

West Suburban Special Recreation Association

November 10, 2020

Zoom Board of Directors Meeting

Held at:

WSSRA Offices as Zoom Headquarters

MINUTES

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

Mike Sletten, River Forest Park District
Kassica Porreca, Park District of Oak Park
Jackie Iovinelli, Park District of Forest Park
Joe Modrich, Park District of Franklin Park
Sandy Fejt, Berwyn Park District arrived 4:27

Ron Malchiodi, Village of Riverside
Mark Sladek, NBPD
Anna Wegrecki, Village of Harwood Heights
Teresa Mrozik, Village of North Riverside

Others in Attendance

WSSRA staff: Annie Hart, Marianne Birko

Not in Attendance

Clyde Park District, Excused Absence
Village of Elmwood Park, Excused Absence
Norridge Park District, Excused Absence

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

III. A. Iovinelli/Porreca **moved to approve the October 13, 2020 Regular Board Meeting Minutes** The motion was approved.

IV. A. Iovinelli/Porreca **moved to accept the October 2020 Financial Report.** The motion was approved.

B. Iovinelli/Mrozik **moved to authorize payroll, prepaid disbursements** The board, by roll call vote, authorizes payroll, prepaid disbursements #39698 and ending with check #39713 and authorizes payment of October 2020 payroll and disbursements debit charges and cash transfers totaling \$102,412.83 and authorizes payment of November 2020 to be paid disbursements #39714 and ending with check #39731 disbursements debit charges and cash transfers totaling \$5,105.23 pending the availability of funds. Roll call vote showed 8 yes votes and the move was approved.

V. **Public Comment** – None

VI. **Under the Foundation Report Birko reported**, the Foundation will host their last meeting of the year this Thursday via Zoom. They will finalize details on their upcoming Celebration of Stars event. As with everyone the Foundation has had to pivot in managing their many fundraising events this year. With that thought they are combining their efforts for the annual "Fallin For Our Stars" event and their annual Holiday Solicitation. This year's event is co-chaired by Karen Mullarkey-Kerrins and Beth Kaplan of Oak Park will be the Virtual "**Celebration of Stars!**" Using the One Cause platform we will host a raffle, solicit donations for the Shooting Stars Auction baskets and more. The event invites have been mailed, baskets are being gathered and will be photographed next week. The event will take place from November 30 – December 18. We will send you a live link and keep you posted on the details. Please keep the Foundation in mind while you make any end of the year donations. Thank you for your continued support.

VII. **Under Committee Reports**

- A. **Finance Committee** Birko reported the committee had a Zoom meeting on November 2 to continue discussions of the admittance of Veterans Park District as a new WSSRA partner and 2021 budget planning and discussions about the 2021 MAC; Maximum Allowable Contribution, Clyde Park District and North Berwyn Park District payment updates. All of which will be discussed under Unfinished Business.
- B. **Policy Committee** Iovinelli reported the Policy Committee met on October 27 to discuss the "Use of the Special Recreation Levy". The committee reviewed the current WSSRA Policy and a 2010/2013 WSSRA Legal Counsel Opinion. While the current policy aligns with the legal opinions the committee is looking to define the "Use of the Special Recreation Levy" further. Staff are gathering other SRA guidelines to consider. The Committee will continue discussions on Tuesday, December 1 at the Park District of Forest Park at 10:00am.

