



West Suburban Special Recreation Association
2915 Maple Street, Franklin Park IL 60131
847.455.2100 FAX 847.455.2157

November 5, 2020

Dear Regular and Alternate Board Members:

Attached is your board packet for the **Tuesday November 10, 2020** for WSSRA's Board of Directors In-person meeting. This **In-person** meeting will take place at the Park District of Forest Park located at 7501 Harrison in the main building on the second floor at **4:00 p.m.** Proper spacing will be provided for social distancing. Bring your mask. Please note all the 2020 WSSRA Board meetings will be held at locations other than the WSSRA offices due to the need to social distance. My apologies for any inconvenience this may cause.

This is an important meeting as we will be approving the Amended 2021 shares and approval of the 2021 budget. Please take the time to read the materials thoroughly and call me if you have questions at 847.455.2100 or my cell 312.493.2290.

Please be sure to be in contact with **your Alternate and myself** if you are unable to attend. Thank you for your time and commitment throughout the year!

Cordially,

Marianne Birko



Marianne Birko, CTRS, CPRP
Executive Director

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Enriching Lives Through Recreation

**West Suburban Special Recreation Association
November 10, 2020 Board of Directors
Park District of Forest Park, 7501 Harrison, Franklin Park, 60131
4:00pm**

AGENDA

- I. Call to Order/Roll Call (action)
- II. Approval of Agenda (action)
 - A. Agenda Approval
 - B. Other
- III. Approval of Minutes (action)
 - A. October 13, 2020 Regular Board Meeting Minutes
- IV. Financial Report & Disbursements
 - A. Acceptance of October 2020 Financial Report (action)
 - B. Prepaid Disbursements for October 2020 and To Be Paid Disbursements for November 2020 (action)
- V. Public Comment
- VI. Foundation Report (information)
- VII. Committee Reports (information)
 - A. Finance Committee (information)
 - B. Policy Committee
 - C. Other
- VIII. Unfinished Business
 - A. North Berwyn Park District & Clyde Park District Past Due Shares (action)
 - B. Approval of Amended 2021 shares with updated 2019 EAV VHH Formula **Attachment A & B** (action)
 - C. Approval of 2021 Proposed Budget **Attachment C, D & E** (action)
 - D. WSSRA's current share formula **Attachment F** (action)
 - E. Veterans Park District Update (information)
 - F. Village of River Grove Update (information)
 - G. Other
- IX. New Business
 - A. No new business
 - B. Other
- X. Correspondence
- XI. Board Member Reports (information)
- XII. Executive Director's Report (all Information)
 - A. COVID-19 Impact Updates
 - B. "Celebrating WSSRA Stars" Holiday solicitation and Virtual event
 - C. Annual Visits
 - D. Staff report
 - E. Staff report
 - F. Other
- XIII. Adjournment (action)

Next Meeting: Tuesday, December 8, 2020 @ 4:00pm Park District of Forest Park

- I. **Call to Order/Roll Call**
- II. **Approval of Agenda**
 - A. Agenda Approval action
 - B. Other
- III. **Approval of Minutes**
 - A. **Approval of October 13, 2020 Board meeting minutes.** action

→Recommendation: The Board approves the October 13, 2020 Board meeting minutes
- IV. **Financial Report and Disbursements**
 - A. **Financial Report** - The Financial Report for October 2020 is enclosed for your review.
→Recommendation: The Board accepts the October 2020 Financial Report
 - B. **October & November 2020 Disbursements** action

