

**West Suburban Special Recreation Association
Board of Directors Meeting
October 9, 2018
Held at: WSSRA
MINUTES**

I. Modrich called the **meeting to order** at 4:00pm those present included:

Kassie Porreca, Park District of Oak Park
Anna Wegrecki, Village of Harwood Heights 4:05 arrival
Bryant Rouleau, Village of North Riverside
Mark DeSalvo, Norridge Park District
Mark Sladek, North Berwyn Park District
Joe Modrich, Park District of Franklin Park

Andrew Doss, Park District of Forest Park
Larry Banks, Clyde Park District
Jeff Janda, Berwyn Park District arrived 2:05pm
Al Schmidt, Village of Elmwood Park
Ron Malchiodi, Village of Riverside
Dennis Raleigh, Hawthorne Park District

Not in attendance:

River Forest Park District- Excused Absence

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko
WSSRF-Beth Kaplan

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

III. A. Janda/Sladek motioned to accept request for Lannefeld to attend meeting remotely. Motion approved unanimously
B. DeSalvo/Janda **moved to approve the September 11, 2018 Regular Board Meeting minutes**. Roll call vote showed 11 yes votes. The motion passed.

IV. A. DeSalvo/Banks **moved to accept the September 2018 Financial Report**. Roll call vote showed unanimous approval.
B. Janda/Banks **moved to authorize payroll, prepaid disbursements**. **The board, by roll call vote, authorized payroll, prepaid disbursements #38415 and ending with check #38432 and authorizes payment of August & September 2018 payroll and disbursements debit charges and cash transfers totaling \$114,863.10 and authorizes payment of October 2018 payroll and disbursements #38434 and ending with check #38457 disbursements debit charges and cash transfers totaling \$30,086.19 pending the availability of funds**. Roll call vote showed unanimous approval.

V. **Public Comment** - No public present

VI. **Under the Foundation Report Kaplan** announced she is a WSSRA parent whose son has participated in WSSRA programs. 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 Margaret O'Rourke, Karen Mullarkey Kerrins, Lisa Shanahan and myself of Oak Park and River Forest. 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. The Casino prize raffles and a Live Auction will provide our guests a full evening of fun! The event will be held on **Friday, November 2, 7 – 11pm**. WSSRF hopes all WSSRA Board Members will buy your tickets today online! This year the Chicago Blackhawks will be the other featured fundraiser at Jimmy's Place. The event will be held sometime in December or January. Notice will be sent on the final date along with other event details. Foundation is soliciting auction items for the Blackhawks party. We are especially interested in sports related items and tickets are most appreciated. Please contact Marianne at the WSSRA office about any donations and pick up arrangements will be made. Lastly the Foundation has also been invited to collaborate with the Pinnacle Yacht Foundation presenting **Blues & Soul Masters "Sons of Chicago"** for a LIVE CONCERT event on Friday January 25 at the Wire music venue in Berwyn. This event will have WSSRF collaborating with Opportunity Knocks, Momenta & PACTT as the beneficiary of the concert proceeds. Mark your calendar and join us. We will keep you post on when tickets will go on sale. Kaplan thanked the board for their continued support.

- VII. **Under Committee Reports**
- A. **Birko reported the Finance Committee** met October 2 at PDOP to discuss the 2019 budget process. Budget discussions included; merit, health insurance and a line item review of the proposed 2019 budget. The next scheduled meeting is on Wednesday, November 7, 10:30 – noon at the PDOP main offices to make any final changes to the 2019 budget.
- B. **No Other**
- VIII. **Unfinished Business**
- A. **Approval of 2019 Partner Shares** (action)
Birko reported the WSSRA Finance committee reviewed and recommends the 2019 Partner Shares with a 2.1% CPI increase. She 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. **DeSalvo/Janda moved to approve the 2019 shares with a 2.1% increase as presented.** A roll call vote showed 11 ayes and Sladek voted nay. The motion was approved.
- B. **No other**
- IX. **Under New Business:**
- A. **Recommended 2019 Proposed Budget and Budget Narrative Review** Birko presented the 2019 proposed budget as reviewed and recommended by the Finance Committee. DeSalvo asked if we budgeted enough for the ADA accommodations line item with the new partners aboard and Birko explained that it is a wash between revenue and expense, so it would not impact the overall budget if we were to go over budget. Birko will bring back the comments to the Finance Committee. There were no other questions so Birko asked the board to take back to their boards and be prepared for a vote at the November 13th meeting.
- B. **Riverside Township Mental Health Board Program Fee Reimbursement Agreement** Birko shared WSSRA has been in dialogue with the Riverside Township Mental Health Board representative Dr. John Shustitsky, about Riverside Township residents receiving 50% program fee reimbursement. This would be done through quarterly billing sent by WSSRA to the Township. The board discussed and agrees with the concept and will wait for the final reimbursement agreement that legal counsel will review. Modrich asked that we look at our bylaws or policies to make sure this is addressed.
- C. **No other**
- X. **Under Correspondence-** No comments
- XI. **Under Board Reports – Sladek reported the North Berwyn Park District** is hosting a Halloween House decorating contest Oct. 25 and a pumpkin patch on October 29. They will also host an adult Class Clowns comedy show November 2. **Rouleau reported the Village of North Riverside** hosted a successful Autumn Fest and has a Freaky Friday dance for teens and will be hosting their big Turkey Bingo night coming up in November. **Banks reported the Clyde Park District** had a wonderful Houby Day parade with great participation on a beautiful day. They are heavy into their basketball and soccer season and dance classes have picked up as well. **Janda reported the Berwyn Park District** is in the process of gathering bid specs for the bathrooms at Proksa Park. They are still trying to fill their early childhood teacher position and this year's Brew Fest will have 56 brews offered for guests to enjoy on October 13. Everyone is welcome to join in. BPD & the PAV YMCA will present "All Hallows Eve at Proksa Park on October 27th. They will also be hosting their Annual Thanksgiving dinner for local elderly and community members in need on Thanksgiving at the Liberty Cultural Arts Center. **Raleigh reported the Hawthorne Park District** is currently making pool repairs. Their Fall soccer ends October 26th with current heavy use by Morton College for both soccer and baseball. Conversations are resuming for the Clyde Park District and Hawthorne Park District merger expected to happen in May of 2019. **Wegrecki reported the Village of Harwood Heights** Recreation Center project continues with a soft opening expected in December. They currently have basketball, soccer and gymnastics programs going. They are excited to plan for new program opportunities for the residents such as Zumba. They are working with the Youth Commission on the upcoming Halloween dance party! **DeSalvo reported the Norridge Park District** finished their pool maintenance including painting, calking and new grates per the state required regulations. Fall programs are underway and they are planning for their Winter-Spring sessions. They are fully staffed and catching up on training and cross-training as they plan for 2019. **Doss reported for the Park District of Forest Park.** Piekarcz celebrated his last day on October 5. They just hosted the Chili & Dodgeball Fest on September 29th and they ended their Softball season and are excited to host their first Basketball league since the opening of the Roos Recreation Center. **Porreca 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 they met their 1000 community

