

**Berwyn Park District
Monthly Board Meeting
Proksa Park Activity Center
3001 Wisconsin Ave. Berwyn, IL
March 21, 2023, at 6:00 PM**

AGENDA

- I. Call to Order - Roll Call of Commissioners (action)
- II. Pledge of Allegiance
- III. Adoption of Agenda (action)
- IV. Acceptance of Minutes (action)
 - A. January 30th, 2023, Closed Session
 - B. February 21st, 2023, Regular Board Meeting
- V. Public Comments
- VI. Correspondence
- VII. Treasurer's Report
 - A. Monthly Financial Statements
 - B. Approve March 2023 Payables
- VIII. Interim Director Report
- IX. Director Report
- X. West Suburban Special Recreation Association (WSSRA)
- XI. Unfinished Business
 - A. DCEO Grant Update
 - B. CDS Technologies Update-onboarding
- XII. New Business
 - A. Other
- XIII. Commissioners Comments
- XIV. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is April 18th 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is April 4th at 4:30pm at Freedom Park Administration Building.

The Budget meeting will be at 6pm on April 4th at Freedom Park Administration Building.



Minutes of Monthly Board Meeting
Berwyn Park District
February 21st, 2023
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:02pm by President Brian Brock.

Commissioners in attendance: President Brian Brock, Mario Manfredini, and Zachary Taylor.

Staff in attendance: Cindy Hayes (Superintendent of Finance and HR and Interim Executive Director) and Debbi Gayon (Superintendent of Recreation and Experiential Programming)

A motion was made by Manfredini, seconded by Taylor to excuse Ana Espinoza and Gretchen Kostelny from the meeting. Motion unanimously approved.

Agenda: A motion made by Taylor, seconded by Manfredini to amend and approve the agenda. The agenda is amended XIII A Resolution 23-01 Honoring Gerald J Sebesta, Jr. Motion unanimously carried.

Minutes: A motion made by Manfredini, seconded by Brock to approve the minutes of the January 17th, 2023, Monthly Board Meeting. Motion unanimously approved. A motion made by Manfredini seconded by Brock to approve the closed session minutes from January 17th, 2023. Motion unanimously approved. A motion made by Manfredini seconded by Brock to approve the executive session minutes from January 23rd, 2023. Motion unanimously approved. A motion made by Manfredini seconded by Brock to approve the executive session minutes from January 23rd, 2023. Motion unanimously approved.

Public Comments: Mary P. wanted to know who the contact person for Arbor Week will be. She also asked where the Morton Arboretum Tree Plan was available to view. Brock responded the plan is available on the park district's website.

Correspondence: no correspondence

Treasurer's Report: The monthly financial report given by Taylor. The total investments as of January 31st, 2022, is \$1,361,645.95. A motion was made by Taylor, seconded by Manfredini to file the report for audit. A motion was made by Taylor, seconded by Manfredini to approve February's payables \$54,475.72 and January's payroll \$ 45,484.04 for a total of \$99,959.76. Roll call: Brock-Aye, Manfredini-Aye, and Taylor- Aye. Motion carried.

Interim Director Report:

We have multiple new employees that have joined the Berwyn Park District.

Nicole Collier-Program and Special Events manager

Carlos DeLeon- Seasonal Maintenance Worker

Elliot Fleege-Volleyball Instructor

Brittany Nepomuck- Marketing Manger

Adriana Wells-Customer Service Representative

Alan Leach- Maintenance Worker has resigned as of 2/17/2023

We currently have Maintenance Worker, Horticulturist, and Preschool Aide positions open.

We have received the reimbursement check of \$85,000 from the MWRD Grant. The preliminary portion of the audit is complete. We are currently working on gathering information for the final audit process

which begins in March. Board members should be receiving a Fraud Risk Assessment by email from Sikich.

Berwyn Western completed repairs to both indoor bathrooms at the Freedom Admin Building. They replaced PVC pipe from the HVAC unit in the loft at the Sunshine Maintenance Building. They are giving us an estimate on the drinking fountains at all the parks. Thermoflo completed the yearly inspection and serviced the generator at Liberty. It passed. Chicago Backflow Inc. performed their yearly inspection on RPZ valves at all buildings. All passed. I am completing the PDRMA Workers' Compensation Payroll Audit. This information determines the 2024-member contribution. Hayes is currently completing the ACA reports for both IRS and mailings for employees.

West Suburban Special Recreation Association (WSSRA): There was no WSSRA meeting in February. Events coming up were included in the packet. The Legislation Breakfast is March 17th. Please RSVP if you are planning to attend. Bowling fundraiser is March 18th.

Unfinished Business: DCEO grant update- There is a new person assigned to the grant, Katie. Everything needs to be resubmitted that was previously completed before.

CDS Technology update-Many of the computers are Windows 7-they will not be usable. A person came out to evaluate our technology and wiring to see what needs to be updated and to get us on a short-term and long-term plan. The server that hosts RecTrac is end of life. Microsoft will not support this server after October 2023. We need to have a discussion to replace the server or go to the cloud with RecTrac. Hayes is having meetings with CDS every 2 weeks to discuss the progress.

