

West Suburban Special Recreation Association

December 13, 2016

Meeting of the Board of Directors

Held at: Village of Elmwood Park in the Parks and Recreation Building
located at 2 Conti Parkway, Elmwood Park 60707

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:12pm those present included:

Jan Arnold, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Mike Sletten, River Forest Park District
Al Schmidt, Village of Elmwood Park
Larry Banks, Clyde Park District

Jackie Iovinelli, Park District of Franklin Park
Mark Sladek, North Berwyn Park District
Jeff Janda, Berwyn Park District
Mark DeSalvo, Norridge Park District
Dennis Raleigh, Hawthorne Park District

Not in attendance:

Village of Harwood Heights, Excused Absence

Others in Attendance:

WSSRF, Lisa Shanahan

WSSRA staff: Bob Foster, Marianne Birko,

Public: None

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

III. A. DeSalvo/Sletten moved to approve the November 8, 2016 Board Meeting minutes. The motion was approved.
B. No Other

IV. A. DeSalvo/Sletten moved to accept the November 2016 Financial Report. The motion was approved.
B. DeSalvo/Sletten moved to authorize payroll, prepaid disbursements #36642 and ending with check #36663 and authorizes payment for the months of November 2016 payroll and disbursements debit charges and cash transfers totaling \$128,154.20 and authorizes payment of December 2016 payroll and disbursements #36664 and ending with check #36682 disbursements debit charges and cash transfers totaling \$7,315.60 pending the availability of fun. Roll call vote showed unanimous approval.

V. Public Comment –None

VI. Under the Foundation Report Lisa Shanahan a long time Oak Park resident who has contributed countless hours of time and energy to the Foundations events. **Shanahan reported** This year, WSSRF's Holiday Solicitation features some of the Foundation members' children. Donations are coming in daily. Extra cards are here today for anyone who would like to take any. So far the "Giving Tuesday" campaign raised \$1500 and Holiday Solicitation is nearing \$2,000. The Blackhawks Party held on December 3 was a great success! John Mullins and Kevin Calkins of Oak Park did a wonderful job of chairing the event along with the support of several Foundation members. Fifty one persons attended and cheered the Blackhawks and raised over \$3,000 in profits for the Foundation. The Foundation's Bowl-a-thon is planned for Sunday, March 5 from 1:45 – 4:00pm. Carol Milburn of Oak Park and Christine Nakatsuka of Elmwood Park are chairing the event. It will be held at Circle Bowl in Forest Park. Shanahan reported the Foundation exceeded its budget goals and has given WSSRA \$39,000 and plans to give \$41,000 in 2017. The Foundation Board will begin 2017 conducting their Annual meeting establishing their goals and budget for the year. The Foundation Board of Directors thanks the WSSRA Board of Directors and Alternates for their ongoing leadership and wishes all of you the Happiest of Holidays!

II. Under Committee Reports

- A. **Finance Committee Birko reported** the committee met via a conference call on November 21 to review the request by VEP to freeze the Executive Director and the Superintendent of Safety and Operations salaries. A review of the discussion will be discussed later in the meeting.
- B. **Executive Directors Performance Appraisal-** Chairman Janda reported he has compiled the comments and will share the prepared appraisal in closed session.
- C. **Nominations Committee-** Janda shared he is willing to stay on a third year as Chairman with Joe Modrich as the Vice Chair. **Sletten/Arnold motioned** to accept the slate of Jeff Janda as Chairman and Joe Modrich as Vice Chairman of the WSSRA Board of Directors for 2017. **By roll call vote the motion was approved unanimously.**

