend the Storytelling conference this October. This conference focuses on "How to convey your agencies message in a compelling way to create awareness and assist in fundraising."

G. Staff Report: Hart reported:

1. **Programs** Fall programs begin September 17th. Due to the success of our Hip Hop class this summer we've asked Sydney to come back and help with our Let's Dance program a few weeks along with a WSSRA participant, Fernando Serrano.
2. **STAFF** Our Staff Manager, April Ryan, is currently hiring additional staff to start in our Fall season, as well as plan to meet the growing needs with the addition of RPRD. We held a job fair at OPRFHS on August 23 which was successful. We hired 9 new staff. We've attended several job fairs including; Trinity High School's Service Expo, Dominican university's Community Based Learning Expo and plan to attend Leyden's Career Fair and Business Expo as well as Morton College's Volunteer and Resource Fair.
3. **Inclusion Manager**, Chris Sturm has been busy filling inclusion shifts for fall programs. He has updated the partner agreement policy with the new partner information and will be disseminating the updated books. Chris and myself have also met with Annie and Meghan from Riverside to introduce them to the WSSRA Inclusion structure
4. **Special Events WSSRA** is getting ready for another Polar Express this coming December and working with the PDOP to offer a sensory sensitive Cookies with Santa event for families.

K. Staff Report: Foster reported:

1. **PDRMA** We continue to work on our Loss Control Review. Recently we sent them updated materials they had requested. Review should be completed by November.
2. **New Bus** The new bus was delivered and is currently being wrapped.
3. **Health Plan** Staff met with Marty Josten from Lamb Little to begin the process of renewing our health insurance as well as looking at new potential plans. This includes a comparison with PDRMA Health. Our renewal date is November 1, 2018.

XIII. Sletten/Janda **moved to adjourn** the meeting at 2:54pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ September minutes