New Business:

Brock read resolution R-23-01 Honoring Gerald Sebesta, Jr's 45 years of service as the treasurer of the Berwyn Park District.

A motion was made by Brock, seconded by Manfredini to approve R-23-01 Gerald Sebesta, Jr's 45 years of service as the treasurer of the Berwyn Park District. Motion unanimously approved. The resolution document will be turned into a plaque and a tree will be planted in the spring in his honor.

A motion was made by Brock, seconded by Manfredini to approve pending verification of Cathy Fallon as Executive Director of the Berwyn Park District for a two-year contract, at a starting salary of \$135,000.

Meeting Dates: March 7th, 2023-Committee meeting at Proksa Park Activity Center at 4:30pm, and March 21st, 2023-Regular Board Meeting at Proksa Park Activity Center at 6:00pm.

Commissioner's Comments:

Adjournment: A motion was made by Manfredini, seconded by Taylor to adjourn at 6:45pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

**Schedule of Investments Berwyn Park District
February 28, 2023**

Description	Yield	Rating	Date Invested	Maturity Date	Maturity Value
IPTIP-MM	4.481%	N/A	01/29/16	open	\$43,903.68
Republic Bank MM	2.590%	LOC	08/05/21	open	\$327,289.91
ISC Account	4.501%	N/A	open	open	\$122,312.97
BMO Harris CD	1.468%	FDIC	08/14/22	08/14/23	\$145,156.01
Western Alliance Bank, CA	4.421%	FDIC	01/18/23	04/18/23	\$200,000.00
High Plains Bank, OK	4.647%	FDIC	01/18/23	07/18/23	\$100,000.00
Financial Federal Bank, TN	4.800%	FDIC	01/18/23	01/18/24	\$200,000.00
Total Investments:					\$1,138,662.57
				Interest Earned 2/1/23 to 2/28/23	\$1,403.56
				Interest Earned 1/1/23 to 12/31/23	\$3,989.01



Treasurer's Report March 2023

March 2023 Payables:

\$62,324.39

Payroll/Payroll Liabilities:

2/3/2023 \$23,287.01

2/17/2023 \$24,386.94

total: \$47,673.95

I motion to approve the March 2023 payables in the amount of \$62,324.39 and February 2023 Payroll in the amount of \$47,673.95 for a total of \$109,998.34.

FROM 03/01/2023 TO 03/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACEHARD		Berwyn Ace Hardware							
	38095/1	01 battery for doorbell at Proksa	20010055795	02/28/23		24546	03/03/23	49.15	9.59 9.59
	38147/1	01 painting and wall supplies	20020053665	02/28/23		24546	03/03/23	49.15	29.57 29.57
	38165/1	01 screen roll	10020053660	03/03/23		24546	03/03/23	49.15	9.99 9.99
	38217/1	01 fasteners	10020055795	03/09/23		24565	03/17/23	58.43	8.49 8.49
	38231/1	01 ant control pack	20020053665	03/14/23		24565	03/17/23	58.43	17.98 17.98
	38235/1	01 Ant Spray	20020053665	03/14/23		24565	03/17/23	58.43	31.96 31.96
AED		AED Professionals						VENDOR TOTAL:	107.58
	53029	01 AED devices	25000055750	03/07/23		24566	03/17/23	5,126.00	5,126.00 5,126.00
ASCAP		ASCAP						VENDOR TOTAL:	5,126.00
	100006078716	01 music license	20010054720	02/28/23		24547	03/03/23	426.25	426.25 426.25
ASSETWOR		AssetWorks Risk Management Inc						VENDOR TOTAL:	426.25
	AMP-620	01 AMP hosting maint and support	10010052610	03/07/23		24567	03/17/23	1,200.00	1,200.00 1,200.00
AUTOZONE		Auto Zone						VENDOR TOTAL:	1,200.00
	5242194427	01 towels and window cleaner	10020055795	03/03/23		24548	03/03/23	22.01	22.01 22.01
								VENDOR TOTAL:	22.01

