

West Suburban Special Recreation Association

September 13, 2016

Meeting of the Board of Directors

Held at: Village of Elmwood Park

Parks and Recreation Building

2 Conti Parkway, Elmwood Park 60707

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:06pm those present included:

Kassie Porreca, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Mike Sletten, River Forest Park District, 5:40
departure
Joe Vallez, North Berwyn Park District

Al Schmidt, Village of Elmwood Park,
Larry Banks, Clyde Park District
Dennis Raleigh, Hawthorne Park District
Jeff Janda, Berwyn Park District
Mark DeSalvo, Norridge Park District

Not in attendance:

Park District of Franklin Park, Excused Absence
Village of Harwood Heights, Excused Absence

Others in Attendance:

WSSRF, Lisa Masucci
WSSRA staff: Gretchen Dennis, Bob Foster, Marianne Birko,
Public: None

II. DeSalvo/Raleigh **moved to approve the agenda with the correction as stated by Birko.** The motion was unanimously approved.

III. A. DeSalvo/Raleigh **moved to approve the July 12, 2016 Board Meeting minutes.** The motion was approved.
B. No Other

IV. A. DeSalvo/Banks **moved to accept the July & August 2016 Financial Report.** The motion was approved.
B. Sletten/Raleigh **moved to authorize payroll, by roll call vote, authorizes payroll, prepaid disbursements #36465 and ending with check #36547 and authorizes payment of July & August 2016 payroll and disbursements debit charges and cash transfers totaling \$151,531.35 and authorizes payment of September 2016 payroll and disbursements #36548 and ending with check #36564 disbursements debit charges and cash transfers totaling \$45,279.02 pending the availability of funds** Roll call vote showed unanimous approval.

V. **Public Comment** –None

VI. **Under the Foundation Report Lisa Masucci**, a long time resident of Oak Park and parent of their son Jack who uses WSSRA service. She is also the Co-chairperson of the Foundation. Masucci shared how important the many services that WSSRA provides from after-school programs, sports, social and trip and especially inclusion services have been so very important to Jack and supported their family in so many ways over the years. Masucci reported The Foundation has been quite busy with the completion of a new fundraiser; Hamburger Mary's Bingo Night in Oak Park. It was a lively evening with a crowd of over 75 guests enjoying 10 rounds of Bingo entertainment presented by Tasha Salad. The \$1,100 profit was a great way for local friends and families to support us. The Foundation has also been busy completing the final touches on the upcoming Fall fundraiser "Fallin For Our Stars" at the Cheney Mansion. This year's event is co-chaired by Lisa Masucci, Karen Mullarkey Kerrins, Lisa Shanahan and Beth Kaplan of Oak Park and River Forest. She stated 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 including Beer from Mullarkey Distributors and Revolution Brewing,

Bourbon and BBQ. In addition the Wood Blood Street Bloodhounds will provide the entertainment as well as the, Star Pull & Live Auction will provide our guests a full evening of fun!

*The event will be held on **Friday, October 14, 2016, 7 – 11pm**. WSSRF hopes all WSSRA Board Members will mark their calendars for October 14 and plan to attend. Masucci noted this year the Chicago Blackhawks will be the other featured fundraiser at Jimmy's Place. The event will be held sometime in November or December. Notice will be sent on the final date along with other event details. The Foundation is soliciting auction items for both events. For the Blackhawks 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.*

VII. **Under Committee Reports**

A. **Executive Committee-** Birko reported the Finance Committee met September 8 at WSSRA to continue with the survey review and the 2017 budget process. Budget discussions included; 2017 Share review, staff changes, merit, health insurance and the implementation of the Fair Labor Standards Act updates. The next scheduled meeting is on Tuesday, October 18 the time is to be arranged at the WSSRA offices.

B. **None**

VIII. **Unfinished Business**

A. **None**

IX. **Under New Business:**

A. **2017 Partner Shares Proposed-** Birko reported the WSSRA Finance Committee reviewed and recommends the 2017 Partner Shares with a .7% CPI increase for 2017. Birko reviewed the calculations for the Village of Harwood Heights EAV adjustment for overlapping properties with Norridge Park District as noted at the bottom of the chart. Board members were asked to review with their boards and come prepared to vote at the October 11 board meeting.

B. **Resolution to request Berwyn CDBG Funds-** Birko reported WSSRA has been approved for \$10,000 in scholarship funds for day camp and seasonal programs from Berwyn CDBG funding. The board must approve the Resolution 2016-03 requesting those funds for payment. DeSalvo/Thomas moved to accept Resolution 2016-03 to include the Executive Director being authorized to request those payments on behalf of the WSSRA Board. The motion was unanimously approved.

C. **Request to change WSSRA Board meeting times for 2017-** Mike Sletten requested the WSSRA Board of Directors consider moving the WSSRA meeting to 4:00pm. He noted this would allow for the ease of travel to the WSSRA meeting locations as well as assist those who have back to back meetings into the evening hours. The board discussed and with a consensus will formerly approve as part of the 2017 meeting schedule in December.