VIII. Unfinished Business

- A. **IAPD Letter-** Janda reported per last month's board meetings discussions, Birko drafted the letter with edits from Janda. The final letter was signed by Janda and sent on December 8, 2016.
- B. **Executive Director and Superintendent of Safety & Operations salary discussions.** Birko reported per the request of the Village of Elmwood Park the WSSRA Finance Committee met and reviewed the request and believes the Association has the appropriate safeguards in place with staff salaries held to the salary ranges designed for each position. These ranges are updated and reviewed every two years by the committee and approved by the Board of Directors. The Board reviews the Executive Director every year and determines the merit based on performance. The committee believes the checks and balances are in place and do not see a need to make a change at this time. **DeSalvo/Banks motioned to vote on the VEP's request to freeze the Executive Directors & Superintendent of Safety & Operations salary at the current rate.** A roll call vote showed: Voting no to the salary freeze were Sletten, Raleigh, DeSalvo, Sladek, Arnold, Janda, Iovinelli, Thomas. Voting yes to freeze the salaries of the Executive Director and Superintendent of Safety and Operations were Schmidt & Banks. **The motion failed eight to two.**
- C. **Discussion and consideration of Approval of the 2017 recommended budget,** Birko presented the 2017 balanced budget approved by the WSSRA Finance Committee which has a .7% share increase for your approval. **DeSalvo/Sletten motioned to approve the 2017 budget as presented.** Voting to approve the 2017 budget were: Raleigh, Sletten, Schmidt, Banks, DeSalvo, Arnold, Janda, Iovinelli, Thomas and Sladek voted No to the 2017 budget. **The budget was approved nine to one.**

D. **None**

IX. Under New Business

- A. **Approval of WSSRA Travel Expense Policy Resolution 16-04**
Per the **LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT** DeSalvo/Sletten motioned to approve Resolution 16-04 WSSRA Travel Expense Policy. The motion was approved unanimously by roll call vote.
- B. **Other- None**

X. Under Correspondence- No comments

- XI. Under Board Reports – Sletten reported the **River Forest Park District** just completed a Limited Bond approval. Schmidt reported the **Village of Elmwood Park's reported** basketball sessions are at capacity. The Holiday walk was a success and the heating system is in place and running just in time. Thomas reported the **Park District of Forest Park's Breakfast with Santa** another great success with over 100 in attendance. They just hosted the Holiday Chamber luncheon and are still waiting for the building permit from the Village of Forest Park so they can finally begin the Roos building project. Iovinelli reported the **Park District of Franklin Park's Polar Express** trips are underway. In addition Santa is doing house visits in the community for the first time this year and the Maple Park is on hold due to the weather. Arnold reported the **Park District of Oak Park** had 300 kids attend the Santa Trolley event shuttling participants from the Conservatory to the Cheney Mansion. The Maple Park project is complete and the construction fence is coming down. The PDOP is installing 100 kilowatt Solar panels to the RCRC roof. All collected energy will be stored and the park district will reduce their energy costs considerably as a

result. The board just signed on the letter of intent to explore community Solar Power. Ice hockey and figure skating programs continue to grow. Raleigh reported the **Hawthorne Park District** is currently reviewing their pool evaluation report to determine how to move forward with the pool. On November 8 the Cicero residents voted yes to a non-binding referendum to merge the Hawthorne and Clyde Park Districts. Negotiations for the merger have begun. Banks reported **Clyde Park District** basketball continues to be big! Everything is going well. Sladek reported the **North Berwyn Park District's** December 20 Winter registration begins. Santa's workshop is coming up followed by the annual tree lighting contest. DeSalvo reported the **Norridge Park District's** is finalizing plans for the old garage site demolition to take place. Restoration of the property will take place in spring. Janda reported the **Berwyn Park District's** hosted another successful Thanksgiving Dinner for 300. A special thanks to WSSRA for the use of the driver and vehicle. The Polar Express is completed and Jeff assisted WSSRA with there's confirming the car accessibility and providing police presence. Janda invited everyone to their "Positively Pasta Dinner" on January 14. Happy Holidays to all.

XII. Executive Director's Report- Birko reported

A. **Schedule Annual visits-** Birko continues with her Annual visits to the partners. Below is a schedule of the partner meetings scheduled. She asked for you to confirm the date of your partner's scheduled meeting if it is not yet confirmed. Another option is to meet in March to cover both 2015 & 2016. Please let me know your preference.

