

West Suburban Special Recreation Association

March 8, 2016

Meeting of the Board of Directors

Held at: WSSRA Office

2915 Maple St, Franklin Park 60131

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:00pm those present included:

Katherine Porreca, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Jackie Iovinelli, Park District of Franklin Park
Mike Sletten, River Forest Park District, arrived
5:04

Victor Garcia, Clyde Park District, arrived 5:20
Dennis Raleigh, Hawthorne Park District
Jeff Janda, Berwyn Park District, left 5:40
Mark DeSalvo, Norridge Park District

Al Schmidt, Village of Elmwood Park

Not in attendance:

North Berwyn Park District, Excused Absence
Village of Harwood Heights, Unexcused Absence

Others in Attendance:

WSSRF, Anne Marie Casas
WSSRA staff: Bob Foster, Gretchen Dennis, Marianne Birko
Public: Andrew Smolen, Park District of Franklin Park resident

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

- III. A. DeSalvo/Thomas **moved to approve the January 12, 2016 Annual Board Meeting minutes.** The motion was approved.
B. Approval of Closed Session minutes deferred to May meeting. DeSalvo/Thomas **moved to approve the deferral,** the motion was approved.

- IV. A. DeSalvo/Raleigh **moved to accept the January & February 2016 Financial Report.** The motion was approved.
B. DeSalvo/Raleigh **moved to authorize payroll, by roll call vote, authorizes payroll, prepaid disbursements #36177 and ending with check #36241 and authorizes payment of January, February & March 2016 payroll and disbursements debit charges and cash transfers totaling \$453,143.74 and authorizes payment of March 2016 payroll and disbursements #36242 and ending with check #36259 disbursements debit charges and cash transfers totaling \$13,838.24 pending the availability of funds.**
Roll call vote showed unanimous approval.

V. **Public Comment** –Andrew Smolen, resident of Franklin Park, Deputy Commissioner of Franklin Park, shared his gratitude to WSSRA Board and staff for the wonderful services his daughter has enjoyed with WSSRA. As the Chairmen for the local Knights of Columbus he presented a check of \$1,500.00 thanking the Association for our wonderful work. He encouraged the Association to work with the Knights of Columbus on their Annual Tootsie Roll drive so they can continue to give more to Associations like WSSRA.

VI. Under the Foundation Report Anne Marie Casas, a long time resident of Franklin Park and parent of a son who has uses WSSRA services expressed her gratitude to the board and Association staff for the wonderful opportunities her son has enjoyed over the years. Casas reported The Foundation Board met on January 27 for their Annual meeting to approve the 2016 budget which includes a \$39,000 commitment to WSSRA for programs and services. The Foundation is excited to increase their support based on the success of the funds they raise. In 2015 the Foundation's exceeded their goal by \$2,223 and raised \$41,128!

The Foundation has kicked off the year with their Bowl-a-thon which was held this past Sunday, March 6 at Circle Bowl in Forest Park. Carol Milburn (Oak Park) and Chris Nakatsuka (Elmwood Park) chaired the event. Betty Kurz coordinated the snack bar with assistance by myself & Pam Hatton. Every Bowl-a-thon participant received a free lunch and 3 games. This year's event brought together 41 bowlers who helped raise \$2112 in profits. **Plans are in the works for WSSRA's 2016 Annual Derby Gala event.** The Foundation will sponsor the silent auction and Derby Gala raffle. Margaret O'Rourke is co-chairing the event with Pam Hatton 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. **Don't forget if you are purchasing anything on Amazon Smile go to: www.smile.amazon.com** link and WSSRF will earn a 0.5% commission for every sale. The funds raised will support the Foundation. **Foundation transition:** The Foundation is sad to announce one of the founding members Sherry Scouffas has stepped down from the Foundation. She is now enjoying her retirement with her family and grandchildren. She plans to continue supporting the Foundation events. **In closing WSSRF members are grateful for the recognition they received at the WSSRA Recognition Banquet on February 27.** All of the Foundation members concur the Foundations work is a small way of giving back to the Association for all they do for our family members who enjoy the WSSRA services. Thank you always of your support of the Foundation.

