

West Suburban Special Recreation Association

September 12, 2017

Board of Directors Meeting

Held at: Norridge Park District NRC East
4652 N. Olcott Avenue, Harwood Heights.

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 4:09pm those present included:

Mike Sletten, River Forest Park District
Kassica Porreca, Park District of Oak Park
Steve Thomas, Park District of Forest Park
Joe Modrich, Park District of Franklin Park
Anna Wegrecki, Village of Harwood Heights
arrived 4:16pm

Dennis Raleigh, Hawthorne Park District
Mark DeSalvo, Judy Guzaldo, Norridge Park District
Al Schmidt, Village of Elmwood Park
Joe Vallez, North Berwyn Park District
Larry Banks, Clyde Park District

Others in Attendance:

WSSRA staff: Bob Foster, Annie Hart, Marianne Birko

WSSRF, Lisa Masucci

Public: Norridge Park District Board members: Dorothy Ellsworth, Commissioner, Judy Guzaldo, Vice President & William Larson, Treasurer and Maria Sander Executive Director & Shannon Snider, President of Berwyn Township 708 Community Mental Health Board

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

III. A. DeSalvo/Sletten **moved to approve the August 15, 2017 Regular Board Meeting minutes.** The motion was approved. Janda abstained.

IV. A. DeSalvo/Sletten **moved to accept the August 2017 Financial Report.** The motion was approved.
B. DeSalvo/Sletten **moved to authorize payroll, prepaid disbursements correction on the August 2017 #37760 and ending with check # 37792 disbursements debit charges and cash transfers totaling \$151,215.64 pending the availability of funds as presented at the meeting.** Roll call vote showed unanimous approval.
C. DeSalvo/Sletten **moved to authorize payroll, prepaid disbursements #37793 and ending with check #37818 and authorizes payment of August 2017 payroll and disbursements debit charges and cash transfers totaling \$283,277.83 and authorizes payment of September 2017 payroll and disbursements #37819 and ending with check #37839 disbursements debit charges and cash transfers totaling \$8,893.71 pending the availability of funds.** Roll call vote showed unanimous approval.

V. **Public Comment** –Janda introduced Maria Sander Executive Director & Shannon Snider, President of Berwyn Township 708 Community Mental Health Board

VI. **Under the Foundation Report Lisa Masucci** an Oak Park family whose son Jack has benefited from WSSRA services for over 11 years. She shared they have enjoyed both WSSRA and partner district inclusion services for Jack over the years. Lisa noted that she has been a part of the Foundation for many years as a way to give back for the many benefits that they have received as a family. **Masucci reported,** The Foundation has been quite busy with the completion of the second annual; Hamburger Mary's Bingo Night in Oak Park. It was a lively evening with a crowd of over 75 guests enjoying 10 rounds of Bingo entertainment. The \$1,600 profit was a great way for local friends and families to support us. This is an increase of \$500 over last year's event. The Foundation has also been busy making 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 Tequila & Tacos and Beer from Mullarkey Distributors. Hector Fernandez will provide the Flamingo guitar entertainment as well as the, Star Pull & Live Auction will provide our guests a full evening of fun! The event will be held on Friday, September 22, 2017, 7pm – 11pm. WSSRF hopes all WSSRA Board Members will buy your tickets today online! This year the Chicago Blackhawks will be the other featured fundraiser at Jimmy's Place. The event will be held sometime in December or January. Notice will be sent on the final date along with other event details. The Foundation is soliciting Star pull items for FFOS and auction items for the Blackhawks party. They are especially interested in sports related items and tickets are most appreciated. Please contact Marianne at the WSSRA office about any donations and pick up arrangements will be made.

VII. **Under Committee Reports**

A. **Finance Committee-Modrich shared** the committee met on September 12, 2017 to continue Finance discussions and 2018 budget planning. The committee is proposing the 2018 shares to be discussed later in the meeting. Modrich also shared the committee has discussed more centrally located office space as a future planning priority for the Association. Recently the committee reviewed a possible office building prospect that was brought to our attention from the PDOP. Due to the buildings purchase price and build out expenses it is not being considered any further. The committee will keep the board apprised of any other building prospects in the future.

