



BOARD OF TRUSTEES MEETING MINUTES
Thursday, April 3, 2008

1. Call to Order: Vice Chairman Tolin called the meeting to order at 3:05 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

Members Present Mark McKinnon, Addison Park District
Tom Tolin, Bensenville Park District
Cec Sullivan, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District (arrived at 3:35 p.m.)
Tom Connolly, Medinah Park District
Greg Kuhs, Wood Dale Park District

Members Absent Larry Montgomery, Butterfield Park District
Laura Barron, Oakbrook Terrace Park District
Bob Niemann, Village of Villa Park
John Bealer, Village of Schiller Park

Staff & Guests Larry Reiner, Executive Director
Susan Balling, Lisa Deets, Lonna Converso, Annie Machynia
Liz Grillos, Recording Secretary

2. Approval of Minutes:

a. Board of Trustees Meeting – February 14, 2008

Vice Chair Tolin asked if there were any questions regarding the minutes of February 14, 2008. There being no questions, Trustee Sullivan moved to approve the February 14, 2008, minutes as presented. Trustee Kuhs seconded the motion. On a voice vote, the motion passed, with the exception of Trustee Connolly, who abstained.

b. Joint Finance and Personnel Committee Meeting – March 12, 2008

Vice Chair Tolin asked if there were any questions regarding the minutes of March 12, 2008. There being no questions, Trustee Sullivan moved to approve the March 12, 2008, minutes as presented. Trustee Kuhs seconded the motion. On a voice vote, the motion passed, with the exception of Trustee McKinnon, who abstained.

3. Comments and Communications: Director Reiner highlighted the various communications in the packet. He mentioned the Allen family's comments and has responded to their letter. He encouraged the Trustees to copy both the Allen family letter and the letter from the Rehabilitation Institute of Chicago for their home Boards. Director Reiner also distributed the Chicago Wheelchair Bulls 2007-2008 Official Program, which includes historical information regarding NEDSRA's involvement with the Wheelchair Bulls and the Kids Day event. Director Reiner also encouraged the Board members to share the information about the 2nd Annual SRA Art Show with their Commissioners and Trustees. The event takes place April 27 through May 3 at the Bloomingdale Park District Museum.

4. Introductions of Staff and Guests: Lisa Deets will introduce NEDSRA's newest staff member, Recreation Coordinator Annie Machynia, later in the meeting.

5. Financial Report:

a. NEDSRA Financial Report – February 15, 2008

Vice Chair Tolin asked if there were any questions regarding the financial report ending February 15, 2008. There being no questions, Trustee Sullivan motioned to approve the February 15, 2008, financial report. Trustee Connolly seconded the motion. On a roll call vote, the motion passed unanimously.

b. NEDSRA Financial Report – March 15, 2008

Director Reiner explained that NEDSRA had not received additional tax dollars since the financial report of March 15, 2008. The check from Schiller Park is ready, which will put the member partner tax collection at 100%. He further reported that fees and charges are at 95%, as is the fund development figure. Both are on target and the fiscal year goals should be met.

At this time Director Reiner brought up the subject of duplicating the financial reports for distribution the months there is no Board of Trustees meeting. Some Board members have indicated that this is redundant, and he requested feedback from the Board members about eliminating the duplication of materials in future Board packets. The Board members agreed that it would not be necessary to continue this practice in the future.

Vice Chair Tolin asked if there were any questions regarding the financial report ending March 15, 2008. There being no questions, Trustee Kuhs motioned to approve the March 15, 2008, financial report. Trustee Sullivan seconded the motion. On a roll call vote, the motion passed unanimously.

6. Approval of Disbursements:

a. NEDSRA Disbursements – February 2008 (Ratify)

Vice Chair Tolin advised the Board that the claims list presented for February 2008 included checks 38835 to 38900, and interim checks 38809 to 38834, totaling \$72,819.27.

Trustee Kuhs inquired about the roof repair bill (check # 38813) and Director Reiner clarified that it was a shared expense with Addison Park District. NEDSRA's portion also included the skylight in the second floor conference room and hallway.

There being no further questions, a motion was presented by Trustee Connolly to approve the disbursements of February 2008. Trustee Leno seconded the motion. On a roll call vote, the motion passed unanimously.

b. NEDSRA Disbursements – March 2008

Vice Chair Tolin advised the Board that the claims list presented for March 2008 included checks 38942 to 38986, and interim checks 38901 to 38941, totaling \$109,664.95.

