

West Suburban Special Recreation Association

September 8, 2015

Board of Directors Meeting
Held at: Norridge Park District
4613 N Overhill, Norridge

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:11pm those present included:

Steve Thomas, Park District of Forest Park
Larry Banks, Clyde Park District
Arrived 5:22
Dennis Raleigh, Hawthorne Park District
arrived 5:22
Mike Sletten, River Forest Park District
Mark DeSalvo, Norridge Park District
Judy Guzaldo, Norridge Park District

Jeff Janda, Berwyn Park District
Al Schmidt, Village of Elmwood Park
Joe Modrich, Park District of Franklin Park
Katherine Porreca, Park District of Oak Park
arrived at 5:14

Not in Attendance:

Village of Harwood Heights- Excused Absence
North Berwyn Park District-Unexcused Absence

Others in Attendance:

WSSRF, Carol Milburn
WSSRA staff: Bob Foster, Gretchen Dennis, Marianne Birko
Norridge Park District Board President, Tom Lorscheider,
Norridge Park District Commissioner, Dorothy Ellsworth,

- II. DeSalvo/Sletten **moved to approve the agenda.** The motion was unanimously approved.
- III. DeSalvo/Thomas **moved to approve the July 14, 2015 Regular Board Meeting minutes.** The motion was approved.
- IV. A. DeSalvo/ Sletten **moved to accept the July & August 2015 Financial Report.** The motion was approved.
B. DeSalvo/Sletten **moved to authorize payment of payroll, prepaid disbursements #35862 and ending with check #35965 and authorizes payment for the months of July & August 2015 payroll and disbursements debit charges and cash transfers totaling \$822,351.61 and authorizes payment of September 2015 payroll and disbursements #35966 and ending with check #35982 disbursements debit charges and cash transfers totaling \$4,453.50 pending the availability of funds. By roll call vote the motion was approved.**
- V. **Public Comment** –Jeff Janda extended a thank you to Mark DeSalvo and the Norridge Park District for hosting the meeting. Mark DeSalvo welcomed everyone and introduced Judy Guzaldo, Norridge Park District Alternate to the WSSRA board, Norridge Park District Board President, Tom Lorscheider and Norridge Park District Commissioner, Dorothy Ellsworth. Mark invited everyone to enjoy the sandwiches and invited anyone who wanted a tour to stay after the meeting.
- VI. Under the **Foundation Carol Milburn reported** the Foundation is busy doing the final touches on the upcoming Fall Fundraiser; Fallin For Our Stars which will take place at the Cheney Mansion in Oak Park. This year's event is co-chaired by Lisa Masucci, Karen Mullarkey Kerrins, Lisa Shanahan and Beth Kaplan 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 an evening of food, entertainment, Star Pull, Live Auction and Lagunita's Beer and wine for this special night. The event will be held on **Friday, October 16, 2015, 7 – 11pm.** WSSRF hopes all WSSRA Board Members will mark their calendars for October 16 and plan to attend. Once again, John Mullins of Oak Park, will chair the Chicago Bear fundraiser at Jimmy's Place. The event will be held on Sunday, December 6 or 13th. Notice will be sent on the final date. The party will start at noon and continue until the end of the game. Food will include pizza, salad and pasta. There will

be a cash bar. The cost remains \$25.00 a person. WSSRA Board Members are invited to this very fun, casual event. The Foundation is soliciting auction items for both events. For the Bears party, 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. Milburn thanked the board for their ongoing support.

VII. **Under Committee Reports**

- A. **Finance Committee chair Modrich stated the committee met to review and accept the proposed 2016 partner shares.** The committee also discussed and would like the board's feedback on the following: What are partners doing to prepare for the pending budget freeze? What are partners doing to prepare for the pending minimum wage increase? How will the Department of Labor's proposed nonexempt wage earners under \$47,000 impact partners? Modrich also stated the Finance Committee reviewed the current budget structure and has some proposed changes to be discussed under new business. The Committee is scheduled to meet September 23, October 20 and November 19 to continue 2016 budget planning.
- B. **Policy Committee chair DeSalvo stated the committee met via conference call on August 20** reviewed and made changes to the sick leave policy and employee program discounts per the board's request at the July meeting. Details will be discussed later in the agenda.
- C. **No Other**

