

West Suburban Special Recreation Association

December 13, 2022

Village of Elmwood Park's CRC

4 Conti Parkway, Elmwood Park

MINUTES

- I. Chairman Jackie Iovinelli called the **meeting to order** at 4:03pm those present included:

Mike Sletten, River Forest Park District

Jan Arnold Park District of Oak Park

Jackie Iovinelli, Park District of Forest Park

Dan LoCascio, Park District of Franklin Park

Ted Gruber, Elmwood Park

Greg Stanczyk, Veterans Park District

Heights

Ron Malchiodi, Village of Riverside

Colleen Broderick, Village of North
Riverside

Deborah Gayon, Berwyn Park District

Janet Mackin, North Berwyn Park EA

Not in Attendance:

Norridge Park District

Others in Attendance:

WSSRA staff: Annie Hart, April Michalski, Marianne Birko, Rocio Perez, WSSRF attended remotely

- II. **Approval of Agenda Arnold/Sletten to approve the agenda. The motion was unanimously approved.**
- III. **Approval of the Consent Agenda Sletten/Arnold motioned to approve the Consent Agenda including the November 8, 2022, Minutes, Financial Report & Disbursements & the 2023 Board meeting schedule. Note the October meeting will be October 3 and the December meeting will be held in Oak Park. Roll call vote showed 10 yes votes, and the motion was approved**
- A. **Approval of new Village of North Riverside's Board Representative Iovinelli moved up item VIII B**
The Village of North Riverside would like to appoint Colleen Broderick, Director of Parks and Recreation as the new WSSRA Board Representative. **Malchiodi/Arnold motioned to accept Colleen Broderick as the new Board Representative for the Village of North Riverside. The motion was approved.**
- IV. **No Public Comment**
- V. **Under the Foundation Perez reported on behalf of the Foundation Board, she is a long-time resident of Berwyn and the parent of Tony who is a young adult with Autism. Perez shared the WSSRF is happy to report the Foundation hosted their last meeting of the year on November 15, 2022, via Zoom. The focus of the meeting was to finalize details on the "Holiday Jazz Concerts", Holiday Solicitation and beginning plans for 2023. We are excited for the success of hosting Derby Gala & the John Lannefeld Memorial Bocce Tournament and Fallin for Our Stars and Holiday Concert in person. So far, the WSSRF has raised near 80,000. The Holiday Solicitation kicked off with Giving Tuesday and raised \$6,400 and will continue through the end of December. See your invite included in the Board packet you received today. So far, we are seeing wonderful generosity from long time donors. Please keep the Foundation in mind while you make any end of the year donations. Most importantly Thank you for your continued support. It has been another busy year and the Foundation could not have done it without the support of all of you! Stay Safe and Enjoy your holidays with the ones you love...**
- VII. **Under Committee Reports**
- A. **Finance Committee** Met on December 6 to further discuss any 2023 budget questions, review updates on the Broadview Park District request for information and review of the Finance Manager position that will be vacated at the end of December 2022. Details will be shared later in the agenda.
- B. **Nominating Committee** Sletten reported he has confirmed the slate of nominees, The 2023 WSSRA Board of Directors Chairperson is Ron Malchiodi and Vice Chairperson is Jan Arnold. The slate will be approved at the Annual Meeting in January 2023.
- VIII. **Unfinished Business**
- A. **Approval of the Updated 2023 Shares using the 2021 EAV's** Birko presented the updated 2023 Shares for approval using the 2021 EAV's. She reminded the board the original approved 2023 shares were pending the addition of the 2021 EAV's once they were public. Both the shares and the Village of Harwood Heights formula at

the bottom has been updated. Arnold/Sletten motioned to approve the updated 2023 shares with the 2021 EAV's and the Village of Harwood Heights formula updated. **Roll call vote showed 11 yes votes, and the motion was approved**

B. **Park District of Forest Park Building & Land purchase Update** Iovinelli updated the WSSRA Board of Directors on the Park District of Forest Park's has secured the property, completed the demolition and are creating a temporary green space. Starting 2023 the planning begins for a 20,000 sq feet building.

C. No other

IX. **Under New Business:**

A. **Broadview Park District update** WSSRA has delayed any discussions with Broadview Park District until current staffing issues are resolved.

