

West Suburban Special Recreation Association

November 10, 2015

Board of Directors Meeting

Held at: Park District of Oak Park Conservatory

615 Garfield, Oak Park

MINUTES

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

Steve Thomas, Park District of Forest Park
Larry Piekarz, Park District of Forest Park
6:00pm departure
Dennis Raleigh, Hawthorne Park District
Mark DeSalvo, Norridge Park District
Jeff Janda, Berwyn Park District

Mike Sletten, River Forest Park District,
arrived 5:04
Al Schmidt, Village of Elmwood Park
Joe Modrich, Park District of Franklin Park
Jan Arnold, Park District of Oak Park
Larry Banks, Clyde Park District

Not in Attendance:

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

Others in Attendance:

WSSRF, Beth Kaplan
WSSRA staff: Bob Foster, Gretchen Dennis, Lisa Gershak, Marianne Birko

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

III. DeSalvo/Raleigh moved **to approve the October 13, 2015 Regular Board Meeting minutes**. The motion was approved.

IV. A. Raleigh/Banks moved **to accept the October 2015 Financial Report**. The motion was approved.

B. Thomas/Raleigh moved **to authorize payment of payroll, prepaid disbursements #36005 and ending with check #36047 and authorizes payment for the months of October 2015 payroll and disbursements debit charges and cash transfers totaling \$402,313.20 and authorizes payment of November 2015 payroll and disbursements #36048 and ending with check #36073 disbursements debit charges and cash transfers totaling \$63,367.54 pending the availability of funds. By roll call vote the motion was approved.**

V. **Public Comment** – Larry Piekarz introduced the Park District of Forest Parks new Recreation Leader, Emily Piekarz.

VI. Under the **Foundation Beth Kaplan** reported **the Foundation** had another successful “Fall in for Our Stars” event on Friday, October 16, 2015. 95 guests enjoyed the starlit evening and delicious food served by Starships Event Catering of Forest Park while enjoying beer donated by Lagunitas, wine and being entertained by the OPRFHS Jazz trio Two Percent Jams at the beautiful Cheney Mansion. This year the guests were able to bid on 5 Live Auction packages. Our guest auctioneer Kelly Frank, from River Forest did a fantastic job raising the over \$6,000 for the auction items and the WSSRA Wish list. In addition guests had the opportunity to bid on 82 Star Pull items that were donated by local vendors. These combined efforts raised nearly \$26,000 with a net profit of over \$20,000. A special thanks to Lisa Masucci, Karen Mullarkey-Kerrins, Beth Kaplan of Oak Park and Lisa Shanahan and Margaret O'Rourke of River Forest for their tremendous efforts spearheading the committee for a most successful enjoyable evening.

This would not have been possible without the generosity of the Park District of Oak Park for allowing us to use of the beautiful Cheney mansion as the venue. The guests thoroughly enjoyed their opportunity to explore its wonder. John Mullins of Oak Park will chair the Chicago Bear fundraiser at Jimmy's Place. The event is being held this **Sunday, December 6** when the Chicago Bears play the San Francisco 49er's. The party will start at noon and continue until the end of the game. Food will include pizza, salad and pasta. There will be a cash bar. The cost remains \$25.00 a person/\$30 at the door. WSSRA Board Members and Alternate Board members are invited to this very fun, casual event. The bigger the crowd the greater the chance the Bears will win!! Come join the fun. Call

WSSRA today to make your reservation or go to the website and purchase your tickets!

The Foundation is soliciting sports related items and tickets are appreciated as auction items for the Bears party. Please contact Marianne at the WSSRA office about any donations and pick up arrangements will be made. Thank you for your support. This year's final fundraisers for the Foundation are "Giving Tuesday" and the Holiday Solicitation card which will feature a WSSRA participant! The Holiday Solicitation has been a big money maker for the Foundation and we need the support of many friends and family members to guarantee its continued success. The Foundation welcomes additions to our Solicitation mailing list. If any Board Member knows of a person who may be receptive to receiving a Solicitation letter, please give the name and address to Marianne.

The Foundation Executive Committee is meeting in January to establish plans for the 2016. We look forward to planning exciting events that will continue to raise dollars and awareness of WSSRA services for all persons who have disabilities. Thank you to all of you for your partnership with WSSRA and continued support of the Foundation.

