

**West Suburban Special Recreation Association**

January 12, 2021

Annual Meeting of the Board of Directors

Zoom meeting hosted at WSSRA Office

2915 Maple St, Franklin Park 60131

**MINUTES**

I. Chairman Jackie Iovinelli called the **meeting to order** at 4:02pm those present included:

Mike Sletten, River Forest Park District  
Jan Arnold, Park District of Oak Park  
Jackie Iovinelli, Park District of Forest Park  
Joe Modrich, Park District of Franklin Park  
Ted Gruber, Village of Elmwood Park  
Anna Wegrecki, Village of Harwood Heights

Carlene Greifelt, Veterans Park District  
Ron Malchiodi, Village of Riverside  
Teresa Mrozik, Village of North Riverside  
Sandy Fejt, Berwyn Park District

**Others in Attendance:**

WSSRA staff: April Ryan, Annie Hart, Marianne Birko

**Not in Attendance:**

Norridge Park District Excused Absence

North Berwyn Park District Excused Absence

II. Arnold/Fejt **moved to approve the corrected agenda.** The motion was unanimously approved.

A. Birko corrected F of New Business to SCL II CPA PC Certified Public Accountants

B. No other

III. A. Arnold/Fejt **moved to approve the December 8, 2021 Regular Board Meeting minutes. The motion was approved.**

B. Arnold/Fejt **moved to release the closed session minutes from December 8, 2021.** The motion was approved.

IV. A. Arnold/Mrozik **moved to accept the December 2020 Financial Report.** The motion was approved.

B. Arnold/Mrozik **moved to authorize payroll, The board, by roll call vote, authorizes payroll, prepaid disbursements #39766 and ending with check #39790 and authorizes payment of December 2020 payroll and disbursements debit charges and cash transfers totaling \$223,932.48 and authorizes payment of January 2021 disbursements #39791 and ending with check #39809 disbursements debit charges and cash transfers totaling \$36,361.31 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 Birko reported,**

*This year, WSSRF's Holiday Solicitation features some of the Foundation members' children. Donations are still coming in. So far, the "Giving Tuesday" raised \$4,918 & Holiday Solicitation has raised \$8593 with 4,452 Celebration of Stars for a total of nearly 18,000. Such a wonderful gift to the Foundation and Association. The Foundation Board will begin 2021 by conducting their Annual meeting establishing their goals and budget for the year on January 19 to celebrate their 2020 successes 64,000 in profits 2020 events and donations. Birko expects the events in the first 6 months of 2021 will be virtual. Stay tuned! The Foundation Board of Directors thanks for your continued support.*

VII. **Under Committee Reports**

A. **Policy Committee** Birko reported the Policy Committee headed by Ron Malchiodi is scheduled to meet on Tuesday, January 19 at 11:00 via Zoom to continue discussions of defining the use of the SRA Levy and Maximum Allowable Contribution procedures.

- B. **Executive Directors Performance Appraisal** Former Chairman Sletten has compiled the comments and will share the prepared appraisal in closed session
- C. **Other**

VIII. **Unfinished Business**

- A. **Welcome Veterans Park District** Birko introduced Carlene Greifelt and welcomed the Veterans Park District to WSSRA. Greifelt thanked WSSRA for the welcome and shared they are looking forward to a long-lasting relationship with the Association. She knows their participants will really love the opportunities **that WSSRA offers.**
- B. **No Other**

IX. **Under New Business:**

- A. **Acceptance of Partner Appointments-** Wegrecki/Fejt motioned to approve partner appointments as presented. Roll call vote showed 10 yes votes. The motion was approved.
- B. **Election and Appointment of Officers-** Arnold/Fejt motioned to appoint Birko as Board Secretary and Karas to continue as the WSSRA's Attorney. Roll call vote showed 10 yes votes. The motion was approved.
- C. **Approval of Committee Appointments for 2021-** Arnold/Fejt motioned to accept Committee Appointments as presented. The motion was approved.
- D. **Approval of Committee Tasks for 2021-** Arnold/Mrozik motioned to approve Committee Tasks as presented. The motion was approved.
- E. **Renewal of Safety Policy Statement-** Arnold/Mrozik motioned to reconfirm the Associations commitment to safety by accepting the Associations Safety Policy Statement. The motion was approved.
- F. **Approval of SCL II CPA PC Certified Public Accountants-** Arnold/Fejt motioned to approve. Roll call vote showed 10 yes votes. The motion was approved.
- G. **IAPD Membership Renewal-**Arnold/Fejt motioned for WSSRA to renew its membership with IAPD due to the ongoing benefits to WSSRA. The motion was approved.
- H. **Alternate payment request from the Veterans Park District-** Gruber/Mrozik motioned to approve the requested Alternate payment as noted in [Attachment E](#) by the Veterans Park District. Roll call vote showed 10 yes votes. The motion was approved.
- I. **WSSRA Account Updates** Fejt/Mrozik motioned to approve the updated signers on the WSSRA Bank Accounts. Roll call vote showed 10 yes votes. The motion was approved.
- J. **No Other**

