

West Suburban Special Recreation Association
July 14, 2020 Remote Meeting of the Board of Directors
WSSRA Office, 2915 Maple Street, Franklin Park, 60131
4:00pm

Send Public Comments to: marianneb@wssra.net 2 hours prior to meeting

AGENDA

- | | | | |
|-------|---|------------------------------|-------------------|
| I. | Call to Order/Roll Call | | (action) |
| II. | Approval of Agenda | | (action) |
| | A. Agenda Approval | | |
| | B. Other | | |
| III. | Approval of Minutes | | |
| | A. May 12, 2020 Regular Board Meeting Minutes | | (action) |
| IV. | Financial Report & Disbursements | | |
| | A. Acceptance of May & June 2020 Financial Report | | (action) |
| | B. Prepaid Disbursements for May & June 2020 and To Be Paid Disbursements for July 2020 | | (action) |
| V. | Public Comment | | |
| VI. | Foundation Report | | (information) |
| VII. | Committee Reports | | (information) |
| | A. Finance Committee | | (information) |
| | B. Other | | |
| VIII. | Unfinished Business | | |
| | A. Approval of WSSRA's 2019 Audit | Attachment A | (action) |
| | B. Other | | |
| IX. | New Business | | |
| | A. North Berwyn Park District Shares | | (discussion) |
| | B. Partner Facility Use going forward | | (discussion) |
| | C. Other | | |
| X. | Correspondence | | |
| XI. | Board Member Reports | | (information) |
| XII. | Executive Director's Report | | (all Information) |
| | A. COVID-19 Impact | Attachment B | |
| | B. Derby Gala 2020 Goes Virtual | | |
| | C. Veterans Park District | | |
| | D. Annual Visits | | |
| | E. Staff report | | |
| | F. Staff report | | |
| | G. Other | | |
| XIII. | Adjournment | | (action) |

Next Meeting: Tuesday, September 8, 2020 @ 4:00pm at Village of Riverside

- I. **Call to Order/Roll Call**
- II. **Approval of Agenda**
 - A. Agenda Approval Action
 - B. Other
- III. **Approval of Minutes**
 - A. **Approval of May 12, 2020 Board meeting minutes.** Action

→Recommendation: The Board approves the May 12, 2020 Board meeting minutes
- IV. **Financial Report and Disbursements**
 - A. **Financial Report** - The Financial Report for May & June 2020 is enclosed for your review.

→Recommendation: The Board accepts the May & June 2020 Financial Report
 - B. **May, June & July 2020 Disbursements –** Action

→Recommendation: The board, by roll call vote, authorizes payroll, prepaid disbursements #39294 and ending with check #39575 and authorizes payment of May & June 2020 payroll and disbursements debit charges and cash transfers totaling \$211,842.58 and authorizes payment of July 2020 disbursements #39576 and ending with check #39602 disbursements debit charges and cash transfers totaling \$58,483.12 pending the availability of funds.
- V. **Public Comment**
- VI. **Foundation Report**
- VII. **Committee Reports**
 - A. **Finance Committee**- Is scheduled to meet on Monday, July 20 at 3:00 at the Park District of Oak Park. We will continue discussions of the Financial impact of COVID-19 and 2021 budget planning.
 - B. Other
- VIII. **Unfinished Business**
 - A. **Acceptance of the 2019 Audit by Lauterbach & Amen** Attachment A Action
The annual audit was reviewed at the May 12th board meeting by Brad Porter, partner with our audit firm, Lauterbach & Amen, LLP. An e-file of the audit is attached for your review. The hard copy was provided at the May 12th meeting. Additional copies are available per request.

→Recommendation: The Board accepts by roll call vote, the 2019 Annual audit as presented by Lauterbach & Amen.
 - B. Other
- IX. **New Business**
 - A. **North Berwyn Park District Shares** Discussion
North Berwyn Park District's, Executive Director and WSSRA Alternate Board member, Joe Vallez would like to address concerns about their shares.
 - B. **Partner Facility Use**
As we roll into the Fall and In-person programming WSSRA would like to discuss the importance of being a priority to accessing your facilities.
 - C. Other
- X. **Correspondence**

XI. **Board Member Reports**

XII. **Executive Director's Report**

[Information](#)

A. COVID-19 Impact

WSSRA Staff Update As shared in previous updates WSSRA has furloughed all part-time drivers, and seasonal staff since March 20. All Full-time Exempt staff were furloughed a day per week since April 10 – May 30 and Non-Exempt staff 2 days per week for a total of 136 days. All Full-time Exempt staff returned full time starting June 1 due to the increased program load. Three Non-Exempt positions are furloughing 1-2 days depending on their position through June, July & August.

WSSRA Budget projections Staff continue to monitor 2020 budget estimates that will be reviewed at the Finance Committee. Staff have made cuts in every area of business and are not filling the two vacant Regular Part-time positions and furloughed all Part-Time and seasonal staff. WSSRA will be collecting unemployment reimbursement as well.

WSSRA returns to In-person programs WSSRA has prepared for Phase 4 and are rolling into a small percentage of in-person programs. Participants must meet the CDC guidelines and State COVID-19 mandates to participate.