Director Reiner clarified that the large check disbursed to Beth Corso for trip expenses resulted from the agency credit card being rejected due to fraud alert, and Beth had to use a personal credit card. The p-card system should alleviate these kinds of issues in the future. Director Reiner also responded to a question regarding the divider curtain repair in the gym (check #38971). This is a shared expense with Addison Park District.

The use of the p-card was discussed briefly. Lisa explained that 5 staff members will initially be using the card, so that problems can be worked out and the process perfected to run smoothly. This will take place with the start of the new fiscal year. Director Reiner explained that the onset of the program was delayed due to office staff changes.

Director Reiner responded to the question of how p-card transactions will be reported on the claims list. He explained that it is staff's understanding that the details regarding p-card charges will not be on the claims list. A breakdown of the p-card expenses will most likely be on a separate report.

Trustee McKinnon asked about BP/Amoco and how gas expenses will relate to the p-card. NEDSRA currently also uses a Shell card to make it more convenient for staff to fill up the vans, especially late at night. The p-card will also alleviate this problem when any gas station may be used. The option of using municipal gas was brought up, which could significantly save on the agency's fuel expenses. Director Reiner stated that this option is not always feasible, but will be further discussed with Addison Park District and the Village of Addison.

Trustee Kuhs asked about the "Magic on Hold" charge and Director Reiner explained the licensing agreement for the phone music. There being no further questions, a motion was presented by Trustee Kuhs to approve the disbursements of March 2008. Trustee Leno seconded the motion. On a roll call vote, the motion passed unanimously.

7. Chairman of the Board Comments: Due to the absence of Chairman Montgomery, there were no comments at this time.

8. Committee Reports

a. Joint Finance and Personnel Committee

Due to there being no "Special Majority" (80%) at this Board meeting, Vice Chair Tolin determined that the 2008-09 Budget Recommendation for approval needed to be postponed until the May 2008 Board of Trustees meeting. The Board members present concurred with that decision. This item will be included on the May Board meeting agenda.

b. Strategic Plan – Initiatives Task Force Committee

Vice Chair Tolin suggested, and the Board members agreed, to postpone discussion on the Initiatives Task Force Committee report until the May Board meeting, due to the absence of Committee Chair Montgomery and "Special Majority" (80%) requirement. Additionally, the recommendations to be discussed and approved involve all Board members. This item will be placed on the May Board meeting agenda.

9. Director's Report:

a. Recreation Report

Director Reiner introduced Lisa Deets. She made an introduction of Recreation Coordinator Annie Machynia and welcomed her to NEDSRA. Annie is a graduate of University of Wisconsin – Whitewater. She has previously worked at Itasca Park District and NEDSRA's summer day camps. Annie's responsibilities include coordinating school group services, and additional responsibilities will eventually encompass outreach efforts as outlined in the Strategic Plan.

Lisa then highlighted the annual Special Olympics Local Track and Field Meet, which takes place on Saturday, May 17, at Glenbard East High School in Lombard. She invited the Board members to attend and also encouraged them to extend the invitation to member partner staff, Commissioners and Trustees.

The biannual member partner new staff orientation will take place on Tuesday, April 22, and Lisa invited other interested staff members, including maintenance staff, to attend as well. A NEDSRA overview will be presented, as well as the inclusion process and the partnership we have with our members.

Next Lisa highlighted the recent Spring Training trip to Arizona. Fourteen baseball enthusiasts and three equally enthusiastic staff members enjoyed five days in the sunshine watching the White Sox and Cubs play. These kinds of travel experiences help foster independence, community awareness and money management.

A second annual SRA Art Show will take place April 27 through May 3 at Bloomingdale Park District's Museum. Since the hiring of art therapist Maggie Krohn, NEDSRA's art programs have grown in popularity with increased program enrollment.

Finally, Lisa thanked the Board members for attending the various recent special events.

At this time Director Reiner highlighted an excellent article on autism spectrum published in the Chicago Tribune's Parade Magazine. NEDSRA recently received a grant from the *Autism Speaks* organization, which will help with the expansion of our pilot program in member partner facilities.

The March Recreation Report had been previously sent to Board members and, therefore, is not repeated in these minutes.

b. Public Information Report

Director Reiner introduced Lonna Converso, who spoke about the Web site statistics report and the 10 most popular requests. She also answered Trustees' questions about how the data was gathered, as well as additional report options available through Hostway Corporation. Lonna stated that these kinds of reports are very beneficial to gauge customer needs and observing trends. She also mentioned that as part of the Strategic Plan, the public information department will develop a marketing action plan for 2008-09, as well as enhancing the information currently on the Web site.

