

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, April 1, 2009

1. Call to Order: Chairman Montgomery called the meeting to order at 1:35 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

Members Present
Tom Tolin, Bensenville Park District
Larry Montgomery, Butterfield Park District
Cec Sullivan, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Jason Myers, Lombard Park District
Laura Barron, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park
Bob Niemann, Village of Villa Park
Greg Kuhs, Wood Dale Park District

Members Absent
Mark McKinnon, Addison Park District
Tom Connolly, Medinah Park District

Staff & Guests
Larry Reiner, Executive Director
Susan Balling, Lisa Deets, Monica Del Angel, Jeena Greenwalt, Karen Lesniak
Liz Grillos, Recording Secretary

2. Approval of Minutes:

a. Board of Trustees Meeting – February 4, 2009

Chairman Montgomery asked if there were any questions regarding the minutes of February 4, 2009. There being no questions, Trustee Niemann moved to approve the February 4, 2009, meeting minutes as presented. Trustee Sullivan seconded the motion. On a voice vote, the motion passed, with Trustee Myers abstaining.

b. Joint Finance and Personnel Committee Meeting – March 23, 2009

Chairman Montgomery asked if there were any questions regarding the minutes of March 23, 2009. There being no questions, Trustee Sullivan moved to approve the March 23, 2009, meeting minutes as presented. Trustee Kuhs seconded the motion. On a voice vote, the motion passed, with Trustees Niemann and Myers abstaining.

3. Comments and Communications: Director Reiner highlighted the various communications in the packet.
- Follow-up information on insurance coverage for autism.
 - Letter from the Rehabilitation Institute of Chicago. We are looking forward to working with them on the Veterans' Wellness Initiative.
 - Letter from PDRMA recognizing NEDSRA as an accredited agency. A PDRMA representative will attend our May Board meeting to present the recognition plaque.
 - The second edition of the *Special Parent* magazine, highlighting NEDSRA's ad on page 30, which was sponsored by AthletiCo. Each district will receive 5 copies to display. Trustee Kuhs asked how we track inquiries resulting from the ad. Director Reiner responded that at this time no specific guidelines have been developed.

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- DVDs from NEDSRA's March Sports Banquet for viewing at member partner home board meeting.
- NEDSRA's Local Special Olympics Track and Field Meet on Saturday, May 16.
- American Recovery and Reinvestment Act of 2009

4. Introductions of Staff and Guests: Chairman Montgomery introduced Jason Myers, Superintendent of Finance and Personnel, appointed Trustee for this meeting by the Lombard Park District Board, and welcomed him to the meeting.

5. Financial Report:

a. NEDSRA Financial Report – February 15, 2009

Chairman Montgomery asked if there were any questions regarding the consolidated monthly financial report ending February 15, 2009. There being no questions, Trustee Kuhs motioned to approve the February 15, 2009, financial report. Trustee Leno seconded the motion. On a roll call vote, the motion was passed unanimously.

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. He requested direction from the Board members, and it was the consensus of the Board to eliminate the duplication in future mailings.

b. NEDSRA Financial Report – March 15, 2009

Director Reiner highlighted the following:

- Investment transactions on the Balance Sheet. Staff is aggressively pursuing higher yields, earning 2-1/2-3% and investing up to the limit of \$250,000. There is confidence that we will reach the modified revenue goal for interest earned.
- We are ending fiscal year 2008-09 fiscally strong.
- Director Reiner briefly reviewed the concepts in our financial stability plan as it relates to the use of NEDSRA funds in restricted and designated funds. He reminded the Board that we will update the information after the close of the year and also review our status midyear.

Chairman Montgomery asked if there were any questions regarding the consolidated monthly financial report ending March 15, 2009. There being no questions or comments, Trustee Kuhs motioned to approve the March 15, 2009, financial report. Trustee Tolin seconded the motion. On a roll call vote, the motion was passed unanimously.

Responding to a question from Trustee Niemann, Director Reiner confirmed that individual statements will be provided to all member partners at the end of April regarding the partner's excess balance.

6. Approval of Disbursements:

a. NEDSRA Disbursements – February 2009 (Ratify)

Chairman Montgomery advised the Board that the claims list presented for February 2009 included checks #39989 to #40036, interim checks #39951 to #39988, BMO P-card payment totaling \$99,299.85, and transfers totaling \$112,635.66. There being no questions, a motion was presented by Trustee Leno to approve the disbursements of February 2009. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Disbursements – March 2009

Chairman Montgomery advised the Board that the revised claims list presented for March 2009 included checks #40062 to #40098, interim checks #40037 to #40061, BMO P-card payment totaling \$46,260.26, and transfers totaling \$115,973.15.