VII. **Under Committee Reports**

A. **Executive Committee- Birko thanked** the eight partners who have completed the Finance Survey and asks the Clyde Park District, North Berwyn Park District and the Village of Harwood Heights to complete the Finance Survey so the committee and staff can move forward with summarizing the information and begin discussions related to the future financial planning of the Association.

B. None

VIII. **Unfinished Business**

A. None

IX. **Under New Business:**

A. **Berwyn Park District Acknowledgement of use of SRA Levy-** Janda stated the Berwyn Park District requests the WSSRA Board of Director's acknowledgement of the use of the SRA levy to fund a portion of the ADA transition plan related to park entrances to several parks which are often utilized by WSSRA for programs and events. The Berwyn Park District plans to use \$4,500 to remove access barriers as outlined in the transition report. The overall project cost is currently estimated at \$30,000 - \$35,000. DeSalvo/Raleigh motioned the acknowledgment.

B. **Approval of the Executive Directors Goals-** Birko reviewed her goals for 2016. There was no discussion. Janda reminded the board the goals were for their information.

C. **IMRF Update- Birko reported** while preparing the 2015 audit, Lauterbach & Amen staff brought to my attention the IMRF numbers did not reflect the 14.33% that we were expected to pay. Birko reviewed this information with the IMRF Finance division and they concurred and realized an error in their system. The calculation given for the Tier 1 employees was correct but the percentage in their system for Tier 2 employees was not correct. The corrected payment of \$27,216.78 has been sent and the audit will reflect this payment correction. Birko noted the 2016 budget will show an over expense in pension line item for the entire 2016 budget. DeSalvo requested we ask about interest lost to staff who were not fully funded for the year and Birko will bring the question to IMRF and share the update with the board.

D. **Approval of Resolution 2016-02 Celebrating Ed Karasek's 50th year** as Commissioner of Berwyn Park District **DeSalvo/Raleigh motioned to approve Resolution 2016-02 in recognition of Ed Karasek's 50th Anniversary as Commissioner of the Berwyn Park District.**