FROM 03/01/2023 TO 03/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BER-WATE	City of Berwyn								
400486	01	Liberty water usage	20020052639	03/01/23		24549	03/03/23	253.05	128.17 128.17
411886	01	Freedom water usage	10020052639	03/01/23		24549	03/03/23	253.05	124.88 124.88
Berwyn W	Berwyn Western						VENDOR TOTAL:		253.05
62589	01	sink repair at Freedom	10020053665	03/10/23		24568	03/17/23	1,101.20	1,101.20 1,101.20
CDS	CDS Office Technologies						VENDOR TOTAL:		1,101.20
INV1518288	01	IT services	10010051585	03/07/23		24569	03/17/23	2,207.29	2,207.29
	02	CDS back up and 0365	20010051585						1,103.65 1,103.64
Cedar	Cedar Path Nurseries						VENDOR TOTAL:		2,207.29
1942963	01	White Oak Memorial Tree	42000056810	03/13/23		24570	03/17/23	175.00	175.00 175.00
CL Dance	Chicago Loves Dance						VENDOR TOTAL:		175.00
BWF2022	01	hip hop and tumbling/gymnastic	20160052605	03/17/23		24571	03/17/23	1,184.40	1,184.40 1,184.40
COM	COMCAST CABLE						VENDOR TOTAL:		1,184.40
0434214-0423	01	Proksa Cable and Internet	20010052641	03/14/23		24572	03/17/23	635.98	211.04 211.04
0434248-0423	01	Liberty Internet and Cable	20010052641	03/14/23		24572	03/17/23	635.98	211.04 211.04
0434255-0423	01	Sunshine Cable and Internet	10010052641	03/14/23		24572	03/17/23	635.98	213.90 213.90
March 23- FP	01	Freedom cable and internet	10010052641	02/28/23		24550	03/03/23	217.54	217.54 217.54

FROM 03/01/2023 TO 03/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
47908	01	oil change and mudflap repair	10020053650	02/24/23		24554	03/03/23	1,235.00	275.00 275.00
47915	01	spark plugs and charge battery	10020053650	02/24/23		24554	03/03/23	1,235.00	240.00 240.00
47916	01	brush shaft on new holland	10020053655	02/27/23		24554	03/03/23	1,235.00	150.00 150.00
48198	01	oil change on F250	10020053650	03/16/23		24575	03/17/23	40.00	40.00 40.00
Fitzgerald Lighting									
36761	01	service call for repair at SP	10020053665	03/01/23		24555	03/03/23	1,448.43	604.60 604.60
36762	01	removal of Sky Logix part	10020053660	03/01/23		24555	03/03/23	1,448.43	401.18 401.18
36773	01	light fixture repair at SP	10020053665	03/01/23		24555	03/03/23	1,448.43	442.65 442.65
36778	01	hardwired outdoor lighting	10020053660	03/09/23		24576	03/17/23	390.35	390.35 390.35
FSS Technologies LLC									
209299	01	Sunshine burglar and fire	10020052640	03/14/23		24577	03/17/23	605.82	191.94 191.94
509298	01	Freedom Fire Alarm	10020052640	03/15/23		24577	03/17/23	605.82	110.97 110.97
509300	01	Liberty Burglar and Fire Alarm	20020052640	03/14/23		24577	03/17/23	605.82	191.94 191.94
509301	01	Proksa Fire Alarm	20020052640	03/15/23		24577	03/17/23	605.82	110.97 110.97
FUNEXPRES FUN EXPRESS, LLC									
723311101-01	01	Easter Eggs for Hunt	20100052606	03/14/23		24578	03/17/23	775.00	775.00 775.00

VENDOR TOTAL: 1,275.00

VENDOR TOTAL: 1,838.78

VENDOR TOTAL: 605.82

VENDOR TOTAL: 775.00

FROM 03/01/2023 TO 03/31/2023

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE CHECK # CHK DATE CHECK AMT INVOICE AMT/ITEM AMT

PDRMA Park District Risk Management 0223066H 01 admin health program 10010050510 02/28/23 24562 03/03/23 15,386.75 15,386.75
 02 rec health program 20010050510 7,693.38 7,693.37
 VENDOR TOTAL: 104.75

Petty Ca Petty Cash Checking Jan-Mar 2023 01 reimbursement to J.Montoya 10020050545 03/15/23 24587 03/17/23 305.25 305.25
 02 reimbursement to J.Montoya 10020054715 192.77
 03 IL dept of agriculture 10020054715 52.48 60.00
 VENDOR TOTAL: 15,386.75

PFM Fina PFM Financial Services VENDOR TOTAL: 305.25

Gayon - March 23 01 LinkedIn Marketing 20010054720 03/16/23 24588 03/17/23 4,234.38 1,566.87
 02 Biohazard 10g bags 20020055762 179.88
 03 Biohazard small bags 20020055762 16.99
 04 SuperSorb vomit clean up 20020055762 6.99
 05 Hyatt Parking for meeting 20010054700 32.00
 06 Canva marketing design 20010054720 55.00
 07 Bodily fluid cleanup kits 20020055762 119.99
 08 Dropbox storage 20010052610 71.25
 09 business meetings 20010052610 19.99
 10 business meetings 20010052610 29.98
 11 leadership and development 20010054700 29.98
 12 IPRA membership 20010054700 25.00
 13 clips for goals 20090053655 279.00
 14 Calameo marketing brochure 20010055761 9.96
 15 Lunch and Learn CHI WILS 20010054700 518.40
 16 CHI WILS Membership 20010054720 25.00
 17 Pre-K 100 day celebration 20040052607 40.00
 18 postage 20010055755 17.71
 19 lunch and dinner at conference 20010054700 10.95
 20 food at conference DG TB 20010054700 36.89
 21 food at conference DG TB 20010054700 21.29
 VENDOR TOTAL: 20.62

