

West Suburban Special Recreation Association

May 10, 2016

Meeting of the Board of Directors

Held at: Berwyn Park District's Proksa Park

3001 Wisconsin, Berwyn, IL

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:02pm those present included:

Katherine Porreca, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Joe Modrich, Park District of Franklin Park
Mike Sletten, River Forest Park District, arrived
5:06

Al Schmidt, Village of Elmwood Park
Larry Banks, Clyde Park District
Dennis Raleigh, Hawthorne Park District
Jeff Janda, Berwyn Park District
Mark DeSalvo, Norridge Park District

Mark Sladek, North Berwyn Park District

Not in attendance:

Village of Harwood Heights, Unexcused Absence

Others in Attendance:

WSSRF, Carol Milburn

WSSRA staff: Bob Foster, Marianne Birko

Public: None

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

III. A. DeSalvo/Ralieggh **moved to approve the March 8, 2016 Board Meeting minutes.** The motion was approved.
B. Approval of Closed Session minutes. DeSalvo/Thomas **moved to approve the closed session minutes,** the motion was approved.

IV. A. DeSalvo/Banks **moved to accept the March & April 2016 Financial Report.** The motion was approved.
B. Raleigh/ DeSalvo **moved to authorize payroll, by roll call vote, authorizes payroll, prepaid disbursements #36260 and ending with check #36331 and authorizes payment of March and April 2016 payroll and disbursements debit charges and cash transfers totaling \$544,061.19 and authorizes payment of April, May 2016 payroll and disbursements # 36332 and ending with check # 36357 disbursements debit charges and cash transfers totaling \$38,822.39 pending the availability of funds.**
Roll call vote showed unanimous approval.

V. **Public Comment** –None

VI. **Under the Foundation Report Carol Milburn,** a long time resident of Oak 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. Milburn reported the Foundation is pleased with **"preliminary"** numbers of the Derby Gala. The Foundation is estimated to have raised \$7,135 in the auction **\$5,700** cash donations and the Derby Gala cash raffle raised **\$3,475.** A special thanks to WSSRA Board member Steve Thomas for donating his \$200 cash prize back to the Foundation. A final report will be shared at the July Board meeting. Overall it was a great day where guests enjoyed food, fun, racing and entertainment. The Foundation would like to extend a special thanks to each of the partners for their contributions to the Table Sponsors, Ad book, Silent Auction and attending the event. The success could not have been achieved without your support! But there is no rest as the Foundation is excited about the opportunity to hold its annual Fall fundraiser "Fallin For Our Stars" on Friday, October 14th 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, Beth Kaplan and Karen Mullarkey Kerrins and Lisa Shanahan are chairing the event. Foundation Committee members are hard at work finding just the right caterer so guests will enjoy a special night of food, fun and Live Auction Entertainment. WSSRF hopes all WSSRA Board Members will mark their calendars for

October 14 and plan to attend.

VII. **Under Committee Reports**

A. **Executive Committee- Modrich reported** the Finance committee met to review IMRF updates and the preliminary audit prior to the GASB 68 report being completed. The committee discussed the staff's request for amending the 2016 budget which will be discussed later in the meeting. The Committee thanks the nine partners who have completed the Finance Survey and asks the Clyde 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. Birko reminded the board of the discussion from last month's meeting correcting the 2015 IMRF payment due to the IMRF's missed calculation. The corrected payment of \$27,216.78 has been sent and the 2015 audit reflects this payment correction. Birko reminded the board the 2016 budget will show an over expense in pension line item for this the entire 2016 budget year. Birko requested a response from IMRF Finance staff based on the question of interest lost due to IMRF's error and this was the IMRF response:

Response from IMRF Corey Lockwood: WSSRA members did not lose interest to their accounts. All of the members contributions were reported at 4.5% of the reported earnings. The members accounts were credited the appropriate amount of interest. The Tier II employer contribution rate was incorrect and therefore the employer contributions were less due to the lower rated being used. Those contributions would have been credited to your Employer Retirement Reserve account in 2015. They now have been credited to your Employer Retirement Reserve account in 2016. In 2015, all employers were charged 7.5% interest and had a Residual Investment Loss charge reflected in the reserve account. DeSalvo was satisfied with their response.

B. None

IX. **Under New Business:**

A. **Presentation of 2015 Audit by Lauterbach & Amen-**

All board members were given a bound copy of the audit. Jamie Wilkey reported for Lauterbach & Amen LLP that WSSRA had a "Clean" audit report. The highest ranking you can receive. Jamie reviewed all aspects of the audit with a concentration on the IMRF information now required. There were no questions asked. The Board is asked to approve the audit at the July Meeting.

