

West Suburban Special Recreation Association

October 13, 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 4:08pm those present included:

Mike Sletten, River Forest Park District

Jan Arnold, Park District of Oak Park, **remote**

Jackie Iovinelli, Park District of Forest Park

Joe Modrich, Park District of Franklin Park

Al Schmidt, Village of Elmwood Park arrived 4:52

Sandy Fejt, Berwyn Park District

Annemarie Flaherty, Norridge Park District

Ron Malchiodi, Village of Riverside

Mark Sladek, Joe Vallez left mtg at 4:20, NBPD

Joe Zerillo, Village of Harwood Heights arrived 4:14

Teresa Mrozik, Village of North Riverside

Others in Attendance

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

Not in Attendance

Clyde Park District, Unexcused Absence

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

B. Iovinelli/Mrozik moved to approve Jan Arnold & Joe Zerillo to attend meeting remotely. The motion was unanimously approved.

III. A. Iovinelli/Sladek **moved to approve the September 8, 2020 Regular Board Meeting minutes with Vallez correction stating the NBPD supports WSSRA completely. The motion was approved.**

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

B. Iovinelli/Mrozik **moved to authorize payroll, prepaid disbursements →Recommendation: The board, by roll call vote, authorizes payroll, prepaid disbursements #39669 and ending with check #39679 and authorizes payment of September 2020 payroll and disbursements debit charges and cash transfers totaling \$79,335.71 and authorizes payment of September 2020 disbursements #39680 and ending with check #39697 disbursements debit charges and cash transfers totaling \$19,495.73 pending the availability of funds. Roll call vote showed 9 yes votes and the move was approved.**

V. **Public Comment** – None

VI. **Under the Foundation Report Birko reported**, the Foundation has had to pivot in managing their many fundraising events this year. With that thought they are combining 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 Beth Kaplan of Oak Park will be the Virtual "[Celebration of Stars!](#)" Using the One-Cause platform we will host a raffle, solicit donations for the Shooting Stars Auction baskets and more. The event will take place from November 30 – December 18. We will keep you posted on the details. Please keep the Foundation in mind while you make any end of the year donations. Lastly the WSSRF/WSSRA Virtual Derby Gala final profit numbers have come in at \$38,050, just \$1200 off last year's profits! Thank you for your continued support.

VII. **Under Committee Reports**

- A. **Arnold reported the Finance Committee** met on September 21 and had a Zoom meeting on October 5 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. Most items will be addressed later in the meeting agenda. The Committee also discussed the **WSSRA Share formula that has been studied, revisited and believes the current 75% EAV + 25% Population formula that was reapproved last September 2019 meets partner's needs.** The Committee does agree the use of the Handicapped levy needs to be defined further and has sent it to the Policy committee to review, study and make guideline recommendations.
- B. **No Other**

VIII. **Unfinished Business**

- A. **North Berwyn Park District & Clyde Park District Past Due Shares** action
Sletten reminded the board North Berwyn and Clyde Park District have not paid their July 15 partner shares and were named delinquent at the September WSSRA Board meeting. Sletten sent a certified letter, on behalf of the board, requesting their presence to resolve the issue. Both were invited to the October meeting to discuss further. Vallez read a letter signed on behalf of the Berwyn Park District board sharing their concerns about "The increased share costs depleting the SRA levy from access for ADA compliance and other special needs related services." The letter further requested the attendance of Marianne Birko, Executive Director and Mike Sletten, Board Chairperson at the November NBPD meeting to discuss further. Clyde Park District was not present but later in the meeting a letter arrived via email requesting additional information from WSSRA clarifying the extensive services provided during COVID-19 justifying the July 15 share payment. Birko and staff will send the requested information along with the final billing statement.
- B. **Present the 2020 budget amendments to reduce partner shares** action
Birko reported 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. As a result, the WSSRA staff and Finance Committee is recommending a 50% reduction in the last quarter payment of the 2020 partner shares. **Flaherty/Fejt motioned the Board by roll call vote approve the Amended 2020 shares as presented. Roll call vote showed 10 yes votes and the motion was approved.**
- C. **Approval of 2021 shares including 100% of 2019 carry-over credit to partners** action
Birko shared the WSSRA staff and Finance Committee are recommending the 2021 shares that reflect 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. These shares also include 100% of the 2019 carry-over dollars as a credit to the partners. **Mrozik/lovinelli motioned the board approve the recommended 2021 shares as presented. Roll call vote showed 10 yes votes and the motion was approved.**
- D. **Acceptance of the Veterans Park District into WSSRA Partnership** action
The WSSRA Finance Committee has reviewed the VPD reports and recommends accepting the Veterans Park District as a new partner to the Association. **Mrozik/Malchiodi motioned by roll call vote the WSSRA Board of Directors accepts the Veterans Park District as a member of the Association as described in Resolution 2020-03 and the Agreement for membership as presented. Roll call vote showed Sletten, Arnold, lovinelli, Modrich, Fejt, Flaherty, Malchiodi, Sladek, Zerillo, Mrozik, yes votes and 0 No votes the motion was approved unanimously.**
- E. **No Other**

