

**West Suburban Special Recreation Association**

September 10, 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 4:03pm those present included:

Mike Sletten, River Forest Park District  
Jan Arnold, Park District of Oak Park  
Andrew Doss, of Forest Park  
Joe Modrich, Park District of Franklin Park  
Ron Malchiodi, Village of Riverside  
Dennis Raleigh, Hawthorne Park District  
Bryant Rouleau, Village of North Riverside, 4:09

Giuseppe Zerillo, Village of Harwood Heights,  
remote participation  
Jeff Janda, Berwyn Park District, 4:12  
Al Schmidt, Village of Elmwood Park  
Mark Sladek, North Berwyn Park District, 4:08  
Larry Banks, Clyde Park District  
Annemarie Flaherty, Norridge Park District

**Others in Attendance:**

WSSRA staff: April Ryan, Annie Hart, Marianne Birko, WSSRF, Beth Kaplan

II. Banks/Arnold **moved to approve the agenda.** The motion was unanimously approved.

A. Arnold/Raleigh **motioned to approve Zerrilo to attend remotely.** The motion approved

III. A. Arnold/Raleigh **moved to approve the July 9, 2019 Regular Board Meeting minutes as amended.** Roll call vote showed all 10 voted to approve.

IV. A. Sletten/Banks **moved to accept the July, August 2019 Financial Report.** Roll call vote showed 10 yes votes the motion was approved.

B. Arnold/Sletten **moved to authorize payroll, prepaid disbursements #38854 and ending with check #38954 and authorizes payment of July, August 2019 payroll and disbursements debit charges and cash transfers totaling \$499,512.83 and authorizes payment of September To-Be-Paid disbursements #38955 and ending with check #38973 disbursements debit charges and cash transfers totaling \$18,747.86 pending the availability of funds.**

**Roll call vote showed 10 yes votes. The motion was approved.**

V. **Public Comment** –None

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

Birko introduced Kaplan as a participating family from the PDOP and a long-standing Foundation member who is a backbone to the work they do. Kaplan reported the Foundation has also been busy making the final touches on the upcoming Fall fundraiser "Fallin For Our Stars" at the Cheney Mansion. This year's event is co-chaired by Karen Mullarkey Kerrins and Beth Kaplan of Oak Park. The Foundation is once again grateful to the Park District of Oak Park for giving the Foundation this opportunity to host the event at the beautiful Cheney Mansion. Guests will enjoy a Starlit Casino evening with Beer from Mullarkey Distributers, wine and a specialty cocktail. Opportunity Knocks will also be catering the event. The Casino prize raffles and a Live Auction will provide our guests a full evening of fun! The event will be held on **Friday, October 18, 7 – 11pm.** WSSRF hopes all WSSRA Board Members will buy your tickets today online! The Foundation is also soliciting for FFOS prize raffles and auction items. Please contact Marianne at the WSSRA office about any donations and pick up arrangements will be made. Don't forget to support WSSRA in the upcoming Park District of River Forest community collaborative Makin Tracks 5k run/walk on Saturday, September 21<sup>st</sup>. All proceeds will benefit WSSRA! The Foundation will close the year with

their Holiday Solicitation which will be sent out mid November. Please keep the Foundation in mind while you make any end of the year donations. Thank you for your continued support!

VII. **Under Committee Reports**

- A. **Finance Committee-** Arnold reported the WSSRA Finance Committee met August 27 to continue their work reviewing the Associations 2020 Partner Shares, budgeting 2020 and discuss the Veteran's Park District meeting. She reminded everyone the detailed recommendations will be shared later in the agenda.
- B. **Policy Committee-** Iovinelli reported the WSSRA Policy Committee met on August 21 to appoint a chairperson and review the 3.13 Personal Crisis Leave Donation Policy which will be shared later in the agenda.

VIII. **Unfinished 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. Arnold reiterated the committees work to review and compare the details as they are presented and feels the four recommendations should be seriously considered. She noted any share reductions to the partners will be noted following the audit in the 2021 budget.

→**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.

Janda/Arnold **motioned to approve the Fund Balance recommendations. Roll call vote showed 13 yes votes. The motion was approved.**

- B. **WSSRA Share Formula Discussions** Birko reported that over 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 reiterated that through this careful review the Finance Committee believes that keeping the share formula as is 75% EAV + 25% population continues to be the most equitable for all partners.

→**Recommendation:** Sletten/Arnold **motioned to approve the recommendation of the current 75% EAV/25% population share formula, as history shows this is most consistent and most fair for all partners. Roll call vote showed 13 yes votes. The motion was approved**

C. **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. Per last month's meeting the WSSRA Policy committee made changes and Legal counsel reviewed and recommended taking out the use of vacation time. Sletten stated he was concerned that sick time was being used as a benefit that was not earned yet. Arnold disagreed and shared the PDOP has had a similar policy for 7 years. She stated that not everyone will donate time and believes the policy

should include the option to use vacation time. Iovinelli stated she believes that every policy has an added benefit to employees and is worthwhile to consider. Modrich expressed concerns that vacation was removed and believes that this will not be abused by staff and should be included in the policy.

