

West Suburban Special Recreation Association  
2915 Maple Street, Franklin Park IL 60131  
847.455.2100 FAX 847.455.2157



September 7, 2023

Dear Regular and Alternate Board Members:

Attached is your board packet for Tuesday September 12, 2023, for WSSRA's Board of Directors meeting. The meeting is scheduled to begin at **4:00 p.m. at the Park District of Franklin Park's Community Recreation Center located at 9560 Franklin Avenue, Franklin Park.** Please be sure to be in contact with your Alternate and myself if you are unable to attend.

We will approve the 2022 Audit and will present the 2024 Proposed Shares at the meeting. Attached is a copy of the Final 2022 audit. Feel free to call if you have any questions at 847.455.2100 or 312.493.2290.

Thank you for your time and commitment throughout the year!

Cordially,

A handwritten signature in black ink that reads "Marianne Fjiles".

***"It's all about perspective..."***

***What am I harvesting? What did I plant?" author unknown***

West Suburban Special Recreation Association

Tuesday September 12, 2023

**Park District of Franklin Park**

**9560 Franklin Avenue, Franklin Park**

**AGENDA**

- I. Call to Order/Roll Call (action)
- II. Approval of Agenda (action)
- III. Approval of Consent Agenda (action)
  - A. Approval of Minutes
    - 1. July 11, 2023, Regular Board Meeting Minutes **Attachment A**
  - B. Financial Report & Disbursements
    - 1. Acceptance of the **July & August 2023** Financial Report **Attachment B**
    - 2. Prepaid Disbursements for **July & August** and To Be Paid Disbursements for **September 2023**
  - C. Lauterbach & Amen 3-year audit renewal proposal **Attachment D**
  - D. Acceptance of the North Berwyn Park District Representative & Alternate **Attachment E**
  - E. Other
- IV. Public Comment
- V. Foundation Report
- VI. Committee Reports
  - A. Finance Committee report
  - B. Policy Committee report
  - C. Planning Committee No report
  - D. Other
- VII. Unfinished Business
  - A. Approval of MOU with Park District of Forest Park **Attachment F** (action)
  - B. Approval of the 2022 Audit by Lauterbach & Amen **Attachment G** (action)
  - C. Approval of 2022 Audited Carry-over (action)
  - D. Approval of WSSRA Board Policy Manual Updates **Attachment H & I** (action)
  - E. Approval of WSSRA 2023 – 2026 Strategic Plan **Attachment J** (action)
  - F. Other
- VIII. New Business
  - A. Approval of WSSRA Mini-van Bid process **Attachment K & L** (action)
  - B. Presenting the WSSRA 2024 Proposed Partner Shares **Attachment M & N** (information)
  - C. Other
- IX. Correspondence
- X. Board Member Reports (information)
- XI. Executive Director's Report (all Information)
  - A. WSSRA 2023 WQDS Success
  - B. WSSRA Quarterly Board Training
  - C. WSSRA Orientation of WSSRA Board Representatives & Alternates
  - D. Partner Annual presentations
  - E. River Forest Park District's Color Run
  - F. Staff report
  - G. Staff report
  - H. Other
- XII. Adjournment (action)

**Next Meeting: Tuesday, October 3, 2023 @ 4:00pm at WSSRA**

**West Suburban Special Recreation Association**  
**September 12, 2023, Meeting of the Board of Directors**

- I. **Call to Order/Roll Call**
  - II. **Approval of Agenda**
  - III. **Approval of Consent Agenda**
    - A. **Approval of Minutes** (action)
      1. July 11, 2023, Regular Board Meeting Minutes **Attachment A**
    - B. **Financial Report & Disbursements** (action)
      1. Acceptance of the **July & August 2023** Financial Report **Attachment B**

→Recommendation: The Board accepts the **July & August 2023** Financial Reports

      2. **Prepaid Disbursements for July, and August To Be Paid Disbursements for September 2023**  
**Attachment C**

