

West Suburban Special Recreation Association

December 8, 2015

Board of Directors Meeting

Held at: Park District of Oak Park Office

218 Madison, Oak Park

MINUTES

I. Chairman Jeff Janda called the **meeting to order** at 5:09pm those present included:

Steve Thomas, Park District of Forest Park
Dennis Raleigh, Hawthorne Park District
Mark DeSalvo, Norridge Park District
Jeff Janda, Berwyn Park District

Mike Sletten, River Forest Park District,
Al Schmidt, Village of Elmwood Park
Jackie Iovinelli, Park District of Franklin Park
arrived 5:10
Katherine Porreca & Jan Arnold, Park District of
Oak Park

Not in Attendance:

North Berwyn Park District, Excused Absence
Village of Harwood Heights, Excused Absence
Clyde Park District, Excused Absence

Others in Attendance:

WSSRF, Lisa Shanahan
WSSRA staff: Bob Foster, Gretchen Dennis, Marianne Birko

- II. DeSalvo/Raleigh moved **to approve the agenda with one addition.** The motion was unanimously approved.
- III. DeSalvo/Raleigh moved **to approve the November 10, 2015 Regular Board Meeting minutes.** The motion was approved.
- IV. A. DeSalvo/Thomas moved **to accept the November 2015 Financial Report.** The motion was approved.
B. DeSalvo/Thomas moved **to authorize payment of payroll, prepaid disbursements #36074 and ending with check #36090 and authorizes payment for the months of November 2015 payroll and disbursements debit charges and cash transfers totaling \$174,160.28 and authorizes payment of December 2015 payroll and disbursements #36091 and ending with check #36118 disbursements debit charges and cash transfers totaling \$5,452.45 pending the availability of funds. By roll call vote the motion was approved.**
- V. **Public Comment** – No Public present
- VI. Under the **Foundation Lisa Shanahan** introduced herself as a long time resident of River Forest and parent of Marty a young adult who has used WSSRA service for years. Shanahan reported the Foundation's Holiday Solicitation features some of the Foundation members' children. The card was designed by Jim White with the cover photograph done by Jim. A special thanks to the Park District of Oak Park's gymnastics center staff for their support. The Foundation is hopeful that the very bright and merry card will raise at least \$4,000. Donations are coming in daily. Extra cards are here today for anyone who would like to take any. So far the "Giving Tuesday" campaign raised \$1113 and Holiday Solicitation is nearing \$2,000. The Bears Party held on December 6 was a great success! John Mullins of Oak Park did a wonderful job (once again) of chairing the event along with the support of several Foundation members. Fifty one persons attended and cheered on the Bears ...The event brought in \$2674 for WSSRF. Thank you to WSSRA Board member Steve Thomas for attending and supporting the event. Lisa stated the Foundation is delighted to report that the Foundation committed \$39,000 to WSSRA in 2015 and worked hard to successfully meet this goal. With the additional funds raised in 2015 allowed them to approve an additional expense of \$2500 for WSSRA Holiday Hullabaloo program staff. Shanahan asked the board to mark their calendars for the Foundation's Bowl-a-thon is planned for Sunday, March 6, 2016 from 1:45 – 4:00pm. Carol Milburn of Oak Park and Christine Nakatsuka of Elmwood Park are chairing the event. It will be held at Circle Bowl in Forest Park. The WSSRF Board of Directors thanks the board members for their leadership and wishes all of you the Happiest of Holidays.

VII. **Under Committee Reports**

- A. **Birko reported on behalf of the Finance Committee and stated the committee** met to review the WSSRA scholarship summary for 2015 and finalized the questions for the Partner Survey that was recently sent. This information is being gathered for future financial planning for the Association.
- B. **Executive Directors Performance Appraisal** Chairman Janda reported has compiled the comments and will share the prepared appraisal in closed session.
- C. **Nominations Committee** Mike Sletten, past Chairman, will head up the 2016 nominations committee to select the incoming Chairman and Vice Chairman.
- D. **Other-** Chairman Janda extended a thank you to all of the staff of the Association for their hard work throughout the year.

VIII. **Unfinished Business**

A. **IAPD Letter**

Janda reminded the board per last month's board meetings discussions that a letter to IAPD was drafted. Janda reviewed highlights of the letter. Janda reported the final letter was signed by him and sent on December 1, 2015.

