

**West Suburban Special Recreation Association
Board of Directors Meeting
December 11, 2018 Held at:
Village of North Riverside, located at 2401 S Des Plaines Avenue, North Riverside
MINUTES**

I. *Modrich called the **meeting to order** at 4:05pm those present included:*

*Anna Wegrecki, Village of Harwood Heights
Teresa Mrozik, Bryant Rouleau, Village of North
Riverside
Joe Modrich, Park District of Franklin Park
Jackie Iovinelli, Park District of Forest Park
Larry Banks, Clyde Park District
Kassie Porreca, Jan Arnold, Park District of Oak Park*

*Mark Sladek, North Berwyn Park District arrived 4:10
Mark DeSalvo, Norridge Park District
Jeff Janda, Berwyn Park District
Al Schmidt, Village of Elmwood Park
Ron Malchiodi, Village of Riverside
Dennis Raleigh, Hawthorne Park District
Mike Sletten, River Forest Park District*

Others in Attendance:

*WSSRA staff: Bob Foster, Annie Hart, Marianne Birko
WSSRF, Lisa Shanahan*

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

III. **A. Janda/Raleigh moved to approve the November 13, 2018 Regular Board Meeting minutes. Roll call vote showed 12 yes votes. The motion was approved.**

IV. **A. DeSalvo/Janda moved to accept the November 2018 Financial Report. Roll call vote showed unanimous approval.
B. Janda/Raleigh moved to authorize payroll, prepaid disbursements. The board, by roll call vote, authorized payroll, prepaid #38503 and ending with check #38521 and authorizes payment of November 2018 payroll and disbursements debit charges and cash transfers totaling \$137,704.20 and authorizes payment of December 2018 payroll and disbursements #38522 and ending with check #38544 disbursements debit charges and cash transfers totaling \$30,844.49 pending the availability of funds. Roll call vote showed 13 yes votes. The motion was approved.**

V. **Public Comment** - Carol Sladek said hello to the board.

VI. **Under the Foundation Report Shanahan reported**

This year, WSSRF's Holiday Solicitation features some of the Foundation members' children. Donations are coming in daily. So far, the "Giving Tuesday" campaign raised \$1,800. We look forward to the results of this year's Holiday Solicitation. The Foundation's newest member Madeline O'Rourke will be hosting a party on behalf of the Foundation a 20's something Holiday Bash at Bernie's Tap & Grill in Chicago on Saturday December 22nd. It will be a fun way to introduce them to WSSRA! The Foundation's Bowl-a-thon is planned for Saturday, March 23 from 12:30 – 3:00pm. 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 Foundation Board will begin 2019 conducting their Annual meeting establishing their goals and budget for the year on Wednesday, January 17, 2019. The Foundation Board of Directors thanks the WSSRA board of Directors and Alternates for their ongoing leadership and wishes all of you the Happiest of Holidays.

VII. **Under Committee Reports**

A. *Arnold reported the Finance Committee agreed to cancel the December 4th meeting as the 2019 budget had been finalized.*

B. *Executive Directors Performance Appraisal- Chairman Modrich shared he has compiled the comments and will share the prepared appraisal in closed session.*

C. *Nominations Committee- Jeff Janda, past Chairman, will head up the 2019 nominations committee and had no report at this time. He asked that anyone who is interested in stepping up to become Chairman or Vice Chairman should call him.*

D. *No Other*

VIII. **Unfinished Business**

A. **No other**

IX. **Under New Business:**

A. Approval of the **Updated WSSRA Safety Policy Manual & Crisis Management Plan** Attachment A & B
Bob shared some highlighted changes to the WSSRA Safety Policy Manual & Crisis Management Plan.

DeSalvo/Janda moved to approve the updated WSSRA Safety Policy Manual & Crisis Management Plan. Roll call vote showed 13 yes votes. The motion was approved.

B. **Riverside Township Mental Health Board Program Fee Reimbursement Contract**

Birko gave an overview of the Riverside Township Mental Health Board agreement that gives Riverside Township residents the opportunity to receive 50% program fee reimbursement. This would be done through quarterly billing sent by WSSRA to the Township. The Riverside Township Board would like the WSSRA Board to approve the fee reimbursement contract that has been reviewed by staff and WSSRA legal counsel. Arnold asked for clarity of whether Riverside Township participants would also be eligible for WSSRA scholarship and Birko said no not when they are receiving Township dollars.

Raleigh/Banks motioned to approve the agreement. Roll call vote showed 13 yes votes. The motion was approved.