VII. **Under Committee Reports**

A. Finance Committee chair Modrich stated the committee met to continue the 2016 budget review process. The discussions included merit planning and medical. Going forward the committee will be addressing a partner survey which will gather information that will help in the future financial planning for the Association. The committee is scheduled to meet again on Thursday November 19.

B. No Other

VIII. **Unfinished Business**

A. Discussion & Considerations related to IAPD membership

Per the board's request at the October WSSRA board meeting Birko invited Eric Entler who is a current Board Commissioner for the Park District of Forest Park and also an IAPD Board member, to come to our meeting to respond to questions and expand our knowledge of the IAPD's current practices and their board's decision making process. Janda shared the WSSRA Executive Committee formulated a list of 11 questions to given to Eric to process in advance. Eric Entler thanked the board for the opportunity to speak to them and hopefully answer their questions. Any questions he could not answer he would get back to them.

Janda reminded the board of previous board discussions and the choices previously raised and discussed to be consider as follows:

The WSSRA board will review and determine what action to take related to the renewal of WSSRA's IAPD membership:

1. Do nothing.
2. Consider not renewing membership in IAPD.
3. Submit By-law change(s) that address problematic areas.
4. Consider additional suggestions/options for the IAPD Board of Directors based on the ongoing feedback and response to questions posed here.

The following is a summary of the questions answered by Entler but not verbatim: It is important to note that there was additional dialogue added by WSSRA Board members in attendance that is not included in the following summary.

1. What is IAPD's current budget process, including the determination of merit and salary increases? *The budget is developed by staff, reviewed by the Executive Committee (EC) and approved by the Board of Trustees.*
2. Is there currently a formal employee review process in place? Does this include the IAPD President? *The current CEO reviews all staff. The EC reviews the CEO based on 23 criteria and the recommendation is approved by the full board.*
3. What process took place to approve the 12% increase over a two-year period that Peter Murphy received from 2012 – 2014? *Entler said that the Board wanted to reduce accrued liabilities by paying down at*

today's salary wage.

- a. What was the past practice for previous Executive Directors compensations? *Entler could not respond as he is only a 3 year board member.*
- b. Is this pay down a onetime issue or are the realized and reported increases permanent? This raises the issue of bonus versus permanent increase and the long-term financial impact to IAPD members. *This is a onetime pay down of accrued vacation and sick leave. The Directors salary will be reduced by 5 & 7% in the next 2 years as the payout is completed. The boards premise was that it would save the Association \$150,000 in the long run.*
4. Was Peter Murphy the legal counsel, in a salaried, exempt employee position prior to becoming the CEO? How did he accrue the benefits that IAPD is paying down currently? If the benefits policies were changed over time, when did they change and who directed the change?
There was no accrued ceiling prior to last year. Entler will respond with more clarity at a later date.
5. How does IAPD currently select Board Trustees? *The nominating committee selects candidates by region and the board votes on the final candidates. The election process is on the website "About us". Entler clarified after the meeting that the entire membership votes on these candidates at the Annual Meeting.*
6. If Board Trustees are appointed, by whom? What would it take to have an election process in place by 2018 or sooner? *The board appoints by region only when there is a vacancy. Otherwise this is done by an election process.*
7. How are leadership and Executive Committee Members chosen? *The current board elects them after a nominating committee selects them.*
8. Can SRA board members be IAPD board members? (i.e. park district director serves as a SRA board member.) *No, professional staff cannot as they are not elected officials.*
9. Bylaws are not on the IAPD website, not even in the member's area. Can Bylaws be made readily available? *IAPD is currently re-vamping their website and transparency is being considered. The By-laws are currently available by request via a phone call.*
10. For transparency – Can IAPD post IMRF salary disclosures on their web page as park district members are mandated to for any employee with compensation over \$75,000? *It is not currently on the website but is available if requested. IAPD is not mandated by law but the board is discussing. IAPD welcomes suggestions for consideration to improve transparency,*
11. Is IAPD affected by recent legislation that effectively restricts non-governmental associations from IMRF participation? *Yes, HB4259 if passed will require IAPD to provide new employees going forward an alternate retirement solution.*

WSSRA Board discussions issued after Entler left. Board members shared concerns that Entler's answers were often not complete or did not supply the information requested. Entler did say that he would seek answers to questions he did not know the answers for. Arnold shared her concerns that IAPD was living the best of the public and private world and they need to be more representative of the public sector as that is who they represent. Arnold reported the PDOP has voted to stay at the table and require IAPD to make changes in the next year. They will then re-evaluate their participation next year. Janda reminded the board that change is a process and encouraged Board members to consider being a part of the change. Janda proceeded to take a straw vote on the choice to have WSSRA leave IAPD. RFPD & VEP responded to leave IAPD.