→Recommendation: The board, by roll call vote, authorizes payroll, prepaid disbursements #39698 and ending with check #39713 and authorizes payment of October 2020 payroll and disbursements debit charges and cash transfers totaling \$102,412.83 and authorizes payment of November 2020 to be paid disbursements #39714 and ending with check #39731 disbursements debit charges and cash transfers totaling \$5,105.23 pending the availability of funds.
- V. **Public Comment**
- VI. **Foundation Report**
- VII. **Committee Reports**
 - A. **Finance Committee**- Conducted a Zoom meeting on November 2 to continue discussions of the admittance of Veterans Park District as a new WSSRA partner and 2021 budget planning and discussions about the 2021 MAC; Maximum Allowable Contribution, Clyde Park District and North Berwyn Park District payment updates. All of which will be discussed under Unfinished Business.
 - B. **Policy Committee**- The Policy Committee met on October 27 to discuss the “Use of the Special Recreation Levy”. The committee reviewed the current WSSRA Policy and a 2010/2013 WSSRA Legal Counsel Opinion. While the current policy aligns with the legal opinions the committee is looking to define the “Use of the Special Recreation Levy” further. Staff are gathering other SRA guidelines to consider. The Committee will continue discussions on Tuesday, December 1 at the Park District of Forest Park at 10:00am.
 - C. **Other**
- VIII. **Unfinished Business**
 - A. **North Berwyn Park District & Clyde Park District Past Due Shares** action
North Berwyn and Clyde Park District have not paid their July 15 as well as the final quarter shares due November 15. Per the WSSRA Articles they were named delinquent and the Board Chairman has sent a certified letter requesting to resolve the issue. Both responded with letters requesting information. Birko will be presenting to the NBPD Board at their November 11 meeting and sent the requested program documentation via email and certified mail to the Clyde Park District. There is no additional information currently.
 - B. **Approval of Amended 2021 shares with updated 2019 EAV VHH Formula Attachment A & B** action
Per the September board meeting the shares approved at last month’s meeting were pending the Village of Harwood Heights formula being updated with the 2019 EAV overlapping property values. The delayed response from the County Clerk’s office was due to COVID-19. Attachment A shows the share adjustments due to changes in the EAV and population for the VHH. See the formula at the bottom of the share sheet.

Attachment B explains the VHH share formula. Please feel free to contact me if you have any questions in this regard

→**Recommendation: The Board approve the Amended 2021 shares with the updated VHH formula as presented.**

C. Approval of 2021 Proposed Budget

action

The 2021 balanced budget approved by the WSSRA Finance Committee was presented in October with a \$75,000 share decrease, 100% share carry over credit as confirmed by the 2019 audit and the addition of Veterans Park District as a new partner. Please call with any questions in this regard.

i. **Proposed 2020 Budget & Budget Narrative**

Attachment C & D

- ii. **Merit discussions-** Annually WSSRA reviews merit based on the current financial climate. This year's proposed 2.0% merit increase is based on 6 months. **Attachment E** is a summary of the partner and SRA findings collected so far.

→**Recommendation: By roll call vote, that the Board approves the 2021 Budget as presented.**

D. WSSRA's current share formula

Attachment F

action

Per the discussions at the Finance Committee WSSRA has reviewed, compared and contrasted the **WSSRA Share formula** 75% EAV + 25% Population of the last 5 years and based on this study recommended and approved the continued use of the current formula in September 2019 as we believed it is the most fair factoring both EAV and population as an equalizer. The committee re-discussed and agreed to add the MAC; Maximum Allowed Contribution chart to be added to the annual discussions. Per 2021 shares the MAC shows the average contribution is .00025. Due to the current funding formula the contribution range of the partners is .00022 - .00033. below the .0004 maximum.

→**Recommendation:** The Board continue to use the MAC as a guide in determining the annual share levels.

E. Veterans Park District Updates

Veterans Park District was sent the updated shares chart and agreement with their updated amounts. They are planned to approve the agreement to join at their November 16 Board meeting. Birko will be in attendance on behalf of WSSRA.

F. Village of River Grove Updates

discussion

Birko presented a Power Point of information to the Village of River Grove about the potential partnership with WSSRA. The board was very attentive and had many questions about the WSSRA shares and the formula that would extract the overlapping properties from the Veterans Park District that are a part of the Village of River Grove. Their biggest concern was if the properties on the west side of the Village who are paying into the Veterans Park District, would they be double taxed if they used funds from the General Fund. Attached is the timeline and a more detailed summary review of the Village of River Grove as new WSSRA partner will be shared at the WSSRA Board meeting.

