

West Suburban Special Recreation Association

July 14, 2015

Board of Directors Meeting

Held at: Park District of Forest Park

7501 Harrison, Forest Park

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:04pm those present included:

Steve Thomas, Park District of Forest Park

Larry Piekarz, Park District of Forest Park

Larry Banks, Clyde Park District

Dennis Raleigh, Hawthorne Park District

Mike Sletten, River Forest Park District

Mark DeSalvo, Norridge Park District

Jeff Janda, Berwyn Park District

Al Schmidt, Village of Elmwood Park

Joe Modrich, Park District of Franklin Park

Jan Arnold, Park District of Oak Park

arrived at 5:15

Mark Sladek, North Berwyn Park District

Not in Attendance:

Village of Harwood Heights- Excused Absence

Others in Attendance:

WSSRF, Margaret O'Rourke

WSSRA staff: Bob Foster, Gretchen Dennis, Marianne Birko

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

III. DeSalvo/Thomas **moved to approve the May 12, 2015 Regular Board Meeting minutes.** The motion was approved.

IV. A. Sletten/DeSalvo **moved to accept the May & June 2015 Financial Report.** The motion was approved.

B. Sletten/Banks **moved to authorize payment of payroll, prepaid disbursements**

#35762 and ending with check #35834 and authorizes payment of May & June 2015 payroll and disbursements debit charges and cash transfers totaling \$90,318.53 and authorizes payment of

July 2015 payroll and disbursements #35835 and ending with check #35861 disbursements debit charges and cash transfers totaling \$14,999.06 pending the availability of funds. By roll call vote the motion was approved.

V. **Public Comment** –Jeff Janda extended a thank you to Larry Piekarz, Steve Thomas and the Park District of Forest Park for hosting the meeting. Larry Piekarz welcomed everyone and offered a gift to each of the board members prior to leaving.

VI. Under the **Foundation Margaret O'Rourke reported** The Foundation is pleased with "**FINAL**" numbers of the Derby Gala. After shared expenses were deducted, the Foundation is estimated to have raised \$15,408 with a profit of **\$8,256**. The silent auction raised **\$5,395 and \$5,941** in tickets and cash donations. The Derby Gala raffle raised **\$4,072**. It was a fun day with great participation! **Thank you all for your support.**

The Foundation is excited about the opportunity to hold its annual Fall fundraiser "Fallin For Our Stars" at the Cheney Mansion this year and is once again grateful to the Park District of Oak Park for giving the Foundation this opportunity. Lisa Masucci, Karen Mullarkey Kerrins, Beth Kaplan, Margaret O'Rourke and Lisa Shanahan of Oak Park and River Forest as chairpersons of WSSRF's Fall fundraiser. This group of dedicated women are hard at work getting the details of the event finalized. This year the caterer is "Starship Submarine's" Event Catering of Forest Park and guests will enjoy for this special night of live music, wine & craft beer from LaGunita's brewery. The event will be held on **Friday, October 16, 7 – 11pm**. WSSRF hopes all WSSRA Board Members will mark their calendars for October 16 and plan to attend!

VII. **Under Committee Reports**

- A. **Policy Committee- DeSalvo** reported the Policy Committee met and reviewed the updated agencies policies provided by staff and sent to legal counsel for review. Discussions of these policies will take place later in the agenda.
- B. **Finance Committee-Modrich** reported the Finance Committee will meet July 20 to begin the budget review process

VIII. **Unfinished Business**

- A. DeSalvo/Sletten motion to **accept the 2014 Annual audit as presented by Lauterbach & Amen**. By roll call vote the motion was approved.
- B. Other- None

IX. **Under New Business:**

A. **WSSRA Personnel Policies Updated**

Birko reviewed highlights of the redlined personnel policies as reviewed by staff, the Policy Committee and Legal counsel. Schmidt asked for clarification on the number of days allowed to accrue for the sick policy. Birko explained the IMRF ceiling allows any carryover sick days to be used for service credit. Arnold & Sletten asked that we define the Employee fee reduction program in more detail.