Hayes - March 23 01 office supplies for rec 20010055790 03/15/23 24588 03/17/23 4,234.38 1,141.87
 02 carpet cleaner/shampooer 10020055795 93.04
 03 IPRA membership 10010054720 229.00
 04 refund from microsoft 10010052610 279.00
 05 carpet cleaning shampoo 10020055795 -0.98 15.94

FROM 03/01/2023 TO 03/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
Stunning		Dream Team Builders 18							142.23
	108288	01 service call for estimate	20020053660	03/02/23		24564	03/03/23	85.00	85.00
									85.00
TKO		TIGHE, KRESS & ORR							85.00
	82261	01 accounting services(Sept 2022)	24000051560	03/16/23		24592	03/17/23	10,800.00	1,800.00
									1,800.00
	82554	02 accounting service(8/22-10/22)	24000051560	03/07/23		24592	03/17/23	10,800.00	5,400.00
									5,400.00
	82708	01 accounting services (Nov 2022)	24000051560	03/09/23		24592	03/17/23	10,800.00	1,800.00
									1,800.00
	83148	01 accounting services (Dec 2022)	24000051560	03/16/23		24592	03/17/23	10,800.00	1,800.00
									1,800.00
									10,800.00
									62,324.39

TOTAL --- ALL INVOICES:
 VENDOR TOTAL:
 10,800.00

FOR FUND: `Corporate`
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental Administration	0.00	0.00	0.0	0.00	159.81	100.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	159.81	100.0
EXPENSES						
Non Departmental Administration	0.00	0.00	0.0	0.00	0.00	0.0
Buildings & Grounds	0.00	25,909.90	100.0	0.00	79,271.28	100.0
TOTAL EXPENSES	0.00	21,515.24	100.0	0.00	84,212.81	100.0
		47,425.14	100.0	0.00	163,484.09	100.0
TOTAL FUND REVENUES						
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	159.81	100.0
TOTAL FUND EXPENSES						
TOTAL FUND EXPENSES	0.00	47,425.14	100.0	0.00	163,484.09	100.0
SURPLUS (DEFICIT)						
SURPLUS (DEFICIT)	0.00	(47,425.14)	100.0	0.00	(163,324.28)	100.0

FOR FUND: Scholarship Fund
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	50.00	100.0	0.00	50.00	100.0
TOTAL EXPENSES	0.00	50.00	100.0	0.00	50.00	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	50.00	100.0	0.00	50.00	100.0
SURPLUS (DEFICIT)	0.00	(50.00)	100.0	0.00	(50.00)	100.0

FOR FUND: Recreation
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	3,130.27	100.0
General Recreation	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Early Childhood	0.00	0.00	0.0	0.00	0.00	2,700.00	100.0
Day Camp	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Wading Pool	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Concessions	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Sports Leagues	0.00	0.00	0.0	0.00	0.00	4,591.37	100.0
Special Events	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Volunteers	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Active Adults 50+	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Facility Rentals	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Little League	0.00	0.00	0.0	0.00	0.00	3,460.00	100.0
Adult Programs	0.00	0.00	0.0	0.00	0.00	150.00	100.0
Youth Programming	0.00	0.00	0.0	0.00	0.00	490.00	100.0
Lacrosse	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	14,521.64	100.0
EXPENSES							
Administration	0.00	17,405.51	100.0	0.00	0.00	59,158.08	100.0
Building & Grounds	0.00	7,037.47	100.0	0.00	0.00	32,220.39	100.0
General Recreation	0.00	11,893.15	100.0	0.00	0.00	27,528.42	100.0
Early Childhood	0.00	2,179.96	100.0	0.00	0.00	5,473.06	100.0
Day Camp	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Wading Pool	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Concessions	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Sports Leagues	0.00	609.96	100.0	0.00	0.00	2,567.67	100.0
Special Events	0.00	775.00	100.0	0.00	0.00	1,470.76	100.0
Volunteers	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Active Adults 50+	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Facility Rentals	0.00	409.51	100.0	0.00	0.00	559.14	100.0
Little League	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Adult Programs	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Youth Programming	0.00	1,184.40	100.0	0.00	0.00	1,184.40	100.0
Lacrosse	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	41,494.96	100.0	0.00	0.00	130,161.92	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	14,521.64	100.0
TOTAL FUND EXPENSES	0.00	41,494.96	100.0	0.00	0.00	130,161.92	100.0
SURPLUS (DEFICIT)	0.00	(41,494.96)	100.0	0.00	0.00	(115,640.28)	100.0

FOR FUND: Social Security
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	3,470.67	100.0	0.00	9,786.68	100.0
TOTAL EXPENSES	0.00	3,470.67	100.0	0.00	9,786.68	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	3,470.67	100.0	0.00	9,786.68	100.0
SURPLUS (DEFICIT)	0.00	(3,470.67)	100.0	0.00	(9,786.68)	100.0