IX. **Under New Business:**

- A. **Recommended 2021 Proposed Budget and Budget Narrative Review** Birko presented the 2021 budget highlights as recommended by the Finance Committee and requested feedback from all partners. This included the merit discussions and based on the comparisons of SRA & Partners is proposing a 2.0% merit increase at 6

months. **Each board member was asked to share with their boards, call with questions and be prepared to approve at the November board meeting.**

B. Accept 2020 - 2022 Audit proposal from Lauterbach & Amen LLP

action

Birko reported WSSRA has successfully worked with Lauterbach & Amen LLP for our annual audit for the last nine years and the Finance Committee is recommending WSSRA stay with Lauterbach & Amen for they have provided excellent audit services that have been consistent, efficient and cost effective. Their proposed 3-year bid reflects no increase for the 2020 audit and less than a 2% increase in year two and three. In addition, the audit process will be overseen by a different Principle Lead every other year as requested. **Modrich/Mrozik motioned to accept by roll call vote Lauterbach & Amen's proposed audit bid for 2020 – 2022 as presented which will be overseen by a different principle lead every other year as requested. Roll call vote showed 10 yes votes and the motion was approved.**

C. Village of River Grove considering joining the WSSRA cooperative

information

WSSRA staff have been in discussions with the Village of River Grove as they are considering joining the WSSRA consortium. Staff will be presenting to the Village of River Grove's Committee of the Whole at their October 22 meeting.

D. No other

X. Under Correspondence- No comments

XI. Under Board Reports – Zerillo reported the Village of Harwood Heights Recreation Center is open and the Fall session of programs are running including dance, Zumba and other children's programs. Arnold reported the Park District of Oak Park has had a great late Summer/Fall season of programs that will end in November. They will be hosting a series of Halloween events including a Spooky Fright Night. They will also be hosting their third Community meeting on November 11 for the Community Recreation Center building and just reissued bonds at 9.3% saving the Park District over 1 million dollars. Flaherty reported the Norridge Park District is continuing with its current Fall schedule with no major changes. They are anticipating some changes during the Winter session. They are currently developing a plan to cover the Parks Department if COVID hits as there are only two Maintenance staff. Sladek reported the North Berwyn Park District it is all things Halloween. They have a Halloween House decorating contest, Hocus-Pocus Drive-In movie night in the former VFW parking lot and a Truck or Treat Halloween event on Halloween. All activities require pre-registration for all participants. NBPD also passed a bond a couple of weeks ago. Fejt reported the Berwyn Park District's Fall leagues including soccer, lacrosse, baseball and softball will be ending their seasons soon. The Parks department is fully staffed, and they too are working on their plans for winter. They are currently working on a concert collaboration with the Berwyn Public library for Tuesday, October 27. Modrich reported the Park District of Franklin Park is also providing Halloween Trick or Treat stations and movies chosen by local children. The Vipers Baseball and Thunder Soccer will be ending soon. They are currently challenged by COVID-19 issues at the Ice Arena. They are happy to be working on the park renovations at Timber & Hawthorne Park. Iovinelli reported the Park District of Forest Park's Drive-in movies were a great success and loved co-hosting with WSSRA. Their Halloween events have begun including they're not so scary Story Walk designed for kids and teens. They have renamed Harrison to Scarison street for Halloween, have a house decorating contest and will be delivering 500 BOO bags to residents who sign up. The 12-week Main Building project consisting of rebuilding the North and West walls is going well and nearing completion. They recently received the delivery of their new accessible van which was ordered in November 2019. They are currently working on a grant to update the skate park and are looking at plans to renovate the Splash Pad. They are hoping to work with Ferrara Pan for a Candyland theme as the first phase of pool renovations. PDFOP is currently supporting the remote-learning collaborative "Child Supervision Camp" with the Forest Park Schools until January 22. They are finalizing their search on new Recreation Software. Jackie asked the board to consider supporting her in her quest for the IPRA Board At-Large position. Mrozik reported the Village of North Riverside is wrapping up their Holiday Fun Guide with 2.5 months of activities. They are currently finishing the Fall soccer season this weekend and had a very successful Flag football 7 on 7 with 91 children participating. Their Halloween events include a BOO