B. **IMRF Restricted Funds-** Birko explained annually in the audit process WSSRA is asked what the IMRF Restricted funds are for in the Fund Balance at a value of \$15,130 and they recommend something be done with those funds. After much research staff have come to the conclusion these funds are WSSRA funds for staff who were not vested in IMRF when they left WSSRA. Further they chose to take their IMRF contributed funds. They would only be eligible for these funds if they were to return to the IMRF system through another employer. When WSSRA transitioned from IMRF all prior WSSRA staff who were IMRF eligible were sent a letter (1990) informing them of this transition and their ability to collect these funds should they buy back into IMRF. Note the letter states no interest will be accruing on this amount. Staff stated this would have impacted at the most nine employees. Further in order to be eligible to collect the funds they would have to meet the following criteria:

- i. Work for two years in an IMRF reciprocal agency
- ii. Show the ability to repay their portion of IMRF funds
- iii. Produce this letter to know to collect these funds

Based on this information staff has reviewed with the Finance Committee and after 26 years feels it is prudent to request the funds be unrestricted and transferred as an IMRF Employer payment. Sletten/DeSalvo motioned **Per the recommendation of the Finance Committee to unrestrict the IMRF funds of \$15,130 and transfer the funds as an additional IMRF Employer payment to be paid in December of 2016. Motion was unanimously approved by roll call vote 10 yes and 0 no votes.**

C. **Considerations to amend the 2016 budget-** Staff have reviewed with the Finance committee and received favorable support for the opportunity to use some of the \$82,000 2015 carry-over funds for the following:

- i. **Vehicle lease-** In the WSSRA long range plan WSSRA was expected to sell another vehicle and

lease two new vehicles in 2016. In our budget process we planned for the sale of the vehicle but the leasing of only one. In order to be true to the plan WSSRA would need to lease another vehicle for \$11,000 that was unplanned for in the 2016 budget.

- ii. **On-line Software-** As WSSRA plans for the updating of our Rec Track Software it is the perfect time to include on-line registration software. This has been on the staffs wish list for years but has been cost prohibitive. Our most recent quote makes it much more affordable at \$13,000. Making these purchases reduces the carry over to \$58,000.

The board agreed with the plan and will formally approve at the July meeting.

D. No Other

X. Under Correspondence- No comments

- XI. Under Board Reports** – Thomas reported the **Park District of Forest Park's** Summer brochure went out and the pool opens May 28th. Staff are busy preparing for summer. Schmidt reported the **Village of Elmwood Park's** Bocce season is sold out with 40 teams playing 5 evenings a week with two new court. Additional teams are wait listed. Staff are preparing for their pool season opening on Memorial day. The pool is being filling as we speak... Sletten reported all is good at the **River Forest Park District**. DeSalvo reported the **Norridge Park District's** new building will celebrate the Open House on May 21 with final inspection for occupancy tomorrow. The pool is filled and lifeguards are are hired. They are currently hiring for a Superintendent of Recreation position. Raleigh reported **Hawthorne Park District** will open their pool this summer. They are currently preparing staff for the opening. They are also taking bids for the tennis court repairs to be approved at the upcoming board meeting. Sladek reported **North Berwyn Park District** hosted the 15th Anniversary of "Best of Berwyn" with a great group of students. Jeff Janda and Mark Sladek were judges. Saturday, June 4 they will have the official Grand Opening of Hett Park. Porreca reported the **Park District of Oak Park** Summer day camp registration is open and numbers are up from last year at this time. Pools open Memorial Day and lifeguards are currently going through training. Austin Gardens Environmental Ecology Center's Grand opening is scheduled for June 11. Maple Park Construction –begins July 5. 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 wrapping up. A final recommendation to the Park Board is anticipated June 16, 2016. Modrich reported the **Park District of Franklin Park** is ready for summer. They will begin work on Maple Park without penalty if their grant is reinstated. Phase 4 of the office rennovations is scheduled to begin shortly. Banks reported the **Clyde Park District's** pool opens June 1. Staff are busy preparing for summer. Soccer has begun with over 800 players. Basketball is still very popular as well at the stadium. Janda reported the **Berwyn Park District's** back up generater is installed at Liberty. They are currently working on updating the womens bathroom. They have raised \$6,000 for the disc golf with a goal of \$10,000. They recently replaced their lift truck for \$83,000 and will be hosting the Middle School graduation at Proksa Park.