→Recommendation: The board, by roll call vote, authorizes payroll, Prepaid Disbursements #40566 and ending with check #40604 and authorizes payment of July & August 2023 payroll and disbursements debit charges and cash transfers totaling \$517,094.05 and authorizes payment of September 2023 To Be Paid Disbursements #40605 and ending with check #40608 disbursements debit charges and cash transfers totaling \$3,196.80 pending the availability of funds.
  - C. **Approval of the Audit Firm 3-year Renewal Contract** Based on Board's approval at last month's meeting, attached is the 3-year audit renewal contract with Lauterbach & Amen. **Attachment D**

→Recommendation: The Board approves the 3-year Audit renewal proposal with Lauterbach & Amen which includes a change in principle as WSSRA has outlined in its requirements that they have met.
  - D. **Acceptance of the North Berwyn Park District Representative & Alternate** **Attachment E**

NBPD has appointed Commissioner Kelly Diaz Board Representative and Commissioner Angel Avalos Jr. as the Alternate Board Representative to the WSSRA Board of Directors.

→Recommendation: The Board approves Commissioner Kelly Diaz, Board Representative and Commissioner Angel Avalos Jr. as the Alternate Board Representative to the WSSRA Board of Directors.
  - E. **Other**
- IV. **Public Comment**
- V. **Foundation Report**
- VI. **Committee Reports**
  - A. **The WSSRA Finance Committee** headed by Chairperson Arnold cancelled the July meeting and the committee met August 29 to review & accept the 2024 proposed partner shares as well as continued work on the 2024 budget and other topics to be discussed.
  - B. **The Policy Committee** headed by Flaherty met July 20 & August 31st to review and update the WSSRA Personnel Policy Manual.
  - C. **The WSSRA Planning Committee** headed by Gruber has completed its work on the updated Strategic Plan.
  - D. **Other**
- VII. **Unfinished Business**
  - A. **Approval of MOU with Park District of Forest Park Building** **Attachment F** (action)

Iovinelli will share updates on the Memorandum of Understanding with the Park District of Forest Park collaborative and WSSRA.

→**Recommendation** The Board review and accept by roll call vote, the MOU with the Park District of Forest Park as presented. The vote will take place at the October 10, 2023, Board meeting.

**B. Approval of the 2022 Audit by Lauterbach & Amen** **Attachment G** (action)

The 2022 annual audit was reviewed at the July 11th board meeting by Courtney Mohr, partner with our audit firm, Lauterbach & Amen, LLP. (**Attachment G** is an e-file of the audit that came as a separate attachment for your review).

→**Recommendation** The Board accepts by roll call vote, the 2022 Annual audit as presented by Lauterbach & Amen.

**C. Approval of 2022 Audited Carry-over** (action)

Per the 2022 audit WSSRA has a carryover of \$35,949. Per the WSSRA Carry over policy 50%;\$17,974 goes to the Partner shares and 50%;\$17,974 goes to the WSSRA Facility Fund, which is currently at \$545,176.

→**Recommendation:** The Finance Committee recommends the WSSRA Board follows the WSSRA Fund Balance Policy and split the \$35,949. dollars from the 2022 carryover funds; 50% \$17,974 goes to the Facility Fund and 50% \$17,974 goes back to reduce the partners shares in the 2024 budget.

**D. Approval of the WSSRA Board Policy Manual Updates** **Attachment H & I** (action)

The Policy Committee headed by Flaherty met May 24<sup>th</sup> & June 29 and July 20 to review and approve the suggested updates to the WSSRA Board Policy Manual. **Attachment H** is the Board Policy Manual with suggested updates highlighted (Attached as a separate e-file.) **Attachment I** is a summary of those updates.

→**Recommendation:** The WSSRA Policy Committee asks the WSSRA Board of Directors to approve the highlighted updates to the WSSRA Board Policy Manual **Attachment H** and summarized in **Attachment I**.

**E. Approval of the WSSRA 2023 – 2026 Strategic Plan** **Attachment J** (action)

The Planning Committee headed by Gruber met June 21<sup>st</sup> to review and approve the suggested updates to the WSSRA 2023 – 2026 Strategic Plan. **Attachment J** is the Updated Strategic Plan for your review and approval.

→**Recommendation:** The WSSRA Planning Committee asks the WSSRA Board of Directors to approve the 2023 – 2026 WSSRA Strategic Plan as summarized in **Attachment J**.

