

West Suburban Special Recreation Association

December 10, 2019

Meeting of the Board of Directors

WSSRA Office

2915 Maple Street

Franklin Park, IL 60131

MINUTES

I. Chairman Joe Modrich called the **meeting to order** at 4:08pm those present included:

Mike Sletten, River Forest Park District
Kassica Porreca, Park District of Oak Park
Jackie Iovinelli, Park District of Forest Park
Joe Modrich, Park District of Franklin Park
Dennis Raleigh, Hawthorne Park District
Ron Malchiodi, Village of Riverside

Teresa Mrozik, Village of North Riverside, 4:14
Michael Gianatasio, Berwyn Park District
Al Schmidt, Village of Elmwood Park
Mark Sladek, North Berwyn Park District
Larry Banks, Clyde Park District

Not in Attendance

Village of Harwood Heights Excused Absence
Norridge Park District Excused Absence

Others in Attendance:

WSSRA staff: Annie Hart, Marianne Birko, WSSRF, Christine Nakatsuka

II. Raleigh/Iovinelli **moved to approve the agenda.** The motion was unanimously approved.

III. A. Iovinelli/Sletten **moved to approve the November 12, 2019 Regular Board Meeting minutes as amended. Roll call vote showed all 10 voted to approve.**

- IV. A. Sletten/Banks **moved to accept the November 2019 Financial Report. Roll call vote showed 10 yes votes the motion was approved.**
B. Sletten/Malchiodi **moved to authorize payroll, prepaid disbursements #39052 and ending with check # 39083 and authorizes payment of November 2019 payroll and disbursements debit charges and cash transfers totaling \$200,572.14 and authorizes payment of November To-Be-Paid disbursements #39084 and ending with check #39104 disbursements debit charges and cash transfers totaling \$7,698.00 pending the availability of funds. Roll call vote showed 10 yes votes and the motion was approved.**

V. **Public Comment** –None

VI. **Under the Foundation Report Nakatsuka reported,**

Birko introduced Christine Nakatsuka as a longtime resident of Elmwood Park and parent of Chris who has participated and enjoyed WSSRA programs for the past 30 years. Many sports teams to social programs to name a few. Birko noted that Nakatsuka has stepped into an important role as the Foundation's Treasurer and is doing a great job! Nakatsuka reported the Foundation's Holiday Solicitation features some of the Foundation members' children. Donations are coming in daily. Extra cards were available for anyone to take. So far, the "Giving Tuesday" campaign raised \$2,500. We look forward to the results of this year's Holiday Solicitation. The Foundation's Bowl-a-thon is planned for Saturday, March 14, from 12:30 – 3:00pm. Carol Milburn of Oak Park and Christine Nakatsuka of Elmwood Park are chairing the event. It will be held at Circle Bowl in Forest Park. The Foundation Executive Committee will meet on December 16th to plan the 2020 budget and the Foundation Board will begin 2020 with their Annual meeting establishing their goals and budget for the year on Monday, January 13, 2020.

The Foundation Board of Directors thanks the WSSRA board of Directors and Alternates for their ongoing leadership and wishes all of you the Happiest of Holidays.

VII. Under Committee Reports

- A. **Finance Committee-** Birko reported she confirmed with Chairperson Arnold to cancel the December meeting as the 2020 budget had been approved.
- B. **Executive Directors Performance Appraisal-** Chairman Modrich noted he would share the compiled Performance Appraisal report in closed session.
- C. **Nominations Committee-** Sletten, past Chairman, reported he would head up the 2020 nominations committee. He reported due to the 3 three changes in the board only Arnold, Sletten & Modrich are eligible to chair the WSSRA board according to the WSSRA Bylaws. Sletten reported after communicating with the other two candidates he is willing to step into the Chairman's role for one year. The slate of 2020 candidates will be approved at the January 14, 2020 meeting. Modrich encouraged others to consider for the future as it is not as time demanding as one might think and the WSSRA staff are efficient and easy to work with.

D. Other

VIII. Unfinished Business

- A. None

X. Under New Business:

A. Approve the Proposed 2020 Board meetings

2020 WSSRA Board Meeting Dates	Time	Location
January 14, 2020	4:00pm	WSSRA
No February Meeting		
March 10, 2020	4:00pm	WSSRA
No April Meeting		
May 12, 2020	4:00pm	North Berwyn Park District
No June Meeting		
July 14, 2020	4:00pm	Park District of Forest Park
No August Meeting		
September 8, 2020	4:00pm	Village of Riverside
October 13, 2020	4:00pm	WSSRA
November 10, 2020	4:00pm	WSSRA
December 8, 2020	4:00pm	Location to be Determined

lovinelli/Malchiodi motioned to approve the WSSRA 2020 Board meeting schedule as presented. Roll call vote showed 11 yes votes and the motion was approved.