DeSalvo/Thomas **motioned for WSSRA to renew its IAPD 2016 membership with future membership to be considered by the actions they take on the following items to be addressed in a letter sent on behalf of the WSSRA Board.**

The letter addressed to the IAPD CEO & Board of Trustees will request the following:

- 1. A change in the election process whereby the membership selects and votes on the candidates of their choice and term limits are determined.**
- 2. A task force is developed to study the pension plan, the impact now and going forward.**
- 3. The adoption of transparency of all practices including but not limited to the posting on the website of IAPD:**
 - a. Budgets**
 - b. Salaries**
 - c. Audits**
 - d. By laws**
- 4. That the IAPD CEO will acknowledge and address raised concerns publicly at the Annual meeting**

The WSSRA board will readdress these concerns in 2016 and determine if IAPD is representative of the "Best Practices" they promote and worthy of future membership. By roll call vote: Raleigh, Schmidt, Banks, DeSalvo, Arnold, Janda, Modrich, Thomas voted yes. Sletten voted no. The motion passed.

B. No other

IX. Under New Business

A. Recommended 2016 Proposed Budget and Budget Summary- Birko presented the 2016 budget as reviewed and recommended by the Finance Committee. She highlighted changes as noted in the budget summary. Birko requested feedback from all of the partners and reminded them they will be voting on the budget at the December 8 meeting.

B. IAPD Certificate Credentials- Staff request WSSRA Board members to serve as the WSSRA delegate as the first and second alternate at the Illinois Association of Park District Annual meeting to be held on Saturday, January 30, 2016 at 3:30pm in the Grand F Ballroom. DeSalvo/Banks **motioned to authorize, Modrich as the WSSRA delegate, Janda as the first alternate, Birko second alternate and Thomas as the third alternate to the Illinois Association of Park District meeting held on Saturday, January 30, 2016 at 3:30pm in the Grand F Ballroom. Motion passed.**

C. Other-None

X. Correspondence was distributed

XI. Under Board Reports – Raleigh reported the **Hawthorne Park District's** pool is shut down and will likely not re-open without complete renovation. Hawthorne is working with Clyde Park District to collaborate for next summer's pool use. Banks reported **Clyde Park District's** activities are going well including soccer and basketball. DeSalvo reported the **Norridge Park District's** building renovation is in full swing. The weather is cooperating. Hope to get it weather tight soon. Looking to put a storage shed on the premises. Basketball is in full swing and Phase 2 of the pool renovations is currently underway including the locating the leaky pipe as well as the replacement of the pool heater. Gym floors are being re-done as well. Thomas reported the **Park District of Forest Park's** has completed the remediation work of the Roos property. They have also completed their PDRMA audit. Modrich reported the **Park District of Franklin Park** is saying farewell to its Ice Arena Manager Sara Bolan who is retiring and their Marketing Manager who is leaving as well. Staff are completing the process for the hiring for those positions. Phase 3 & 4 of the renovations are completed at the Community Center and North Park. Arnold reported the **Park District of Oak Park's** collaborative with District 97 and affiliates to incorporate turf fields at the two Middle School locations are scheduled to be completed by Thanksgiving. The Environmental Education building project is underway. It will be under roof by December and scheduled to open in June. Staff are preparing for the retirement of Mike Grandy, Superintendent of Parks and have promoted

Chris Lindgren. They are currently looking to hire a manager to replace Chris. PDOP is also looking to hire a consultant for a feasibility study on the future Community Center. The Village and Township will have key stakeholders represented. WSSRA will be included in the process. The OP community is set to vote on the noise walls lining the expressway. Schmidt reported for the **Village of Elmwood Park's** basketball is full for both house and travel leagues. Staff are working to resolve pool issues now. They recently replace the HVAC unit in one of the gyms. Sletten reported the **River Forest Park District** gave a \$6,250 check for the proceeds for the Makin Tracks run in River Forest to WSSRA. The district is busy working on the gym development project of which the Village has agreed to do a land swap. The Park District is currently seeking proposals for adding 2 more courts to the paddle facility. Janda reported the **Berwyn Park District** is testing LED fixtures to possibly change out the current lighting in the parks. The District is getting ready to let out for bid for a generator at Liberty Cultural Center as part of a CDBG grant so it can serve as an emergency shelter. Recently the BPD bought a property across from Liberty Center and is currently seeking bids to demolish the property. The park district is also replacing the stage at Liberty Center.