- B. **Discussion and consideration of Approval of the 2016 recommended budget**, Janda reported the balanced budget approved by the WSSRA Finance Committee was presented in November with a .8% share increase for your approval.

DeSalvo/Thomas moved to approve the 2016 budget as presented. There was no discussion. A roll call vote showed 8 ayes and no nays. The motion was approved.

- C. **Discussion and consideration of Approval of Resolution 2015-01 authorizing WSSRA to enter into a Bus Lease**

Birko reported In July WSSRA recommended the Bus Lease be awarded to Central States but a formal vote was not taken as it was already a part of the 2015 budget. WSSRA legal counsel requested WSSRA approve Resolution 2015-01 authorizing the Bus Lease with Central States Bus Sales.

Janda reported that a proposal had been received from TCF Equipment Finance in conjunction with Central States Bus Sales to enter into a Master Lease Agreement whereby the Association will lease a bus and that the Board would consider adoption of a resolution providing for the approval of such Master Lease Agreement.

Whereupon, Janda read the entire Resolution 2015-01. **DeSalvo/Raleigh motioned and second to approve the** Master Lease Agreement whereby the Association will lease a bus as described in Resolution 2015-01, a roll call vote showed Raleigh, Sletten, Schmidt, DeSalvo, Porreca, Janda, Iovinelli and Thomas voted yes and no nays. The motion was approved.

- D. **No Other**

IX. **Under New Business**

- A. **Discussion and consideration of the Confirmation of Letter of Engagement for CPA Services**

Birko requested the board confirm the "Letter of Engagement" from Russell P. Cannizzo & Co. for monthly accounting services for 2016 as described. No discussion. DeSalvo/Thomas motioned to accept the "**Letter of Engagement**" from Russell P. Cannizzo & Co. for monthly accounting services for 2016 as described. **By roll call vote the motion was accepted.**

- B. **Approval of Resolution 2015-02 Appreciation of Service**

DeSalvo/Raleigh motioned to approve Resolution 2015-02 for Appreciation of Service for Sara Bolin, Ice Rink Manager who is retiring from the Park District of Franklin Park. The motion was approved

- C. **Approval of Resolution 2015-03 Appreciation of Service**

DeSalvo/Raleigh motioned to approve Resolution 2015-03 for Appreciation of Service for Michael T. Grandy, Superintendent of Buildings and Grounds, who is retiring from the Park District of Oak Park. The motion was approved

X. **Correspondence was distributed**

- XI. **Under Board Reports** –Iovinelli reported the **Park District of Franklin Park** has hired their new Ice Arena Manager and Marketing Manager. Staff is focused on orienting them at this time. Sletten reported the **River Forest Park District** is busy working on the addition of two platform tennis courts and social hut. The gym development project has slowed a bit. Schmidt reported for the **Village of Elmwood Park's** interest in bocce ball is growing so they are

adding two more courts. The Village is working closely with the Youth Commission to possible add an assistant as the group is all volunteer. Raleigh reported the **Hawthorne Park District** expanded their indoor soccer on Friday evenings and Saturday mornings. They are also managing some property damage due to car accidents during the first snow of the season. Thomas reported the **Park District of Forest Park** is currently working with Executive Service Corp on a community survey. Their Breakfast with Santa is this weekend. DeSalvo reported the **Norridge Park District's** Fall programs are winding down. Their gym floors have been resurface. The new building renovation is in full swing. The roof is almost complete and the building will be water tight for continued work. They expect occupancy February 12. Arnold reported the **Park District of Oak Park's Strategic Plan for 2016 – 2018 is complete.** The collaborative with District 97 and affiliates to incorporate turf fields is completed with great reviews from the public. One particular family of a child with a physical disability said "My daughter can finally participate in soccer on the turf field as it is accessible!" The Environmental Education building project is underway and expected to be under roof this month and scheduled to open in June. The district rolled out its new logo with great reviews from the public. Staff accepting proposals for the feasibility study on the future Community Center. The Village and Township will have key stakeholders represented. WSSRA will be included in the process. They hosted their breakfast with Santa last weekend and will host the Santa Trolley this weekend. Janda reported the **Berwyn Park District** is working with a family of a child taking "Diastat" with the support of WSSRA they have come to an agreement to administer by the school nurse if available or EMT. The BPD is currently seeking bids for demolish on recently purchased property.

