



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

September 2, 2020

Dear Regular and Alternate Board Members:

Attached is your board packet for the **Tuesday September 8, 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 of 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 discussing the 2021 proposed shares, the joining of Veterans Park District, and Amending the 2020 partner shares in the 2020 budget to name a few. 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*  
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*Enriching Lives Through Recreation*

**West Suburban Special Recreation Association**  
**September 8, 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. July 14, 2020 Regular Board Meeting Minutes
- IV. Financial Report & Disbursements
  - A. Acceptance of July and August 2020 Financial Reports (action)
  - B. Prepaid Disbursements for July, August 2020 and To Be Paid Disbursements for September 2020 (action)
- V. Public Comment
- VI. Foundation Report (information)
- VII. Committee Reports (information)
  - A. Finance Committee (information)
  - B. Other
- VIII. Unfinished Business
  - A. North Berwyn Park District & Clyde Park District Past Due Shares (action)
  - B. Other
- IX. New Business
  - A. Present the 2020 budget amendments to reduce partner shares **Attachment A & B** (discussion)
  - B. Suspend the Carry-over Policy for 2020 and give 100% Carry-over credit to partners in 2021 budget **Attachment C** (action)
  - C. Present and recommend the Veterans Park District join the WSSRA consortium **Attachment D** (discussion)
  - D. Present 2021 Preliminary shares **Attachment C & E** (discussion)
  - E. Approve Resolution 2020-04 In Memory of John Lannefeld **Attachment F** (action)
  - F. Other
- X. Correspondence
- XI. Board Member Reports (information)
- XII. Executive Director's Report (all Information)
  - A. COVID-19 Impact Updates **Attachment G**
  - B. Virtual Derby Gala 2020 Updates
  - C. Annual Visits
  - D. Staff report
  - E. Staff report
  - F. Other
- XIII. Adjournment (action)

**Next Meeting: Tuesday, October 13, 2020 @ 4:00pm location to be determined**

- I. **Call to Order/Roll Call**
- II. **Approval of Agenda**
  - A. Agenda Approval action
  - B. Other
- III. **Approval of Minutes**
  - A. **Approval of July 14, 2020 Board meeting minutes.** action  
  
→**Recommendation: The Board approves the July 14, 2020 Board meeting minutes**
- IV. **Financial Report and Disbursements**
  - A. **Financial Report** - The Financial Report for July & August 2020 is enclosed for your review.  
  
→**Recommendation: The Board accepts the July & August 2020 Financial Report**
  - B. **July, August, & September 2020 Disbursements –** action  
  
→**Recommendation: The board, by roll call vote, authorizes payroll, prepaid disbursements #39603 and ending with check #39649 and authorizes payment of July & August 2020 payroll and disbursements debit charges and cash transfers totaling \$176,637.33 and authorizes payment of September 2020 disbursements #39650 and ending with check #39668 disbursements debit charges and cash transfers totaling \$15,492.71 pending the availability of funds.**
- V. **Public Comment**
- VI. **Foundation Report**
- VII. **Committee Reports**
  - A. **Finance Committee-** Met on July 20 & August 24 to continue discussions of the Financial impact of COVID-19, Amending the 2020 budget, 2019 carry-over plans, the admittance of Veterans Park District as a new WSSRA partner and 2021 budget planning. Details will be shared later in the agenda.
  - B. **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 partner shares. Per the WSSRA Articles they need to be named delinquent and the Board Chairman will follow up with a certified letter requesting to resolve the issue.  
→**Recommendation: Per the WSSRA's Amended Restated Articles of Agreement IV C2 the WSSRA Board names the North Berwyn Park District and Clyde Park District's July 15 partner shares delinquent. The Board Chairman will send a certified letter asking for a representative to attend the next board meeting to offer a proposal to resolve the delinquency.**
  - B. **Other**
- IX. **New Business**
  - A. **Present the 2020 budget amendments to reduce partner shares** Attachment A & B discussion  
Due to Covid-19 WSSRA staff have made many cost cutting measures and due to these efforts WSSRA expects to have a significant cost savings. As a result, the WSSRA staff and Finance Committee is recommending a 50% reduction in the last quarter payment of the 2020 partner shares. Attachment A outlines the proposed partner share Amendments as noted in the last two columns on the right. Attachment B outlines the projected budget summary.  
→**Recommendation: The Board take back to partners and plan to vote on these recommendations at the October 13, 2020 Board meeting.**

**B. Suspend the Carry-over Policy for 2020 and give 100% carry-over credit to partners in 2021 budget** action

Per the WSSRA Fund Balance carry-over Policy approved in September 2019, WSSRA's 2019 audited carry over is \$142,233. Per the policy 50% goes to the Facility Fund and 50% is credited to partner shares in the following years budget. Due to the challenges of COVID-19 the staff & Finance Committee recommends we suspend the Policy for this year and propose 100% of the carry-over funds are credited to the WSSRA Partners shares in the 2021 budget. Attachment C

→**Recommendation:** The WSSRA Board suspends the Fund Balance carry-over policy for the 2019 audited carry-over and credits 100% of the \$142,233 carry-over dollars to the WSSRA Partners in the 2021 budget.