FOR FUND: IMRF
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	ANNUAL BUDGET	% VARI-ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
Non Departmental	0.00	3,813.49	100.0	0.00	10,880.72	10,880.72	100.0
TOTAL EXPENSES	0.00	3,813.49	100.0	0.00	10,880.72	10,880.72	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	3,813.49	100.0	0.00	10,880.72	10,880.72	100.0
SURPLUS (DEFICIT)	0.00	(3,813.49)	100.0	0.00	(10,880.72)	(10,880.72)	100.0

FOR FUND: Liability
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	121.00	100.0	0.00	48,012.04	100.0
TOTAL EXPENSES	0.00	121.00	100.0	0.00	48,012.04	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	121.00	100.0	0.00	48,012.04	100.0
SURPLUS (DEFICIT)	0.00	(121.00)	100.0	0.00	(48,012.04)	100.0

FOR FUND: Audit
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	13,300.00	100.0	0.00	13,300.00	100.0
TOTAL EXPENSES	0.00	13,300.00	100.0	0.00	13,300.00	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	13,300.00	100.0	0.00	13,300.00	100.0
SURPLUS (DEFICIT)	0.00	(13,300.00)	100.0	0.00	(13,300.00)	100.0

FOR FUND: Police
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	5,126.00	100.0	0.00	9,293.00	100.0
TOTAL EXPENSES	0.00	5,126.00	100.0	0.00	9,293.00	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	5,126.00	100.0	0.00	9,293.00	100.0
SURPLUS (DEFICIT)	0.00	(5,126.00)	100.0	0.00	(9,293.00)	100.0

FOR FUND: Special Recreation
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	35,890.00	100.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	35,890.00	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	35,890.00	100.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	(35,890.00)	100.0

FOR FUND: Debt Service
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.0

FOR FUND: Capital Projects 2019
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	90,844.11	100.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	90,844.11	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	90,844.11	100.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	(90,844.11)	100.0

FOR FUND: Capital Development Fund
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	93,316.75	100.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	93,316.75	100.0
EXPENSES						
Non Departmental	0.00	175.00	100.0	0.00	85,310.00	100.0
TOTAL EXPENSES	0.00	175.00	100.0	0.00	85,310.00	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	93,316.75	100.0
TOTAL FUND EXPENSES	0.00	175.00	100.0	0.00	85,310.00	100.0
SURPLUS (DEFICIT)	0.00	(175.00)	100.0	0.00	8,006.75	100.0

FOR FUND: Liberty Capital Development
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	450.50	100.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	450.50	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	450.50	100.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	(450.50)	100.0

FOR FUND: Working Cash
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.0

FOR FUND: General Fixed Assets
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0

FOR FUND: General Long Term Debt
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0

MUNICIPAL REPORT TOTALS
 FOR 3 PERIODS ENDING MARCH 31, 2023

DEPARTMENT DESCRIPTION	MARCH	MARCH	%	FISCAL	FISCAL	%
	BUDGET	ACTUAL	VARI- ANCE	YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
TOTAL MUNICIPAL REVENUES	0.00	0.00	0.0	0.00	107,998.20	100.0
TOTAL MUNICIPAL EXPENSES	0.00	114,976.26	100.0	0.00	597,463.06	100.0
SURPLUS (DEFICIT)	0.00	(114,976.26)	100.0	0.00	(489,464.86)	100.0



March 2023, Interim Director's Report-Cindy Hayes

1. We have several new employees that have joined the Berwyn Park District.
Adriana Wells started March 6th Customer Service Representative.
Cathy Fallon started March 13th -Executive Director
Kimberly Hedrich starts March 21st-Horticulturist.
Nina Almanza has returned to the park district as our preschool aide.
We currently have 2 Maintenance Worker positions open.
2. The final portion of the audit is underway this week. Board members need to email their fraud risk assessment surveys back to Sikich.
3. Employees and board members should have received an email from the county to file your Statement of Economic Interests. This needs to be completed by May 1st, 2023.
4. There will be an Easter Egg Hunt at Proksa Park on Saturday, April 8th at 11am.
5. Registration is currently going on for Spring Soccer. March 31st is the last day to sign up. Soccer will start April 19th.
6. The outdoor sink was replaced at the Freedom Admin Building outdoor bathroom.
7. The 5- year Internal Obstruction Test will be performed in the Sunshine Maintenance building and the Proksa Park Activity Center. Scheduling of this will take place in the next two weeks.
8. The recreation bus was inspected and passed.
9. The boiler at the Freedom Admin Building was inspected and passed.
10. We are awaiting drawings and recommendation from the structural engineer for the Liberty Cultural Center.



To: The Board of Commissioners
From: Cathy Fallon, Executive Director

In the first week we have had a lot of great accomplishments individually and as a team.