D. **Other**

X. **Under Correspondence- No comments**

XI. **Under Board Reports –** Vallez reported **North Berwyn Park District's** OSLAD & PARC funds have been reinstated. Plans are being for projects to go ahead. Schmidt reported the **Village of Elmwood Park's** new lighted Bocce court is open with 50 teams playing four days a week. Schmidt extended his gratitude for the support of the Park District of Forest Park who helped provide and emergency training and certification for the 30 guards they hired. They are closing the pool and have plans to train their guards in January during Winter break at Triton College. VEP will be hosting a Health & Fitness Fair on Oct 1 from 9 – 1:00pm. Porreca reported the **Park District of Oak Park's** 9000 gallon cistern has been installed at Longfellow Park which will re-circulate 21,000 gallons of water per week to re-purpose. They are also in the midst of installing a solar panel on the roof of Ridgeland Common Recreation Complex that will save \$7,000 annually in electricity. 2017 budget prep is underway and 9 staff and 1 commissioner will attend the NRPA conference in St. Louis. In addition they have added one more Afterschool clubhouse site this year. Raleigh reported **Hawthorne Park District** has completed the upgrades on the tennis courts and they are currently tearing up the Duck Pond pool for leak repair. DeSalvo reported the **Norridge Park District's** pool is closed for the season. They hired Karen Ross as the new Superintendent in June. They are currently doing testing and remediation to prepare for the tearing down of the old maintenance facility. This includes moving the lights and concludes the current Master Plan work. They are now beginning the process

for future planning which may include removing a back stop and the consideration of a soccer field. Thomas reported the **Park District of Forest Park** is back on the path to developing the new building with the OSLAD & PARC grants reinstated. The pressure is on for the buildings completion for December 2018. Oct 1 the park district will host a Chili & Beerfest from noon – 8:00pm. Sletten reported the **River Forest Park District** just completed a very successful Food Truck Rally in cooperation with the OPRF Rotary. Attendance and food sales were excellent! The Makin Tracks 5k run/walk is this Saturday September 17. Numbers look good for another great race! The board approved the go ahead for the second Platform Tennis Courts and the Sand Volleyball Courts are completed and open at Constitution Park. Banks reported the **Clyde Park District's** basketball sign up has begun and as in the past they are seeing good numbers. As everyone else, their pools are closed and they are in the midst of repairing a leak at Manor pool. There is a "No Kill" animal shelter opening in Cicero along with a new beautiful park. Janda reported the **Berwyn Park District's** backup generator funded by CDBG will be up and running at Liberty and in addition the ADA curb cuts will be installed at all BPD Parks. Janda also reported they had an exceptional summer with camps and they hosted two very successful Pokémon events in the park. The Mariachis were once again very popular and they are moving forward with the Pond Redevelopment project funded by the reinstated OSLAD grant. Join us for the Berwyn Brewfest at Proksa Park on Oct 1 from 1 – 5.

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, 2016. The WSSRA Board of Directors will vote on the requests at their November 9, 2016 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 accessible 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 possible trade in or vehicle auction. Bid forms will be provided to WSSRA Partners shortly.
- C. **Splish Splash Summer Bash & WQDS Success-** July 21 was a perfect evening for the 40th Anniversary celebration with a BBQ, Pool party & WQDS. It was the biggest splash ever with nearly #600 participants, families and friends and we raised over \$9,700 in revenue, surpassing all past year's totals. A special thanks to the Park District of Forest Park for the use of their beautiful facilities and too their staff for their tremendous support. Great fun was had by all!
- D. **Program Fee Structure Survey-** Per the request of the WSSRA Finance committee staff are conducting a survey of both WSSRA partners and SRA's to compare and contrast to determine what WSSRA might do differently to lower program subsidization. The findings will be shared including suggested changes. Please help us with this process by completing the survey.
- E. **River Forest Park District's Makin Tracks 5k Community Run/Walk-** Join us Saturday, September 17th, 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 "Fall in for Our Stars" Fundraiser Friday, October 14-** Mark your calendars for the Foundations second annual fundraising event; "Fall in 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 2017 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.

G. **Schedule Annual visits-** Birko asked everyone not to wait to schedule your annual visit. Please schedule a date for her to present the agencies latest Annual report through the 2015 Snapshot.

H. Staff Report: Dennis reported

1. **Summer programs complete-** 16 participants took part in wilderness activities at our 5 and 3 days camps at Bradford Wood, IN 8 participants camped, kayaked, and enjoyed Lake Geneva, WI, 11 adults enjoyed Alcatraz, the Golden Gate Bridge and the many sights of San Francisco, CA, 6 young adults enjoyed toured Southwest Michigan for 2 days.
2. **Hot Summer Days & Just this Once Series** of One-day special events wrapped up in mid-August. We saw 74 participants at these events during June, July & August.
3. **Fall Registration-**Is underway! Offering Boot Camp after a successful first season this summer, WSSRA is working with O'Hare Cross Fit to offer a 7-week fall program.
4. **Seasonal Training-**WSSRA Managers & Recreation Specialists are in the final preparations for the Seasonal Staff Fall Orientation. Training sessions include general policy & procedure review, safety, and in-water swim training. The Epilepsy Foundation will present on seizures and an Occupational Therapist will present on "Managing Meltdowns."
5. **New Hire-** WSSRA welcomes Chris Sturm who was hired into the Regular, Part-time Recreation Specialist position. Chris supervised the WSSRA Preschool camp this past summer. Previously he was a Special Recreation Coordinator with the Chicago Park District, and brings a great deal of Special Olympic coaching experience.
6. **Happy Anniversary-**Annie Hart, Staff Manager, & April Ryan, Program Manager, celebrated their 8 year Anniversary with the agency. Jamie Petteys, Inclusion Manager, celebrated her 1 year anniversary as well as Nick Hagins, Recreation Specialist.

I. Staff Report: Bob Foster, Superintendent of Safety and Operations reported

1. **Lekotek-** WSSRA received a grant from the Oak Park 708 Mental Health Board to purchase scanning equipment for the purpose of keeping inventory of Lekotek toys. Besides needing to keep track of nearly 3,000 toys, we also have to keep track of all the pieces that stay with those toys.
2. **Office-**Liz, our Part-Time Receptionist has resigned to return to school. We are discussing the position before we begin the process of interviewing.

XV. Banks/Vallez **moved to adjourn** the meeting at 5:53pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ sept 16 minutes