

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION
MINUTES OF THE DECEMBER 8, 2022 MEETING OF THE BOARD OF DIRECTORS**

- I. **CALL TO ORDER** – Chairman Joe Potts **called the meeting to order** at 2:02 p.m. The meeting was held at WDSRA, 116 N. Schmale, Carol Stream, Illinois

ROLL CALL: Those participating:

| | | | |
|----------------------------|--------------|----------------------------|----------------|
| Bloomington Park District | Joe Potts | Warrenville Park District | Tim Reinbold |
| Carol Stream Park District | Jim Reuter | West Chicago Park District | Gina Radun |
| Glen Ellyn Park District | Dave Harris | Wheaton Park District | Mike Benard |
| Naperville Park District | Brad Wilson | Winfield Park District | Mark Pawlowski |
| Roselle Park District | Lynn McAteer | | |

A quorum was established.

WDSRA Staff also present: Executive Director Dan Leahy, Superintendents Sharon Gedvilas and Tammy Kerrins, Executive Assistant Ann Kennedy
Lisa Santoria, Ryan Fleck, Rosa Matos, Macey Horbach, Kristen Stepniak, Alexia Chlibovytsch, Shakyrah Williams

From BerryDunn: Dannielle Wilson and Nikki Ginger

- II. **INTRODUCTION OF GUESTS:** Introductions were held until later in the meeting.

- III. **PUBLIC COMMENT** – None

IV. **CONSENT AGENDA**

- A. Regular Board Meeting Minutes – October 13, 2022
- B. Treasurer's Report – September and October 2022
- C. Disbursement Reports – September and October 2022
- D. Tax Contribution Payment Report – As of November 30, 2022

Reuter/Pawlowski **moved to approve the Consent Agenda**. The motion passed with a voice vote.

- V. **MEMBER DISTRICT UPDATES** – There were no updates.

- VI. **DIRECTOR'S REPORT** – Leahy referred Directors to the packet for his written report. New staff hired within the past year, including Lisa Santoria, Ryan Fleck, Rosa Matos, Macey Horbach, Kristen Stepniak, Alexia Chlibovytsch, and Shakyrah Williams, were asked to introduce themselves to the Board.

Presentation of Strategic Plan by BerryDunn: Dannielle Wilson and Nikki Ginger presented the draft version of the Public Facing side of the plan. The process used to develop the Strategic Plan was reviewed. The five Themes used in the previous plan were retained for this one.

VII. **OLD BUSINESS**

- A. **Other** There was no Old Business to come before the Board.

VIII. **NEW BUSINESS**

- A. **Approval of Strategic Plan as Presented by BerryDunn** – Reuter/Pawlowski moved to approve the Vision 2023-2026 Strategic Plan as presented. Motion passed unanimously with a voice vote.

B. Approve 2023-2024 Budget Assumptions – Reinbold/Benard moved to approve the 2023-2024 budget assumptions including changes to the Salary Bands as presented. Motion passed unanimously with a voice vote.

The big-ticket items are subject to change as numbers are worked out. Benard asked about the annual 2.5% increase in salary adjustments. Presently looking at a 3% COLA and a 3% merit increase.

C. Approve Personnel Policy Changes – Benard/Wilson moved to accept the Personnel Policy Updates as presented. Motion passed unanimously with a voice vote.

Changes were made based on PDRMA requirements. Life insurance language was modified to take out specific dollar amount.

D. Approve Vendors for Painting and Flooring Projects - Benard/Pawlowski moved that the board approve the bid from Red Feather Group to paint and replace flooring throughout the WDSRA Office Building for \$151,900. Motion passed by Roll Call vote.

| | | |
|-----|----------------------------|----------------|
| Yes | Bloomington Park District | Joe Potts |
| Yes | Carol Stream Park District | Jim Reuter |
| Yes | Glen Ellyn Park District | Dave Harris |
| Yes | Naperville Park District | Brad Wilson |
| Yes | Roselle Park District | Lynn McAteer |
| Yes | Warrenville Park District | Tim Reinbold |
| Yes | West Chicago Park District | Gina Radun |
| Yes | Wheaton Park District | Mike Benard |
| Yes | Winfield Park District | Mark Pawlowski |

Four bids were submitted for the project. The lowest bidder did not qualify.

E. Approve Ordinance No. 22-03 Surplus Property – Reuter/Reinbold moved to approve Ordinance No. 22-03 Surplus Property. Motion passed by Roll Call vote

| | | |
|-----|----------------------------|----------------|
| Yes | Bloomington Park District | Joe Potts |
| Yes | Carol Stream Park District | Jim Reuter |
| Yes | Glen Ellyn Park District | Dave Harris |
| Yes | Naperville Park District | Brad Wilson |
| Yes | Roselle Park District | Lynn McAteer |
| Yes | Warrenville Park District | Tim Reinbold |
| Yes | West Chicago Park District | Gina Radun |
| Yes | Wheaton Park District | Mike Benard |
| Yes | Winfield Park District | Mark Pawlowski |

F. Other – There was no other New Business to come before the Board.

IX. STAFF REPORTS

A. Administration – Goals for next fiscal year will be presented at the February Board Meeting. Gedvilas outlined the difficulties being encountered in getting State grants approved.

- B. **Recreation** – Interviews will be starting the following week for the Superintendent of Recreation position. Registration for winter and spring programs will start next week. Trips are being offered once again. Possibilities of working with West Side Therapy are being explored.
- C. **Staffing and Support Services** – Kerrins reviewed her written report.
- D. **Foundation** - Leahy reviewed Jackman's written report in her absence.

X. Closed Session

A. Reuter/Reinbold moved to go into Closed Session at 3:10 pm in accordance with 5 ILCS 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06. Motion passed by roll call vote.

| | | |
|-----|----------------------------|----------------|
| Yes | Bloomington Park District | Joe Potts |
| Yes | Carol Stream Park District | Jim Reuter |
| Yes | Glen Ellyn Park District | Dave Harris |
| Yes | Naperville Park District | Brad Wilson |
| Yes | Roselle Park District | Lynn McAteer |
| Yes | Warrenville Park District | Tim Reinbold |
| Yes | West Chicago Park District | Gina Radun |
| Yes | Wheaton Park District | Mike Benard |
| Yes | Winfield Park District | Mark Pawlowski |

The Board returned from Closed Session at 3:12 p.m. Roll Call:

| | | |
|-----|----------------------------|----------------|
| Yes | Bloomington Park District | Joe Potts |
| Yes | Carol Stream Park District | Jim Reuter |
| Yes | Glen Ellyn Park District | Dave Harris |
| Yes | Naperville Park District | Brad Wilson |
| Yes | Roselle Park District | Lynn McAteer |
| Yes | Warrenville Park District | Tim Reinbold |
| Yes | West Chicago Park District | Gina Radun |
| Yes | Wheaton Park District | Mike Benard |
| Yes | Winfield Park District | Mark Pawlowski |

- XII. **Action Items Resulting from Closed Session** – Benard/Reinbold moved that the board approve and release the Minutes of Closed Session of June 16, 2022 and the tape destruction of November 15, 2022
- XIII. **Adjournment:** Benard/Reuter moved that the Board adjourn at 3:13 pm. Motion passed unanimously with a voice vote.

Respectfully submitted,



Dan Leahy, Board Secretary