

**West Suburban Special Recreation Association**

May 15, 2020

Board of Directors

Held Remotely

2915 Maple St, Franklin Park 60131

**MINUTES**

I. Chairman Mike Sletten called the remote **meeting to order** at 4:04pm those present included:

Mike Sletten, River Forest Park District

Jan Arnold, Park District of Oak Park arrived 4:14

Jackie Iovinelli, Park District of Forest Park

Joe Modrich, Park District of Franklin Park

Mark Sladek, North Berwyn Park District

Ted Gruber, Village of Elmwood Park

Annemarie Flaherty, Norridge 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:**

Clyde Park District, Unexcused Absence

Harwood Heights, Excused Absence

II. Flaherty/Iovinelli **moved to approve the agenda.** The motion was unanimously approved.

A. Iovinelli/Mrozik motioned to approve the updated Remote Meeting Policy. A roll call vote approved the updated Remote Meeting Policy. The motion was unanimously approved.

B. Mrozik/Malchiodi motioned to approve Ted Gruber as the alternate to the Village of Elmwood Park. The motion was unanimously approved.

C. No other

III. A. Iovinelli/Fejt **moved to approve the March 10, 2020 Regular Board Meeting minutes. The motion was approved.**

IV. A. Mrozik/Iovinelli **moved to accept the March & April 2020 Financial Report.** The motion was approved.

B. Mrozik/Fejt **moved to authorize payroll, prepaid disbursements #39227 and ending with check #39274 and authorizes payment of March & April 2020 payroll and disbursements debit charges and cash transfers totaling \$254,960.34 and authorizes payment of May 2020 disbursements #39275 and ending with check #39293 disbursements debit charges and cash transfers totaling 32,173.37 pending the availability of funds. Roll call vote showed 9 yes votes and the move was approved.**

V. **Public Comment** – None

VI. **Under the Foundation Report Birko reported,**

**The Foundation Board** met via a Zoom meeting on March 18, 2020 and offered to support WSSRA in whatever way possible during this COVID-19 Pandemic including supporting the costs of Staff furloughs. Birko said she would report back to the Foundation board if it was needed.

**Plans are in the works for WSSRA's 2020 Annual Derby Gala event.** The Foundation will sponsor the silent auction and Derby Gala raffle. Rocio Perez Chairing the event with 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. We want to top our \$50,000 profit of this event in 2018! Mark your calendar for September 5, 2020 and be there!

**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.

**The Foundation has officially moved the "Fallin For Our Stars" event to Friday, December 11, 2020.** They are once again committed to the Casino theme.

**Don't forget if you are purchasing anything on Amazon Smile go to: [smile.amazon.com](https://smile.amazon.com) link and WSSRF will earn a 0.5% commission for every sale. The funds raised will support the Foundation. Go to [smile.amazon.com](https://smile.amazon.com), select West Suburban Special Recreation Foundation as your charity the next time you make a purchase and WSSRF will benefit! Thank you always for your support.**

VII. **Under Committee Reports**

- A. **Arnold reported the Finance Committee met on Tuesday, March 31 to continue Veterans Park District discussions and begin discussions of the COVID-19 Financial impact which will be discussed later in the meeting**
- B. **No Other**

VIII. **Unfinished Business**

- A. **Clyde Park District Update** Per the March 10<sup>th</sup> board meeting WSSRA sent the letter approved by Legal counsel to Cicero residents on Friday, May 8, 2020. Staff discussed delaying the mailing per Chairman Sletten's approval due to the COVID-19 crisis. Birko reported that Mark Kraft, Recreation Director of Clyde Park District asked to change the letter and Chairman Sletten disapproved of any changes and the board approved letter was sent to the Clyde Park District residents.
- B. **Revise Electronic Check Signing Policy** Arnold/ Iovinelli motioned to approve the revised Electronic Check Signing Policy for budgeted items up to \$12,000. A roll call voted unanimously approved the updated check Signing Policy
- C. No other