B. Approval of Resolution 2019-06 Appreciation of Service

Birko shared the WSSRA Board and Staff would like to thank Dennis Raleigh for his 21 years of dedicated service as a Board Member to WSSRA representing the Hawthorne Park District. She said his dedication and commitment to the Association board, staff, and WSSRA participants is truly an example to others. She thanked Dennis and wished him well in his retirement in 2020. Raleigh thanked the board and said it was his honor to serve his community and the persons who have disabilities. Raleigh stated "He thinks the world of WSSRA and thanked the Board and staff for their outstanding work. It has truly been a pleasure to be a part of this great organization!" Banks also shared his sentiment of Raleigh being one in a million and thanked him for his outstanding work!

Sletten/lovinelli motioned to approve Resolution #2019-06 for Appreciation of Service Dennis Raleigh. Roll call vote showed 11 yes votes and the motion was approved.

X. Under Correspondence- No comments

XI. Under **Board Reports** **Mrozik reported the Village of North Riverside residents** enjoyed their recent tree lighting event including fire works! They will be hosting their Village Holiday party this Thursday and a holiday day camp as well and 46 basketball teams will begin their season shortly. **Iovinelli reported the Park District of Forest Park** hosted their breakfast with Santa with over 200 guests. They were so pleased to move it to Roos Center where they were able to double the size of the event. They are currently interviewing for their new Full-time Marketing Manager and they look forward to Marianne's presentation of the WSSRA Annual report. **Malchiodi reported the Village of Riverside's** basketball numbers are up and they are currently working with District 96 to further their partnership for facility use. They are currently working on phase one of the building design. They are finding the code review process to be slow. They are hoping to be in use by spring. They had a great turnout for the Holiday Stroll a collaborative with their Chamber and local businesses. **Sletten reported the River Forest Park District** wrapped up their holiday events including the tree lighting and decorating and holiday trolley rides and holiday dance. They are currently working with the board on a community survey on indoor space needs. They will also be going to bid on their synthetic turf project in 6 weeks. **Banks reported the Clyde Park District's** basketball program numbers are BIG! Executive Director Tony Martinucci is a big draw as the coach of the MEHS basketball team. They currently have over 400 kids in their soccer program. They will be hosting a Holiday Las Posadas for local families and a holiday party for the seniors as well. Banks is hoping the merger with Hawthorne Park District goes smoothly and he will surely miss working with Dennis Raleigh! **Sladek reported North Berwyn Park District's** has their annual Santa's workshop and Holiday House decorating on December 19th. Mario Vasquez recently resigned from the board and the board will vote in a replacement soon. **Schmidt reported the Village of Elmwood Park** hosted over 300 persons at their tree lighting. Volleyball has concluded and basketball is going well. New this year is men's open gym on Friday nights where participants can enjoy basketball, soccer and/or hockey. They are currently working on IDH permits and continue to problem solve pool issues. **Porreca reported the Park District of Oak Park's** new registration system with Amelia went online this week and has had a great response so far. The many Christmas activities have been keeping everyone busy and happy with many, many visitors to our parks and programs. Projects continue to progress at Carroll Park (expansion) and Stevenson Park (playground redesign/park ADA redesign). They again will be receiving the Distinguished Accredited Agency award at the IAPD/IPRA conference in January. **Gianatasio reported the Berwyn Park District's** "Positively Pasta" event will take place on Saturday, January 18th. Tickets sales have begun, and tables are \$250. They completed two successful Polar Express runs last week and the Janda Executive Director replacement tour has begun, interviews are happening, and they are moving forward. **Raleigh reported the Hawthorne Park District's** merger ordinance is expected to be in place at the December 19th board meeting with the hope to extend until December 31, 2019. Raleigh noted that it was sad as it was the end of a 92-year era of Hawthorne Park Districts existence. There have been merger discussions for years and in fact it was voted down in 1981. It is business as usual with indoor soccer serving 45 kids. He hopes the transition will be smooth and they will carry on. Raleigh's retirement is pending the completion of the merger. **Modrich reported the Park District of Franklin Park** is also hosting the typical holiday festivities. The official opening of the community center went well. Modrich shared he enjoyed his travels to Greece and learned of their very creative Arts programs for persons with special needs. They had an amazing high-end production value. Noted there is so much to learn from others around the world!