E. No Other

X. **Under Correspondence-** No comments

XI. Under **Board Reports** –Arnold reported the **Park District of Oak Park** Austin Gardens Environmental Ecology Center construction is moving forward. The roof is on, 80% of window in and rough-in work for electric and plumbing continuing. Grand opening is scheduled for June 11. Maple Park Construction – Phase II has begun the 1.2M contract was signed and work is scheduled to begin on July 6th. The project includes a new playground with rubberized surface; picnic pavilion; walking loops; new diamond hardscape; upgrades to the comfort station and stripes on the tennis courts for pickle ball. The Feasibility Study to build a Community Recreation Center is underway – all six OP government entities are participating. It launched Feb. 22nd – Individual Agency Meetings took place Feb 23 and Feb 24. Consultants toured 13 sites throughout OP. Focus Group Meetings will take place March 22 & March 23 and a second task force meeting on March 24. A final recommendation to Park Board is anticipated June 2016. Arnold reported new this year the PDOP distributed its annual report that captures 2015 activities. Copies were shared and she encouraged others to consider doing one. It is a great way to capture data for future needs. Lastly, Arnold reported the Middle School Fields – Ribbon Cutting on the two new synthetic turf fields that were built as a community effort will take place on Saturday, April 9th. Summer Camp launches June 13. Currently PDOP has sold 4% more summer camp slots in 2016 vs. 2015 with 4,657 slots over the eleven weeks of camp. New this year PDOP is launching bubble soccer for leagues and birthday parties. Lots of fun; check out YouTube if you are not familiar. Garcia reported the **Clyde Park District's** hosted the Golden Gloves Boxing the last three weeks and will be hosting the Roller Derby at the end of April. Thomas reported the **Park District of Forest Park** is celebrating its 20 year Anniversary with the Aquatics Center. They are offering the first 100 families pool passes at the original rate of \$60. There will be events celebrating the Anniversary throughout the summer. The Community survey has been completed with a 26% return rate. They are meeting with the Executive Service Core to discuss the results that will be used for future planning. The Roos property work continues. The Board is hosting a retreat on March 19 and staff will be hosting their annual community Egg hunt on March 19. DeSalvo reported the **Norridge Park District's** new building renovation is scheduled to be completed March 22 with ribbon cutting scheduled for May 14. Another Basketball session begins April 18. Recently the NPD went into negotiations to purchase a residential property adjacent to the park. NPD is celebrating its 60th Anniversary year. Schmidt reported the **Village of Elmwood Park** is preparing for their pool season opening on Memorial day. Bocce season is sold out with teams playing 5 evenings a week and additional teams wait listed. VEP hosted their 3rd year of "Fight Night" boxing to a sold out crowd. They are expanding their summer camp program options to 7am – 6pm for 10 weeks. They are also busy hiring 25 life guards to cover their summer pool needs. This continues to be a challenge to fill. Raleigh reported **Hawthorne Park District** is working hard to open their pool on time. They have secured the original plumber who put in the pool and has the plans which hopefully help them problem solve their current leaking issues. They begin digging shortly. Spring soccer registration has opened and they will max out at 140 registrants. Sletten reported the **River Forest Park District** summer day camp registration has begun. They will be hosting their Egg hunt on Saturday March 26. The new platform tennis courts should be completed by September and then the gym project will continue. RFPD recently entered into an intergovernmental agreement with the Forest Preserve District for field space located at Lake and Harlem. Iovinelli reported the **Park District of Franklin Park's** is busy working on its PDRMA Review this year hoping for 100% score. Summer camp registration has begun. Staff are looking forward to the launching of their new website in the next few months coordinated by their new Marketing Manager. PDFRP was happy to host a successful Legislative breakfast in cooperation with WSSRA. The staff will be hosting the Egg hunt and Earth day simultaneously for the community. They will also have a table at Parks Day at the capitol in May. Janda reported the **Berwyn Park District** is also going through their PDRMA review. They will be hosting their Egg Hunt on Friday, March 25th. The District will be celebrating Ed Karasek's 50th Anniversary as a Commissioner for the BPD on Wednesday, March 16 at Proksa Park. District staff are excited to roll out their new website in 2-3 weeks. In addition the BPD is proud to be one of the 12 NRPA "Fund My Park" awards for the Disc Golf project.

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

A. **2015 Audit Update-** The WSSRA Audit field work was completed in January & February by Lauterbach & Amen. The Audit draft has been sent, reviewed and corrections made. A final report is pending the IMRF

information being sent. Lauterbach and Amen will present the final audit at the May 10 Board meeting.

B. **Legislative Breakfast Report-** WSSRA Co-hosted another successful Legislative Breakfast with the Park District of

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Franklin Park on Friday, February 19 at the Centre at North Park. A special thanks to the Park District of Franklin Park staff who served a delicious hot breakfast to 34 guests including Five Legislators. Good discussions took place with an emphasis on the challenges of the budget stalemate. Legislators encouraged Park Districts to continue to have a presence in Springfield and bring forth ideas promoting partnerships and cooperative opportunities.

C. **Staff attended the IPRA Annual Conference** -WSSRA Full Time & Regular Part Time staff attended the IPRA Annual conference in January. Included in the correspondence file are staffs session summaries of conference sessions they attended. Also included is a schedule to share their workshop information through the All Team Meeting, Management meetings and Brown bag lunch opportunities.

D. **WSSRA Kicked off the 40th Anniversary Year-** WSSRA hosted its Annual Recognition Banquet highlighting WSSRA's 40 year celebration. Staff recognized some of the many contributors over the years including the WSSRA Board of Directors & the Foundation. In addition WSSRA gave special awards to athletes, artists and Distinctive Service Awards went to Karate for Kids owner Jim Wade and Thumbuddy Special for their support of WSSRA over the years. It was a delightful evening of reminiscing and of course the evening ended with dancing. A special thanks to Jeff Janda and his wife Sherri, Dennis Raleigh, Larry Banks, Kassie Porreca, Mark Sladek and his family and Jackie Iovinelli who represented some of our partners at the event.