Lonna reported that the Reach for the Stars invitations will be included in the April consolidated mailing packet. This very popular and eagerly awaited event will take place on Tuesday, June 3, at the Medinah Shrine Center, located north of Army Trail Road on Swift. This event was discussed as an initiative by the Task Force Committee, and the Committee members felt that this is the perfect venue to showcase to member partner staff and Trustees/Commissioners NEDSRA's scope of service. The Village of Schiller Park is an additional sponsor of this event this year, along with the Village of Glendale Heights and Oakbrook Terrace Park District. We are extremely thankful for their support.

Lastly Lonna reported that NEDSRA has had excellent media coverage of recent programs and special events.

c. Fund Development Report

Fund Development Director Karen Lesniak was absent and no oral report was presented at the meeting.

d. Administrative Operations Report

Director Reiner stated that the Board packet contained the Director's WorkPlan 2007-08 Status Report and stated that any suggestions for the 2008-09 WorkPlan are welcomed. There being no questions or additions, Trustee Sullivan made a motion, with a second by Trustee Leno, to approve the WorkPlan 2007-08 Status Report as presented.

Director Reiner stated that the salary ranges/hiring cap recommendations by the Personnel Committee, presented at the Joint Committee meeting on March 12, were deferred due to additional information requested by Committee Chair Sullivan. A survey will be distributed to all member partner directors to be completed and returned to NEDSRA for compilation as soon as possible. The Personnel Committee will schedule a follow-up meeting to discuss the survey results.

Director Reiner briefly highlighted the meetings he had attended during his most recent trip to Springfield and reiterated that he continues to be optimistic about being reinstated in the State budget for grant funding.

Next Director Reiner highlighted the Child Restraint Seats section of the Administrative Report. He responded to a question about an expiration date for the seats in the new van and reported that, due to improved materials, these seats do not have an expiration date.

Director Reiner thanked Addison Park District Director McKinnon for all his assistance with working on various joint facility upgrades. Purchase and installation of a digital marquee was approved by the Addison Park District Board and AthletiCo, with a location change, and the marquee is scheduled to be installed and operational in May. Director Reiner also thanked Fitness Club Manager Greg Vitale for his assistance. NEDSRA's portion of the cost is not to exceed \$16,300. A sample rendering of the marquee was included in the Board packet.

Director Reiner stated that the gym window replacement project is of high priority and NEDSRA's share of this expense (\$15,000) can be accommodated in the Capital Fund. He also reported on the major landscaping project undertaken by Addison Park District. NEDSRA has committed up to \$2,000 to assist with this project.

The Golf Marathon 100 Hole Challenge sponsorships are currently being returned. Director Reiner encouraged all Board members to be actively assisting with pledge support. Unfortunately Trustee Niemann is unable to participate this year, so additional sponsors and golfers are needed.

The March Administrative Operations Report had been previously sent to Board members and, therefore, is not repeated in these minutes.

10. Unfinished Business:

There was no unfinished business before the Board of Trustees at this meeting.

11. New Business:

a. Approval of Nominations for Board of Trustees Officers 2008-2009

As Chair of the Nominations Committee, Trustee Connolly presented the motion to approve the slate of Officers for the fiscal year 2008-09. Trustee Sullivan seconded the motion. On a voice vote, the motion passed unanimously. The Officers are: Chairman, Larry Montgomery; Vice Chair, Tom Tolin; Secretary, Greg Kuhs; Treasurer, Larry Reiner; and Recording Secretary, Liz Grillos.

b. Employee and Board Member Program/Service Access Policy

The Trustees briefly discussed the Policy and concurred with the staff's findings and recommendations. The consensus of the Board members was that the Policy had found "a happy medium" with data gathered from all the member partners. Trustee Kuhs made a motion, seconded by Trustee Friedrichs, to approve the Policy as presented by staff. On a roll call vote, the motion passed unanimously.

The Policy is as follows: "*NEDSRA full-time employees, active Board of Trustees and their immediate family members (those living in the same household) are eligible to participate in NEDSRA programs at discounted rates. The majority of programs will be discounted by 50% of the resident rate, with the exception of contractual/admission programs and travel trips. These programs will be reduced to the amount equal to direct costs incurred by NEDSRA, but not less than 50% of the resident rate. All requests will be submitted to the Superintendent of Recreation for determination of the appropriate fee.*"

12. Adjournment: There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Leno. The motion was seconded by Trustee McKinnon at 4:18 p.m. On a voice vote, the motion passed unanimously.

Respectfully submitted,

Liz Grillos
Recording Secretary

Tom Tolin, Vice Chairman

Greg Kuhs, Secretary