

**West Suburban Special Recreation Association**

April 10, 2018

Board of Directors

Held at: WSSRA Office

2915 Maple St, Franklin Park 60131

**MINUTES**

I. Chairman Joe Modrich called the **meeting to order** at 4:06pm those present included:

Mike Sletten, River Forest Park District  
Kassica Porreca & Jan Arnold, Park District of  
Oak Park  
Joe Modrich, Park District of Franklin Park  
Mark Sladek, North Berwyn Park District Village of  
Joe Zerillo, Harwood Heights

Larry Piekarz, Park District of Forest Park  
Jeff Janda, Berwyn Park District  
Mark DeSalvo, Norridge Park District arrived 4:11  
Al Schmidt, Village of Elmwood Park  
Teresa Mrozik, Village of North Riverside

**Not in attendance:**

Clyde Park District, Unexcused Absence  
Hawthorne Park District, Excused Absence

**Others in Attendance:**

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko  
WSSRF-No representative

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

III. A. DeSalvo/ Sletten **moved to approve the March 13, 2018 Regular Board Meeting minutes**. Piekarz & Zerillo abstained. The motion was approved.

IV. A. DeSalvo/ Sletten **moved to accept the March 2018 Financial Report**. The motion was approved.  
B. DeSalvo/ Sletten **moved to authorize payroll, prepaid disbursements #38128 and ending with check #38147 and authorizes payment of March 2018 payroll and disbursements debit charges and cash transfers totaling \$124,005.96 and authorizes payment of April 2018 payroll and disbursements #38149 and ending with check #38169 disbursements debit charges and cash transfers totaling \$28,240.60 pending the availability of funds**. Roll call vote showed unanimous approval.

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

VI. **Under the Foundation Report Birko reported, Horses are lined up for the 2018 Annual Derby Gala event**. The Foundation will sponsor the silent auction and Derby Gala raffle. Margaret O'Rourke is co-chairing the event with Kevin Calkins for the Foundation. Letters have gone out to procure auction items. WSSRF welcomes donations from the WSSRA Board. Please contact Marianne at WSSRA about silent auction contributions or if you have ideas for locations that we should solicit.  
**The Derby Gala raffle is all set**. The top prize is \$500 cash, second prize is \$300 cash, and third prize is \$200 cash. Everyone is encouraged to support the raffle. The Foundation looks forward to seeing many of you at the Derby Gala. See you at the races....

VII. **Under Committee Reports**

A. **Finance Committee**- Arnold reported the committee met on March 14 & April 3 to review the "Steps to add a new partner" and the financial impact study of the Village of Riverside. As a result, the committee is prepared to make a recommendation to the board.

B. **No Other**

VIII. **Unfinished Business**

A. **Acceptance of the Village of Riverside into WSSRA Partnership,**

Birko reviewed the Village of Riverside unanimously approved joining WSSRA on March 1, 2018. Through a series of local meetings and a community survey they determined that WSSRA was best suited to meet their consumers needs over two other SRA's. As discussed in earlier meetings, WSSRA feels that the Village is geographically desirable and that WSSRA can serve the residents of the Village who have disabilities successfully. The WSSRA Finance Committee met March 14 & April 3 to review and discuss the procedures for considering the addition of new potential partners, district boundaries and the financial impact of the addition of the Village of Riverside. Based on this review the WSSRA Finance Committee recommends accepting the Village of Riverside as a new partner to the Association. The committee outlined the recommended procedures to be followed by the Board of Directors when the Association is considering a new partner. These procedures will be formally approved as part of the Board Policy Manual that is currently being updated.

Sladek asked if adding a new partner affects the current share formula. DeSalvo commented it does not change the formula but will benefit all positively. DeSalvo asked if the committee reviewed when additional staff is needed when adding new partners. Arnold responded as the Finance Chairperson, the agency's capacity was part of the review process. No additional Staff or vehicles are needed with the addition of the Village of Riverside. The committee recommends Board members take this information back to their partner boards for review and be prepared to vote on the acceptance of the new partner at the June 12, 2018 board meeting.

B. **Board Meeting Schedule Changes-** Piekarz/Mrozik **motioned to approve canceling the May 8th meeting and have a meeting on June 12, 2018 instead. All other meetings would remain as scheduled.** Roll call vote showed unanimous approval.

C. **None**

IX. **Under New Business:**

A. **DeSalvo/Schmidt motioned Approval of Resolution 2018-01 authorizing WSSRA to enter a Bus Lease.** Roll call vote showed unanimous approval.