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

A. **Schedule Annual visits-** Birko continues with her Annual visits to the partners. Below is a schedule of the partner meetings scheduled. Please confirm the date if your partner's schedule is not yet confirmed.

WSSRA Partner	WSSRA Annual Presentation
Park District of Oak Park	March 2015 completed
Village of Elmwood Park	March 2015 completed
Norridge Park District	March 2015 completed
North Berwyn Park District	March 2015 completed
Village of Harwood Heights	November 5 completed
River Forest Park District	November 9 completed
Clyde Park District	Tuesday, November 17 5:00pm
Berwyn Park District	Tuesday, November 17 7:00pm
Hawthorne Park District	Thursday, November 19 8:00pm
Park District of Franklin Park	Tuesday, December 15 7:00pm
Park District of Forest Park	Thursday, December 17 6:00pm

B. **Board Member Appointments Due by December 31, 2015**

Birko reminded partners the Amended and Restated Articles of Agreement state that each partner should make their appointments to the WSSRA Board by December 31 of each year. We respectfully request that all of the appointments be confirmed in writing using the sample letter given. We will accept those appointments at our annual meeting held January 12, 2016.

C. **Executive Director's Annual Review-** Birko asked that each partner please complete the Executive Director Annual review form being sent by Jeff Janda and return to Jeff by December 2. Included in the review information will be the Executive Directors goals and progress on the completion of those goals.

D. **"Fallin' For Our Stars" a wonderful Success!-** The guests enjoyed great food, beer, wine and music from the OPRFHS jazz trio; Two Percent Jams, on a beautiful evening at the Cheney Mansion. This year Five distinctive Live Auction packages helped raise over \$20,000 in profits. Birko reported the Foundation made over \$5,000 more than last year.

E. **Bear's Party Sunday, December 6, 2015-** Birko reminded the board of the Foundation's Bear's Party on Sunday, December 6th at Jimmy's Place in Forest Park. The \$25 fee/\$30 at the door, includes pasta, salad, pizza, soft drinks, coffee and dessert. Cash bar, raffles and mini auction. Join WSSRA friends for a fun party. Purchase tickets on the WSSRA website or come the day of. Noon kick-off until the Bears claim victory...

- F. **Staff Attend SRA Webinar-** Staff attended the SRA Webinar sponsored by PDRMA. Topics included an orientation to the PDRMA site for up to date SRA forms and recommended procedures including: Participant care, Transportation, and Aquatics guidelines to name a few.
- G. **Dennis, Superintendent of Recreation reported**
 - 1. **Fall programs** are in the final homestretch, with most wrapping up the week before Thanksgiving.
 - 2. **Bobcat's Volleyball** traveled to the state tournament in Rockford and brought home a 3rd place finish!
 - 3. **Winter/Spring** brochure is underway and will go to print shortly. Winter/Spring registration is scheduled to begin at the beginning of December until mid-January.
 - 4. **Jamie Petteys**, Inclusion Manager and Gretchen Dennis will be inviting partner agency staff to meet to begin reviewing the Inclusion Policy and Procedure Manual. A target meeting date is late November.
 - 5. **Annie Hart**, Staff Manager, will be attending certification course in Crisis Prevention Intervention.
- H. **Foster, Superintendent of Safety and Operations reported**
 - 1. **PDRMA-** I attended the PDRMA Risk Management Committee meeting, which I chair. Birko represented WSSRA at the recent PDRMA Property/Casualty Program Council meeting on November 4 via the webinar.
 - 2. **Training-**I took part in 2 webinars: IMRF's "The How's and Why's of Employer Rates" and PDRMA's "SRA Issues".
 - 3. **New Bus-** The new bus is due Friday, November 6. It is set to be wrapped the following Monday and the current bus delivered to the PDOP on Thursday, November 12.

I. Other

XIII. Sletten/DeSalvo **motioned to adjourn at 7:07pm. Motion approved**

Respectfully submitted,



Marianne Birko
Executive Director