B. **WSSRA Selects Bus Leasing Agency**

Foster reported WSSRA received 2 quotes for leasing a new 15 passenger bus, one from Best Bus sales in Des Plaines and one from Central States Bus Sales in Big Rock. WSSRA recommends the lease be awarded to Central States Bus Sales for a cost savings of \$11,777 over 5 years.

C. **Approval of Sale of Association Vehicle**

DeSalvo/Raleigh motioned to authorize the Executive Director to dispose of surplus personal property, consisting of the 2009 15 passenger van owned by the agency and no longer needed or convenient for WSSRA's use, for the best negotiated purchase price attainable. By roll call the motion passed.

- D. **WSSRA's Accountant retires** Sletten/Banks motioned to approve the hiring of Russell P Cannizzo & Company CPA to replace Mark Shalett WSSRA's current Accountant who is retiring, who will be hired for the transition from August to December and based on their work performance determine whether to hire them going forward. Motioned passed

E. **Other-** none

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

- XI. **Under Board Reports** – Piekarz reported the **Park District of Forest Park** is hosting the "Rode to Freedom" bus this Friday, July 17 from 3:00 – 6:00pm in celebration of the 25th Anniversary of the ADA. No Glove Softball tournament is July 23-26. Hall of Fame game is on Saturday July 18. Camp is full and programs are going well. DeSalvo reported the **Norridge Park District** had a very successful "Island in the City" festival. The pool revenue is 38% down. Camps are full with large wait lists. Currently they are waiting on bids for the building renovation with an expected completion of December. The completed structure will include the maintenance garage, program and dance studio space. Banks reported the **Clyde Park District's** pool numbers are down and soccer is up to #1400 registrants with basketball play continuing to be very popular also. Raleigh reported the **Hawthorne Park District's** 16" softball program is underway but with lots of cancellations due to weather. There pool numbers are down as well with possible leak issues to contend with at the end of the season. Sletten reported the **River Forest Park District** is currently working on a 4 million dollar expansion project of the gym and tennis facilities. Arnold reported the **Park District of Oak Park** has sold #1000 fewer pool passes this summer and had a 70%/1500 slots increase in new programs and camp opportunities. The district is busy finishing the Conservatory garden project and the wonderful \$250,000 collaborative with District 97 and affiliates to incorporate turf fields at the two Middle School locations is underway. Modrichi reported the **Park District of Franklin Park's** day camp is great with record numbers and teen camp is going well too. They are in week 13 of the Ice Arena renovation and still plan to be on

schedule for the opening on Labor Day. The washrooms and locker room renovations are next. Sladek reported the **North Berwyn Park District's** newly renovated Hett Park is nearing completion. The Ground breaking for the Mackin pool will be starting this fall. Sladek invited everyone to join the District 98/ North Berwyn Park District "Fore the Arts" Golf outing on Friday, August 7. Schmidt from the **Village of Elmwood Park** reported there pool numbers are down and are dealing with broken pump and broken ADA chair issues. Men's Basketball is sold out and hockey and football. The village is looking to add lights to the skate park and build an ADA park in 2016-2017. Janda reported the **Berwyn Park District** celebrated Reba's 34 year career as a pre-school teacher in Berwyn and North Berwyn. Krista Kalfa was hired to replace Reba. BPD is moving forward with a property acquisition and purchasing a new lift truck. BPD is hosting their steak fry on July 24 with Youth Crossroads. The park district is starting a rugby league in fall and District 100 donated smart boards to their cooperative preschool program.

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

A. **WSSRA receives FOIA**

On June 22, 2015 WSSRA received an iSmartProcure FOIA Request For PO/Vendor Information. WSSRA responded stating: WSSRA does not use a purchase order system and all purchases are made by cash, check and p-cards. Ismartprocure dropped its request.

