

**West Suburban Special Recreation Association**

September 8, 2020

Board of Directors

Held at:

Park District of Forest Park, 7501 Harrison, Forest Park

**MINUTES**

I. Chairman Mike Sletten called the **meeting to order** at 4:06pm those present included:

Mike Sletten, River Forest Park District

Jan Arnold, Park District of Oak Park

Jackie Iovinelli, Park District of Forest Park

Joe Modrich, Park District of Franklin Park

Al Schmidt, Village of Elmwood Park

Annemarie Flaherty, Norridge Park District, remote

Ron Malchiodi, Village of Riverside

Mark Sladek, Joe Vallez, North Berwyn Park

District

**Others in Attendance**

WSSRA staff: Annie Hart, Marianne Birko, April Ryan, remote

**Not in Attendance**

Berwyn Park District, Excused

Clyde Park District, Unexcused Absence

Harwood Heights, Unexcused Absence

Village of North Riverside, Excused

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

B. Arnold/Iovinelli moved to approve Annemarie Flaherty to attend meeting remotely. The motion was unanimously approved.

III. A. Arnold/Iovinelli **moved to approve the July 14, 2020 Regular Board Meeting minutes. The motion was approved.**

IV. A. Iovinelli/Arnold **moved to accept the July & August 2020 Financial Report.** The motion was approved.

B. Arnold/Iovinelli **moved to authorize payroll, prepaid disbursements →Recommendation: The board, by roll call vote, authorizes payroll, prepaid disbursements The board, by roll call vote, authorizes payroll, prepaid disbursements #39603 and ending with check #39649 and authorizes payment of July & August 2020 payroll and disbursements debit charges and cash transfers totaling \$176,637.33 and authorizes payment of September 2020 disbursements #39650 and ending with check #39668 disbursements debit charges and cash transfers totaling \$15,492.71 pending the availability of funds.**

**Roll call vote showed 8 yes votes** and the move was approved.

V. **Public Comment** – Carol Sladek said hello to the group!

VI. **Under the Foundation Report Birko reported,** the Foundation is pleased with the “**preliminary**” numbers for the First Virtual Derby Gala. The Foundation is estimated to have raised \$33,067. A final report will be shared at the October Board meeting. Overall, it was a great day where Association staff and Foundation learned a great deal about the One Cause platform. The Foundation would like to extend a special thanks to each of the partners for their contributions to the Sponsors, Ad book, Silent Auction donors and participation of the event. The success could not have been achieved without your support! They are currently making decisions on how to move forward with the Fall fundraiser “Fallin For Our Stars” at the Cheney Mansion scheduled for December 11. It will likely be another Virtual Event.

VII. Under **Committee Reports**

- A. **Arnold reported the Finance Committee** met on July 20 & August 24 to continue discussions of the Financial impact of COVID-19, Amending the 2020 budget, 2019 carry-over plans, the admittance of Veterans Park District as a new WSSRA partner and 2021 budget planning.
- B. **No Other**

VIII. **Unfinished Business**

- A. **Arnold/Iovinelli motioned to approve per the WSSRA's Amended Restated Articles of Agreement IV C2, the WSSRA Board named the North Berwyn Park District and Clyde Park District's July 15 partner shares delinquent. The Board Chairman will send a certified letter asking for a representative to attend the next board meeting to offer a proposal to resolve the delinquency.**
- B. No other

IX. **Under New Business:**

**A. Present the 2020 budget amendments to reduce partner shares**

Due to Covid-19 WSSRA staff have made many cost cutting measures and due to these efforts WSSRA expects to have a significant cost savings. The WSSRA Finance Committee is recommending a 50% reduction in the last quarter payment of the 2020 partner shares. The Board partners will vote on these recommendations at the October 13, 2020 Board meeting.

**B. Suspend the Carry-over Policy for 2020 and give 100% carry-over credit to partners in 2021 budget**

Per the WSSRA Fund Balance carry-over Policy approved in September 2019, WSSRA's 2019 audited carry over is \$142,233. Per the policy 50% goes to the Facility Fund and 50% is credited to partner shares in the following years budget. Due to the challenges of COVID-19 the staff & Finance Committee recommends we suspend the Policy for this year and propose 100% of the carry-over funds are credited to the WSSRA Partners shares in the 2021 budget. Vallez asked for clarification of the Fund Balance & Carry Over policies and what was being done when a partner is going to meet the maximum of their levying ability not leaving funds for inclusion or ADA expenses? Discussion ensued and Arnold asked if this was an issue with other partners and all who responded were pleased with the services WSSRA was providing. Vallez stated NBPD was in complete support of the services WSSRA was providing as well. Sletten noted all partners need to come to an agreement as to how the levy is used. **Schmidt/Iovinelli motioned the discussion be directed to the Finance Committee.** The motion was approved. **Arnold/Iovinelli motioned to suspend the Fund Balance carry-over policy for the 2019 audited carry-over and credits 100% of the \$142,233 carry-over dollars to the WSSRA Partners in the 2021 budget.** Roll call vote showed 8 yes votes and the motion was approved.