**F. Other**

**VIII. New Business**

**A. Approval of WSSRA Mini-van Bid process** **Attachment K & L** (action)

WSSRA staff researched, and test drove three mini-vans and recommend the Honda Odyssey as the new minivan to lease. **Attachment K** is a summary of the vehicles reviewed. Staff request the Board approve **Attachment L** to move forward with the bid process.

→**Recommendation:** Staff request the Board's approval of the Mini-van bid leasing process for a 2024 Honda Odyssey Minivan as noted in **Attachment L**.

**B. Presenting the WSSRA 2024 Proposed Partner Shares**      **Attachment M & N**      (information)

The WSSRA Finance committee reviewed and recommends the 2024 Partner Shares with a 4% rate increase to meet the demand for increased costs in providing WSSRA services.

- WSSRA has not increased its shares since 2019. In 2020 there was a reduction due to COVID-19, 2021 \$75,000 reduction, 2022 \$50,000 reduction & 2023 proposed 0% based increase at the 2022 level.
- Reminder the overall partner shares have been reduced in 2020, 2021 by \$125,000 due to the efforts of staff to reduce expenses during COVID. It was noted, when normal levels of service returned and with the increases in minimum wage going to affect, we would increase the shares accordingly.
- **Attachment M** shows the 2023 summary of projected year end expenses and the preliminary expenses for 2024.
- **Attachment N** shows the shares with the 2022 carry-over reduction of \$17,974. and the 2021 EAV's as the 2022 EAV's are not available until late October 2023.
- All Population numbers reflect the 2020 Census
- Per usual these are preliminary shares as we are waiting for final information from the Village of Harwood Heights overlapping properties. The formula at the bottom of the chart has not yet to be updated.

→**Recommendation:** The Board be prepared to vote on the recommended 2024 shares at the October 10, 2023, Board of Directors meeting. Note these shares will be corrected once the 2022 EAV's are in.

C. Other

IX. **Correspondence**

X. **Board Member Reports**

XI. **Executive Director's Report**

- A. **WSSRA 2023 WQDS Success** WSSRA hosted the Splish Splash Summer Bash & Annual Wacky Quacky Duck Splash at the Park District of Forest Park on Wednesday, July 19. It was the perfect night to enjoy the spectacular pool and State of the Art Splash pad. Over 300 WSSRA participants and friends attended the evening and enjoyed watching the 1200 ducks' race and helped us raise over \$4,500. A special thanks to the Park District of Forest Park for providing this tremendous opportunity for us annually.
- B. **WSSRA Quarterly Board Training** Birko will host the 4<sup>th</sup> and final training on "2024 shares and budget planning". It will take place on Wednesday, September 27 from 11:00 – noon via Zoom. The Zoom link was sent as a separate email.
- C. **WSSRA Orientation of WSSRA Board Representatives and Alternates** Birko has continued to conduct Board orientations for new members. This month she met with Kelly Diaz and Angel Avalos Jr, Board Commissioners from the NBPD and met with Jake Worley-Hood, PDOP Board Commissioner. The hour and one-half meeting is a great opportunity to share in depth details about the Association and how we conduct business as well as providing further clarity on their role as a WSSRA Board Representative & Alternate. Birko will continue to conduct these meetings with those who were not able to attend.
- D. **Partner Annual Presentations** Birko is scheduling Annual presentations to meet with your boards and share the Annual report and WSSRA updates. She recently did her presentation for the Park District of Franklin Park. Call or email Birko with dates and times that work for you in 2023.
- E. **River Forest Park District's Color Run** Join us for our Inaugural 1-Mile Color Run around Priory Park! Volunteers will throw colored chalk as participants pass by a variety of colored stations. Medals will be awarded to the top 3 finishers in each age category. All participants will receive a white shirt, sunglasses, goodie bag, & certificate. Come for the Color Run and stay for the AFTER-PARTY with DJ, bagels, and Bloody Mary's. All net proceeds benefit the WSSRA! Thank you RFPD!

