

West Suburban Special Recreation Association

December 8, 2020

Zoom Board of Directors Meeting

Held at:

WSSRA Offices as Zoom Headquarters

MINUTES

I. Chairman Mike Sletten called the **meeting to order** at 4:05pm 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

Sandy Fejt, Berwyn Park District arrived 4:27

Ron Malchiodi, Village of Riverside

Mark Sladek, NBPD arrived 4:07pm

Anna Wegrecki, Village of Harwood Heights Teresa

Mrozik, Village of North Riverside

Larry Banks, Clyde Park District

Al Schmidt, Village of Elmwood Park,

AnneMarie Flaherty, Norridge Park District,

Others in Attendance

WSSRA staff: Annie Hart, April Ryan, Marianne Birko

WSSRF Board member: Beth Kaplan

Public: Dennis Raleigh, former Hawthorne Park District Board member

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

III. A. **Mrozik/Iovinelli moved to approve the November 10, 2020 Regular Board Meeting Minutes The motion was approved.**

IV. A. **Iovinelli/Porreca moved to accept the October 2020 Financial Report. The motion was approved.**

B. **Arnold/Iovinelli moved to authorize payroll, prepaid disbursements the board, by roll call vote, authorizes payroll, prepaid disbursements #39732 and ending with check #39743 and authorizes payment of November 2020 payroll and disbursements debit charges and cash transfers totaling \$127,146.35 and authorizes payment of December 2020 to be paid disbursements #39744 and ending with check #39765 disbursements debit charges and cash transfers totaling \$5,279.19 pending the availability of funds. Roll call vote showed 11 yes votes and the motion was approved.**

V. **Public Comment – None**

VI. **Under the Foundation Report Kaplan reported**, the Foundation hosted their last meeting of the year on November 12, 2020 via Zoom. The focus of the meeting was to finalize details on the “Celebration of Stars” event. As with everyone the Foundation has had to pivot in managing their many fundraising events this year. With that thought they combined their efforts for the annual “Fallin For Our Stars” event and their annual Holiday Solicitation. This year’s event is co-chaired by Karen Mullarkey-Kerrins and me, Beth Kaplan of Oak Park hosting the Virtual **“Celebration of Stars!”** Using the One Cause platform we are currently hosting a raffle, soliciting financial donations and are presenting 10 Shooting Stars Auction baskets. The event invites have been mailed, baskets are gathered and photographed, and the event has been launched since November 30 – and will continue until December 18. If you haven’t checked out the site, please do so. Birko will send you a live link for the ease of your participation. There is truly something for everyone! Try your chance at winning any one of the three amazing raffle prizes. The standup outdoor mushroom heater, A GoPro 7 video camera and Apple AirPods. All these prizes make terrific gifts for that special someone on your list! Please keep the Foundation in mind while you make any end of the year donations. **Most importantly Thank you for your continued support. It has been a WILD RIDE this year and the Foundation could not have survived without the support of all of you!**

VII. **Under Committee Reports**

- A. **Finance Committee** Arnold reported the Finance Committee conducted a Zoom meeting on November 30 to continue discussions of the Veterans Park District as a new WSSRA partner and the Village of River Grove. Discussions continued about the use of the MAC; Maximum Allowable Contribution as an approved procedure and do we want this procedure to be a policy. The Committee deferred this discussion to the Policy Committee. Birko updated the committee on CPD & NBPD share payments. Further updates will be discussed under Unfinished Business.
- B. **Policy Committee** Iovinelli reported the Policy Committee met on December 1 to resume discussions on the "Use of the Special Recreation Levy". Staff collected the extensive materials from the SRA's and will compile recommended guidelines based on the committee's discussions. The Policy Committee will review once more and make a recommendation to the WSSRA board. The committee also reviewed the MAC procedures and will be making policy recommendations based on those procedures. The next scheduled meeting is January 19 at 10:00am.
- C. **Nominations Committee** Joe Modrich, reported the 2021 nominations committee has selected the incoming Chairperson, Iovinelli and Vice Chairperson, Malchiodi. Iovinelli/Malchiodi motioned to approve Iovinelli as the 2021 Board Chairperson and Malchiodi as the 2021 Board Vice Chairperson. **The motion was unanimously approved.**
- D. **Executive Director's Performance Appraisal** Sletten reported the ED's Annual Review has been sent please complete and send to Sletten by December 28th. The final review will be done at the January 12 Board meeting.
- E. **No Other**

