

West Suburban Special Recreation Association

October 11, 2016

Meeting of the Board of Directors

Held at: WSSRA Office

2915 Maple Street

Franklin Park, IL 60131

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:03pm those present included:

Kassie Porreca & Jan Arnold, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Mike Sletten, River Forest Park District, 5:06 arrival
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

Not in attendance:

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

Others in Attendance:

WSSRF, Kevin Calkins
WSSRA staff: Gretchen Dennis, Bob Foster, Marianne Birko,
Public: None

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

III. A. DeSalvo/Banks **moved to approve the September 13, 2016 Board Meeting minutes.** The motion was approved.
B. No Other

IV. A. DeSalvo/Thomas **moved to accept the September 2016 Financial Report.** DeSalvo asked for clarification on the number variance and Birko stated their were 3 payrolls in September and partner payments were later this year compared to last year. The motion was approved.
B. DeSalvo/Banks **moved to authorize payroll, by roll call vote, authorizes payroll, prepaid disbursements #36546 and ending with check #36583 and authorizes payment of September 2016 payroll and disbursements debit charges and cash transfers totaling \$155,930.45 and authorizes payment of October 2016 payroll and disbursements #36584 and ending with check #36601 disbursements debit charges and cash transfers totaling \$16,556.35 pending the availability of funds.** Roll call vote showed unanimous approval.

V. **Public Comment** –None

VI. **Under the Foundation Report Kevin Calkins, a long time Oak Park resident reported** the Foundation is busy doing the final touches on the upcoming Fall fundraiser “Fallin For Our Stars” at the Cheney Mansion. This year’s event is co-chaired by Lisa Masucci, Karen Mullarkey Kerrins, Lisa Shanahan and Beth Kaplan of Oak Park and River Forest. The Foundation is once again grateful to the Park District of Oak Park for giving the Foundation this opportunity to host the event at the beautiful Cheney Mansion. Guests will enjoy an evening of Beer, Bourbon & BBQ, entertainment, Star Pull, Live Auction and Beer from Mullarkey Distributors and Revolution Brewing and of course wine too for this special night. The event is this **Friday, October 14, 2016, 7 – 11pm.** WSSRF hopes all WSSRA Board Members will plan to attend. It’s not too late to buy your tickets and support the event.
Star sponsorships currently includes: Gold Stars: Park District of Oak Park, Park District of Forest Park, and Good Heart Works Smart, **Silver Stars:** Craft Jack, Joseph Mullarkey Distributors, Right at Home, El Milagro

and H & H Electric, **Bronze Stars:** The Democratic Party of Oak Park, Mohr Oil Co, River Forest Park District, Affordable Tents, Forest Park National Bank, Phil O'Sullivan's Public House, and American Courier Service and the Village of Franklin Park. **Friend Donors:** 21 Friend donors, over 75 Star Pull donors and 5 LIVE AUCTION Donors from all over the Chicago area. Calkins shared the bigger the crowd the better!! Come join the fun. Call WSSRA today to make your reservation! The Foundation is also soliciting sports related items and tickets are appreciated as auction items for the upcoming Blackhawks party. Please contact Marianne at the WSSRA office about any donations and pick up arrangements will be made. Thank you for your support.

VII. Under Committee Reports

A. **Executive Committee-** Birko reported the Finance Committee **will meet Oct 18** at WSSRA to continue with the survey review and the 2017 budget process.

B. **None**

VIII. Unfinished Business

A. **Approval of 2017 Partner Shares,** DeSalvo/Raleigh moved to approve the 2017 shares with a .7% increase as presented. A roll call vote showed 8 ayes and no nays. The motion was approved.

B. **Request to change WSSRA Board meeting times for 2017-** DeSalvo/Sletten moved to approve moving the WSSRA Board of Directors meetings to begin at 4:00pm beginning with the 2017 meeting schedule. A roll call vote showed 8 ayes and no nays. The motion was approved.