B. **Derby Gala 2015**

Was a great success with 215 guests, 2 Legislators and 4 Steering Committee members present supporting the event. Birko reported a predicted profit of \$36,030 and thanked the partners for their support.

C. **WSSRA Grant updates**

WSSRA was once again awarded \$10,000 for a Berwyn 708 Community Mental Health Board grant and \$5,000 for the OPRF Community Foundation Philanthropy grant. WSSRA was also approved for \$2,000 Champion Grant given by Community Bank for a money management grant for our Community Cruisers program. Pending grants included the Oak Park 708 Community Mental Health Board for \$6,000 for Inclusion staff training funding. The WSSRA is considering an Oak Park River Forest Community Foundation infrastructure grant for updating the WSSRA logo and branding as part of the 40th Anniversary celebrations in 2016.

D. **Fun in the Sun campaign underway**

WSSRA "Send a kid to Camp" fundraising campaign raised \$1678. Jimmy's Place was awarded Champion with Jimmy Jodain present to receive his thank you plaque for raising \$500 for the Association.

E. **Celebrate Summer with the White Sox**

June 7th Friends of WSSRA celebrated summer with a fundraiser White Sox patio party.

F. **Splish Splash Summer Bash & WQDS**

Plans are being finalized for the upcoming pool party and Wacky Quacky Duck Splash taking place on Thursday, July 30 from 7:15 – 10:15pm at the Park District of Forest Park pool. Fun family pool activities and games are planned for the evening. Plan to join us for the event.

G. **Staff Report:** Dennis reported

1. **Matt Barber the Staff Manager has resigned** and is being replaced by Annie Hart. This leaves the Inclusion Manager position to be filled. The position is currently posted.
2. **WSSRA Athletes compete at Illinois Special Olympics Summer Games**
9 athletes competed in 17 events and brought home 11 medals including the Gold in the Woman's Gymnastics All Around.
3. **Inclusion Support in Partner Agencies**
79 children are currently being supported in 127 partner agency programs. Some camps are well into their 6th week, with new requests continuing to come in. 48 Inclusion Aide are working 170 shifts throughout our communities! All numbers reflect an increase from July 2014.
4. **Summer Programs**
Programs are well underway. All is going well. We piloted the new Special Olympic sport-flag football- with 5 players. Had a new offering of Saturday morning Boot Camp that has an enrollment of 10, and our Monday/Wednesday swim series continues to be in big demand at 19 swimmers.

5. WSSRA Day Camp gets underway

188 campers are in 14 groups utilizing 9 sites in our partner communities. Camp is going smoothly thanks to all of the advance work done by supervisors preparing camps, parents and staff for the program.

6. Overnight Trip planning underway

In the midst of day camp & program, WSSRA are busy finalizing details for our upcoming overnight trips. In August we'll be heading to:

Bradford Woods in Indiana for a 5-day and 3-day wilderness excursion;

Turkey Run State Park in Indiana for a 3-day camping trip;

Heading north to Sheboygan, WI for a 3 day stay at the Blue Harbor Resort.

Around these trip dates, WSSRA will also provide a series of nine full-day outings to various age & ability groups.

7. Summer Staffing

As of July, WSSRA has 175 seasonal staff working day camp, programs, and partner agency inclusive programs, of which 44 are new hires.

8. Fall program and brochure planning is currently being developed.

H. Staff Report: Prepared by: Bob Foster, Superintendent of Safety and Operations

1. Lekotek

Our latest hire for Lekotek will be trained through the National Lekotek Center in August. She will be trained alongside the staff at Western DuPage SRA, who are opening their own Lekotek Center this year.

2. Training

The Safety Committee provided an In-Service at the All Team meeting in May. Topics covered were: Fire Extinguisher Use and Emergency procedures.

3. Day Camp

Day Camp is half over as of today. We are providing transportation for 115 participants and have given out more than \$71,285 in scholarships to 120 campers.

XIII. DeSalvo/Sletten **moved to adjourn** the meeting at 6:04pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ Julymin