B. No other

X. **Under Correspondence No Comments**

XI. **Under Board Reports:** Arnold reported the Park District of Oak Park's CRC construction continues to be on schedule. They recently passed the 2023 budget and are currently busy with a lot of holiday events! She commented she is looking forward to a vacation! Gayon reported the Berwyn Park District is currently amid the Executive Director search. The Interim Director is Cindy Hayes. They continue to work short staffed and are looking forward to the New Year! Gruber reported from the Village of Elmwood Park and thanked everyone for joining us at their CRC. Their bocce continues to go strong with 88 teams with winter session. They started the basketball with 4 teams in each division. Their golf league has also started last week and they are very busy hosting lots of events at the CRC! LoCascio reported the Park District of Franklin Park- recently hosted their annual Polar Express, Breakfast with Santa for 75 people and are also busy getting ready for winter programs. Iovinelli reported the Park District of Forest Park is currently comparing pool pass rates with the Park District of Oak Park they too hosted a Santa breakfast which was filled to capacity. They are looking forward to IPRA, working on the splash pad project which is 85-90% finished and wrapped up for the winter. As mentioned, they have completed the demolition of the building on the recent land purchase and recently received 3 great bids for a local park project. They are currently waiting to hear about OSLAD grants and recently hired a new full-time maintenance staff, "Building and Parks Creative Coordinator" and are still interviewing for the Recreation Supervisor position. Broderick reported the Village of North Riverside announced she has been there less than a month. They have had the Winter Fest tree lighting with over 600 persons in attendance, Breakfast with Santa sold out with 230 attendees and they are gearing up for Holly Jolly camp during the holiday break. They are currently getting ready for basketball and winter/spring programs. Mackin reported the North Berwyn Park District is also hosting a variety of Holiday programs including the senior lunch held today, where she shared the exciting news of the renovation goals of the VFW hall as a senior center. The demolition of Maple pool is nearly completed and they are excited to get started on the renovation projects approved by the referendum. She noted she is up for re-election and has competition. Malchiodi reported the Village of Riverside wrapped up their holiday of stroll event where WSSRA was present doing crafts. They had a great turn out at the event this year! They are currently preparing an RFP for a community survey of programs & playground analysis. They are starting their Basketball league and are talking with two local churches to discuss facility space use. They have competition with the Bull Dogs Basketball program. Use to be a feeder program but now they are in direct competition as they are recruiting younger players. Wegrecki reported the Village of Harwood Heights Youth Commission is hosting their annual holiday event 12/17. The Youth Commission is also taking registration for winter sports beginning January 14, 2023. She reported the Village of Harwood Heights has planted 140 trees in the community given by the Morton Arboretum's Chicago Region tree Initiative: CRTI. The CRTI is also giving an additional 50 trees. Stanczyk reported the Veterans Park District wrapped up their December events which included the free Winter Wonderland event which included inflatables and bingo, Breakfast with Santa was a success with 170 guests in attendance. They are currently working on the 2023 budget and the winter/spring program guide has arrived. They continue to work on the rebranding of Bulger Park as a community center, they have held monthly workshops and contractual programs to see what works. Sletten reported the River Forest Park District wrapped up their holiday events and are moving to the basketball session with 500

Registrants. They are going out to bid for a new playground at Washington Park and are completing their Masterplan process.