VIII. **Unfinished Business**

- A. **North Berwyn Park District & Clyde Park District Past Due Shares** action
Birko reminded the Board that the North Berwyn Park District and Clyde Park District have not paid their July 15 as well as the final quarter shares due November 15. Per the WSSRA Articles they were named delinquent and the Board Chairman has sent a certified letter requesting to resolve the issue. Both responded with letters requesting information. Birko noted she is presenting to the NBPD Board at their November 11 board meeting and sent the requested program documentation via email and certified mail to the Clyde Park District. Sladek reported the NBPD has signed the third quarter shares and expects to sign the fourth quarter shares at this week's board meeting. **Iovinelli/Mrozik motioned the Board by roll call vote approve to have legal counsel send a letter to either/both districts if their payments were not paid on time. Roll call vote showed 8 yes votes and the motion was approved.**
- B. **Approval of Amended 2021 shares with updated 2019 EAV VHH Formula** action
Iovinelli/Porreca motioned the board approve by roll call vote the Amended 2021 shares with the updated VHH formula as presented. Roll call vote showed 8 yes votes and the motion was approved.
- C. **Approval of 2021 Proposed Budget** action
Mrozik/Iovinelli motioned the board approve by roll call vote, the 2021 Budget as presented. Sletten, Porreca, Iovinelli, Modrich, Malchiodi, Sladek, Wegrecki & Mrozik voted YES, 0 Nays
- D. **WSSRA's current share formula** action
Per the discussions at the Finance Committee WSSRA has reviewed, compared and contrasted the **WSSRA Share formula** 75% EAV + 25% Population of the last 5 years and based on this study recommended and approved the continued use of the current formula in September 2019 as we believed it is the most fair factoring both EAV and population as an equalizer. The committee agreed to add the MAC; Maximum Allowed Contribution chart to be added to the annual budget discussions.
Iovinelli/Mrozik motioned the Board continue to use the Maximum Allowable Contribution; MAC chart as a guide in determining the annual share levels. Sletten, Porreca, Iovinelli, Modrich, Malchiodi, Sladek, Wegrecki, Fejt & Mrozik voted YES, 0 Nays
- E. **Veterans Park District Updates**
Birko reported Veterans Park District was sent the updated shares chart and agreement with their updated amounts. They are planned to approve the agreement to join at their November 16 Board meeting.
- F. **Village of River Grove Updates** discussion
Birko shared updates on her presentation to the Village of River Grove. Included is the summary, timeline and potential agreement of the potential partnership. The VRG's next step is to send the letter of intent. The consensus of the WSSRA Board is they will be a good fit for WSSRA and look forward to the VRG's response.

G No Other

IX. **Under New Business:**

A. No New Business

X. **Under Correspondence-** No comments

XI. Under **Board Reports – Malchiodi reported the Village of Riverside’s** Drive through Haunted House and First Ever Spooky Egg hunt were a great success and expect to do some version again next year. They are starting “Around Riverside in 80 days” a fun run fitness opportunity to get people out safely. They will be hosting a Food Drive to support the Township’s Food Pantry. Working a plan for Basketball in some form as numbers are rising. Their building on 43 East Quincy is on schedule to be completed by the first of the year with the hopes of an Open House in Spring! **Porreca reported the Park District of Oak Park received the CAPRA reaccreditation. All their Fall** COVID-19 friendly outdoor events were well attended and successful. They are currently providing full day care for 150 school-aged kids successfully and are still offering ice and gymnastic programming. They will continue to monitor the COVID restrictions and make corrections based on those directives. PDOP was recently awarded the Best of Best in Green Practices from IAPD! **Sladek reported the North Berwyn Park Districts’ Halloween activities** from the Halloween House decorating contest, Hocus-Pocus Drive-In movie night and a Truck or Treat Halloween event were sold out and a huge success! NBPD also passed a bond a couple of weeks ago. **Mrozik reported the Village of North Riverside** There Halloween events include a BOO Drive through, Pumpkin Float, Corn Bingo and House decorating contest were great successes. They are currently working on their Winter brochure and finalizing their Holiday events. They too are continuing to offer full e-learning support as well. **Wegrecki reported the Village of Harwood Heights** Recreation Center is open and the Fall session of programs are running including dance, Zumba and other children’s programs. While they did have to shut down for a short time. The Village offices are open for business. **Fejt reported the Berwyn Park District’s** Rockin Halloween collaborative with the Berwyn library was a great success with 150 kids in attendance! Staff are amid budgeting and budget levies. They are currently going remote for pre-school collaborative with the schools until the end of the year. **Modrich reported the Park District of Franklin Park’s** Halloween festivities all went well with community members asking for more of the same things. As everyone else they are being challenged by re-bookings for the Center at North Park events. The Sports affiliates, Vipers Baseball and Thunder Soccer just completed their seasons successfully. They too are planning for the pending spike in COVID-19 numbers and how it will continue to impact their work. **Sletten reported the River Forest Park District’s** Halloween activities were a success and is happy to announce they ran out of eggs for “You get Egged” event. They just finished their Fall session of Youth sports and platform tennis continues to go well and they are in the planning stages of adding two more courts. District 90 is staying remote currently putting the hybrid school plan on hold for the time being. **Iovinelli reported the Park District of Forest Park’s** is currently supporting 60 kids in remote-learning collaborative “Child Supervision Camp” with the Forest Park Schools until January 22. They are running a dance program and running limited programs at the Roos Center including tennis and basketball. They are still moving forward with Phase 1 of the pool renovations with the Spray ground. PDFOP is excited to announce the IAPD awarded local journalist Maria Maxham the Best of the Best top Journalist Award and finally the Village of Forest Park and Park District signed the intergovernmental agreement for the Park District to manage Four of the Villages pocket parks for the next 99 years!