→**Recommendation:** Arnold/Modrich **motioned the policy be amended to include vacation days along with sick and personal days. Roll call vote showed 12 yes votes and Sletten voted No. The motion was approved.**  
**D No Other**

IX. **Under New Business:**

A. **Approval of 2020 Partner Shares**

The WSSRA Finance committee reviewed and recommends the 2020 Partner Shares with **no rate increase** except for rate changes in the EAV and per the agreements of the Village of Riverside and Village of North Riverside. Birko noted the calculations for the Village of Harwood Heights EAV adjustment for overlapping properties with Norridge Park District is noted at the bottom of the chart.

→**Recommendation:** **By roll call vote, that the Board approves the 2020 Shares as presented.**

**Janda/Arnold motioned to the 2020 Partner Shares as presented. Roll call vote showed 13 yes votes. The motion was approved.**

B. **Approval of Resolution 2019-04 to request Berwyn CDBG Funds**

WSSRA has been approved for up to \$15,000 in scholarship funds for day camp and seasonal programs from Berwyn CDBG funding. The board must approve the Resolution 2019-04 requesting those funds for payment.

→**Recommendation:** **The WSSRA Board of Directors approves Resolution 2019-04 to request Berwyn CDBG funding for day camp and seasonal program scholarships awarded to Berwyn residents who meet the WSSRA program scholarship criteria for the funding year of Oct. 1, 2018 – Sept. 30, 2019.**

**Arnold/Raleigh motioned to approve the recommended Resolution 2019-04. The motion was approved unanimously**

C. **Approval of Newly Appointed Policy Committee Chairperson**

**Birko reported** the Policy Committee Chairperson position opened when Mark DeSalvo retired. The Policy Committee appointed Jackie Iovinelli as the Chairperson of the Policy Committee at the August 21 meeting.

→**Recommendation:** **The board approve Jackie Iovinelli as the Chairperson to the Policy Committee**  
**Janda/Raleigh motioned to approve the recommendation. The motion was approved unanimously**

X. **Under Correspondence-** No comments

- XI. **Under Board Reports** **Janda reported the Berwyn Park District** thanks everyone for their participation in his health insurance survey. He reported they completed their OSLAD grant hearing and learned there were 130 applicants for 40 million dollars and only 29 million dollars will be given. They just hired a new ECC Manager. **Flaherty reported the Norridge Park District** is currently hosting a blood drive at their community center. They are amid staffing transitions with the hiring of a new Superintendent of Parks and are in the process of hiring a Pre-school Superintendent, Aquatics Coordinator and Administrative Assistant. **Arnold reported the Park District of Oak Park's** pools are drained and they recently completed a very successful Fall Fest on August 29. They have rolled into their Fall session with over 300 kids enrolled in their 9 afterschool sites. They are currently amid two construction projects; Stevenson Recreation Centers accessibility and new playground and the Carroll Recreation Center addition has broken ground. They plan to be under roof before the winter sets in. PDOP is also hiring for a few staff positions and are preparing to attend NRPA with 6 staff and one board member. **Raleigh reported the Hawthorne Park District is** amid \$165,000 renovation of two parks and playgrounds. Fall soccer is going with 60 kids participating. All their fields are busy with Morton College using it for soccer, baseball and softball. Raleigh's retirement has been delayed until the merger has been finalized. Discussions continue this week. **Sletten reported the River Forest Park District's** board has approved the synthetic turf in-field at Keystone. The RFPD hosted a very successful Food Truck Rally that had a great turnout! They just hired a new Athletic Manager and are also hiring for their Marketing position. Coming up the RFPD will be hosting the Makin Tracks 5krun/walk on Saturday, September 21<sup>st</sup>. All are invited. **Malchiodi reported for the Village of Riverside's** is running for the first time