**Birko noted due to Clyde Park Districts departure from WSSRA as of December 31, 2020, the WSSRA Board will credit the Clyde Park District in their final 2020 quarter billing statement, \$21,207;14.91% of the share of the \$142,233 2019 carry-over dollars.**

**C. Recommendation to Accept the VPD into the WSSRA Partnership**

WSSRA has been in discussions with the Veterans Park District as a future partner. WSSRA feels that the VPD is geographically desirable and feel we can serve the residents of VPD who have disabilities successfully. The WSSRA Finance Committee has reviewed these reports and recommends accepting the Veterans Park District as a new partner to the Association. **The WSSRA Board partners were asked to be prepared to approve Resolution 2020-03 and accept Veterans Park District as a new partner at the October 13, 2020 WSSRA Board of Directors meeting**

- D. **Presenting 2021 Preliminary shares** **Plan A without Veterans Park District** WSSRA staff are recommending maintaining the current shares for the 2021 budget less the Clyde Park District shares due to their departure from WSSRA. **Plan B Includes Veterans Park District** WSSRA staff are recommending a reduction of \$75,000 to current shares due to the carry-over experienced the last three years due to the adjustments of adding both the Village of Riverside and the Village of North Riverside as new partners. **The Board Partners were asked to be prepared to**

- E. **Approve Resolution 2020-04 In Memory of John Lannefeld** Arnold/lovinelli motioned to approve Resolution 2020-04 in memory of John Lannefeld, former WSSRA Board member who served for nearly 20 years and who dedicated so much of his life to help better the lives of others. The motion was unanimously approved.
- X. Under **Correspondence**- No comments
- XI. Under **Board Reports** – **Malchiodi reported the Village of Riverside is figuring out how to offer programs to meet the needs of the community members during COVID-19. Added a second Drive-in movie night due to its success and may offer as a regular program option in the future.** The Farmers Market continues to go well with over 600 visitors each week. They are currently collaborating with District #96 to help facilitate e-learning for the ½ of the day students are not in school. They have currently started Fall softball and modified soccer and are busy planning Halloween and holiday events. **Schmidt reported the Village of Elmwood Park’s** had a very successful pool season with outside rentals, swim lessons and open/public swim times. The Youth Commission will not be hosting the Volleyball or Basketball season. They had a very successful Summer Bocce season with 88 teams and are rolling out 104 teams this Fall. **lovinelli reported the Park District of Forest Park’s** 12-week Main Building project consisting of rebuilding the North and West walls is going well with 70% of the project done. Due to success of the Splash Pad opening they are looking at ways to enhance it for next year’s season. They are currently in the midst of taking over the remote-learning collaborative with the Forest Park Schools and believe it has been a great relationship builder...They are also in the final stages of the intergovernmental agreement with the Village to take over the management of the Villages pocket parks. **Modrich reported the Park District of Franklin Park is also** collaborating with District 84’s remote learning for both district families and teacher’s children. They are currently developing “All Sports Guidelines” and the Vipers Baseball and Thunder Soccer will be starting their fall session soon. **Vallez reported the North Berwyn Park District** is currently offering select programs including soccer, basketball, programs at the 16<sup>th</sup> Street Theatre and Senior Services. Joe also publicly apologized to Jan Arnold for his behavior at the July 20 WSSRA Finance Committee meeting and looks forward to working with her to problem-solve going forward. **Arnold reported the Park District of Oak Park** is starting Summer/Fall Adult softball. They are currently serving 160 kids in a full daycare collaborative with District 97. They have 350 gymnasts and 500 skaters enrolled in the Fall session of programs. They received a \$30,000 grant for a computer lab that has opened at Dole library and they hosted their first successful e-sports tournament this past weekend. They hosted a second community meeting on the Community Center Building project and the Capital campaign continues with plans to have shovels in the ground in the summer of 2021. They are in Phase 4 of 2021 budget planning process. **Sletten reported the River Forest Park District** approved their Strategic Plan which includes doubling the platform tennis and securing a gym facility. Currently all their programming is happening outdoors. Their Athletic Supervisor resigned, and they will not be replacing the position at this time. **Flaherty reported the Norridge Park District** had a successful movie in the park with social distance circles. They had to close their basketball courts for 2 weeks due fights that have broken out. They recently opened the DCFS Early Childhood program and received a childcare restoration grant which will help a great deal with their financial losses due to COVID-19. They are in the final stages of the District 80 rental agreement.
- XII. **Executive Director’s Report**- Birko Reported
- A. COVID-19 Impact WSSRA Staff Update** As shared in previous updates WSSRA has furloughed all part-time drivers, and seasonal staff since March 20. All Full-time Exempt staff were furloughed a day per week from April 10 – May 30 and Non-Exempt staff 2 days. All Full-time Exempt staff returned full time starting June 1 due to the increased program load. Three Non-Exempt positions are furloughing 1-2 days depending on their position through June - September. Most staff have returned to the office 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 launched into the first of two Fall program sessions. **Attachment G** is a summary of Fall Session 1.
- WSSRA returns to In-person programs** WSSRA has prepared for Phase 4 and has rolled into a small percentage

participate. All is going smoothly thus far.