VIII. **Unfinished Business**

- A. **WSSRA Personnel Policies Updated** Birko reviewed the Policy Committee's suggested changes to the sick leave policy reducing the unused sick leave accumulated not to exceed 120 days as noted on page 28. Birko stated the staff re-wrote the Employee Fee Reduction policy reducing the fee reduction to 25% for Full and Regular Part-time staff only if staff have met the specific outlined registration procedures as noted on page 47 of the policies. **DeSalvo/Sletten moved to approve the updated policies as proposed.** The motion was approved unanimously.
- B. Other-None

IX. **Under New Business**

- A. **2016 Partner Shares Proposed** Birko reported the Finance Committee reviewed and recommends the 2016 Partner Shares with a .8% CPI increase for 2016. Birko reviewed the Village of Harwood Heights EAV adjustment for overlapping properties with Norridge Park District is noted at the bottom of the chart. No concerns were shared and the board was asked to come prepared to vote at the October 13, 2015 meeting.
- B. **IAPD/IMRF pension discussions** Janda requested the board discuss the recent response shared by IAPD related to salary increase procedures at IAPD which directly impacts IMRF pension and all contributing agencies. Modrich contacted three agencies looking for feedback on Best Practices for pensions; Municipal League, Taxing Advocacy Group and IMRF. None of which had a definitive answer. The concerns shared were that IAPD's current practices are not sustainable. The board discussed three options 1. Do nothing 2. Consider not renewing membership in IAPD or 3. Propose a By-law change that would require procedural changes of IAPD requiring them to follow transparency procedures and ceiling salary increases. Many partners believe that IAPD is not following the "Best Practices" model expected of public entities. Janda asked the board to discuss with their boards and return for further discussion.
- C. **Defining Capital Replacement & Facility Expenses within the budget** Sletten asked the Finance Committee to consider a separate Capital budget & Facility budget to better track these expenses & revenue going forward. **DeSalvo/Schmidt motioned to table a decision until the auditor comments on how this impacts their work.** The board agreed to re-discuss once this information was available.
- D. **Other- none**

- X. **Under Correspondence-** Birko apologized but the file was left behind and updated information will be shared next month.

- XI. Under **Board Reports** – DeSalvo reported the **Norridge Park District's** pool is closed and the board approved the bid for the contractor for the new Library property with an expected completion of January 2016. Fall programs started this week. Modrich reported the **Park District of Franklin Park's** closed the pool and opened the newly renovated Ice Arena this past weekend. The district is very proud of this 19 week 3.5 million dollar project that was completed on time and under budget. Modrich commended his staff for doing a great job steering it. Work is being finalized on the washrooms at the community center and North Park. Porreca, reported the **Park District of Oak Park's pools are closed as well and** the district is busy finishing the wonderful \$250,000 collaborative with District 97 and affiliates to incorporate turf fields that will be installed by September 28 at the two Middle School locations. The District is excited to introduce to the public to the Environmental renovation project at the Conservatory's ribbon cutting this weekend. Be sure to look for PDOP at NRPA's Gold medal presentations they hope to come back a winner!!! Sletten reported the **River Forest Park District** is currently going through public hearings on the proposed addition. They hope to have decisions made by November. Sletten invited everyone to join in the Makin Tracks 5k run this weekend. He reminded everyone that all proceeds go to support WSSRA. Banks reported the **Clyde Park District's** pool is closed, basketball is picking up and there are gearing up for Fall programs. Raleigh reported the **Hawthorne Park District's** pool is closed for the season and pending engineering studies it could be closed permanently. Soccer season has started and fields are getting great use. Their Fall numbers have increased to #100 matching spring enrollment. Schmidt from the **Village of Elmwood Park** reported there pool is closed, repairs are being done. Recommends chair re-strapping to save money. He also has a great contact for gym floor refinishing. Thomas reported the **Park District of Forest Park's** pool is closed and is being drained and winterized. The Turf Soccer field has been successfully replaced and opened on schedule. Fall Fest is coming up on Saturday October 3, 2015 and fall programs start next week. Janda reported the **Berwyn Park District** completed their VSI conversion, pre-schools are back in session and Craft Brew Fest is coming October 10 at Proksa Park \$31pre-sale tickets and \$40 at the gate. The City of Berwyn will collaborate with the BPD for All Hallows Eve on October 24 at Proksa Park.
- 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, 2015. The WSSRA Board of Directors will vote on the requests at their November 10, 2015 meeting. The alternate schedules can be granted only if all of the schedules can be granted. All of 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. **WSSRA posts bid for sale of Bus-** WSSRA will be sharing a bid for the sale of the WSSRA 2009 15 passenger bus. The bus will be offered through a closed bid process to the WSSRA Partners. If not sold staff will go to bid through a vehicle auction. Bid forms will be provided to WSSRA Partners shortly.
 - C. **WSSRA posts bid for sale of computer-** WSSRA will be sharing a bid for the sale of a Apple computer. The computer will be offered through a closed bid process to the WSSRA Partners. If not sold staff will go to bid through an auction. Bid forms will be provided to WSSRA Partners shortly.
 - D. **Splish Splash Summer Bash & WQDS Success-** July 30 was a perfect evening for the newest version of the WSSRA Pool party & WQDS. We filled the pool with over 300 participants, families and friends and raised over \$5,600 in revenue, surpassing last year's totals. A special thanks to the Park District of Forest Park for the use of their beautiful facilities and to their staff for their tremendous support. Great fun was had by all!