B. No Other

VIII. **Unfinished Business**

A. **Approve Resolution 2017-2 to approve Amendments to Amended and Restated Articles of Agreement DeSalvo/Sletten moved to approve Resolution 2017-2** to approve Amendments to Amended and Restated Articles of Agreement, incorporating the changes to Article VIII.A ("Admission of New Partners") to authorize the Board of Directors to admit a new partner on specified conditions relating to a "gradual buy-in" of a potential new partner. By roll call vote the board unanimously approved with 11 Ayes and 0 Nays.

B. **Village of North Riverside Parks and Recreation Updates** Birko reported the Village of North Riverside Parks and Recreation partnership discussions continue. She stated that Director Mrozik is presenting the Agreement and Resolution to the Village Board on September 18, 2017 for their approval. The WSSRA Board will then consider the agreement for their joining the WSSRA partnership in October. The estimated timeline for NRPR to begin is January 1, 2018.

C. No other

IX. **Under New Business:**

A. **2018 Partner Shares Proposed-** Birko shared the 2018 partner shares with an increase by the CPI of 2.1%. Birko noted all of the partners EAV's increased in 2016 which impacts the shares. Birko noted the corrected formula for the VHH and NPD is noted in red at the bottom. In addition the North Riverside share is noted outside the formula due to the gradual buy in formula. Birko encouraged anyone to call with questions and to share with their boards for approval at the October 10, 2017 meeting.

B. **Approval of Resolution 2017-03 request Berwyn CDBG Funds DeSalvo/Sletten motioned to approve Resolution 2017-03** to request Berwyn CDBG funding for day camp and seasonal program scholarships to be awarded to Berwyn residents who meet the WSSRA program scholarship criteria for the funding year of October 1, 2016 – September 30, 2017. Roll call vote showed unanimous approval.

C. No other

X. **Under Correspondence-** No comments

XI. **Under Board Reports – Schmidt reported the Village of Elmwood Park** is currently working on pool repairs and having chairs re-strapped. He has a great referral reference for anyone interested. Everyone is welcome to their "Get Fit" Health Fair coming up on Saturday October 7 from 9:00 -1:00pm. **Banks reported Clyde Park District** has over 1000 participants registered for Fall soccer! They are pleased with their summer pool results and their dance programs are filling up as well. **Porreca reported the Park District of Oak Park's Euclid Park** had its Re-opening on September 9th with its new ADA compliant playground! Ellis, the lifeguard auditors, gave the PDOP two Golden Life Guard awards and they also received 3 exceeds on the annual pool audit. Staff are preparing for

the upcoming Frank Lloyd Wright run on October 22. Discussions continue by RFPD the PDOP, RFPD and District 200 on a potential collaborative Community Recreation Center project. Decisions on the project are expected by end of the year. The PDOP recently received a \$19,000 Commonwealth Edison grant to convert external lights to LED. **Modrich reported the Park District of Franklin Park** are currently making repairs to their water slides and are busy on fall activities. **Vallez reported North Berwyn Park District** currently has submitted a bid on the VFW property at Harlem and 15th and all fall programs are up and running. **Sletten reported the River Forest Park District** is awaiting bids for the RFPD offices rehab project which will be underway shortly. The new platform tennis courts are open and RFPD is re-doing the tennis courts at Washington as well. **Wegrecki reported the Village of Harwood Heights** Youth Commission is accepting registration starting this weekend for Basketball, Volleyball, Gymnastics and Soccer for this fall session. **Thomas reported the Park District of Forest Park's Roos Building Project** is still on schedule for the target opening for June 2018. Fall programs have begun and everyone is invited to join them at their Fall Chili and Beer Fest on September 30. **DeSalvo reported Norridge Park District** welcomes everyone to their new NRC East and invited everyone for a tour after the meeting. They are currently completing repairs on the pool, sandblasting the baby pool, and waxing the slides. Soccer is in full swing and they are happy to have the pool season over. **Raleigh reported the Hawthorne Park District is also doing pool repairs.** They will repair a pool wall and are looking at site proposals for upgrades at Duck Pond and Hawthorne Park. **Janda reported Berwyn Park District's** pond project is 95% complete, 1500 persons enjoyed the "Mariachi's in the Park" and everyone is invited to come enjoy the October 7th Brew Fest after attending VEP's Get Fit Health Fair