B. **No other**

X. **Under Correspondence-** No comments

XI. **Under Board Reports** – Janda of the **Berwyn Park District** was not able to talk so he did not give a report. Zerillo reported the **Village of Harwood Heights** will begin construction on their new recreation center shortly. It will include a walking track, exercise room kitchen and community rooms. Sladek reported the **North Berwyn Park District's** staff hid #20,000 eggs for their Easter Egg Hunt and despite the bad weather they were gone in 10 minutes. They are still waiting to close on the VFW property. Piekarz reported the **Park District of Forest Park** is ready for the Grand Opening of the Roos Center scheduled for May 26<sup>th</sup>. They are moving equipment in as we speak. Arnold reported the **Park District of Oak Park** has begun working on their 2019 – 2021 Strategic Plan. They are working with many local community groups with it. Soccer started last week and Little League baseball begins in a few weeks. April 27 is Arbor day and the Village is sponsoring two new trees that will be planted at Rehm Park. This Saturday marks the third Saturday of "Walk with the Doc". This is an opportunity for local citizens to walk and talk with a local doctor about their health and fitness. Two master plans for Scoville and Randolph Park are wrapping up. They continue to work with Green Mountain Sun on potential green projects to pursue. Schmidt reported the **Village of Elmwood Park's** fiscal year is ending so they are making some final needed purchases. They are making the final preparations for the upcoming pool season. DeSalvo reported the **Norridge Park District** is preparing for opening day baseball which includes a parade and festivities. They are also making final preparations for the pool opening. They are awaiting final approval of the replacement pool grates of which they started the permitting process in January. Sletten reported **River Forest Park District's** Depot project is getting tight as they move closer to summer. The board approved their 3-year strategic plan and they are moving forward with discussions to explore a Community Recreation Center facility including other community members. They are also collaborating with the Village on a community garden. Mrozik reported the **Village of North Riverside** is closing

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out their budget year. They are finalizing scheduling of fields and preparing for the summer kick off. Modrich reported the **Park District of Franklin Park** is currently completing two projects, they are re-bidding on the girls lockerroom at the ice arena and the community center renovation is currently out to bid. He shared they are excited about their terrazzo floor design created to mimic a local park scene for their lobby.

XII. **Executive Director's Report-** Birko Reported

- A. **2017 Audit Update-** The WSSRA Audit is completed. Lauterbach and Amen will present the final audit at the June 12, 2018 Board meeting.
- B. **Staff attends Legislative Conference-** Birko will represent WSSRA at the IAPD Legislative Conference on Tuesday, April 24 & 25 in Springfield. This trip gives Birko the opportunity to visit each of the 14 Legislators in their Springfield offices.
- C. **Derby Gala 2018-** Staff and WSSRF members are putting the final touches on this year's event. Donation requests and invites are out. It would be great for each of our Partners to have a presence at the event. Mark your calendars for Saturday May 5, 2018 from 3:00 – 7:00pm. Please extend the invite to your board members and staff. **Help us fill the room, sponsor a table, donate and/or buy an Ad.** Promote your agencies facilities and programs through this opportunity. Thank you in advance for your support.

J. **Staff Report: Hart reported:**

1. **Bobcats Gold Win Gold!** The Bobcats Gold Basketball team brought home first place from the State tournament two years in a row! Our congratulations go out to the Bobcats Gold team for another winning season.
2. **Spring Programs** Winter session is over and Spring begins this weekend. The Staff Manager reviews waitlists on an ongoing basis, and adds to programs whenever possible.
3. **Day Camp 2018 Currently registration** is at 132 persons are in day camp and Community Cruisers with 40-50 openings still available. Program Manager, Carlos Marroquin is finalizing the facility space to house our sites. We have a 60% return rate on staff and supervisors. We are currently hiring for all other positions.
4. **Staff attend ACA Training-** All four WSSRA Recreation Specialists will attend the American Camping Association day camp training. It has excellent sessions that are very applicable to our programming.
5. **WSSRA cooperates in local Lifeguard training-** In cooperation with the Village of Elmwood Park and Triton College WSSRA staff trained 11 future lifeguards. Those who successfully completed the course will have the opportunity to work for all three organizations. **A special thanks to Al Schmidt who coordinated this cooperative effort.**

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

1. **Leyden High School cooperative education lunch-** WSSRA attended and was recognized as the "Employer of the Year".
2. **Technology-** As part of our capital replacement plan, we have replaced 6 computers for staff. We are also in the process of setting guidelines for archiving information and files.
3. **Transportation-** We have leased a new bus to replace the 2013 leased bus. It is due in May. The old bus is currently in the shop having the wrap removed.
4. **Day Camp-** We have been awarding Day Camp scholarships, with the help of several different sources. Those sources are: Berwyn Community Development Block Grant, American Camp Association, Thumbuddy Special, WSSRF, Oak Park Township, the Town of Cicero and the Senator Rock Scholarship fund.

XIII. DeSalvo Schmidt **moved to adjourn** the meeting at 4:49pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko  
Executive Director

mb/ April18 minutes