- X. **Under Correspondence-** No comments

- XI. **Under Board Reports** –Sletten reported the **River Forest Park District** is working on their Platform Tennis project. They have an Architect presenting in February. Discussions continue the Community Recreation Center. Met with PDOP to discuss their project further. Not sure where their Community Recreation Center project will go as it has hit the 50-million-dollar mark. This project continues to be a challenge as the Village Manager, who was spearheading the project is leaving the Village. Stay tuned...**Gruber reported the Village of Elmwood Park** is excited to open their newly renovated facility that houses 4 new indoor bocce courts. The winter session of Bocce has started with 90 teams. They are waiting for the golf simulators to arrive and are working to set up the weight room as well. **Wegrecki reported activity at the Village of Harwood Heights** is quiet. Youth Commission programs begin in early February, so registration has begun for this. Start dates may be delayed due to COVID regulations. **Arnold reported the Park District of Oak Park** continues to provide 1:1 programming at the Ice Rink and Gymnastics center. Winter program registration has been delayed until January 23 in the hope's programs will be able to open by February 1<sup>st</sup>. Geothermal design work taking place for Pleasant Home thanks to a grant. Diane Stanke their Public Relations Coordinator is retiring March 1, 2021. They have reorganized their Marketing

department and hired an outside firm to handle the social media and website as they believe 2021 the focus will be on communications. The PDOP's Community Recreation Center is currently 55% funded. PDOP is willing to extend its lease to WSSRA for the Sensory room to the end of 2021. Fejt reported the Berwyn Park District is currently amid a virtual annual audit. Their current registration for indoor soccer is good! They were recently awarded a \$9,000 Urban Tree grant from the Morton Arboretum. This will give BPD the opportunity to do a tree inventory of all parks and will follow up with their management plan. They are looking forward to putting effort into the parks and finally have a formal digital inventory! **Modrich reported the Park District of Franklin Park** is also offering 1:1 training at the ice arena and community center with limited expansion due to COVID. Completed an ice show virtually by filming soloist and compiling a video. Plan to be cautious in re-opening and follow CDC guidelines. Just completed a new weight room in the Community Center. Applied for Illinois Capitol fund grant for a park project. **Mrozik reported the Village of North Riverside's** it is nice to have registrations coming in. They are watching and preparing for programs to begin in March – June. They are planning programs 3 months at a time. Working at continuing to be creative. They have one person attending conference. They are focusing efforts on cleaning and reorganizing. **Greifelt reported the Veterans Park District** recently broke ground putting in a new splash pad at Grant park. They are not doing any virtual programs currently but continue to do wellness calls to 50+ seniors who are anxiously awaiting to get back to BINGO! **Malchiodi reported for the Village of Riverside's** school day supervision continues. Not much happening with virtual programs due to burn out. Outdoor programs are at the ready. The Quincy building project is slated to be completed on January 25 and plans are being completed for a Virtual Grand Opening sometime soon. **Iovinelli reported the Park District of Forest Park** is currently working on a Candyland themed Spray-ground and is working with Ferrara Pan to sponsor the project. They are also working on the design phase of the Skate Park. They are regrouping daily with program planning. They are also working with lighting companies to change over for energy efficiency. Watch for the IPRA session "The New Culture is Change" Iovinelli and staff will be presenting. Five of their staff will be attending the IPRA/IAPD Virtual conference.