Accomplishments of Week One

- I have met all of the staff
- Attended the Legislative Breakfast at Forest Park and met the speaker of the house as well as Yusuf Vidal from Representative Rashid's office.
- We had a marketing meeting to discuss goals and improvements to be made.
- I have meetings set for the week of 3/20 with the Park District of Oak Park as well as the PAV YMCA. At these meetings I hope to pave the ground for cooperative programming as well as increase community relations. Additionally, I have meetings with the new IT company so I can get up to speed on the Cybersecurity initiative underway as well as learn more about our set up and systems. Finally, I will be meeting with Marianne from WSSRA to learn more about the organization.
- On Monday March 20th we will have our first Team Meeting.

Parks and Facilities:

- A Horticulturalist has been hired and will begin on Tuesday, March 21st.
- Quotes have been received for the Drinking Fountains and Lead Service Line: Received quotes from Stunning Plumbing Service, Berwyn Western, and previously Greg Hannah Plumbing. Awaiting quotes from Del Fiacco Plumbing and Reeg Plumbing.
- Boilers and Sprinklers have been inspected. The sprinklers will need an Internal Obstruction Test. That test was last performed in 2016.

Recreation:

- The Spring Egg Hunt is April 8, 2023 at 11am!
- We have a NEW Zumba program beginning Wednesdays this Spring.
- So far for spring soccer we have registered 25 kids and we anticipate having over 150 for spring youth soccer.
- We're working with Adrianna to make sure that our communications to the community are also being delivered in Spanish.
- The Recreation Team participated in Inclusion Training hosted by Christopher Sturm, Inclusion Manager, WSSRA

West Suburban Special Recreation Association

January 10, 2023

WSSRA

2915 Maple St, Franklin Park, IL

MINUTES

- I. *Chairman Jackie Iovinelli called the meeting to order at 4:04pm those present included:*

Mike Sletten, River Forest Park District
Jan Arnold Park District of Oak Park
Jackie Iovinelli, Park District of Forest Park
Dan LoCascio, Park District of Franklin Park
Ted Gruber, Elmwood Park
Ron Malchiodi, Village of Riverside

Colleen Broderick, Village of N Riverside
Cynthia Hayes, Berwyn Park District
Janet Mackin, North Berwyn Park
Annemarie Flaherty, Norridge Park District
Greg Stanczyk, Veterans Park District
Joe Zerillo, Village of HH (remote)

Others in Attendance:

WSSRA staff: Annie Hart, April Michalski, Marianne Birko, WSSRF: Geri Estvanik

- II. **Approval of Agenda** Arnold/Sletten to approve the agenda. The motion was unanimously approved.
Approval of Remote attendance Joe Zerillo, Village of Harwood Heights Arnold/Sletten motioned, and it was unanimously approved.
- III. **Approval of the Consent Agenda** Arnold/Sletten motioned to approve the Consent Agenda including the December 13, 2022, Minutes, Financial Report & Disbursements for December 2023 Partner Appointments, Election of officers, 2023 Committee Appointments, 2023 Committee Tasks, Safety Committee statement and Approval of the Kaizen CPA's services. Roll call vote showed 12 yes votes, and the motion was approved
- IV. **No Public Comment**
- V. **Under the Foundation** Perez reported on behalf of the Foundation Board, The Foundation hosted their last three events with the two Holiday Concerts and the Holiday Solicitation in December. Both concerts were sold out and we are still collecting Holiday Solicitation funds. So far, we have raised \$20,000 which is an all-time high for the Holiday Solicitation! The Foundation is meeting next week to plan the 2023 budget and goals for the events of the year with an annual meeting scheduled for January 19th. They are excited to bring back the Family Bowl-a-thon in March and planning has begun for the Annual Derby Gala on Saturday, May 6 to be held at D'Agostino's in River Grove. They will also host the John Lannefeld Bocce Tournament in September, Fall in for Our Stars in early November, the Holiday Concert is set for December 8, 2023, and will close the year with Giving Tuesday and the Holiday Solicitation. The group is also focusing on recruiting some new members to support their ongoing efforts in supporting the mission of WSSRA. Thank you for your ongoing support in 2023. Warm wishes for a successful 2023!
- VII. **Under Committee Reports**
A. **No reports**
- VIII. **Unfinished Business**
A. **Acceptance of the 2023 Chairperson & Vice Chairperson** Sletten/Gruber motioned to approve Ron Malchiodi as the 2023 Chairperson and Jan Arnold as the 2023 Vice Chairperson. Roll call vote showed 12 yes votes, and the motion was approved
B. **Park District of Forest Park Building & Land purchase updates** Iovinelli reported the Park District of Forest Park 2023 will be the planning year for the Harrison project. They plan to gather information from other districts who have expertise in forming partnership agreements as they begin to formulate their plans going forward.
C. **No other**
- IX. **Under New Business:**
A. **IAPD Membership Renewal** Birko reported that the IAPD information and training opportunities continue to be very relevant and the fact that WSSRA is no longer being charged a membership fee is a bonus. Arnold reminded folks that IAPD is a great resource, but we must make our voices known. Arnold/Iovinelli motioned to renew the IAPD membership in light of the many benefits that WSSRA receives. Motion was unanimously approved.