- E. **River Forest Park District's Makin Tracks 5k Community Run/Walk-** Join us Saturday, September 12th, at the Concordia Race Track 8:00 start for this great Community 5k Fun Run and walk! 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!
- F. **WSSRF "Fallin for Our Stars" Fundraiser Friday, October 16-** Mark your calendars for the Foundations second annual fundraising event; "Fallin for Our Stars" cocktail party 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 Star Pull. Possible donations could include pool passes for 2015 season, program certificates, ice arena passes, 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.
- G. **Foster attends NRPA-**Foster looks forward to the opportunity to attend the NRPA Congress in Las Vegas, Nevada from September 15 - 18. Birko rotates what staff attends each year.
- H. **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 2014 Snapshot.
- I. **Staff Report: Dennis reported**
1. **Summer Trips Wrapping Up-**20 participants took part in a variety of wilderness activities at our 5 and 3 days camps at Bradford Wood, IN. 5 participants camped, canoed, and rock climbed at Turkey Run State Park, IN. 6 Young Adults enjoyed the water at Blue Harbor Resort in Sheboygan, WI. 5 Older Adults enjoyed a day and night in Milwaukee. Everyone returned from their trips safely with great stories to share of their adventures!
 2. **Hot Summer Days & One-day special events** wrapped up in mid-August. We saw 52 school age participants and 13 older adults throughout the month.
 3. **Fall Registration-** Is underway! WSSRA is offering Boot Camp after a successful first season this summer. Staff is working with O'Hare Cross Fit to offer a 7-week fall program along with many more opportunities.
 4. **Staffing Changes-**
 - a. Annie Hart moves to the Staff Manager position replacing Matt Barber.
 - b. Jamie Petteys was hired as the Inclusion Manager. Jamie comes to WSSRA from Northwest Special Recreation Association where she has worked as an Inclusion Coordinator for the last 2 years.
 - c. Nathan Shaede formerly the Regular Part-time Recreation Specialist, was hired into a full-time Recreation Specialist that was vacated by Brittany Prysock.
 - d. Nick Hagins was hired as the Regular part-time Recreation Specialist replacing Nathan Shaede. Nick has been with WSSRA since 2015 as a Special Olympic coach, program and day camp supervisor.
 5. **Happy Anniversary-** Annie Hart, Staff Manager, & April Ryan, Program Manager, celebrated 7 year Anniversary with WSSRA.
- J. **Staff Report: Foster reported**
1. **Lekotek-** Julia Harmon Bell spent the last weekend at WDSRA being trained as a Lekotek Leader. She will begin providing services for WSSRA along with Laurie and Luz, this Fall.
 2. **Office-** With the help of the Park District of Franklin Park and the cooperation of School District 84, we have plans to add landscaping along the north side of our office, as well as around the updated office sign on the northwest corner of the building. The project should be completed in early fall.

XIII. DeSalvo/Sletten **moved to adjourn** the meeting at 6:32pm. The motion was unanimously approved.

Respectfully submitted,

Marianne Birko

Marianne Birko
Executive Director