members pledge to be greener in their lifestyle and will be adding more solar panels to Fox Center as a result increasing the kilowatt hours saved. PDOP is applying for an OSLAD grant to expand Carroll Center due to the increasing demands of the afterschool program. They recently hosted over 3000 guests at their recent Fall Fest and will also be hosting the Frank Lloyd Wright Races on Sunday October 21. **Malchiodi reported the Village of Riverside** is finishing up their Fall Soccer & Softball. They will be hosting their Halloween lighting & parade on October 24th of which WSSRA will host a booth as well as participate in the Holiday Stroll. Malchiodi shared they continue to work at getting the word out about WSSRA services. They recently posted pictures from the WSSRA Wrigley Field Tour in hopes to continue to increase awareness. **Modrich reported the Park District of Franklin Park** hosted their Fall Fest Parade and pumpkin patch and had a great turn out despite the rain. They have recently hired 5 new Full-time employees and are moving forward with training. **Lannefeld reported the Village of Elmwood Park's** volleyball and basketball leagues are currently in session. They are hosting their Fall Fest at Mills Park October 19 – 21 and they are in the midst of renovating the Torte Park located at 75th & Fullerton.

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. **River Forest Park District's Makin' Tracks 5K Community Run/Walk A Success! Over 263 runners/walkers joined in the Makin' Tracks 5k Run/Walk on Saturday, September 15th, at the Concordia Race Track.** WSSRA had over 50 families and friends join in. A special thank you to the RFPD for the positive community awareness this event continues to bring to WSSRA. The net proceeds that WSSRA receives from this event is a bonus!

C. **WSSRF "Fallin for Our Stars" Fundraiser Friday, November 2nd** Mark your calendars for the Foundations annual "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. So far, the Park Districts of Oak Park, Forest Park and the River Forest Park District have come aboard as sponsors. In addition, sponsorship requests have been sent to over 400 local businesses. The Foundation is looking for your support with sponsorships and 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.

D. **Village of Riverside & North Riverside Updates** WSSRA staff have provided an information table and presentations at a variety of the Village of Riverside events including the Touch A Truck event on September 20, a parent information Open House on September 13 and Birko presented to the Recreation board on September 24. WSSRA will also be participating in the Village of Riverside's upcoming Halloween event on October 24 and the Holiday Stroll in December. WSSRA staff have met with both Special Education Directors of District 96 in Riverside and District 94 in North Riverside. We will be presenting to the District 96 PTO Representative's on October 11. All of these efforts are to increase the awareness of WSSRA services available to their residents.

E. **Schedule Annual visits** Birko 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.

G. **Staff Report: Hart reported:**

1. **Programs** Hart reported two "Feel Good" stories one of a participant whom staff raised dollars to help pay for their program fee in summer camp and a staff who broke their phone on the first day of having it and staff raised dollars to help pay for the repair... Fall programs are underway and on September 22nd the WSSRA Bobcat Softball players played the opening game against the Opportunity Knocks Warriors. The game kicked-off the OK Classic annual fundraising softball tournament. WSSRA Bobcats won for the third year in a row. WSSRA earned 3rd place at the Special Olympics

Volleyball tournament on September 23rd. Overall, enrollments are good. One program was cancelled due to low enrollment, which allowed us to add more swim lesson on Fridays.

2. **Staff** Our Staff Manager, April Ryan, continues to search for additional staff to start in our Fall season, as well as plan to meet the growing needs with the addition of RPRD.

3. **Inclusion** Manager Chris Sturm has updated the partner agreement policy and getting more books ordered with the additions of Riverside and North Riverside. There are currently 45 participants in 60 programs for the Fall session.

4. **Special Events** WSSRA is getting ready for another Polar Express this coming December 8th and working with the PDOP to offer a sensory sensitive Cookies with Santa event for families

K. **Staff Report: Foster reported:**

1. **PDRMA** Staff attended two PDRMA Committee meetings, the Risk Management Grant Awards committee and the Loss Control Review Evaluation Committee.

2. **Transportation** WSSRA trained 2 new drivers for the busses who are currently Part Time Program Supervisors. Also, the new bus is wrapped and on the road.

3. **Health Plan** Staff have completed all the paperwork for the new Health plan transition to Blue Cross Blue Shield which begins November 1.

XIII. Janda/DeSalvo **moved to adjourn** the meeting at 4:55pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ October minutes