Drive through, Pumpkin Float, Corn Bingo and House decorating contest. They too are offering full e-learning support as well. **Malchiodi reported the Village of Riverside** added a second Food Truck event and will have a Drive through Haunted House and First Ever Spooky Egg hunt repurposing eggs from Spring. They will also have virtual ghost stories on Facebook Live and of course a House & Pumpkin decorating contest. They will also be hosting a 3rd Drive-in movie night. Staff have moved to monthly newsletters instead of seasonal brochures giving them more flexibility to pivot. Demolition has finally begun at 43 East Quincy with the hopes of an Open House in Spring! **Schmidt reported the Village of Elmwood Park** boasted a very successful Summer Bocce season with 88 teams that just completed their Championship Rounds. Due to its popularity the ECC center is being converted into rooms and 4 in-door courts that will include a food and drink bar. They have plans to host 104 teams next Spring. They too will be hosting lots of Halloween activities, 500 goodie bag give-away, 300 pumpkins and discounted tickets for a Corn Maze. **Sletten reported the River Forest Park District** will be hosting a Trunk or Treat event and “You get Egged” Halloween events. Just approved their Strategic Plan which includes adding two more platform tennis courts to meet the 300 members. Their Athletic Supervisor resigned, and they will not be replacing the position at this time leaving them down by 40% in staffing. They will be working with District 90 on their hybrid school plan.

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

A. COVID-19 Impact WSSRA's Fall Session 2 program registration has begun. WSSRA's in-person programs have been running successfully since July 6. We are currently serving 63 unique individuals in these programs and 160 other program registrants for Virtual programs. Participants must meet the CDC guidelines and State COVID-19 mandates to participate in the in-person programs.

B. “Celebrating WSSRA Stars” Holiday solicitation and Virtual event Profits for the Derby Gala Virtual fundraiser have reached \$38,000 and the staff and Foundation are very pleased with the results. A Special thanks to all for your donations and support! Up next is “[Celebrating the WSSRA STARS](#)” a Virtual event combining the Fall in for Our Stars event and our Holiday Solicitation. Watch for more information to come!

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: Ryan reported

1. Fall In-Person Programs WSSRA is currently serving 63 unique individuals within our 11 weekly in-person programs and Imaginarium Sensory Room. Registration for Fall session 2 is underway, programs begin October 26 and run until December 12. Our Saturday in-person Bowling program is our most popular program. We are currently offering two bowling timeslots, but due to the popularity of the program, we added a third timeslot for session 2.

2. Fall Virtual Programs WSSRA is currently offering approximately 20 weekly virtual programs and on average we are seeing 167 program registrations per week. The Chromebooks WSSRA purchased with the grant awarded from Byline Bank are being put to good use, we are loaning out 10 Chromebooks and 4 hot spots to different group homes and families for them to participate in our virtual programs.

3. Imaginarium Sensory Room Families can register for a private 45-minute timeslot on Tuesdays, Thursdays, or Saturdays. Our PR Coordinator, Nicole Walsh, will be sending our partners updated Fall session 2 information and we would appreciate if you can help promote this great opportunity by sharing it on your website or social media.

4. Special Events

- **River Forest Park District's Makin' Tracks Event** Thank you to River Forest Park District all who participated in their annual Makin' Tracks event on September 18-20. The River Forest Park District raised \$1,000 which will be donated to WSSRA.
- **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!
- **Cartoon Me!** A professional Caricature artist will be joining us virtually on Friday, November 20 from 6:30-8:30 to draw participants as cartoon characters.

- **Pop-up Family Events**

- a. **Monster Mash** WSSRA is excited to offer an outdoor family event for all ages on Saturday, October 24 at the Village of North Riverside. Activities will include pumpkin painting, a candy hunt and mummy wrapping contest. WSSRA is offering two timeslots between 11:00am-1:30pm in order to ensure social distancing.
- b. **Fall Fest** This outdoor fall event will take place on Saturday, November 7 at the Andersen Center in Oak Park. Activities will include carnival games, sensory activities and crafts. WSSRA is offering two timeslots between 10:30am-1:00pm.

F. **Staff Report: Hart reported**

1. **Inclusion** Chris has been working with both PDOP and PDFOP to help support 14 participants within 8 programs.
2. **Transportation** WSSRA has continued 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.
3. **Rec Ed Remote Learning Day Camp** WSSRA's Rec Ed has been running smoothly. We've received word from a few parents that students in special ed now have the option to go back in person for ½ days starting October 20th. We are currently surveying the families to see what they plan to do. WSSRA will adjust the program to try and meet the needs of the current families as best we can.

XIII. Adjournment

Comments Modrich shared his concerns that young staff are not understanding the extent of their responsibilities with COVID-19 in keeping themselves safe and communicating early about possible exposure. He shared how this is a regular challenge and others concurred they were experiencing the same challenge. Arnold/Mrozik **moved to adjourn** the meeting at 5:27pm. The motion was unanimously approved.

Respectfully submitted,



Marianne Birko
Executive Director
mb/ Oct. minutes