

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION**  
**MINUTES OF THE February 13, 2020 MEETING OF THE BOARD OF DIRECTORS**

- I. **CALL TO ORDER** – Chairman Mike Benard **called the meeting to order** at 2:01 p.m. at the WDSRA Office, 116 N. Schmale Road, Carol Stream, Illinois.

**ROLL CALL:** Those Present:

Bloomingtondale Park District	Carrie Fullerton	Warrenville Park District	Tim Reinbold
Carol Stream Park District	Jim Reuter	West Chicago Park District	Gary Major
Glen Ellyn Park District	Dave Harris	Wheaton Park District	Mike Benard
Naperville Park District	Ray McGury	Winfield Park District	Mark Pawlowski
Roselle Park District	Lynn McAteer		

A quorum was established.

WDSRA Staff Present: Executive Director Sandy Gbur, Superintendents Sharon Gedvilas, Ted Adatto and Lea Jackman, IT Manager Steve Eckelberry, Administrative Assistant Ann Kennedy, Managers Becky Prince, Dayell Houzenga, and Jorie Meyer

- II. **INTRODUCTION OF GUESTS** – Benard welcomed the Managers and Katie Lyter, WDSRA’s new Program Supervisor.

- III. **PUBLIC COMMENT** – None

IV. **CONSENT AGENDA**

1. Regular Board Meeting Minutes – December 12, 2019
2. Treasurer’s Report – November and December 2019
3. Disbursement Reports – November and December 2019
4. Tax Payment Report – As of January 30, 2020

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

V. **MEMBER DISTRICT EVENTS/INFORMATION**

- Roselle: Tiffany Greene has left to take the position of Director of Recreation at Elk Grove PD. McAteer has received lots of applicants.
- Bloomingtondale: Carrie will be leaving to head up the Arlington Heights Park District. Bloomingtondale will be hosting the Exceptional Egg Hunt which will be like Trick or Treat for those with disabilities.
- Carol Stream: Reuter congratulated Gbur on receiving IPRA Professional of the Year award. Gbur also accompanied Reuter to talk to the Mayor of Elgin about levying the special recreation tax.
- Wheaton: On March 6 at 7:30 a.m. there will be a Legislative Breakfast at Arrowhead. Please tell your commissioners.

- VI. **CORRESPONDENCE** – Passed around.

VII. **DIRECTOR’S REPORT** – In addition to the written report:

- A. Updates:** Gbur thanked Fullerton for her years of leadership and working with WDSRA. Gbur and Pawlowski have reviewed the NEDSRA resolution and have selected points to include in the future agreement.

**B. Other:** Gbur encouraged Directors to get the names of their Bash guests in. The key is filling the seats with the right folks, those with whom the mission will resonate and who have the ability to give. Suggestions for people to invite were distributed. The electronic invitation will be sent out.

**VIII. OLD BUSINESS** - There was no Old Business to come before the Board.

**IX. NEW BUSINESS**

**A. Strategic Plan 2020-2022** – Reuter/Pawlowski moved to **approve the 2020-2022 Strategic Plan as presented**. The motion passed by roll call vote.

Yes	Bloomington Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Naperville Park District	Ray McGury
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

Gbur explained that the Strategic Vision and Initiatives are the most important parts of the Plan. They are based on surveying of families. Goals for the initiatives will be reported on in March.

**B. WDSRA Budget Summary** – Gedvilas walked through the Budget Summary. Key points were the financial overview, cost containment initiatives, and programming highlights.

**C. Operating Budget for Fiscal Year Ending April 30, 2021 Draft I** – Gedvilas highlighted the deficit budget as the surplus reserve is being spent down but will still be over the required retention limit.

**D. Capital Fund Budget for FYE April 30, 2021 Draft I** – The narrative assumptions were highlighted. Several Capital grants were included in the budget but there will be no project without State funding. A balanced budget is proposed.

**E. Long Range Financial Plan for Capital Expenditures FYE April 30, 2021 Draft I** – Back up was provided to support the capital projects.

**F. Updated Declining EAV Plan** – Gedvilas summarized the narrative on declining EAV plan which has been reformatted to combine categories. Cost savings have been in place in every area since 2013. Cell phone stipend has been removed from the plan as something we could decrease per the new law effective January 2019. The current EAV is lower than expected so the budget is conservative going forward.

Directors were asked to email questions to Gedvilas by February 27. Responses will be prepared for the March Budget meeting.

**G. Approval of Glen Ellyn Special Recreation Budget for 2020** – Pawlowski/Reuter moved to **approve the use of SRA funds by the Glen Ellyn Park District**. The motion passed with a Roll Call:

Yes	Bloomington Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

**H. Approval of Naperville Special Recreation Budget for 2020** - Reuter/Fullerton moved to approve the use of SRA funds by the Naperville Park District. The motion passed with a Roll Call:

Yes	Bloomington Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

**I. Approval of Wheaton Special Recreation Budget for 2020** – Reuter/Reinbold moved to approve the use of SRA funds by the Wheaton Park District. The motion passed with a Roll Call:

Yes	Bloomington Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

**J. Approval of Carol Stream Special Recreation Budget for 2020** – Fullerton/Pawlowski moved to approve the use of SRA funds by the Carol Stream Park District. The motion passed with a Roll Call:

Yes	Bloomington Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gary Major
Yes	Wheaton Park District	Mike Benard
Yes	Winfield Park District	Mark Pawlowski

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

**X. ADMINISTRATION REPORT**

**A. 2020 Benefit Enrollment Summary** – Gedvilas summarized the written report. Pawlowski expressed concern over the increase in the staff contribution and that those at the bottom of the salary scale would have to contribute more. Gedvilas will send out a detailed report of where the savings have been realized and contributions increased.

**B. Minimum Wage Update** - Updated handouts were distributed detailing seven years of projected minimum wage increases for seasonal staff. Staff looked at what was fair and still affordable. The lowest paid employees will get more of a raise than the highest paid. There would be no merit increases, only those taking extra training receive more money. Benard expressed concern about making assumptions on the compression factor. Only salaries for seasonal staff have been studied; WDSRA is waiting on a salary band study by HR Source before looking at full-time staff. Reuter asked about increases to revenue to offset the expense. Gedvilas explained that the goal team will look to find efficiencies but there are no large revenue generators. Charts were reviewed looking at different scenarios for tax funding and Inclusion funding. The Goal Team is also looking at reducing operational expenses. Reuter thanked the staff for putting the budget and minimum wage information together. He would like the staff to know that they are trying to do the best for the agency while being protective of staff, wages, and benefits.

**XI. RECREATION REPORT** – In addition to the written report, Adatto introduced Katie Lyter who will be working on social and culture programs. Megan Ferguson has been hired as a full-time day program Assistant Manager.

**XII. COMMUNICATIONS & DEVELOPMENT REPORT** – In addition to the written report, Jackman thanked Carrie and Mike for getting Sandy to the IPRA luncheon. Jackman gave an update on the Annual Appeal. Directors were urged to submit the names of their Bash guests. The FJK Foundation will be the Hall of Fame Award recipient at the Bash. \$25,000 has been received from the Christopher and Dana Reeve Foundation. Kim Spayer has resigned as Development Manager to be the Executive Director at Think First.

**XIII. ADJOURNMENT** – Reuter/Fullerton **moved to adjourn** at 2:57 pm. The motion passed unanimously.

Respectfully submitted,



Sandra Gbur, Board Secretary