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

- A. **Reminder on Alternate Share Payment Schedule** – Please accept this as your reminder of the process you must follow to request an alternate 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, 2017. The WSSRA Board of Directors will vote on the requests at their November 14, 2017 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. **River Forest Park District's Makin Tracks 5k Community Run/Walk-** Join us for the 20th Anniversary of the Makin Tracks 5k Community Run/Walk on Saturday, September 16th, at the Concordia Race Track 8:00 start! 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! <http://rfparks.com/events/makin-tracks-5k/>
- C. **WSSRA discusses possible partnership with Maywood Park District-** Lonette C. Hall, the new Executive Director with Maywood Park District requested to meet with Birko to discuss the possible partnership with Maywood Park District. Hall is familiar with Special Recreation Associations as she was on the board of two other SRA's in previous positions that she held with park districts. Hall will keep WSSRA informed of her board discussions.
- D. **WSSRF "Fallin for Our Stars" Fundraiser Friday, September 22-** Mark your calendars for the Foundations second 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. Sponsorship requests have been sent to over 400 local businesses. The Foundation is looking for your support with donations for the Star Pull. Possible donations could include pool passes for 2018 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. **2017 Grant Updates-** WSSRA continues to pursue grant opportunities as they are presented. WSSRA has received the following grants this year thus far:
 - 1. 16,000 Berwyn CDBG Scholarship funds
 - 2. 5,800 Berwyn 708 funds for the Wonderworks Family play project
 - 3. 25,000 Cicero Scholarship funds

4. 10,000 Oak Park River Forest Community Development Fund for website and public relations development (pending approval)
5. 1,000 Evanston Bike Club for equipment for the Learn to ride a bike program
6. 5,000 Andrews Foundation for Team Uniforms
7. 10,000 new dollars from WSSRF for a wide-format printer, program development and team uniforms

F. **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 2016 Snapshot.

G. **Staff Report: Hart reported**

1. **Programs** Fall programs begin September 18th and run through November 18th with a few extensions the following week. Along with myself, our PR Coordinator and the Recreation Specialists we are currently working on recruiting for Fall programming.
2. **STAFF** Our Staff Manager is currently hiring additional staff to work both our fall season as well as Inclusion shifts throughout our communities. We've hired 10 new staff between inclusion and programs. WSSRA held a job fair on August 23, which resulted in 3 new hires. Fall Staff Training is scheduled for September 13 @ OPRF High School. Amanda Barber is coming to present on Behavior Management and Visual Aides.
3. **Inclusion Manager**, Chris Sturm has been busy filling inclusion shifts for several Fall programs. Wendy Springgate is a new full-time Recreation Specialist and has been out visiting participants and staff at all of the communities we serve. There are currently 37 participants in 42 Partner programs.
4. **Special Events: WSSRA** attended the Village of Harwood Heights's Summer Fest and both Berwyn and North Berwyn's Back to School events. WSSRA is once again hosting a Polar Express Storytime train ride on December 9th

H. **Staff Report: Foster reported**

1. **Medical Insurance** We are waiting for the new premium from United Health Care. In the meantime, we are working on the underwriting from several other insurance companies.
2. **Office-** Noly Hernandez, the WSSRA Registrar recently celebrated her 20th anniversary with us. She will receive a gift along with a letter from the Board Chairman and a lunch with staff.

XIII. **Adjournment** DeSalvo/Sletten **moved to adjourn** the meeting at 4:41pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko,
Executive Director
mb/ Sept draft 17 minutes