IX. **Under New Business:**

- A. **Presentation of 2019 Audit by Lauterbach & Amen** Brad Porter presented the 2019 annual audit completed by his firm, Lauterbach & Amen, LLP. Porter reported the firm has found WSSRA staff to be attentive and gave a positive report on WSSRA's current financial standing. He stated that WSSRA had a "Clean" audit report which is the highest ranking you can receive. There were no questions asked. **2019 Audit will be approved at the July 14<sup>th</sup> board meeting.**
- B. **Acknowledgement of Executive Directors Goals** Arnold/Fejt motion to acknowledge Birko's goals for 2020. The motion was unanimously approved.
- C. **WSSRA COVID-19 Program Planning Going Forward** Birko and Ryan shared an updated report on the evaluation process of the WSSRA programs and how they could roll out in phases 3, 4 and 5. Staff will continue to give updates as the CDC information is updated.
- D. **COVID-19 Impact** Birko gave a summary of COVID-19's impact on Staffing and Budget projections. She also shared the following Suggested guidelines partners should consider including in their Summer program roll out. She reminded partners that WSSRA will continue to provide Inclusion support based on these guidelines. **Inclusion WSSRA is prepared to continue to provide the Inclusion support you request. Per the CDC guidelines and State COVID-19 Mandates we suggest you give very defined parameters for your Camper Participation.**  
**Suggested Camper Participation Guidelines**
  1. Participant must be able to wear a mask and keep it on for the duration of camp
  2. Participant must be able to Social Distance 6'
  3. Participant must be able to follow directions with minimal intervention by staff
  4. Participant must be able to be successful with a 4:1 staffing and devoid of emotional outbursts requiring 1:1 staffing support.
  5. Participant must be independent in managing personal care including toileting, feeding, personal hygiene**Inclusion Support** \_\_\_\_\_ will continue to work with WSSRA to provide Inclusion support for participants who register and meet the Participation Guidelines per COVID-19 state mandates. Support for inclusion participants will be provided by the \_\_\_\_\_ staff. WSSRA will continue to provide training and guidance for those

staff throughout the summer.

- X. Under **Correspondence**- No comments
- XI. Under **Board Reports** – Gruber reported the Village of Elmwood Park Elmwood Park’s Recreation center is closed and Pool work is being done and the pool will be filled shortly in anticipation of a possible opening. **Flaherty reported for the Norridge Park District has no plans to open tennis courts.** They are planning to open early care at Leigh School in phase 3 with 10 persons rule. They too are waiting on the IDPH guidelines to decide about the pool and they have furloughed all part-time or they are working reduced hours. **Modrich reported the Park District of Franklin Park is limiting camp enrollment to residents only, they have a tentative opening date for Ice Arena as of June 29 and still hoping to open the pool.** Their Part-time staff are being paid through May 22 and will be reevaluated closer to that date. **Malchiodi reported the Village of Riverside** has cancelled events through July. They are working on plans to modifying events to preserve traditions. Some of their ideas include a virtual 5K and streaming a live concert and a modified 4th of July parade. They are planning on beginning camp on June 8 and will run virtual programs the first week in June and will extend if needed. There Farmers market set to open on June 17. **Mrozik reported the Village of North Riverside** has furloughed Part-time staff and all full-time staff working remotely with designated office hours. They are currently working on budget projections, even though the fiscal year began on May 1. They are still planning for camp and have cancelled events though July 15. **Iovinelli reported for the Park District of Forest Park.** The pool is the hot topic and they have not made any decisions yet. They are currently analyzing each program and what phase it fits in for roll out. They recently surveyed their consumers and are planning to move forward with camp in small groups. All Full-time and part-time staff are on payroll and prepared to do anything (maintenance, cleaning, security, planting, painting). The next board meeting is scheduled for May 21 and more decisions will be made about summer then. **Sladek reported the North Berwyn Park District** is offering several virtual programs which can be accessed on the website. **Fejt reported for the Berwyn Park District** announced all programs are cancelled through August due to the Mayors mandate. Maintenance staff have been working on planting and groundwork. **Arnold reported the Park District of Oak Park’s** is working closely with River Forest and Forest Park to discuss plans for summer. They are ready to start camp in phase 3 and will decrease the number of campers to 300 (the PD typically see anywhere from 700-1000 campers). All May and June special events are cancelled or postponed. They are currently evaluating the financial and safety impact for opening the pool with at a max of 40 people in the pool at any given time. Working on construction projects at Carroll, Randolph and Wenonah. **Sletten reported the River Forest Park District’s** Park staff are back to 40 hours per week. Administrative and Recreation staff are working 2 days from home, 2 days in the office and are furloughed 1 day per week. All their green space is open, tennis courts are open for single play. They are also working on a new modified day camp brochure. Registration will open in about a week and the goal start date for camp is June 15. They are working with limited space because District 90, Trinity and OPRF are not available this summer.
- XII. **Executive Director’s Report- Birko Reported**
- A. **Grant Update** WSSRA has submitted grant proposals for the following grants. Updates will be given as we hear about the results.
- 1.Anderson Foundation donated \$5,000 for Sensory Room equipment
  2. OPRFCF Future Philanthropist \$3,618 grant for “Homemade in No Time” promoting healthy cooking and eating program for WSSRA’s summer day camp. WSSRA was denied.
  3. Berwyn 708 Mental Health Board programming grant for \$7,182 for a Sibshops Re-boot program. A mental health program for siblings of kids with disabilities. WSSRA is requesting support for the programs second as an opportunity to expand the current Sibshops program to meet 2 times per month due to the program’s current success. Waiting for a response.
  4. Berwyn CDBG Fund awarded WSSRA \$12,000 in scholarship funds for seasonal programs and summer day camp for 2019 – 2020. The 2020-2021 CDBG grant has been submitted.
  5. Thumbuddy Special Scholarship fund donated \$11,000 for summer day camp.