→**Recommendation:** Due to Clyde Park Districts departure from WSSRA as of December 31, 2020, the WSSRA Board will credit the Clyde Park District in their final 2020 quarter billing statement, \$21,207;14.91% of the share of the \$142,233 2019 carry-over dollars.

**C. Recommendation to Accept the VPD into the WSSRA Partnership** Attachment D discussion

WSSRA has been in discussions with the Veterans Park District; VPD since July 2019. For your information we have met with VPD staff many times in the last 20 years each time they have decided it was not the right time. While VPD has provided some programs for their special needs population with some success, they have determined they are not meeting the needs of their entire community and are committed to doing so by joining WSSRA. Staff have met with VPD staff and toured their extensive program facilities. Attachment C is a summary and evaluation of Veterans Park District as a future partner.

As discussed in earlier meetings, WSSRA feels that the VPD is geographically desirable and we feel we can serve the residents of VPD who have disabilities successfully. Since the VPD has an established community of persons with disabilities already we are not recommending a gradual buy in. Included in this summary is the history, the evaluation process and a budget summary. Note the budget parameters changed in February when CPD announced they were leaving WSSRA on December 31, 2020. Due to this change, there will be no recommended changes to the current WSSRA staffing structure.

<b>Veterans Park District EAV for 2019</b>	<b>CPD 628,566,550</b>	<b>1,251,320,634</b>
<b>Population</b>	<b>83,891</b>	<b>55,000</b>
2021 Share	278,052	330,000 – 343,853

The WSSRA Finance Committee has reviewed these reports and recommends accepting the Veterans Park District as a new partner to the Association. Included in Attachment D is the following:

- i. **Timeline for participation**
- ii. **Resolution 2020-03** to accept the Veterans Park District as a new partner to the WSSRA consortium
- iii. **Agreement for Membership**

→**Recommendation:** The board reviews Resolution 2020-03 and shares with partner boards and is prepared to vote on the acceptance of Veterans Park District as a new partner at the October 13, 2020 WSSRA Board of Directors meeting