G. Other

IX. New Business

A. No New Business

B. Other

X. Correspondence

XI. Board Member Reports

XII. Executive Director's Report

Information

A. **COVID-19 Impact**

WSSRA Staff Update Staff work on an A & B Team rotation. Neither team can cross-over to limit potential exposure. When not at the office staff are at program or working remotely. WSSRA has started Fall Session 2 of programs. WSSRA continues to offer 15 weekly in-person programs servicing 52 unique individuals with disabilities participating and 61 unique individuals with disabilities in our 22 weekly Virtual programs. Participants must meet the CDC guidelines and State COVID-19 mandates to participate in the in-person programs.

B. **“Celebrating WSSRA Stars” Holiday solicitation and Virtual event** Staff and Foundation members are preparing for the *“Celebration of WSSRA STARS”* a Virtual event combining the Fall in for Our Stars event and our Holiday Solicitation. Invites are in the mail and the event platform is being built. The event will include a Virtual raffle, silent auction and an opportunity to make donations. The site will go live November 30 – December 18. Mark your calendars and plan to join us!

C. **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. Let me know when you would like me to visit.

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

1. **Fall Session 2 In-Person Programs-** WSSRA is currently serving 52 unique individuals within our in-person programs and Imaginarium Sensory Room. WSSRA is limiting all program to 8 participants and 2 staff. We cancelled our Chair Fitness program due to low enrollment.

2. **Fall Session 2 Virtual Programs-** WSSRA is currently serving 61 unique individuals in our 22 weekly virtual programs. WSSRA is working in collaboration with PACTT and is offering a virtual wellness program to 3 group homes on a weekly basis.

3. **Imaginarium Sensory Room-** WSSRA's Imaginarium Sensory Room offers a safe play experience for children with special needs. Families can register for a private 45-minute timeslot on Tuesdays, Thursdays, or Saturdays.

4. **Special Events**

- **Virtual Halloween Dance Party** WSSRA's virtual Halloween Dance on October 31 was a great success! WSSRA had 25 participants in attendance.
- **Monster Mash** WSSRA had 11 families attend our in-person Monster Mash event on Saturday, October 24 between two timeslots. Activities included pumpkin painting, a candy hunt and mummy wrapping contest.
- **Fall Fest** This outdoor fall event will take place on Saturday, November 7 at the Andersen Center in Oak Park. Activities will include carnival games, sensory activities and crafts. WSSRA is offering two timeslots between 10:30am-1:00pm to ensure social distancing.
- **Cartoon Me!** A professional Caricature artist will be joining us virtually on Friday, November 20 from 6:30-8:30 to draw participants as cartoon characters.

5. **Holiday Events**

- **WSSRA Santa Express** This event will be held on December 5; families can register for a visit from Santa. Each participant will receive a gift, the event is sponsored by Thumbuddy Special.
- **Sensory Sensitive Treats with Santa** WSSRA is collaboration with the Park District of Oak Park on December 9 to offer a sensory-friendly evening for families at the Cheney Mansion. There will be activities, treats and a visit from Santa.
- **Holiday Hullabaloo** WSSRA is offering 6 in-person events during winter break. Activities will include pottery, cooking, a magic show and more. Full-day and half-day options are available, participants must be able to meet participation guidelines in order to participate.

- **Virtual Winter Break Camp** WSSRA is offering 6 days of virtual winter break camp for 2 hours per day. Each day participants will enjoy arts and crafts, music, games and more. Registration includes a Winter Wonder Bag which includes all materials to participate in virtual camp.

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

1. **Inclusion** Chris has been working with both PDOP and PDFOP to help support 14 participants within 8 programs. Chris has also worked with PDFOP to help support a new participant. WSSRA has created kits for PD staff to help them support participants within their programs. Chris has received a lot of positive feedback with regards to how helpful this has been.
2. **Transportation** WSSRA has continued offering transportation on a limited basis for fall programs. Participants must be able to get on and off the bus independently and wear the mask for the duration of the ride. WSSRA is turning in another vehicle as the lease is up November 18th.
3. **Rec Ed Remote Learning Day Camp** WSSRA's Rec Ed has been running smoothly. We've received word from Dist. 97 that all students will be fully remote for a "adaptive pause" of 10 days. Due to rise in COVID numbers in the community. We are currently within the Restore Illinois Phase 3 guidelines and will remain open until further notice. We have added 1 participant this week and have another starting in January.

XIII. **Adjournment**