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

- A. **Board Responsibilities and Expectations** Annually the Board of Directors and Alternates are asked to commit their support to the Association. [Attachment F/G](#) is a summary of your responsibilities to the board in this role. Please sign that you have reviewed and understand the list of Responsibilities and Expectations in this role. You are welcome to bring the signed document to the meeting or e-mail to me.
- B. **Staff attends IPRA Annual Conference** Four Full-time staff will attend the IPRA Virtual conference on January 28-30, 2021. These staff need the CEU's to maintain certifications.
- C. **WSSRA to Host the Virtual Legislative Breakfast More information will be forthcoming on the date and the platform to be used.** A formal invite will be sent via e-mail to local Legislators & WSSRA Board Members. Please extend this invitation to your board members and RSVP your attendance to Birko.
- D. **WSSRA Derby Gala 2021** Mark your calendars for Saturday, May 1, 2021 when the WSSRA/WSSRF will host the 20<sup>th</sup> year of this very successful event. The location will likely be the Riverside Golf Club. Time will tell how the event will play out. So, mark your calendars and stay tuned...
- E. **Staff Report: Prepared by April Ryan, Superintendent of Recreation**
  1. **January Mini Session-** WSSRA is offering 9 virtual program opportunities to participants during the month of January. Programs include some of our most popular programs and we will be piloting some new programs including a sign language class and trivia program. Additionally, WSSRA will continue to offer one-on-one chats throughout January.
  2. **Winter 2021 Programs-** Registration for winter is underway and programs are scheduled to begin on February 1 and run until March 27. WSSRA is offering approximately 21 weekly virtual programs and 15 in-person weekly programs. We will continue to limit registration to 8 participants and 2 staff per program. Participants must meet eligibility guidelines in order to participate. If a participant cannot meet the guidelines on their own, WSSRA will allow an adult family member who lives within the same household to attend program with their child.

3. **Virtual Winter Break Camp-** Virtual camp was a great success! WSSRA offered 6 days of camp and served 10 participants. Supply kits were delivered to each participant, activities included arts and crafts, music, fitness, games, sensory activities and more.
4. **Imaginarium Sensory Room-** WSSRA's Imaginarium Sensory Room will remain open 3 days per week. Families must preregister for their 45-minute play session, appointments can be made on our website at wssra.net.
5. **Special Events**
  - i. **Virtual Polar Express-** WSSRA offered a virtual reading of the book Polar Express on December 18. We had 18 families attend, registration included a holiday kit with make your own hot cocoa supplies. The highlight of the program was a surprise visit from Santa.
  - ii. **Master Chef-** WSSRA is offering a virtual cooking class on January 22, participants and families will make homemade pizza and roasted zucchini.
  - iii. **Virtual Valentine's Day Dance-** On Saturday, February 13 WSSRA is offering a virtual Valentine's Day Dance.
  - iv. **Family Skate Night-** On February 19 WSSRA is offering a family skate night at Ridgeland Commons in Oak Park. Families must register for their time slot in advance.

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

1. **Inclusion** WSSRA is currently supporting 8 participants in 2 programs. The Community Mental Health Board of Oak Park awarded WSSRA \$6,000 dollars to invest in 8 iPads and cases. We plan to use the iPads to help individuals stay engaged in their programs, communicate with staff, and schedule sensory breaks to regain focus. The Ipad's are being used as behavior management with certain participants depending on the type and length of the program. Inclusion aides will also use the iPad to write down notes about the participant. These notes are then sent to the WSSRA Inclusion google drive. Chris and/or Mia will go through this information and save important notes for the next aide that might work with these participants. Inclusion aides are always supervising participants on the use of the iPad to make sure they are using them appropriately.
2. **New Registration System** WSSRA is excited to share that after several months of searching and investigating several registration systems, we have made the difficult yet important decision to move forward with SmartRec by Amilia. After several demos we narrowed our decision down to 2 systems and from there were able to dive deeper into those systems. We ultimately chose Amilia because we felt it is a major upgrade for our consumers. The system appears very user friendly from the consumer side. After doing reference calls on both systems, I'm confident Amilia is the right choice for us to transition to. We have not determined our timeline yet for training and implementation but plan to get that all set during the month of January.

G. **No Other**

- XIII. **Closed Session** Arnold/Fejt motioned going into closed session in pursuant to 5 ILCS 120/2(c)(11) to discuss personnel & compensation 2(c)(1) Motion approved. Arnold/Fejt motioned to go out of closed session. Motion approved
- XIV. **Possible Action following closed session** Arnold/Fejt motioned to approve what was discussed in closed session. Roll call vote showed 10 yes votes. The motion was approved.
- XV. **Adjournment** Fejt/Arnold moved to adjourn the meeting at 5:07pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko  
Executive Director<sup>mb/ Jan21minutes</sup>