**F. Staff Report : Prepared by April Michalski, Superintendent of Recreation**

1. **Programs** Fall program programs begin on September 11-November 11. We currently have waitlists for several program and are working to hire additional staff to accommodate waitlist. Recently WSSRA participants and staff had a great time visiting Louisville, KY and Pigeon Forge, TN on August 27-31. Participants enjoyed a visit to the Louisville Slugger Museum and in Pigeon Forge they enjoyed a baseball, a jeep sightseeing tour and Dollywood! Check out photos from the trip on our social media!
2. **Special Olympics**
  - Softball** Our Bobcats Gold Softball team is competing in the Special Olympics state softball tournament on September 8-9 in Springfield.
  - Golf** WSSRA had 13 athletes compete in the Special Olympics Golf Skill competition on August 2 at Springbrook Golf Course. Four of our athletes won a gold medal and will be advancing to the state tournament on September 8-10 in Decatur.
  - Bocce** WSSRA has 11 athletes competing in the Special Olympics Regional Bocce Tournament on September 16 at Grant Park in Northlake.
  - Basketball** Our Basketball season kicks off on October 3, we currently have 38 athletes registered and anticipate three teams this season.
3. **Hiring Updates** Our staff manager is busy reaching out to local high schools and colleges to recruit seasonal staff. On September 12 we are attending Dominican University's Volunteer Service Fair and on September 20 we are attending East Leyden High School's Job Fair. We greatly appreciate referrals, interested applicants can apply on our website at [wssra.net](http://wssra.net). I am pleased to announce we hired Danielle Bradel as a Full-Time Recreation Specialist. Danielle will be overseeing children and youth programming. She graduated from Aurora University with a degree in Therapeutic Recreation. Daneille has experience with other SRA's and park district programming. She is excited to bring her passion of swimming, gymnastics, tumbling, and coaching Special Olympics to the Recreation Specialist position.
4. **Inclusion** We are currently serving 35 participants in 57 inclusive programs. Please continue to send Chris Sturm inclusion notifications as you receive registrations at [chriss@wssra.net](mailto:chriss@wssra.net).
5. **Upcoming Events**
  - a. **Campfire at the Cabin** WSSRA is offering an end of the summer family campfire event at the Scout Cabin in Riverside on Friday, September 8 from 6:00-8:00pm. Families will enjoy an evening of outdoor games, campfire pizzas, smores and campfire songs led by a certified Music Therapist.
  - b. **River Forest COLOR RUN** River Forest Park District is hosting its first annual 1-mile COLOR RUN around Priory Park on Saturday, September 16. Participants will receive a white shirt and goodie bag. Come for the COLOR RUN and stay for the after-party with a DJ, bagels & Bloody Mary's. All net proceeds will go directly to WSSRA! For more information and to register, visit [Color Run \(rfparks.com\)](http://Color Run (rfparks.com)).
  - c. **Boxability International Inc. Workshop** WSSRA is offering a Free boxing workshop on Thursday, September 21 from 6:00-8:00pm at the Oak Park Community Recreation Center. Participants will be joined by Boxability Founders Brian Roman and Coach Dino Spencer. Boxability International Inc. is a therapeutic program designed to build strong bodies, minds and build self-confidence. During this workshop, participants will practice boxing techniques that can be modified for all ages and ability levels.

**G. Staff Report: Prepared by Annie Hart, Superintendent of Business**

1. **Transportation** We have continued the search for a new minivan to add to our transportation fleet. Our Transportation Specialist, Jacob Kell, took some time to research and test drive several minivans. Jacob determined his top 3 vehicles then Hart along with 3 other staff went out and test drove them. We've determined that the Honda Odyssey is our first choice. WSSRA has hired a new part time driver to start this Fall season. Dan has been a limo driver for years.
2. **Safety** WSSRA has been working on our SMART goal of incorporating more Handle with Care training for all part-time and seasonal staff. The Safety Team is planning on spending more time at the seasonal Fall Staff Training covering; what are triggers, how can we identify them, and how can we prevent negative behaviors from happening.

3. **Finance** Hart is looking to switch from BMO Harris Purchasing card for staff to Ramp, which is directly compatible with QuickBooks online. Our Account Kaizen uses Ramp and has a lot of positive things to say about the system and the features it offers. Hart plans to keep the BMO account open and test pilot Ramp with 4-5 staff to determine if we like it before we close BMO account.

J. **Other**

XII. **Adjournment**

(action)