B. Executive Director Goals Birko shared she updated her 2023 goals based on the boards review feedback. Arnold asked Goal #4 be made measurable. The Board acknowledged the goals.

C. No Other

X. Under Correspondence No Comments

XI. Under Board Reports: **Arnold reported the Park District of Oak Park's** Seasonal brochure will be out January 27 and registration begins February 4. They will be going to bid shortly for the Anderson Park project using the Village funding. The project is scheduled to commence this summer. They are anxiously awaiting the OSLAD grant reports and the CRC construction project continues to be on schedule. The glass windows continue to be the delay. Day Camp registration starts soon, and they are watching closely some recent tagging that has been identified as gang related. **Hayes, the Interim Executive Director for the Berwyn Park District reported** the district closed their applications for the Executive Director search at the end of 2022. The board will be reviewing the 27 applicants and hope to have a new Executive Director by the end of February. They continue to work short staffed and are trying to fill 5 Full time positions. **Flaherty reported the Norridge Park District's** Finance Manager Jim Glaub is retiring February 24th after 26 years of service. His replacement is Gergana has been hired and will cross train with Jim for a few weeks. The pool project has added a diving well. **Sletten reported the River Forest Park District** has three board openings and three running. They are beginning the Master-Planning process with GSD and are considering starting with a community survey. They will be going out to bid for the Washington Playground in 2 weeks. **Gruber reported from the Village of Elmwood Park** basketball has started and the Indoor Golf league is going strong with 8 teams. The winter session of Bocce is up and running Monday through Friday. They will host Bocce with the Bunny in March due to last year's success with over 200 kids in attendance. **Broderick reported the Village of North Riverside** youth basketball begins Saturday and they are busy gearing up for summer and work on the upcoming special events for the year. **Stanczyk reported the Veterans Park District** basketball is kicking off and runs until the end of April. They continue to work on the rebranding of Bulger Park as a community center and are offering monthly Family Bingo nights and will also be bringing in some contractual programming with a heavy emphasis on early childhood to see what the community will respond to. They too are turning their attention to summer planning as well. **Mackin reported the North Berwyn Park District's** Maple pool demolition is almost completed, the winter brochure is up online, and they are offering family painting, and a Valentine's Day wreath making class to name a few. They are looking to change the board meeting times to accommodate the community requests. During the school year the Board meetings will begin at 6:30pm and during the summer the board meetings will begin at 5:00pm. **LoCascio reported the Park District of Franklin Park** is getting ready for winter, planning for summer, and going to bid for a window and door project for banquet hall and ice arena... **Iovinelli reported the Park District of Forest Park** is opening the splash pad in May, they recently signed a contract with Hacienda Landscaping for Popelka Park. They are currently finalizing the designs for Rieger Park of which they received an OSLAD grant for and will be going out to bid in March. They will be installing a camera system throughout the park similar to the school district and police department. The cameras will connect directly to the police department. They have three Board members running for re-election with 3 seats open. All are running unopposed. The PDOFP recently announced the 2023 Individual pool pass rates and that they are, not selling family pool passes and they are getting a lot of push back from community as a result. Finally, as you know we have struggled to hire Full-time and revamped the job posting to learn everything and received several applications. They conducted six interviews and found a candidate. Has accepted the position! **Malchiodi reported the Village of Riverside** the brochure is out basketball has started and they are busy planning for summer, requesting sponsorships and reaching out to the community to increase their facility rentals, themed parties, birthday parties etc. They will be sending out an RFP shortly for a community survey followed by a program and facility and department analysis. Hoping to get it out in early February. **Zerillo reported the Village of Harwood Heights** gave a shout out to WSSRA for their support with the Inclusion participants in the Fall session of programs. The Youth Commission also had a successful series of holiday events including the Christmas party and Singing with the Clerk! They are increasing rentals at the new Recreation facility and winter sports have begun thanks to the work on behalf of the Youth Commission.