WSSRA Partner	WSSRA Annual Presentation
Park District of Oak Park	March 2016 completed
Berwyn Park District	October 2016 completed
Village of Elmwood Park	TBD
Norridge Park District	March 2016 completed
North Berwyn Park District	Thursday, January 12, 5:00pm
Village of Harwood Heights	TBD
River Forest Park District	Monday, January 9, 6:00pm
Clyde Park District	Tentatively March, 2017
Park District of Forest Park	Thursday, January 12 or 6:00pm
Hawthorne Park District	Thursday, January 19, 2017 8:00pm
Park District of Franklin Park	Tuesday, January 24, 2017 7:00pm

B. **Board Member Appointments Due by December 31, 2016**

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 will accept those appointments at our annual meeting held January 10, 2017.

C. **Committee draft appointments for 2017**

Birko reviewed the committees for 2017. Please review and let me know if you would like to consider a change prior to the January meeting.

D. **Proposed 2017 WSSRA Board meeting dates.**

Arnold/Sletten motioned to approve the 2017 meeting dates. The motion was approve unanimously

2017 WSSRA Board Meeting Dates	Time	Location
January 10, 2017	4:00pm	WSSRA
No February Meeting		
March 14, 2016	4:00pm	Park District of Franklin Park
No April Meeting		
May 9, 2017	4:00pm	Park District of Oak Park
No June Meeting		
July 11, 2017	4:00pm	Park District of Forest Park
No August Meeting		
September 12, 2017	4:00pm	Norridge Park District
October 10, 2017	4:00pm	WSSRA
November 14, 2017	4:00pm	WSSRA
December 12, 2017	4:00pm	River Forest Park District & Holiday social

- E. **Annual Staff Reviews** –Staff are busy completing Team Performance Appraisals with all full and regular part time staff. All staff will have new goals to accomplish for 2017. Included in the appraisal is the summary sheet which itemizes the point values to the percentage of merit earned which assists staff in determining the merit pool process. A copy of the appraisal is included in the correspondence file at the board meeting.
- F. **WSSRA hiring updates-** WSSRA is happy to announce the hiring of Annie Hart as the new Superintendent. Interviews were conducted with 5 in-house candidates for the Staff Manager position that Annie vacated. As a result of the interviews, April Ryan shifted from her role as Program Manager to the Staff Manager and Carlos Marroquin to the Program Manager position. Birko also announced the resignation of the Inclusion Manager and will report back on the hiring for this position. Training for these position changes has begun as there is minimal cross-over time with Annie returning from Maternity leave and April going on leave at the end of January.
- G. **Staff Report: Prepared by Marianne Birko, Executive Director**
1. **Fall programs** are in the final homestretch, with most wrapping up the week the first week in December.
 2. **Staff are completing the Final preparations** for Polar Express Storytime Train which will be underway on Saturday, December 10 from the Oak Park Avenue Metra stop in Berwyn.
 3. **Staff are making the final preparations** for the 18 Holiday Hullabaloo events taking place from December 27 – January 4, 2017. 41 individuals will fill 168 program slots with 2 persons on wait lists.
 4. **Winter/Spring brochures** are currently being delivered and registration has begun. Summer Day Camp information is included in this brochure as well. Registration for the summer day camp lottery will be accepted until February 10, 2017.
- H. **Staff Report: Prepared by: Bob Foster, Superintendent of Safety and Operations –**
1. **PDRMA-** I attended the annual PDRMA Risk Management Institute held in Tinley Park. WSSRA had 6 employees attend.
 2. **Office-** I met with a representative from Pay com, (our payroll service) to discuss some potential new features we might be interested in. I also participated in a Webinar, hosted by ESG to learn about the new process we now use for employees requesting COBRA, when leaving the agency.
- I. **Other**

- XIII. **Closed Session – Under Section 2(c)(1) of the Open meetings Act to discuss personnel**
5:52 DeSalvo/Sletten moved to go into closed session to discuss two personnel matters. The motion was approved unanimously by roll call vote.
Arnold/Sletten moved to go out of closed session. The motion was approved unanimously by roll call vote.
- XV. **Possible Action following closed session**
Arnold/Sletten motioned to approved the Directors increase by 2.5%. *Raleigh, Sletten, Banks, DeSalvo, Arnold, Janda, Iovinelli, Thomas and Sladek voted Yes and Schmidt voted No.* The motion was approved by a roll call vote 9 -1.
- XVI. **Adjournment**
Sletten/Arnold **moved to adjourn** the meeting at 6:20pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/Dec 16 minutes