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

A. **Schedule Annual Visits** Birko continues with her 2019 Annual visits presenting highlights of 2018 Snapshot; **Attachment B**. She asked those who have not to book their date now for your presentation.

WSSRA Partner	WSSRA Annual Presentation
Park District of Oak Park	March 2019 completed
Berwyn Park District	October 2019 completed
Village of Elmwood Park	TBD
Norridge Park District	TBD
North Berwyn Park District	TBD
Village of Harwood Heights	December 5 completed
River Forest Park District	June 2019 completed
Clyde Park District	TBD
Park District of Forest Park	December 19
Hawthorne Park District	December 19
Village of North Riverside	July 2019 completed
Village of Riverside	November 2019 completed
Park District of Franklin Park	January 2020

- B. Board Member Appointments Due by December 31, 2019** The Amended and Restated Articles of Agreement state that each partner should make their appointments to the WSSRA Board by December 31 of each year. We respectfully request that all the appointments be confirmed in writing using the sample letter included. We will accept those appointments at our annual meeting held January 14, 2020.
- C. Discussions with Veterans Park District** WSSRA has continued communications with the Veterans Park District and plans to meet with the Village of River Grove Mayor Guerin and Veterans Park District Executive Director Donna Peluso early in 2020. We are waiting for the Veterans Park Districts board to send a letter of intent to WSSRA. When this is received WSSRA will then move forward to begin the review process of the Veterans Park District.
- D. Proposed 2020 Committee Appointments** Birko has proposed committee appointments for approval at the Annual WSSRA Board meeting in January 2020. She asked to review and let her know if you request a change.
- E. WSSRA Co-Hosts the 2020 Legislative Breakfast** with the Park District of Forest Park on Tuesday, February 11, 2020. Mark your calendars for more details to come.

Staff Report: April Ryan, Superintendent of Recreation reported

1. **Programs** Winter/Spring brochure is complete, and registration is set to go on-line December 6th. Our new Sibshops program has been a great success, with 10 participants registered for our December 7th program. WSSRA will be leading short activities in 16 blended and self-contained classrooms at the Cicero Early Childhood Center once a month. Activities will consist of sensory friendly crafts and music and movement activities. We also ran our first Monthly Special program in November and District 99 staff were very pleased with the outcome.
2. **Imaginarium Sensory Room** Equipment for WSSRA's NEW Imaginarium sensory room has been placed, we are waiting on the arrival of equipment and hope to open in mid-January.
3. **Staff** Our Staff Manager, Carla Pakenas, is currently hiring additional staff to start in our winter season.
4. **Special Events** WSSRA is hosting a Polar Express train ride on December 14th. The train is full with 135 participants registered. WSSRA is planning a series of 6 special events called Holiday Hullabaloo's, we currently have 33 participants registered.

G. Staff Report: Annie Hart, Superintendent of Safety and Operations reported

1. **Office Updates** The server was down last week and requires WSSRA move along quicker than planned to get operations into the cloud.
2. **Inclusion** We currently are serving 57 participants inclusively in 80 programs this fall season. In addition, we are scheduling aides for 5 participants in Winter Break camps and expect to receive more notifications. Inclusion Manager, Chris Sturm, and Recreation Specialist, Mia will continue to help support Inclusion Aides and participants this winter while visiting program sites.

3. **Transportation** WSSRA is gearing up for the Holiday Hullabaloo in the next few weeks. We offer round trip transportation for all 6 days. We are scheduled to provide round trip transportation for 14-16 participants per day. Vehicles are scheduled to get winterized in the beginning of January.

XIII. **Sletten/ Sladek moved to go into Closed Session** - Under Section 2(c)(1) of the Open Meetings Act to discuss personnel & compensation 4:55. The board approved unanimously. **Sletten/Sladek moved to go out of closed session 5:10. The motion was unanimously approved.**

XIV. **Possible Action following closed session** Sletten/Raleigh motioned to approve the Directors increase by 1.9% Cost of living + 1.1% merit as consistent with all staff's opportunity for increases. Raleigh, Sletten, Banks, Sladek, Porreca, Gianatasio, Modrich, Mrozk, Iovinelli, Malchiodi voted Yes and Schmidt voted No. The motion was approved by a roll call vote 10 -1.

XV. Adjournment **Raleigh/Sletten moved to adjourn** the meeting at 5:10pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director