6. WSSRA submitted a request to Byline Bank for a one-time Grant for scholarship funding for day camp and won
  7. the Grand Prize of \$10,000. It will be used for assistance with Virtual programming and scholarships.
  8. ICDD, Illinois Council on Developmental Disabilities grant was submitted for \$5,521 for computers and hotspots to assist families in connecting with Virtual programs. WSSRA was denied but will be considered again when more funding is available.
  9. WSSRA submitted to the YES fund out of Oak Park for \$5,000 in scholarships. A response is pending.
- B. Derby Gala 2020 The Riverside Golf Club will be hosting the Derby Gala this year.** We are excited about the addition of Steering Committee supporters Representatives, Lisa Hernandez, Chris Welch, and Bradley Stephens. Every event is dependent on our partners support. It would be great for each of our Partners to have a presence at the event. Mark your calendars for Saturday September 5, 2020 from 3:00 – 7:00pm. Other exciting additions to the event include blackjack and roulette tables as well as guests will be able to download an app and continue to enjoy the all the Kentucky Derby fanfare in this beautiful setting. Guests will also enjoy complimentary valet parking. Please extend the invite to past and current 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.
- C. Veterans Park District** Discussions continue with Veterans Park District but have been tabled since the COVID-19 crisis began. We plan to resume virtually sometime in May.
- D. Annual Visits** Birko has begun her 2020 Annual visits presenting highlights of 2019. Presentations began in March with the Park District of Oak Park and will resume when we can be face to face again.
- E. Staff Report: Prepared by April Ryan, Superintendent of Recreation**
1. **Spring Programs** On April 8, WSSRA launched 8 weekly virtual programs. In our first session we offered a total 29.25 hours of weekly programming and had 132 registrations. Our second session of virtual programs will run from May 8-May 30. We are offering 11 weekly programs that promote fitness, health, wellness and socialization.
  2. **WSSRA Sunshine Breaks** WSSRA staff have created over 60 “Sunshine Break” videos, which are short videos that include dance, yoga, art, science, cooking and more! Videos are posted on our YouTube channel and social media.
  3. **Wellness Calls** Staff have a list of about 280 participants that they are calling and checking in with on an ongoing basis.
  4. **Virtual Chat with a WSSRA Staff** participants can also sign-up for an individual hangout session with a staff member. Sessions are offered in 20-minute time slots.
  5. **Sharing a Little Sunshine Project** We are working with classrooms at Elmwood Elementary School in Elmwood Park and Central Elementary School, students are creating pictures, letters and poems digitally and WSSRA staff are printing the sunshine notes and mailing them to participants.
  6. **Day Camp** We currently have 99 participates registered for camp. We are working on several phases of contingency plans. We are also checking in with our partners and school districts to confirm summer facility use.
  7. **Summer Programs** WSSRA will not print our summer brochure. Families and participants were, sent a postcard directing them to our website. We are in the process of evaluating our summer  
8. program offerings. We are hoping to offer both in-person and virtual programs throughout the summer.
- F. Staff Report: Prepared by Annie Hart, Superintendent of Safety and Operations.**
1. **Inclusion** We have officially scheduled our Summer Inclusion Training on a virtual platform. The first one is going to be scheduled for the first week in June. We have 21 requests in for inclusion support this summer so far, this is extremely low for this time of year. We have 22 returning staff, and all new staff are on hold until further decisions are made.
  2. **Transportation** I’ve been in contact with our contracted bus company for day camp. At this time, they don’t have any current plans to make adjustments due to social distancing guidelines. They are waiting to see what the Governor puts in place. WSSRA has started brainstorming about how we could provide any transportation for programs.
  3. **Aquity Scheduling Tool** WSSRA has added Aquity to our online registration for our virtual

programs. This allows participants to sign up for 1:1 chats with a WSSRA staff member as well as signing up for virtual programs. This tool integrates with Zoom and automatically generates a Zoom meeting link. This gives our Zoom meetings some added security, as only those that register will receive the Zoom link.

4. **Front Office** We have rearranged the front office to promote a social distancing atmosphere. We have created more of a designated space for customers that come in and a barrier for our registrar.

G. **Other**

XIII. Schmidt/Mrozik **moved to adjourn** the meeting at 5:10pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko  
Executive Director  
mb/ May minutes