XII. **Executive Director’s Report-** Birko Reported

A. WSSRA Staff Update Staff work on an A & B Team rotation. Neither team can cross-over to limit potential exposure. When not at the office staff are at program or working remotely. WSSRA has started Fall Session 2 of programs. WSSRA continues to offer 15 weekly in-person programs servicing 52 unique individuals with disabilities participating and 61 unique individuals with disabilities in our 22 weekly Virtual programs. Participants must meet the CDC guidelines and State COVID-19 mandates to participate in the in-person programs.

B. “Celebrating WSSRA Stars” Holiday solicitation and Virtual event Staff and Foundation members are

C. preparing for the “*Celebration of WSSRA STARS*” a Virtual event combining the Fall in for Our Stars event and our day Solicitation. Invites are in the mail and the event platform is being built. The event will include a Virtual raffle, **D.** silent auction and an opportunity to make donations. The site will go live November 30 – December 18. Mark your calendars and plan to join us!

E. Annual Visits Birko continues her 2020 Annual visits presenting highlights of 2019. Presentations began in March with the Park District of Oak Park and will continue with a presentation next week for the Park District of Forest Park. Let her know when you would like me to visit.

D. Staff Report: Ryan reported

1. **Fall Session 2 In-Person Programs-** WSSRA is currently serving 52 unique individuals within our in-person programs and Imaginarium Sensory Room. WSSRA is limiting all program to 8 participants and 2 staff. We cancelled our Chair Fitness program due to low enrollment.
2. **Fall Session 2 Virtual Programs-** WSSRA is currently serving 61 unique individuals in our 22 weekly virtual programs. WSSRA is working in collaboration with PACTT and is offering a virtual wellness program to 3 group homes on a weekly basis.
3. **Imaginarium Sensory Room-** WSSRA’s Imaginarium Sensory Room offers a safe play experience for children with special needs. Families can register for a private 45-minute timeslot on Tuesdays, Thursdays, or Saturdays.
4. **Special Events**
 - **Virtual Halloween Dance Party** WSSRA’s virtual Halloween Dance on October 31 was a great success! WSSRA had 25 participants in attendance.
 - **Monster Mash** WSSRA had 11 families attend our in-person Monster Mash event on Saturday, October 24 between two timeslots. Activities included pumpkin painting, a candy hunt and mummy wrapping contest.
 - **Fall Fest This** outdoor fall event will take place on Saturday, November 7 at the Andersen Center in Oak Park. Activities will include carnival games, sensory activities and crafts. WSSRA is offering two timeslots between 10:30am-1:00pm to ensure social distancing.
 - **Cartoon Me!** A professional Caricature artist will be joining us virtually on Friday, November 20 from 6:30-8:30 to draw participants as cartoon characters.
5. **Holiday Events**
 - **WSSRA Santa Express** This event will be held on December 5; families can register for a visit from Santa. Each participant will receive a gift, the event is sponsored by Thumbuddy Special.
 - **Sensory Sensitive Treats with Santa** is a collaborative with the Park District of Oak Park on December 9 to offer a sensory-friendly evening for families at the Cheney Mansion. There will be activities, treats and a visit from Santa.
 - **Holiday Hullabaloo** WSSRA is offering 6 in-person events during winter break. Activities will include pottery, cooking, a magic show and more. Full-day and half-day options are available, participants must be able to meet participation guidelines in order to participate.
 - **Virtual Winter Break Camp** WSSRA is offering 6 days of virtual winter break camp for 2 hours per day. Each day participants will enjoy arts and crafts, music, games and more. Registration includes a Winter Wonder Bag which includes all materials to participate in virtual camp.

F. Staff Report: Hart reported

1. **Inclusion** Chris has been working with both PDOP and PDFOP to help support 14 participants within 8 programs. Chris has also worked with PDFOP to help support a new participant. WSSRA has created kits for PD staff to help them support participants within their programs. Chris has received a lot of positive feedback with regards to how helpful this has been
2. **Transportation** WSSRA has continued offering transportation on a limited basis for fall programs. Participants must be able to get on and off the bus independently and wear the mask for the duration of the ride. WSSRA is turning in another vehicle as the lease is up November 18th.

3. Rec Ed Remote Learning Day Camp WSSRA is offering 6 days of virtual winter break camp for 2 hours per day. Each day participants will enjoy arts and crafts, music, games and more. Registration includes a Winter Wonder Bag which includes all materials to participate in virtual camp.

XIII. Adjournment

lovinelli/Fejt **moved to adjourn** the meeting at 5:19pm. The motion was unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marianne Birko".

Marianne Birko
Executive Director
mb/ Nov. minutes