C. **Sletten/DeSalvo motioned to approve the 2019 Board meetings. Roll call vote showed 13 yes votes. The motion was approved.**

2019 WSSRA Board Meeting Dates	Time	Location
January 8, 2019	4:00pm	WSSRA
No February Meeting		
March 12, 2019	4:00pm	WSSRA
No April Meeting		
May 14, 2018	4:00pm	Park District of Oak Park
No June Meeting		
July 9, 2019	4:00pm	Park District of Forest Park
No August Meeting		
September 10, 2019	4:00pm	Park District of Franklin Park
October 8, 2019	4:00pm	WSSRA
November 12, 2019	4:00pm	WSSRA
December 10, 2019	4:00pm	Location to be Determined

X. **Under Correspondence-** No comments

XI. **Under Board Reports – Iovinelli reported all is going well with the Park District of Forest Park.** After 3 months on the job she is still learning. Everyone has been very warm and welcoming. Staff are busy getting ready for Breakfast with Santa this weekend. **Raleigh reported the Hawthorne Park District** is preparing for \$80,000 in upgrades to Community Park & Drexal Park. Otherwise it is business as usual. No new news on the Clyde Park District merger. It is still planned to go forward. They hope to complete the paperwork by the end of this year and have it go into effect May 1, 2019. **Janda reported the Berwyn Park District** has just completed their three Polar Express rides and their Candy Cane Hunt with great success! Tis the season for pool work and he invited everyone to join them for the Pasta Dinner on January 19th. **Wegrecki reported for the Village of Harwood Heights** wishes everyone a very Happy Holidays to all. They are excited to show off at the Grand Opening of the new Recreation Center on Sunday, December 16 in combination with their Youth Commission Holiday Party. They will be offering a variety of class including exercise and dance classes and much more. **Sladek reported the North Berwyn Park District** hosted their Open House of the new 16th Street Theatre on December 1. They plan to be open by Spring with 50 more seats and a series of new plays! They also had over 400 in attendance at their Santa Open House on Dec. 8th. **Schmidt reported the Village of Elmwood Park** had a very successful Holiday Stroll & visit with Santa event. They have concluded a successful volleyball season and in the middle of their basketball program. They are once again collaborating with Triton college for a life guard certification & training program January 2 - 4. They are also involved in their winter pool projects including new chlorine piping for the pool to get it ready for next spring. **Mrozik reported the Village of North Riverside** is getting ready for their Village Christmas party. The brochure is out, and they had a very successful Breakfast with Santa with

over 300 guests. Basketball season is about to begin and take over their facilities. **Arnold reported the Park District of Oak Park** is wrapping up all their holiday events including, a holiday walk, Breakfast with the Grinch, Milk & Cookies with Santa and the Santa Trolley. They continue to have record numbers for all their events. Arnold was excited to report after years of submissions their PDOP photo will be featured in the NRPA calendar for August 2019 featuring two of WSSRA participants in inclusion programs with the Park District of Oak Park. She also noted they are filling two full time positions an Aquatics Supervisor and a Rink Supervisor. The PDOP was recently awarded the “Green Award” from the Village of Oak Park for the Water collection, Solar panels and water harvesting. They are during an expansion of the Carroll Recreation Center and are hoping to receive an Illinois Clean energy grant. They are finally receiving \$146,000 in funding from the state for a 2014 grant. PDOP is requesting an OSLAD grant for accessibility of Stevenson Recreation Center. Starting January 1, the PDOP board just approved free dog park passes for residents in hopes to curtail the issue of unleashed dogs in the parks. They too are also doing pool work including the removal of a sandbox at Rehm and replacing with a water feature. **Malchiodi reported the Village of Riverside** the Holiday Stroll which is sponsored by their Chamber was a great success. WSSRA participated to increase the visibility of our new partnership. Their Basketball season has started, and they are a toys for tots drop off point. They are going on-line for registration for the first time this season starting on December 28th. **Sletten reported the River Forest Park District** had a very successful Trolley ride and plan to do multiple rides next year. The RFPD board approved moving forward with a turf field and discussions continue with the Village, Township and Community Center on the development of the Community Center property as a partnership. **DeSalvo reported the Norridge Park District** is wrapping up their holiday events with their Gingerbread event. Their pool work is done, and they are busy gearing up for 2019! **Banks reported the Clyde Park District's** is heavy into the basketball season. Their annual holiday party with employees is coming up. The pools are being checked and they are coordinating efforts with the Bobby Hull ice rink which is well attended. Merry Christmas to ALL! **Modrich reported on behalf of the Park District of Franklin Park** their multiple Polar Express events are still popular and fill every time. The community center work continues. Staff are moving back into their offices this week and the lobby work continues with the hopes of being completed in February.