Trustee Kuhs inquired about check #40077 (Haldeman-Homme) and Director Reiner confirmed that this is a shared expense with Addison Park District. Director Reiner also clarified that the SRANI group will reimburse NEDSRA for the *Special Parent* magazine ad, and AthletiCo and Mobility Works are paying all but \$300 of NEDSRA's ½ -page ad in the magazine. There being no further questions, a motion was presented by Trustee Bealer to approve the disbursements of March 2009. Trustee Tolin seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments: Chairman Montgomery stated that this was his final meeting as Chairman. As the only non-park & recreation professional on the Board, he thanked the Board members and staff for the shared knowledge and the opportunity to chair the NEDSRA Board. He stated that he thoroughly enjoyed his time as the Board Chairman and being a Board member is a source of great pride for him, as he strongly believes in NEDSRA's mission to positively impact individuals with disabilities.
8. Committee Reports

a. Joint Finance and Personnel Committee

Trustee Kuhs reported on the Joint Committee meeting on March 23, 2009. At the meeting, the Committee members adopted the Personnel Committee's recommendations regarding the 2009-10 budget. It is the Joint Committee's recommendation to approve the amended 2009-10 budget document. In their meeting, the Joint Committee members discussed at length the merit pool and the consensus of the Committee was to approve and adopt the recommended decrease from 4.2% to 3.9%. The Trustees inquired about specific questions received from Board members prior to the Joint Committee meeting, and Director Reiner stated that all questions have been answered in documents distributed prior to the Joint Committee meeting. Director Reiner further clarified the following questions from the Trustees:

- Contingency funds and expenses charged to this account
- Accounts 502 bonus, 503 and 606 sick leave conversion
- Position adjustments and mid-year hirings and how those affect the merit pool and account 601

Trustee Niemann suggested changing the term "bonus" to merit recognition/incentive, and the Board members concurred. Trustee Leno stated her concern about the 3.9% merit pool increase proposed in the budget. The Trustees discussed the various scenarios currently happening with member partners, and how some of them have not yet approved their budgets and some member partner merit increases are still unknown at this time. Director Reiner shared the blended formula used by NEDSRA for the past several years which averages the partners and comparable SRAs. This formula generated approximately 3.9%.

Joint Committee Chair Kuhs asked for a motion to approve the 2009-10 budget as amended decreasing the merit pool from 4.2% to 3.9%. Trustee Sullivan made the motion to approve the 2009-10 budget per the Joint Committee's recommendation, and Trustee Tolin seconded the motion. On a roll call vote, with 7 ayes, with proxies received from Trustees McKinnon and Connolly, 2 abstentions from Trustees Kuhs and Niemann, and 2 nays from Trustees Leno and Myers. Trustee Niemann clarified that with the Proxy Votes the budget was approved 9 to 2. Chairman Montgomery confirmed the motion as passed as amended and recommended. There were no further questions on the Budget for fiscal year 2009-2010.

b. Pension Ad Hoc Committee

Ad Hoc Committee Chair Niemann gave an oral report on the Committee's findings regarding options for joining IMRF. The Committee has directed staff to work with the Ad Hoc Committee and IMRF to develop costs for four scenarios to join IMRF: 1) full package, 2) "Morton Grove" plan with no prior service years, 3) 50% package, and 4) being vested after 8 service years. The Committee will present its recommendation to the full Board in May or as soon as feasible.

9. Director's Report:

a. Recreation Report

1) Un-served/Underserved Research Report

Director Reiner introduced Lisa Deets and Jeena Greenwalt. Lisa and Jeena gave a comprehensive overview and analysis of the un-served and underserved report. The purpose of the research is to determine how these groups are currently served, which groups will benefit most from our services and make appropriate recommendations for each group researched. Additionally, both groups were divided into sub-groups, with supporting evidence, to determine the best approach how to better serve each group. Staff's recommendations maintaining service to groups falling into the "acceptable level," increase services to youth groups in the underserved category, and continue outreach efforts and service provisions to un-served groups such as individuals with Alzheimer's and brain injuries, and veterans with disabilities. Jeena further highlighted the costs involved in implementing services to un-served and underserved ability groups. Lisa and Jeena expressed their appreciation and gratitude to the Board members for supporting our outreach efforts with going forward with the proposed budget and increased service delivery to these groups.