XII. Executive Director's Report- Birko reported

- A. **WSSRA Accepts Town of Cicero \$25,000 Grant** – Dennis Raleigh, Larry Banks and Joe Virruso Town of Cicero Trustee's are expected to present a check for \$25,000 for WSSRA day camp scholarships. WSSRA has received a check from the Town since 2001 which has provided scholarships for hundreds of children. We are truly grateful for their additional support.
- B. **Staff attends Legislative Conference-** Birko attended the Legislative conference in Springfield May 3 & 4. Visited all 14 legislators and had face time with Senators Harmon, Lightford, Mulroe and Representatives McAuliffe, Lilly, Welch and Willis. Birko coordinated a dinner with the Park District of Forest Park staff and Commissioners, Berwyn Park District and Park District of Franklin Park. Senator Harmon, Mulroe and Representative Walsh all stopped by to chat. It was stated on many occasions throughout the conference by Legislative staff the value of having the face to face contact and the development of those relationships especially during these most challenging times.

- C. **Derby Gala 2016- Birko reported** the day went well with 262 guests confirmed and 210 in attendance. Senator Harmon and President Saviano, Representative Ford and Lilly attended and assisted in the presentations. This year WSSRA presented the Senator Phil Rock Scholarship fund in memory of Phil and all of his good work supporting WSSRA and persons with disabilities. Senator Rock's wife Sheila participated in the activities of the day. This year WSSRA featured its Swim programs for the "Paddle Raise". Birko thanked everyone for their support and will have financials shortly.
- D. **WSSRA Grant Update- Birko reported** unfortunately WSSRA is not being awarded the Oak Park River Forest Community Foundation Future Philanthropist grant this year. It is already clear that these funds are getting harder to receive due to the increased competition. Staff have submitted grants for Berwyn and Cicero CDBG funds as well as the Berwyn 708 grants for scholarship funds. We should hear results shortly. The Good News is the Berwyn CDBG funds for 2015-2016 have been released of which WSSRA is getting \$10,000. Staff are working with the Fund Development Specialist to explore other funding opportunities going forward.
- E. **Staff accepts donation-** WSSRA staff have been busy supporting many partner functions and fundraisers on behalf of WSSRA. Staff were in attendance at the "Best of Berwyn" function presented by the NBPD. Staff also attended the Opportunity Knocks fundraiser in Chicago and Thumbuddy Special's fundraiser and received a \$12,000 check for day camp scholarships and program support.
- F. **Staff Report: Birko reported for Dennis :**
1. **Program Highlights**
 - Programs are winding down with many, full programs. Flap Jack Bunny Hop was once again a great success. Many WSSRA families attended for fun and games. WSSRA served breakfast to 96 people. Staff are getting ready for the summer program load and looking ahead to our summer overnight trips: Lake Geneva, Southwest Michigan, and San Francisco are all on the itinerary.
 2. **Special Olympics**
 - 7 Track & Field Athletes qualified for the State Games in June!
 - 175 in 3 camp programs (WSSRA day camp (144)/LASEC Extreme Summer Fun (15)/Community Cruisers (16). Waitlists are addressed on a weekly basis.
 - 9 Camp Locations
 - Franklin Park (North School)
 - Oak Park (Hatch & Beye Schools & Cheney Mansion)
 - Berwyn (Heritage & Freedom Schools)
 - North Berwyn (Jefferson School)
 - Forest Park (Forest Park Middle School)
 - Cicero (Unity Jr. High)
 4. **ITRS Softball Tournament**
 - WSSRA is hosting this year's Illinois Therapeutic Recreation Section (ITRS) softball tournament. The tournament is Sunday, July 10 and will be held at the Park District of Forest Park.
 - We will be in need of volunteers who can help umpire. If you know of anyone, please have them contact Gretchen!
 5. **Inclusion** Spring programs are well underway, and requests for support continue to come in. Summer registration/notification is coming in slowly
- G. **Staff Report: Bob Foster, Superintendent of Safety and Operations reported:**
1. He met with a representative from Verizon to review our government contract and usage. He will be putting together a proposal that will hopefully fit better and save some money.
 2. He requested a demo from COTG (Chicago Office Technology Group) to look at as we are having issues with our current copier and still have 2 more years on our lease. He has spoken with Nick, our IT person to discuss future copier use.

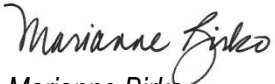
3. He reported the Safety Committee has put into place a new safety incentive program for staff. It involves staff recognizing safe acts and sharing it with staff via: All Team meeting, share at a recreation

**WSSRA Board Meeting minutes
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staff meeting, email all users or share with someone from the safety Committee. After 50 Safety bucks are given out, lunch will be provided to staff.

XV. Sletten/DeSalvo **moved to adjourn** the meeting at 6:08pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ may 16 minutes