They are currently conducting dogs in the park survey. They are hosting their second sold out Polar Express this weekend. Janda also assisted WSSRA to have a police presence for their Polar Express departure this Saturday. Manda asked everyone to mark their calendars for their "**Positively Pasta**" dinner coming up on January 16. All are invited. Call Jeff for tickets.

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

A. **Board Member Appointments Due by December 31, 2015**

The Amended and Restated Articles of Agreement state that each partner should make their appointments to the WSSRA Board by December 31 of each year. We will accept those appointments at our annual meeting held January 12, 2016.

B. **Committee draft appointments for 2016**

Birko asked the board to review the current committees and let her know if there is any changes needed prior to the January meeting.

C. **Proposed 2016 WSSRA Board meeting dates**

2016 WSSRA Board Meeting Dates	Time	Location
January 12, 2016	5:00pm	WSSRA
No February Meeting		
March 8, 2016	5:00pm	Park District of Franklin Park
No April Meeting		
May 10, 2016	5:00pm	Berwyn Park District
No June Meeting		
July 12, 2016	5:00pm	Park District of Forest Park
No August Meeting		
September 13, 2016	5:00pm	Village of Elmwood Park
October 11, 2016	5:00pm	WSSRA
November 8, 2016	5:00pm	WSSRA
December 13, 2016	5:00pm	Location TBD Holiday social following the meeting

- D. **Annual Staff Reviews** –Staff are busy completing Team Performance Appraisals with all full and regular part time staff. All staff will have new goals to accomplish for 2016. Included in the appraisal is the summary sheet which itemizes the point values to the percentage of merit earned which assists staff in determining the merit pool process. A copy of the appraisal is included in the correspondence file at the board meeting.
- E. **Dennis, Superintendent of Recreation reported**
1. **Fall programs** are in the final homestretch, with most wrapping up the week before Thanksgiving with a few ongoing programs continuing.
 2. **Staff are completing the Final preparations** for Polar Express Storytime Train which will be underway on Saturday, December 12 from the Oak Park Metra stop in Berwyn.
 3. **Staff are making the final preparations** for the 18 Holiday Hullabaloo events taking place from December 21 – 30. 56 individuals will fill 176 program slots with 10 persons on wait lists.
 4. **Winter/Spring** brochure has gone to print and will be available for Winter/Spring registration to begin. Summer Day Camp information is included in this brochure as well.
 5. **Jamie Petteys**, Inclusion Manager and Gretchen Dennis have started conducting meetings with partner agency staff to review the Inclusion Policy and Procedure Manual. A representative from each of the partner agency should have attended one of the following meetings. **Wednesday, December 2, 3:00-4:30pm** at Proksa Park, 3001 Wisconsin Ave., Berwyn or **Tuesday, December 8, 10:00-11:30am** at Park District of Forest Park, 7501 W. Harrison St., Forest Park. Contact Jamie Petteys for more information.

F. **Foster, Superintendent of Safety and Operations reported**

1. **PDRMA** Foster attended the PDRMA Risk Management Institute in Tinley Park. Other WSSRA staff in attendance were Gretchen, Annie, Jamie and Nathan.
2. **Lekotek** is the recipient of gifts from a former Lekotek participant as he goes through his Bar Mitzvah. He asked that all gifts for him be sent to our Lekotek program. We put together a list of needed toys and have received over 21 toys at a value of over \$1,000 along with a cash donation of \$1,000. We thank Jeremy Lulu and his family for thinking of us.
3. **Registration** Foster attended the annual SRA RecTrac Users group meeting held in Woodridge and hosted by SEASPAR. Most discussions were regarding the new system that is out that is web-based. WSSRA is putting together a timeline for integrating this system here. Also in attendance was Lisa, Gretchen and Noly.

I. **Other**

XIII. . DeSalvo/Raleigh **motioned to go into Closed Session – Under Section 2(c)(1) of the Open meetings Act to discuss personnel.** Motion passed. DeSalvo/Raleigh motioned to go out of closed session. Motion passed.

XIV. DeSalvo/Thomas **motioned to approve** the Executive Directors merit based on the discussions in closed session. A roll call vote showed 8 ayes and no nays. The motion was approved

XV. DeSalvo/Raleigh **moved to adjourn** the meeting at 6:09pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director