XII. Executive Director's Report- Birko Reported

- A. **2023 Board Member Appointments Due by December 31, 2022** 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 in your packet. The board will accept those appointments at our annual meeting held January 10, 2023.
- B. **Support the WSSRF Holiday Solicitation** has been mailed and hopes to get a positive response for their efforts throughout the year. The sample card featuring WSSRA participants and highlighting the accomplishments of WSSRA and the WSSRF.
- C. **Proposed Draft Committee Appointments for** Birko has proposed committee appointments for approval at the Annual WSSRA Board meeting in January 2023. Please review and let her know if you would like to make any changes.
- D. **WSSRA replaces the Finance Manager position** After 37 years of service Lisa Gershak has resigned from her position as the Finance Manager as of December 28th. Staff have been working to cross train in preparation for her departure. This Regular Part time job is posted on IPRA and Linked in. Feel free to pass along the job description to any qualified applicant.
- E. **WSSRA Hosts the Legislative Breakfast for 2023** WSSRA is scheduled to host the in-person Legislative Breakfast on Friday March 17, 2023. Forest Park has volunteered to host the Breakfast with WSSRA. Birko will keep you posted on the details as they are confirmed.
- F. **Illinois Parks Day at the Capital** WSSRA plans to attend Illinois Parks Day at the Capitol on May 2, 2023 followed by the Legislative Conference on May 3, 2023. Let us know if you are interested in sharing a table.
- G. **Staff Report: April Michalski, Superintendent of Recreation reported**
 - 1. **Winter/Spring Registration:** Winter/Spring program registration opens on Monday, December 19. Day camp registration opens on Monday, March 6 and will be taken on a first come, first serve basis.
 - 2. **Program and Event Updates:**
 - a. **Floor Hockey** WSSRA had 8 athletes compete in the Special Olympics State Floor Hockey Skills Competition on November 19 at Northeastern University. Athletes did a great job, we took home 2 gold medals, 2 silver medal and 3 bronze medals.
 - b. **Polar Express** WSSRA's Polar Express Story Time is taking place on December 10, the event is full with 101 family members and participants registered. Families will enjoy a fun-filled train ride to the "North Pole" with a visit from Santa. The event is sponsored by Thumbuddy Special.
 - c. **Sensory Sensitive Treats with Santa** WSSRA is collaborating with the Park District of Oak Park on December 14 to offer a sensory-friendly evening for families at the Cheney Mansion. The program is sold out with 45 participants and family members registered.
 - d. **Holiday Hullabaloo** WSSRA is offering 6 full-day events during winter break. Participants will enjoy trips to the Field Museum, Cernan Space Center, Arcades and more. WSSRA currently has 30 participants attending our Holiday Hullabaloo Events.
 - 3. **Inclusion** WSSRA is currently supporting 41 participants in 40 inclusive programs. As we head into the new year, think about training opportunities for WSSRA to conduct with staff.
 - 4. **Hiring** Our Staff Manager, Maria, attended several job fairs at East and West Leyden High Schools this season. They started a monthly job fair series which is new this school year and has been successful. We had 4 nursing students from Dominican University's Civic Learning program volunteer with us in the fall season, and they completed a total of 120 volunteer hours. One student continued with us and has become a paid staff. We are currently hiring for winter/spring programs. Applicants can apply online at www.wssra.net.
- H. **Staff Report: Annie Hart, Superintendent of Safety & Operations reported**
 - 1. **Office** We have hired a short-term to help answer phones while our Part Time Front Office Assistant is on leave after giving birth. Ellen Newman started November 15th and is scheduled to work Tuesdays and

Thursdays only. WSSRA has started the process of changing over payrolls from PayCom to Paylocity. Our Staff Manager, and I have been spending a lot of time over the past couple weeks training and setting up our new system. This system will allow us to move to an electronic punch in system for seasonal staff and inclusion aides.

2. **Safety** WSSRA sent 6 staff to RMI this past month. Several Safety Team members attended IPRA's Safety Committee Workshop on December 6th and had great feedback to bring back to our team.

3. **No Other**

XIII. **Closed Session** pursuant to 5 ILCS 120/2(c)(11) to discuss personnel & compensation

5:00pm Malchiodi/Gruber moved to go into closed session to discuss personnel & compensation. Motion was approved. Iovinelli requested a motion to approve Arnold attend via remote. Wegrecki/Gruber motioned to accept Arnold attending via remote. Motioned was approved. At 5:30pm Sletten/Wegrecki motioned to go out of closed session.

XIV. **Action following Closed Session** Sletten/Wegrecki motioned the Board of Directors by roll call vote, approve the 3% merit increase as discussed in the closed session. Voting yes: Gayon, Gruber, Iovinelli, LoCascio, Wegrecki, Mackin, Arnold, Sletten, Broderick, Malchiodi, Stanczyk. Record shows unanimous approval.

XV. **Adjournment** Sletten/Malchiodi motioned to adjourn the meeting at 5:30pm. Motion was unanimously approved

Respectfully submitted,



Marianne Birko, Executive Director

mb/ Dec, 22 minutes