VIII. **Unfinished Business**

A. **North Berwyn Park District Update**

Birko did an extensive presentation to the NBPD board on November 11th. Good discussions were exchanged and as a result WSSRA received full payment from the North Berwyn Park District along with a letter highlighting their desire to work with WSSRA in good faith to address their share concerns. They have asked the Board to consider making the recent MAC procedure a policy. This information was shared with the Finance Committee and has been deferred to the Policy Committee. The Policy Committee is proposing steps to add to the budgeting process for the board to consider. Sletten complimented Birko on her presentation. Felt it was informative and left no unanswered questions.

B. **Clyde Park District Update**

Birko reported the Clyde Park District's total payment due of \$161,852.83 was received on Friday, December 4, 2020. This payment closes out all payments due from Clyde Park District to WSSRA through the end of the year.

C. **Veterans Park District Updates** Birko reported the Veterans Park District officially signed the agreement and resolution and on Monday, November 16, 2020 a unanimous vote was taken by the Veterans Park District Board to join the WSSRA consortium. **Arnold/Iovinelli motioned the WSSRA Board of Directors accepts the Veterans Park District as a member of the Association as described in the signed Resolution 2020-03 and the Agreement for membership as described and signed in Attachment C & D by roll call vote, Sletten, Arnold, Iovinelli, Modrich, Malchiodi, Sladek, Wegrecki, Schmidt, Banks, Flaherty, Fejt, & Mrozik voted YES, 0 Nays**

D. **Village of River Grove Updates**

Birko reported she spoke to Mayor Guerin from the Village of River Grove and he stated the Board is interested in moving forward with WSSRA but needs some time to figure out the concern of the overlapping properties on the west side of the Village who are paying into the Veterans Park District. They want to make sure those residents are not double taxed if they use funds from the General Fund. No further timeline was discussed.

E No Other

IX. Under New Business:

A. Approve the Proposed 2021 Board Meeting schedule

2021 WSSRA Board Meeting Dates	Time	Location
January 12, 2021	4:00pm	TBD
No February Meeting		
March 9, 2021	4:00pm	TBD
No April Meeting		
May 11, 2021	4:00pm	North Berwyn Park District
No June Meeting		
July 13, 2021	4:00pm	Park District of Forest Park
No August Meeting		
September 14, 2021	4:00pm	Village of Riverside
October 12, 2021	4:00pm	WSSRA
November 9, 2021	4:00pm	WSSRA
December 14, 2021	4:00pm	Location to be Determined

Arnold/lovinelli motioned to approve the 2021 Board meeting schedule. The motion was unanimously approved.

B. Approval of Additional IMRF Payment

Included in the Clyde Park District's; CPD final billing statement of \$161,852.83 is their IMRF pension liability of \$78,719.28. Note WSSRA joined IMRF in 2013 and is currently funded at 69.94% with an unfunded liability of \$527,963 per the 2019 audit. By making the CPD IMRF liability payment of \$78,719.28 by year end in 2020 it reduces the current pension liability by 15% and will help reduce future IMRF employer contribution rates.

Arnold/lovinelli motioned by roll call vote the Board accepts Resolution 2020-05 Authorizing an additional \$78,719.28 IMRF contribution based on Clyde Park Districts final payment obligation in December 2020 to reduce the IMRF unfunded liability and increase the percent funded for the agency saving WSSRA and partner agencies funding through anticipated lower employer contribution rates.