XII. Executive Director's Report- Birko Reported

- A. **Board Responsibilities and Expectations** Annually the Board of Directors and Alternates are asked to commit their support to the Association. [Attachment H/I](#) is a summary of your responsibilities to the board in this role. Please sign that you have reviewed and understand the list of Responsibilities and Expectations in this role. You are welcome to bring the signed document to the meeting or e-mail to me.
- B. **WSSRA Staff will attend the IPRA Annual Conference** Eight Full-time staff are scheduled to attend the IPRA conference on January 26-28, 2023. We are excited to return to this event in-person this year!
- C. **WSSRA will Co-Host the In-person Legislative Breakfast/Brunch on Friday, March 17, 2023, with the Park District of Forest Park.** This event is scheduled to begin at 11:00am. More information will be forthcoming on the platform to be used. A formal invite will be sent via e-mail to local Legislators & WSSRA Board Members. Please extend this invitation to your board members and RSVP your attendance to Birko.
- D. **Finance Manager Position Updates** WSSRA's Finance Manager's last day was December 28 and staff have been busy cross training all her responsibilities. We currently have no applicants after posting the position the last month with IPRA, Linked-In and sending to potential contacts. We will be reviewing other options in the next month. [Attachment J](#) is the job description. Please pass along to anyone that may be interested.
- E. **WSSRA Derby Gala 2023** Mark your calendars for Saturday, May 6, 2023, when the WSSRA/WSSRF will host the 22nd year of this very successful event. We plan to once again be at D'Agostino's in River Grove from 4:00 – 7:00pm. Mark your calendars and plan on attending!
- F. **Partner Annual Presentations** Birko is scheduling Annual presentations to meet with your boards and share the Annual report and WSSRA updates. Call or email Birko with dates and times that work for you in 2023.
- G. **Staff Report: April Michalski, Superintendent of Recreation reported**
1. **Programs** Winter registration is underway, programs begin on January 30 and run until March 25. Program registration is up compared to last year.
 2. **Hiring Updates** WSSRA is currently hiring for Winter, Spring, Summer, and Inclusion programs. Please refer all possible applicants 15 years and older to the wssra.net! Your support in our efforts to hire is truly appreciated!
 3. **Inclusion** We currently have 27 participants participating in 31 inclusion and aftercare programs.
 4. **Holiday Events**
 - **WSSRA Santa Express** Our Santa Express train was a great success. Participants and families were so happy to board the Metra train once again in Berwyn and head to the "North Pole" visit with Santa while each participant received a gift bag and gifts thanks to the donation from Thumbuddy Special who sponsored the event. Such a great event for our WSSRA families!
 - **Cookies with Santa** WSSRA once again had a successful collaboration with the Park District of Oak Park on December 14 to offer a sensory-friendly evening for families at the Cheney Mansion. Families enjoyed crafts, treats and a visit with Santa. All three time slots for this event sold out due to its popularity!
 - **Holiday Hullabaloo** WSSRA offered 6 days of activities during winter break. All six days successfully ran this year as both weather and illness did not cancel any events this year!
 - **Upcoming Events**
 1. **Master Chef** On January 13 we are offering a virtual cooking class. Kits will be delivered to participants and together with their families they will make pasta and their own homemade turkey meatballs!
 2. **Family Skate Night** WSSRA will host a Family Skate night at the Park District of Franklin Parks Ice Arena on Friday, February 10th from 7:00 – 8:30pm.
 3. **Recognition Banquet** WSSRA will be hosting the return of the Annual Banquet on Saturday, February 25 from 6:00 – 9:00pm at the Centre at North Park in Franklin Park.

H. **Staff Report: Annie Hart, Superintendent of Safety & Operations reported**

1. **WSSRA Marketing** WSSRA PR Coordinator, Nicole Walsh has been communicating with all agency Marketing and PR staff to help update their websites with WSSRA's updated logo and to help get the word out about our programs. Please connect with your staff and make sure they have what they need from Nicole to get your site updated as soon as possible. Nicole would like to host a lunch in the new year for all WSSRA member district PR and Marketing Staff, please encourage your staff to attend.
2. **Office** WSSRA is well into the process of changing over payrolls systems from PayCom to Paylocity. Hart and the Staff Manager have been spending a lot of time over the past couple weeks training and setting up our new system. This system will allow us to move to an electronic punch in time and attendance system for seasonal staff and inclusion aides. We did a test sample training with some staff during our Holiday Hullabaloo and will train the remaining staff during our Winter Seasonal training on January 18th. We will be doing our first payroll run on Wednesday for our first pay date scheduled January 13th.
3. **Vehicles** WSSRA is still waiting on parts for all 3 buses to replace the stolen catalytic converters. Hart has been in discussions with the local mechanic that assisted us in getting the buses working in the meantime. He is investigating a new way to secure the catalytic converter

XIII. **Adjournment** Gruber/Arnold motioned to adjourn the meeting at 5:00pm. Motion was unanimously approved

Respectfully submitted,



Marianne Birko, Executive Director

mb/ Jan 23 minutes

WSSRA'S ANNUAL DERBY GALA 2023



149th Running of the KENTUCKY DERBY

SATURDAY, MAY 6 • 4:00 - 7:00PM

Kentucky Derby Race Post Time 5:44pm

D'Agostino's Pizza & Pub - River Grove

3131 Thatcher Ave, River Grove, IL 60171



TICKETS \$100



SILENT AUCTION, RAFFLE, PADDLE RAISE

[HTTP://BIDPAL.NET/WSSRADERBY2023](http://bidpal.net/wssraderby2023)

ONLINE AUCTION OPENS 5:00PM ON WEDNESDAY, APRIL 26TH
CLOSES AT 6:30PM ON SATURDAY, MAY 6TH

RAFFLE TICKETS - \$25 EACH OR 5 FOR \$100

\$500 FIRST PRIZE • \$300 SECOND PRIZE • \$200 THIRD PRIZE

SPONSORSHIPS AVAILABLE

REPLY BY MAIL OR SCAN HERE TO REGISTER ONLINE



For more information, call or visit our website
p 847.455.2100 • wssra.net