E. **Grant Updates-** WSSRA has finalized reports for the OPRFCF Future Philanthropist grant from 2015 and submitted a grant proposal for 2016. The Future Philanthropist grant committee has interviewed the staff for both the final report and the new grant request for sensory equipment for WSSRA's summer day camp. Staff has also completed the final report for the Berwyn 708 Mental Health Board Mini grant and hopes to have the opportunity to apply for this grant again this year. WSSRA will be submitting a 2016 Champion Grant proposal with Community Bank and CDBG grants for Berwyn and Cicero in the next two months.

F. **Derby Gala 2016-** Donation requests are out, invites are at the printer and the event date and contract secured with Hawthorne Race Course. It would be great for each of our Partners to have a presence at the event. Mark your calendars for Saturday May 7, 2016 from 3:30 – 7:30pm. Live Harness racing is back for your enjoyment at the latter part of the day. WE will be recognizing our 40th Anniversary year at this event and will extend the invite to past board members and staff. **Help us fill the room, sponsor a table, make a donation and/or buy an Ad.** Promote your agencies facilities and programs through this opportunity. Thank you in advance for your support.

G. **Pro-Connect Participation-** Two WSSRA staff, Aaron Glickson and April Ryan participated in the IPRA sponsored Pro-connect program which offered an organized mentor and mentee relationship building experience. Each had very different experiences and enjoyed the benefits the program offered. As a Committee member, Joe Modrich and I were involved on the Program Development of the program and the events. I will have another year commitment on this committee.

H. **Annual Visits-** Birko has begun her 2016 Annual visits tour presenting highlights of 2015. Presentations will begin with the Park District of Oak Park on March 17. Book your date now for her visit this year.

I. **Staff Report: Dennis reported:**

1. **Bobcats Gold wins Gold!** The Bobcats Gold team brought home first place from the District tournament which advances them to the State tournament in March 12 & 13.
2. **Winter Programs** We are well into winter programs, and all is going well. The Staff Manager reviews waitlists on an ongoing basis, and adds to programs whenever possible.
3. **WSSRA Recognition Banquet On** Saturday, February 27, WSSRA kicked off our 40th year with a recognition banquet. 140 guests enjoyed dinner, dancing and celebrating participants, families, and community members. Those awarded were:

WSSRA Rookie of the Year:	Ben G., Oak Park
WSSRA Athlete of the Year:	Krista G., Elmwood Park
WSSRA Shining Star:	John W., Hawthorne
WSSRA Spirit Award:	Ian E., Oak Park

Staff of the Year: Bertha D.
Volunteer of the Year: Jean S.
Distinctive Service Award: Jim & Marcy Wade, Karate for Kids & Thumbuddy Special
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4. **OPRFCH Future Philanthropists WSSRA** submitted grant proposal to the Foundation to fund specialized training for swim instructors and equipment. Aaron Glickson, Recreation Specialist and Gretchen were interviewed by Future Philanthropist program members on 2/1 during the Stingray Swim Team practice at OPRFHS. We will know by April if we are selected for funding.
5. **Day Camp 2016 Day** Camp lottery deadline was, February 12. 145 persons are in day camp and Community Cruisers with 30 - 50 openings still available. Program Manager, April Ryan is finalizing the facility space to house our sites. Staff information has gone out.

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

1. **Anniversary-**Luz Rocha- Serrano recently celebrated her 15 year anniversary with the agency. She is a full-time staff that drives our busses and is a certified Lekotek Leader.
2. **Office-** WSSRA hired Lizzette Casales for the position of Part-Time Receptionist. She speaks Spanish fluently and will work 20 hours per week. She is married with a child and is attending Wright College.
3. **Security System Installed-** WSSRA will be installing a video security system in the front office that will allow the office staff to buzz visitors in. It should be in place Thursday of this week.

XV. DeSalvo/ **moved to adjourn** the meeting at 5:48pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ march16 minutes