Next, Lisa highlighted the Veterans' Health Initiative and thanked the Addison Park District and Club Fitness for partnering with NEDSRA to get this vital program off the ground. We have great support from the Rehabilitation Institute of Chicago, National Center on Physical Activity and Disability and United States Paralympics. These three powerful organizations are providing post-rehabilitation training support for trainers due to the specific challenges of veterans with disabilities. Our goal is to serve 30-50 individuals during the first year of implementation. We are currently working on the marketing strategy with NEDSRA's Director of Public Information, as well as applying for grants to fund this Initiative.

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

b. Public Relations & Marketing Report

Director Reiner introduced Monica Del Angel. She highlighted the newly redesigned News Flash, which provides up-to-date information to our partners and stakeholders, and will now be published each month to keep the information current and fresh. She further highlighted the website and recent additions to improve the ease of finding information for our users. She reported additionally that an ADA compliance link will be added. Trustee Leno suggested inclusion of certain member partner events in the NEDSRA seasonal brochure, as a way of cross-marketing member partner events. Monica will follow up on that suggestion.

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

c. Fund Development Report

Director Reiner introduced Karen Lesniak, who highlighted the new fund-raising event Stroll & Roll on Sunday, April 19. She was happy to report that several groups and individuals have registered for this event and we now have more than 100 participants. We also have several community schools and organizations providing volunteer support during the event. She encouraged our member partners to participate and invite staff and commissioners/trustees to attend.

The Golf Marathon event is also going well, with 25 individuals currently golfing and receiving pledge support. Some golfer slots are still available, and if you know someone who is interested, please contact Karen.

Karen was pleased to announce that NEDSRA has received grant funds of \$10,000 from the CVS Charitable Trust in support of our adapted sports programming. Additionally, the CVS Charitable Trust encourages their employees to volunteer, which will be a valuable resource to NEDSRA for special events.

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

d. Administrative Operations Report

Director Reiner requested assistance and support from our member partners to ensure the success of our May Golf Marathon fundraiser. Participation is slightly down this year, and he suggested our member partners consider approaching their vendors for pledge/donation support. We are hoping to secure teams from all our member partners, either as participating golfers or soliciting donations and pledges.

Director Reiner further highlighted the information in the Board packet:

- House Bill 2502 and Senate Bill 2126. These Bills are important to support the 2% floor to the CPI. Director Reiner encouraged the Board members to contact their Senators and Representatives to support the passage of these vital Bills.
- PDRMA's Participant Care Assistance Policy and NEDSRA's Policy, and related communication regarding personal hygiene and the ADA. Director Reiner will be happy to answer any questions you may have how this policy affects your patrons.

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 2009-2010

Trustee Niemann made a motion to approve the slate of Officers for fiscal year 2009-10. Trustee Tolin seconded the motion. On a voice vote, the motion was passed unanimously. The following is the slate of Officers: Chairman, Greg Kuhs; Vice Chair, Cec Sullivan; Secretary, John Bealer; Treasurer, Larry Reiner; and Recording Secretary, Liz Grillos. Chairman-elect Kuhs will contact the Board members for Committee assignments.

b. Wintrust Bank Resolution #1-04-09

Trustee Kuhs made a motion to approve Resolution #1-04-09, Wintrust Bank Elk Grove Village Certificate of Deposit. Trustee Leno seconded the motion and on a roll call vote, the motion was passed unanimously.

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c. Annual Purchasing Card Policy

The Master Card P-card program requires an annual policy approval by the Board of Trustees, as outlined in NEDSRA's Financial Management Policies, Addendum D. No changes have been made to the overall program or policies as approved by the Board. Trustee Sullivan made a motion to accept staff's recommendation for annual approval of all P-card policies and procedures. Trustee Leno seconded the motion and on a roll call vote, the motion was passed unanimously.

d. Distribution of Board of Trustees Manual Updates

e. Board Meeting Date Changes

Due to prior commitments, Chairman-elect Kuhs is unable to attend the upcoming Board meetings on May 13 and June 3. He requested changing the Board meeting dates to **Monday, May 11**, and **Tuesday, June 9**. It was the consensus of the Board members that the new dates will work for everyone. The time remains at 1:30 p.m.

12. Executive Session – No Executive Session needed or Action taken at this meeting.

13. Adjournment: There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Tolin. The motion was seconded by Trustee Bealer at 3:23 p.m. On a voice vote, the motion passed unanimously.

Respectfully submitted,

Liz Grillos
Recording Secretary

Larry Montgomery, Chairman

Greg Kuhs, Secretary