WSSRA Participation Guidelines &

1. Participant must have the ability to wear a mask when necessary
2. Participant must be able to social distance 6'
3. Participant must be able to follow directions with minimal intervention by staff
4. Participant must be able to be successful with a 4:1 staffing and devoid of emotional outbursts requiring 1:1 staffing support.
5. Participant must be independent in managing personal care including toileting, feeding, personal hygiene
6. If a participant cannot meet these guidelines, they can participate with a family member within their family unit

Safety Protocols

1. Participants and staff must complete a health screening upon arrival
2. Participants and staff will wash hands upon arrival and throughout the program
3. Participants must be dropped off to WSSRA staff at the facility entrance, parents and guardians will not be allowed inside facilities
4. Participants must be able to follow participation guidelines per COVID-19 state mandates, safe behaviors will be strictly enforced
5. Programs will be limited to 8 participants per 2 staff

WSSRA Sunshine Moments

[Attachment B](#)

During these unprecedented times it is easy to look to the uncertain future with fear. But, all of us at WSSRA have had the good fortune to witness **HOPE** through our participants and their families. We have watched them progress from moments of complete frustration and exasperation to finding success in the navigating this wild ride. While our days are filled with planning, pivoting and re-planning. WE have taken the time to share, listen and witness their stories, helping them through their struggles and watch success in new amazing ways. Here are a few testimonials from families and staff. I hope it inspires you to take the time to listen and watch the “**Sunshine Moments**” unfold in your world as well.

B. Derby Gala 2020 Goes Virtual The Foundations Derby Gala Steering Committee has determined the Derby Gala will go Virtual due to the Restore Illinois Phase 4 limitations. Solicitations have gone out and invites will go out shortly. We have the complete support of Senator Harmon and President Skip Saviano as we move forward with the Virtual Auction, Paddle Raise and Sponsorships. We are excited about the additions to the Steering Committee which include Representatives, Lisa Hernandez, Chris Welch, and Bradley Stephens and Norridge President Daniel Tannhauser. Every event is dependent on our partners support. We need each of the WSSRA Partners to do their part in supporting this event through **Cup Sponsorship, Ads and donations**. It's a great way to promote your agencies facilities and programs through

this opportunity. Thank you in advance for your support.

C. Veteran's Park District Discussions continue with Veterans Park District but have been tabled since the COVID-19 crisis began. We plan to resume virtually sometime in July or August.

D. Annual Visits Birko has begun her 2020 Annual visits presenting highlights of 2019. Presentations began in March with the Park District of Oak Park and will resume when you are in-person again.

E. Staff Report: Prepared by April Ryan, Superintendent of Recreation

1. **Summer Programs** Summer Session 2 is underway. Virtual programs began on Monday, July 6. and participation continues to increase each session; we currently have nearly 1,000 program registrations. In-person programs are off to a slower start, we currently have 21 participants registered so some were postponed one week and will begin on July 13 and run through August 15. Participants must meet specific eligibility criteria to participate in the in-person programs.
2. **Day Camp** Session 2 began on July 6 and will run through July 24. We currently have 9 participants enrolled. While numbers are low participants really enjoy it and we have received positive feedback from participants and families. Participants who registered received a "Highlighter Camp Kit" for \$20 each. Virtual camp meets on Monday, Wednesday and Fridays and is run by full-time staff. Registration is currently still open.
3. **Creation Kits** WSSRA is selling Creation Kits for participants who are looking for at-home activities. Themes include Arts and Crafts, Sensory Exploration and Fun and Games.
4. **WSSRA Sunshine Breaks** Staff have created over 100 short videos including art, music, dance, cooking, fitness and more. Videos are posted on our social media and YouTube channel.
5. **Phone Pals** WSSRA staff frequently check in with WSSRA participants and their families to help them stay connected! The list is reviewed and updated regularly.
6. **Byline Bank Award** WSSRA staff have been working with several local group homes and individual participants to purchase the electronics for them to successfully participate with WSSRA virtually. Currently we have purchased 15 computers, licenses and supporting equipment as well as developing procedures and an agreement outlined for participation. Staff are currently disseminating nine of the computers for virtual participation.
7. **Imaginarium Sensory Room** WSSRA's Imaginarium sensory room re-opened on June 20. WSSRA Families can register for a private 45-minute time slots on Tuesday, Thursday and Saturdays. 15 Families have enjoyed the new program opportunity so far and several have come back more than once!
8. **Special Events**
 - i. **Virtual Campfire** WSSRA held a Virtual Campfire on June 26 with special guest Alyssa from Dynamic Lynks. We had 19 families registered. Participants especially enjoyed the s'more Kits that WSSRA staff delivered.
 - ii. **Fourth of July Parades** WSSRA participated in the Village of Elmwood Park's 4th of July parade and also put together a virtual parade for participants and families to enjoy.
 - iii. **Virtual Reptile Encounters** WSSRA is hosting a reptile encounter on Thursday, July 9 with Dave NiNaso's Traveling World of Reptiles. We currently have 17 families registered.
 - iv. **Virtual Dance Party** WSSRA is hosting a virtual dance with special guest DJ Marc Poise on Saturday, July 25. We currently have 22 families registered.
 - v. **Splish Splash Summer Dance** Our Annual Wacky Quacky Duck Race will be held virtually combined with a dance party. The event is scheduled on August 6 from 7:00pm-8:30pm. DJ Mark Poise will provide music and entertainment and duck races will be shown throughout the event. A big thanks to Elmwood Park for allowing us to use their pool for the duck races!

F. Staff Report: Prepared by Annie Hart, Superintendent of Safety and Operations

1. **Inclusion** WSSRA canceled our Summer Inclusion Training the first week in June and let all inclusion staff know they would remain furloughed at this time. Chris Sturm, Inclusion Manager and Mia Leyba, Recreation Specialist have been out visiting camps and offering support where needed. They are currently providing support in Elmwood Park, Oak Park and North Riverside Please contact Chris or Annie with any inclusion support questions or concerns.
2. **Transportation** WSSRA is not currently offering transportation. One of our 4 bus leases is up in November and we have decided to wait until the new year to determine if we will lease another one.

G. Other

XIII. Adjournment