XII. Executive Director's Report- Birko Reported

A. Schedule Annual visits- Birko continues with her Annual visits to the partners. Below is a schedule of the partner meetings scheduled. She requested partners to schedule & confirm a date soon.

WSSRA Partner	WSSRA Annual Presentation
Park District of Oak Park	March 2018 completed
Berwyn Park District	December 18, 2018
Village of Elmwood Park	TBD
Norridge Park District	TBD
North Berwyn Park District	TBD
Village of Harwood Heights	January 2019
River Forest Park District	TBD
Clyde Park District	January 17, 2019
Park District of Forest Park	TBD
Hawthorne Park District	Possible Dec. 17, 2018
Village of North Riverside	January 2019
Village of Riverside	September 2019
Park District of Franklin Park	January 2019

B. Board Member Appointments Due by December 31, 2018

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 respectfully request that all the appointments be confirmed in writing using the sample letter included. We will accept those appointments at our annual meeting held January 8, 2019.

C. Committee Draft Appointments Committee Draft Appointments for 2019

Birko asked the board to review draft appointments for 2019 and let her know if you would like to consider a change prior to the January 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 2019. 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. Foundation hosts 20's Something Holiday Bash at Bernie's Tap & Grill Madeline O'Rourke one of our newest Foundation members, is hosting a 20's something Holiday Bash at Bernie's Tap & Grill on Saturday December 22nd. They hope to recruit some new supporters to this event. More details to come!

F. Staff Report: Hart reported:

1. **Programs** Winter/Spring brochure is complete, and registration is set to go up on-line December 7th. We are starting to get phone calls with invitations to speak at schools and various events to start promoting summer camp. If you can think of any events we should be present at, please let me know. We are always looking for opportunities to promote our services. We recently hosted a successful Open House in Riverside at Hauser Jr. High where 10 families attended.

2. **Staff** Our Staff Manager, April Ryan, is currently hiring additional staff to start in our winter season, as well as plan to meet the growing needs with the addition of the Village of Riverside.

3. **Inclusion** Inclusion Manager, Chris Sturm has been busy filling inclusion shifts for several Fall programs. Wendy Springgate is a full-time Recreation Specialist and has been out visiting participants and staff at all the communities we serve. There are currently 56 participants in 75 programs.

Special Events WSSRA is getting ready for another Polar Express train ride this coming December 8th. We filled the train with 135 participants who will enjoy games, songs and a visit with Santa where each child will receive a wrapped toy donated by Thumbuddy Special. WSSRA is also collaborating with the PDOP to offer a sensory sensitive Cookies with Santa event on December 12 with 48 individuals participating. In addition, WSSRA will be participating in the Village of Riverside's Holiday Stroll on Friday December 7th. Finally, WSSRA will close the year by hosting a series of 12 Holiday Hullabaloo events over six days for 142 participants during the holiday break.

E. Staff Report: Foster reported:

1. **PDRMA** Foster and four other staff attended the PDRMA Risk Management Institute. Foster also attended the half day training on lockdown procedures with Annie Hart, which was held at the Bartlett Park District.

2. **Loss Control Review Results** WSSRA just received our Final Loss Control Review score of 98.22, our best yet. Due to the excellent work of the safety committee and all the WSSRA staff. This score will stand until the new LCR process is completed.

3. **WSSRA Office Closed for Holidays** Per the WSSRA Policy, the office will be closed December 24 & 25, 2018 and January 1, 2019.

H. No Other

XIII. Sletten/ Janda moved to go into Closed Session - Under Section 2(c)(1) of the Open Meetings Act to discuss personnel & compensation 4:45. The board approved unanimously. Sladek/Janda moved to go out of closed session 4:55. The motion was unanimously approved.

XIV. Possible Action following Closed Session

Sletten/DeSalvo motioned to approve the Directors merit increase to concur with the discussion and consensus in closed session as consistent with all staff's opportunity for increases. Raleigh, Sletten, Wegrecki, Banks, DeSalvo, Sladek, Arnold, Janda, Modrich, Mrozik, Iovinelli, Malchiodi voted Yes and Schmidt voted No. The motion was approved by a roll call vote 12 -1.

XV. Adjournment Sletten/Raleigh moved to adjourn the meeting at 4:57pm. The motion was unanimously approved. Respectfully submitted,



Marianne Birko
Executive Director mb/Dec minutes