- D. **Present 2021 Preliminary shares** Attachment C & E discussion  
**Plan A without Veterans Park District** WSSRA staff are recommending maintaining the current shares for the 2021 budget less the Clyde Park District shares due to their departure from WSSRA. Any adjustments to partner shares are due to changes in the partner EAV's per Attachment C  
**Plan B Includes Veterans Park District** WSSRA staff are recommending a reduction of \$75,000 to current shares due to the carry-over experienced the last three years due to the adjustments of adding both the Village of Riverside and the Village of North Riverside as new partners. Attachment E  
→**Recommendation: The Board be prepared to vote on the recommended 2021 shares at the October 13, board meeting.**
- E. **Approve Resolution 2020-04 In Memory of John Lannefeld** Attachment F action  
WSSRA lost a dear friend and supporter when John Lannefeld of the Village of Elmwood Park passed away suddenly on August 9, 2020. John was the WSSRA Board Representative for the Village of Elmwood Park for nearly 20 years and a dedicated employee of the Village of Elmwood Park for 40 years as the Director of Finance. He also served on the WSSRA Finance Committee all of those years lending his expertise and support. We will truly miss his expertise and his kind unwavering support of persons with disabilities both for his town and all persons WSSRA serves. John's family kindly dedicated memorials to WSSRA.  
→**Recommendation: The Board approve Resolution 2020-04 in memory of John Lannefeld who dedicated so much of his life to help better the lives of others.**
- F. Other
- X. **Correspondence**
- XI. **Board Member Reports**
- XII. **Executive Director's Report** Information
- A. COVID-19 Impact**  
**WSSRA Staff Update** As shared in previous updates WSSRA has furloughed all part-time drivers, and seasonal staff since March 20. All Full-time Exempt staff were furloughed a day per week from April 10 – May 30 and Non-Exempt staff 2 days. All Full-time Exempt staff returned full time starting June 1 due to the increased program load. Three Non-Exempt positions are furloughing 1-2 days depending on their position through June - September. Most staff have returned to the office on an A & B Team rotation. Neither team is allowed to cross-over so as to limit potential exposure. When not at the office staff are at program or working remotely. WSSRA has launched into the first of two Fall program sessions. Attachment G is a summary of Fall Session 1.  
**WSSRA returns to In-person programs** WSSRA has prepared for Phase 4 and has rolled into a small percentage of in-person programs since July 6. Participants must meet the CDC guidelines and State COVID-19 mandates to participate. All is going smoothly thus far.
- B. Derby Gala 2020 Goes Virtual** The Foundations Derby Gala Steering Committee has worked closely with Staff to roll out the first ever Virtual Derby Gala. Solicitations and invites went out as scheduled and the event is going on as we speak. All interviews and presentations were pre-recorded and will go live on Saturday, September 5<sup>th</sup>. We have had the complete support of Senator Harmon and President Skip Saviano as we move forward with the Virtual Auction, Paddle Raise and Sponsorships. We are excited about the additions to the Steering Committee which include Representatives, Lisa Hernandez, Chris Welch, and Bradley Stephens and Norridge President Daniel Tannhauser. Every event is dependent on the support of our partners so join us by clicking on the link below and participate!  
<http://bidpal.net/wssraderby2020> A Special thanks to the Park District of Forest Park, River Forest Park District and Norridge Park District for your donations and support!
- 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 In-Person Programs-** WSSRA is offering 2 fall sessions with each session being 7 weeks. Fall session 1 began on August 31 and runs until October 17. WSSRA is offering 11 in-person programs, registration is off to a good start, we currently have 34 unique individuals participating in our in-person programs. Participants must meet eligibility criteria to participate in the in-person programs. If a participant cannot meet the criteria on their own, WSSRA is allowing an adult family member who lives within the same household attend program with their child. All programs are led by a full-time staff, we brought back 3 part-time seasonal staff to help with fall programming.
2. **Fall Virtual Programs-** Virtual programming continues to be popular with our participants. We are currently seeing an average of 134 program registrations on a weekly basis. WSSRA is collaborating with Elmwood Park School District 401 and Leyden School District 212 to provide a weekly virtual recreation programs for their transition students.
3. **Creation Kits-** WSSRA is continuing to sell activity bags for participants who are looking for at-home activities. Our *Falling into Fun* kit comes with a variety of activities including pumpkin painting, make your own fall sensory bin, Halloween games, Thanksgiving crafts, shaving cream fun and more! The fee is \$15 per kit and includes delivery.
4. **Imaginarium Sensory Room-** WSSRA Families can register for a private 45-minute time slots on Tuesdays, Thursdays, Fridays, or Saturdays. Our PR Coordinator, Nicole Walsh, will be sending our partners updated Fall information and we would appreciate if you can help promote this great opportunity by sharing it on your website and/or social media.
5. **Special Events**
  - i. **Virtual Magic Show** – WSSRA is hosting a virtual Magic Show on Tuesday, September 15 from 7:00-7:45pm. The performance will be led by Magician, Gary Kantor.
  - ii. **Makin' Tracks Community Run/Walk-** River Forest Park District is hosting their 23<sup>rd</sup> Annual Makin' Tracks event on September 18-20. All registered participants will complete a 5K virtually over the weekend. Please help promote this annual event that benefits WSSRA. For more information or to register, visit <https://rfparks.com/calendar/events/makin--tracks-5k-community-run-walk>.
  - iii. **Drive-In Movie-** WSSRA is collaborating with the Park District of Forest Park for their Drive-In Movie event on September 25 featuring *A Beautiful Day in the Neighborhood*.
  - iv. **River Forest Drive-Through Trunk or Treat-** WSSRA is excited to participate in River Forest Park District's Trunk or Treat event on Friday, October 16.
  - v. **Virtual Halloween Dance Party-** WSSRA is hosting a virtual Halloween Dance on Saturday, October 31 from 7:00-8:00pm. DJ Mark Poise will be joining us and playing all our favorite Halloween dance songs!
  - vi. **Cartoon Me!** A professional Caricature artist will be joining us on Friday, November 11 from 6:30-8:30 to draw participants as cartoon characters.

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

1. **Transportation** WSSRA has started 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 has returned one of our leased vehicles early; we are holding off on the replacement until March.

2. **REC ED Remote Learning Day Camp** WSSRA is piloting a remote learning day camp for District 97 students. Participants will be under the supervision of WSSRA's Recreation Leaders while engaging in e-learning. Breaks and recreation activities will be incorporated throughout the day including outdoor activities, games and crafts. We currently have 9 students enrolled with 8/day and 2 staff. Rec Ed is set to start on Tuesday, September 8th.
3. **Inclusion** Chris and Mia have presented virtual trainings at PDOP and RPRD. Some of the training topics included; What is inclusion and an overview of the ADA, What is behavior management and why it's important, and visual supports and how to use them. WSSRA will provide this training for all partners per your request. Contact Chris Sturm at [chriss@wssra.net](mailto:chriss@wssra.net) to arrange for your training.

G. **Other**

XIII. **Adjournment**