C. Other Approval of Resolution 2020-06 Appreciation of Service Banks

Banks thanked the board for their support all these years and encouraged the WSSRA Board to continue doing their great work. Arnold/lovinelli motioned to approve Resolution 2020-06 in recognition of Banks service to the WSSRA as a Board representative for the Clyde Park District

X. Under Correspondence- No comments

XI. Under Board Reports – Schmidt reported the Village of Elmwood Park's new Recreation Center opens January 4, 2021. It will house 4 indoor Bocce Courts, 3 golf simulators, a party room and bar. They will be hosting 80 Bocce teams to start. Flaherty reported the Norridge Park District is looking for creative ways to thank their staff. Their parks department is down for 2 weeks and office staff are helping to cover. Pre-school is currently closed due to unrelated COVID exposure. Spring and Summer planning is underway, and they are currently surveying the public on what next for their pool. lovinelli reported the Park District of Forest Park has completed the wall project on the Administration offices and they are very pleased with the outcome. They are currently surveying the community on the renovation of the skate park. Phase 1 of the Aquatics Center renovations are moving forward. They are meeting with Ferrara Pan to partner on the themed Spray ground. They are hoping to have it ready for May 2022. Events coming up include Elf Yourself, House decorating contest, Movie night and Santa's visiting Trolley. They are still supporting 60 kids in remote-learning collaborative "Child Supervision Camp" with the Forest Park Schools until January 22 and the Roos Recreation Center is still open with many safety measures in place. lovinelli appreciates

the nomination as the new WSSRA Board Chairperson. She is looking forward to the opportunity to work with ED Birko. **Malchiodi reported the Village of Riverside's** building on 43 East Quincy is on schedule to be completed by the first of the year with the hopes of an Open House in Spring! They are doing a Holiday Hello with Santa, tree lighting, Winter Candygram, Storytime and Zoom calls with Santa. **Fejt reported the Berwyn Park District's** is currently remote for pre-school collaborative with the schools until the end of the year. They are currently decorating the Parks and City Hall for the holidays. They have Santa letter boxes at the library, and they cancelled their Candy cane Hunt and are having a drive thru Gingerbread hunt with an activity sheet. Upon completion the participants will be entered in a prize raffle for a Santa Special delivery. **Mrozik reported the Village of North Riverside** modified their Tree and Fireworks display. They are having a Santa mobile DJ and are currently finalizing their next brochure and Virtual programs continue. **Sladek reported the North Berwyn Park Districts'** has a Drive thru visit with Santa at the VFW Hall, which includes pictures with Santa and a goodie bag. They will continue with their Holiday House decorating contest and letters to Santa. **Banks reported for Clyde Park District** said he loved everyone at WSSRA, and you will be missed. He wished everyone well. **Wegrecki reported the Village of Harwood Heights** will have a Drive by visit with Santa at the Village Hall. Wegrecki wished everyone a Safe and Happy Holidays. **Arnold reported the Park District of Oak Park** took a program pause and is offering more 1:1 activities. All Santa activities have moved outdoors. They will have a candlelight walk at the conservatory. Santa will be at Cheney Mansion Greenhouse and they have over 100 on the waitlist that they are working to accommodate. E-learning support camp continues through the end of January and they had their Third and last Community Center presentation. She thanked WSSRA for their video and testimonials that you can see on their website. PDOP received another geothermal grant for the Pleasant Home for A/C at Pleasant Home. **Modrich reported the Park District of Franklin Park** is also looking at more 1:1 programming at the ice arena. Remote learning continues to go with smaller numbers. They did a Holiday parade in cooperation with the Village this past weekend. **Sletten reported the River Forest Park District's** Holiday Tree Decorating and Santa Drive Thru took place successfully. They have maxed out on their paddle tennis memberships and will be building two new courts in 2021. Talks continue with the Village for a Community Recreation Center.

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

A. Board Member Appointments Due by December 31, 2020

Birko reminded the board 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 in packet. We will accept those appointments at our annual meeting held January 12, 2021.

B. COVID-19 Impact Staff continue to work 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 started Fall Session 2 of programs. WSSRA's 15 weekly in-person programs have been shifted to Virtual as of the end of November and all other holiday in-person programs and events have shifted to the Virtual platform per the recommendations of the CDC guidelines and State COVID-19 mandates to participate in the in-person programs.