before and after school programming at all four District 96 schools. Soccer is in session with numbers slightly down from in the past and coming up they will be hosting the Touch a Truck event on September 19 and their Halloween event on Oct 23rd. The Village of Riverside's plans are underway to renovate the recent building purchase that will double their Recreation Departments programming and office space. They are excited about the possibility of hosting a WSSRA program locally. **Sladek reported North Berwyn Park District hosted the 5k run and had over 750 runners!** They also hosted another successful Nuestras Raices Back to School Fiesta on Saturday, August 17. The Fall brochure is out, and registration has begun. Many programs are full with wait list already. They also hosted another successful golf outing on Friday, August 30<sup>th</sup>. **Iovinelli reported the Park District of Forest Park's National No Glove Softball Tournament on July 25-29 was a great success!** The pool is closed, and they had a very successful summer partly due to offering the use of credit cards to patrons. They currently finalizing the bidding process for new concrete pathways throughout the park. They had a great summer hosting WSSRA's summer camp where WSSRA staff did a great job! They are currently managing some staffing changes and issues with the HVAC system in the ROOS building. Coming up the district will host the OK Softball tournament and Family Campout weekend. They are also preparing to celebrate the 85<sup>th</sup> Anniversary of the Park District! **Schmidt reported the Village of Elmwood Park** is hosting the Get Fit Health Fair from 9:00 – noon on September 28<sup>th</sup>. Which will host 40 vendors and offer free health screening services. **Rouleau reported the Village of North Riverside's Fall** books are out. They are preparing for their annual Flea Market and will have over 130 vendor tables. Their Fall Fest is September 27<sup>th</sup>. They are making some staffing changes due to a staff retirement. The local theatre group is preparing for the Fall Show "the Man Who Came to Dinner". **Banks reported the Clyde Park District** had a great summer! Fall soccer is huge and they too are working with legal counsel on the merger with the Hawthorne Park District. Zerillo reported for the Village of Harwood Heights that their Village festival was a great hit, their second annual car show hosted by Portillos was also well attended. They are looking forward to a great Fall season of programs in their new facility. They will also be hosting a Craft Fair coming up in October 5 & 6. **Modrich reported the Park District of Franklin Park** is also applying for an OSLAD grant and are preparing for their site visit tomorrow. The final stages of the Community Center renovations are being completed..

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

- A. Reminder on Alternate Share Payment Schedule** Please accept this as your reminder 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, 2019. The WSSRA Board of Directors will vote on the requests at the November 12, 2019 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 18. 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 450 patrons who enjoyed a spectacular evening! WSSRA not only raised awareness but a profit of \$9,000 thanks to our guests, duck sales and sponsorships.
- C. River Forest Park District's Makin Tracks 5k Community Run/Walk** Join us for the 22nd kick off the Makin Tracks 5k Community Run/Walk on **Saturday, September 21** at the Concordia Race Track 8:00 start! 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 an added bonus!
- D. WSSRF "Fallin for Our Stars" Fundraiser Friday, October 18<sup>th</sup>.** Mark your calendars for the Foundations 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 2020 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. **Staff meets with Veterans Park District** WSSRA has a long history of discussions with the Veterans Park District and they have once again invited us to discuss a possible partnership. Staff discussed the history and the issue of non-residents participation continues to be an obstacle. The Finance Committee recommends further discussions should include the Village of River Grove.
- F. **Oak Park Facility Use Opportunity** Recently the PDOP acquired a facility at 228 Madison of which WSSRA has been given access to 1300sqf of space for programming. WSSRA has applied for an OPRFCF grant to purchase equipment for a Sensory Room where WSSRA will be able to provide a variety of program opportunities.
- G. **Annual Visits** Birko reminded board members to schedule their 2019 Annual visits where Birko will present highlights of 2018. Book your date now for your presentation this year.
- H. **NRPA in Baltimore** Birko will be attending NRPA along with one of the WSSRA Superintendents coming up September 23- 26, 2019.
- I. **Staff Report: Prepared by April Ryan, Superintendent of Recreation**

- 1. **Programs** Extended camp and summer overnight trips were a great success. We had 29 participants attend 4 overnight trips this summer. Fall programs begin on September 16.
- 2. **Grants** WSSRA received a grant from the Berwyn Township 708 Community Mental Health Board to support a new Sibshops program beginning this October. WSSRA sent 2 staff members to Midland, Texas to for the Sibshops facilitator Training.
- 3. **Special Olympics** WSSRA's Bobcats volleyball team is competing in the Special Olympics Tournament on September 29.
- 4. **Staff** Our Staff Manager, Carla Pakenas, is currently hiring staff to start in our Fall season. Fall Staff Training and Swim Training is scheduled for September 11 at Oak Park and River Forest High School.
- 5. **Special Events** WSSRA is excited to have participants from our Now We're Cooking program participate in the Village of North Riverside's Chili Cook-Off on September 27. Staff are preparing for another Polar Express this coming December and working with the Park District of Oak Park to offer a sensory sensitive Cookies with Santa event for families.

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

- 1. **Inclusion** We currently are serving 46 participants inclusively in 58 programs this fall season. Inclusion Manager, Chris Sturm, and Recreation Specialist, Mia Leyba will continue to help support Inclusion Aides and participants this fall while visiting program sites. Chris has scheduled 24 staff to prepare for the fall session.
- 2. **Transportation** We are in the process of hiring a new driver, in the anticipation of Larry Feldt's retirement. Larry has been a driver with WSSRA for 25 years and plans to retire in January. The position was posted as of 9/5. All vehicles are scheduled for oil changes and service this week to prepare for the fall season.
- 3. **Safety** I'm scheduled to attend PDRMA's Driver "Train the Trainer" course on October 3<sup>rd</sup>.

J. **No Other**

XIII. Janda/lovinelli **moved to adjourn** the meeting at 5:20pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko  
Executive Director  
mb/Sept19 minutes