C. **None**

IX. Under New Business:

A. **WSSRA Selects Bus Leasing Agency-** Foster reported WSSRA recommends leasing a new 2017 15 passenger accessible bus, from Central States Bus Sales in Big Rock. (All of our previous bus purchases/leases have been through Central States and we have been very pleased with their service.) The Specs are as follows:

Miles per Year	15,000
Back up camera option	yes
Annual Cost	\$12,276.68
Total 5 year lease	\$64,900

Sletten/Banks **motioned to approve the recommended 5 year lease be awarded to Central States Bus Sales for the annual cost of \$12,276.68.** A roll call vote showed 8 ayes and no nays. The motion was approved.

B. **Approval of Sale of Association Vehicle-** Birko reported Finance committee recommends the 2009 15 passenger accessible bus will be offered through a closed bid process to the WSSRA Partners. If not sold staff will go to bid through a vehicle auction. DeSalvo/Raleigh motioned to **authorize the Executive Director to dispose of surplus personal property, consisting of the 2009 15 passenger accessible bus owned by the agency and no longer needed or convenient for WSSRA's use, for the best negotiated purchase price attainable.** A roll call vote showed 8 ayes and no nays. The motion was approved.

C. **Other- None**

X. Under Correspondence- No comments

XI. Under Board Reports – Arnold reported the **Park District of Oak Park's** due to demand is expanding its afterschool program for Holmes School students to one more site in the Fall of 2017. They are currently finishing the Maple Park project and starting the Euclid project next spring due to OSLAD funds coming through from the state. They are also in the midst of installing solar panels on the roof of Ridgeland Common Recreation Complex that will save \$7,000 annually in electricity. Two additional panels have been gifted. In addition 9 staff and 1 commissioner were able to attend the NRPA conference in St. Louis. DeSalvo reported the **Norridge Park District's** Environmental study is done. The old garage site will be abated and then demolition will occur in

November. They are currently soliciting architectural firms to develop a new Master Plan. Raleigh reported **Hawthorne Park District's** Fall soccer is ending next week and registration is taking place for indoor soccer training. Engineering work has begun on the Duck Pond pool leak repair and they are hoping for a solution. Thomas reported the **Park District of Forest Park** is finalizing the plans for the new building. The pool has been repainted and the winter/spring brochure planning is underway. Their Fall Fest went well with over 200 persons participating despite the rainy day. November 19th they will be hosting a Craft Fair. Banks reported the **Clyde Park District's has a lot of soccer**, basketball and dance program registrants. And they to have wrapped up their pool maintenance for the season. Sletten reported the **River Forest Park District** just completed a very successful Makin Tracks 5k run/walk on Saturday September 17. It was perfect weather for race day. They are hoping to donate \$7,000 in net profits to WSSRA. They are working with the Village to finalize plans for the two new Platform Tennis Courts. They are currently doing their own salary study and they just opened registration for the Santa train and two trains are already full. Schmidt reported the **Village of Elmwood Park's** "Get Fit Healthfair" attracted over 350 visitors. Pool repairs are still underway. They are currently serving over 200 kids in their basketball program and volleyball is doing well too. Janda reported the **Berwyn Park District's** Brewfest attracted over 600 persons despite the rain. People stayed even without the bands playing...The Liberty generator project should be completed shortly and the ADA curb cut project is underway as part of their transition plan. They are moving forward with the Pond Redevelopment project funded by the reinstated OSLAD grant. Staff are preparing for the upcoming Wine & Art in the Park on November 2.