**B. Derby Gala 2020 Goes Virtual** the Foundations Derby Gala Steering Committee has worked closely with Staff to roll out the first ever Virtual Derby Gala. Solicitations and invites went out as scheduled and the event is going on as we speak. All interviews and presentations were pre-recorded and will go live on Saturday, September 5<sup>th</sup>. We have had the complete support of Senator Harmon and President Skip Saviano as we move forward with the Virtual Auction, Paddle Raise and Sponsorships. Birko noted a Special thanks to the Park District of Forest Park, Park District of Oak Park, River Forest Park District and Norridge Park District for your donations and support!

**C. 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 you are in-person again. Let me know when you would like me to visit.

**D. Staff Report: Prepared by April Ryan, Superintendent of Recreation**

1. **Summer Programs** Summer Session 2 is underway. Virtual programs began on Monday, July 6. and participation continues to increase each session; we currently have nearly 1,000 program registrations. In-person programs are off to a slower start, we currently have 21 participants registered so some were postponed one week and will begin on July 13 and run through August 15. Participants must meet specific eligibility criteria to participate in the in-person programs.
1. **Fall In-Person Programs-** WSSRA is offering 2 fall sessions with each session being 7 weeks. Fall session 1 began on August 31 and runs until October 17. WSSRA is offering 11 in-person programs, registration is off to a good start, we currently have 34 unique individuals participating in our in-person programs. Participants must meet eligibility criteria to participate in the in-person programs. If a participant cannot meet the criteria on their own, WSSRA is allowing an adult family member who lives within the same household attend program with their child. All programs are led by a full-time staff, we brought back 3 part-time seasonal staff to help with fall programming.
2. **Fall Virtual Programs-** Virtual programming continues to be popular with our participants. We are currently seeing an average of 134 program registrations on a weekly basis. WSSRA is collaborating with Elmwood Park School District 401 and Leyden School District 212 to provide a weekly virtual recreation programs for their transition students.
3. **Creation Kits-** WSSRA is continuing to sell activity bags for participants who are looking for at-home activities. Our Falling into Fun kit comes with a variety of activities including pumpkin painting, make your own fall sensory bin, Halloween games, Thanksgiving crafts, shaving cream fun and more! The fee is \$15 per kit and includes delivery.
4. **Imaginarium Sensory Room-** WSSRA Families can register for a private 45-minute time slots on Tuesdays, Thursdays, Fridays, or Saturdays. Our PR Coordinator, Nicole Walsh, will be sending our partners updated Fall information and we would appreciate if you can help promote this great opportunity by sharing it on your website and/or social media.
5. **Special Events**
  - i. **Virtual Magic Show** – WSSRA is hosting a virtual Magic Show on Tuesday, September 15 from 7:00-7:45pm. The performance will be led by Magician, Gary Kantor.
  - ii. **Makin' Tracks Community Run/Walk-** River Forest Park District is hosting their 23<sup>rd</sup> Annual Makin' Tracks event on September 18-20. All registered participants will complete a 5K virtually over the weekend. Please help promote this annual event that benefits WSSRA. For more information or to register, visit <https://rfparks.com/calendar/events/makin-tracks-5k-community-run-walk>.
  - iii. **Drive-In Movie-** WSSRA is collaborating with the Park District of Forest Park for their Drive-In Movie event on September 25 featuring A Beautiful Day in the Neighborhood.
  - iv. **River Forest Drive-Through Trunk or Treat-** WSSRA is excited to participate in

- v. **Virtual Halloween Dance Party**- WSSRA is hosting a virtual Halloween Dance on Saturday, October 31 from 7:00-8:00pm. DJ Mark Poise will be joining us and playing all our favorite Halloween dance songs!
- vi. **Cartoon Me!** A professional Caricature artist will be joining us on Friday, November 11 from 6:30-8:30 to draw participants as cartoon characters.

F. **Staff Report: Prepared by Annie Hart, Superintendent of Safety and Operations.**

1. **Transportation** WSSRA has started 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 has returned one of our leased vehicles early; we are holding off on the replacement until March.
  2. **REC ED Remote Learning Day Camp** WSSRA is piloting a remote learning day camp for District 97 students. Participants will be under the supervision of WSSRA's Recreation Leaders while engaging in e-learning. Breaks and recreation activities will be incorporated throughout the day including outdoor activities, games and crafts. We currently have 9 students enrolled with 8/day and 2 staff. Rec Ed is set to start on Tuesday, September 8th.
  3. **Inclusion** Chris and Mia have presented virtual trainings at PDOP and RPRD. Some of the training topics included; What is inclusion and an overview of the ADA, what is behavior management and why it's important, and visual supports and how to use them. WSSRA will provide this training for all partners per your request. Contact Chris Sturm at [chriss@wssra.net](mailto:chriss@wssra.net) to arrange for your training.
- G. **Other** Janda visited from Streamwood Park District and requested support as he was running for the IMRF Board position.

XIII. Arnold/Schmidt **moved to adjourn** the meeting at 5:40pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko  
Executive Director  
mb/ Sept minutes