C. "Celebrating WSSRA Stars" Holiday solicitation and Virtual event Staff and Foundation members have launched the Virtual "Celebration of WSSRA STARS" event. It includes a Virtual raffle, silent auction and an opportunity to make donations. The site went live November 30 and goes through December 18. Join us on the live link <https://one.bidpal.net/wssrastars2020/browse/all> Please share with boards, post on your websites, and share with family and friends! Your support is most appreciated.

D. Annual Visits Birko continues with her 2020 Annual visits presenting highlights of 2019. Presentations began in March with the Park District of Oak Park and have continued as Zoom presentations. Recently she presented to NBPD & PDFOP and is scheduled to present Dec. 14 to the RFPD. Let me know when you would like me to visit.

E. Proposed 2021 Committee Appointments

Birko has proposed committee appointments for approval at the Annual WSSRA Board meeting in January 2021. Please review and let her know if you request a change.

F. Staff Report: Ryan reported

1. **Fall Session 2 Program Update-** Due to the tier 3 mitigation measure set by the Governor and the Illinois Department of Public Health, effective November 12 and through the remainder of 2020, WSSRA has decided to pivot and go all virtual. All in-person programs will be offered virtually and in the event a program cannot run virtually a program credit will be issued.
2. **Holiday Hullabaloo and Virtual Winter Break Camp-** In-person Holiday Hullabaloo are cancelled. WSSRA is offering a Virtual Winter Break Camp which will run 6 days for 2 hours per day. Each day participants will enjoy arts and crafts, music, games and more. Registration includes a Winter Wonder Bag which includes all materials to participate in virtual camp
3. **Imaginarium Sensory Room-** WSSRA's Imaginarium Sensory Room will remain open by appointment only. WSSRA will be expanding hours during winter break. Families can schedule a private 45-minute play session on our website at wssra.net.
4. **Cartoon Me!** A professional Caricature artist joined us virtually on Friday, November 20 to draw participants as cartoon characters. The event was a huge hit and we had 23 participants registered.
5. **WSSRA Santa Express-** Staff are busy preparing for our Santa Express event. We have 56 participants registered! Santa and his elves will stop at each house and deliver a gift to each participant. This event is sponsored by Thumbuddy Special.
6. **Virtual Polar Express-** On December 18, WSSRA is offering a virtual reading of the book Polar Express. Registration will include a holiday kit with make your own hot cocoa supplies.
7. **Winter 2021 Planning-** WSSRA staff are working on winter brochure copy. Our seasonal brochure will continue to be virtual; we plan on printing a limited number of brochures for Veteran's Park District. WSSRA will offer a 3-week mini virtual session beginning January 11-29 which will include 6-8 of our most popular weekly programs. Winter programs begin on February 1-March 27.

G. Staff Report: Hart reported

1. **Inclusion** Chris has been working with both PDOP and PDFOP to help support 14 participants within 8 programs. WSSRA has created kits for PD staff to help them support participants within their programs. Chris has received a lot of positive feedback with regards to how helpful this has been.
2. **Registration System** Our committee has narrowed our pool of potential systems down to two; Civic Rec and Rec Desk. We are currently planning on another demo with both systems in the next two weeks and hope to have a decision by the end of December.
3. **Rec Ed Remote Learning Day Camp** Due to low enrollment after 3 participants dropped the program and the raising concerns with COVID-19 we have made the difficult decision to break from this program until District 97 returns from winter break.

XIII. Closed Session Pursuant to 5 ILCS 120/2(c)(11) to discuss probable litigation and personnel & compensation 2(c)(1) Arnold/lovinelli motioned to go into closed session. Motioned approved Arnold/Fejt motioned to go out of closed session. Motion approved.

XIV. Possible Action Following Closed Session

XV. Adjournment Arnold/lovinelli moved to adjourn the meeting at 5:16pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ Dec. minutes