XII. Executive Director's Report- Birko reported

- A. **Reminder on Alternate Share Payment Schedule** – Per the Amended and Restated Articles of Agreement, "any partner, who has not received an alternate payment schedule for more than two consecutive years, may request and alternate schedule for the payment of the Special Recreation Share. Such requests must be in writing, must describe the reason for the alternate schedule, and be received by WSSRA by November 1, 2016. The WSSRA Board of Directors will vote on the requests at their November 9, 2016 meeting. The alternate schedules can be granted only if all of the schedules can be granted. All of the schedules must be approved by a vote of two-thirds of those members of the Board voting on the issue at a regularly convened meeting of the Board of Directors. Interest will be charged on the alternate schedules as described in IV. C. Schedule for Payment of Shares of the Amended and Restated Articles of Agreement.
- B. **Program Fee Structure Survey** Birko requested partners to complete the fee study and return it to WSSRA. The findings will be shared including suggested changes.
- C. **River Forest Park District's Makin Tracks 5k Community Run/Walk A Success! Over 300 runners/walkers joined in the Makin Tracks 5k Run/Walk on Saturday, September 17th, at the Concordia Race Track.** WSSRA had over 42 families and friends join in. A special thank you to the RFPD for the positive community awareness this event brings to WSSRA. The net proceeds that WSSRA receives from this event is an added bonus!
- D. **WSSRF "Fallin for Our Stars" Fundraiser Friday, October 14-** We are in the home stretch for the event. Tickets are still available for Foundations third annual fundraising event; "Fallin' for Our Stars" cocktail party will be held at the lovely Cheney Mansion in Oak Park courtesy of the Park District of Oak Park. The Foundation is looking for your support with donations for the Star Pull. Possible donations could include pool passes for 2017 season, program certificates, ice arena passes, and parties for a value of \$25 and up. Please send your sponsorship and support to WSSRA. Registration is live on the WSSRA website. Hope to see you there.
- E. **Schedule Annual visits-** Birko has begun her Annual visits to the partners. Please schedule a date for her to present the agencies latest Annual report through the 2015 Snapshot.
- F. **Staff Transition-** Birko shared as you are all aware Gretchen Dennis is moving on with her career after serving WSSRA families and staff for 15 years. We have been so very fortunate to have her many skills and talents for so long. Janda shared a letter of thank you on behalf of the Board of Directors and a framed poster. Going forward the Superintendent of Recreation position is posted on the IPRA Job postings. Resumes will be accepted until October 21. I have asked Jeff Janda to join our interview committee which will begin their work shortly after October 21. Our hope is to have the position filled by mid-November. Just a reminder we are in a critical

transition with one manager on FMLA, Maternity Leave and another expected to go in January. Thank you for your support.

- G. **US Department of Justice withdrew its appeal of the USA vs. NISRA Diastat ruling-** This is the case PDRMA has been defending on behalf of NISRA for four years. The Seventh Circuit Court of Appeals has accepted their voluntary motion for dismissal of appeal. The ruling last March in favor of NISRA's stance on what is a reasonable accommodation by the Honorable James B. Zagle, District Court Judge, stands. So the case is done. As a result WSSRA will continue to follow its protocol of notifying families that we will not administer Diastat and share what options they have. WSSRA currently serves several participants who have Diastat as part of their medication protocol. Families can either provide a family member to administer or allow WSSRA to call 911 and have EMT's administer.

H. **Staff Report: Dennis reported**

1. **Fall programs started September 19.** Only cancelled one due to low enrollment. Overall, enrollments are good. Highlights include a trip to WWE Live & Top Golf. The Stingray Swim Team has grown to 17 swimmers.
2. **Winter/Spring Planning Winter/Spring planning is underway.** New program ideas include Equine Therapy, Theater and a ski trip special event. We will add a School Day Out event on MLK Day in 2017 along with our President's Day & Pulaski Day events.
3. **Bobcats play Opportunity Knocks** On September 24th the WSSRA Bobcat Softball players played the opening game against the Opportunity Knocks Warriors. The game kicked-off the OK Classic annual fundraising softball tournament.

I. **Staff Report: Bob Foster, Superintendent of Safety and Operations reported**

1. **PDRMA** I attended the PDRMA Risk Management Committee Sub-committee meeting to review Grant applications submitted throughout the year. Winners will be presented at the November RMI.
2. **Office** I met with a representative from Illinois Paper and Copier Company and as a result we are trying out a new Ricoh copier for a week. We could potentially save \$2000 per year.

XV. DeSalvo/Thomas **moved to adjourn** the meeting at 5:30pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/Oct 16 draft minutes