
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES MEETING MINUTES Wednesday, August 6, 2008

1. Call to Order: Board Chairman Larry Montgomery called the meeting to order at 3:00 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

Members Present
Joe Welkomer, Addison Park District
Larry Montgomery, Butterfield Park District
Cec Sullivan, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, 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
Tom Tolin, Bensenville Park District
Tom Connolly, Medinah Park District

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

2. Approval of Minutes: Chairman Montgomery asked if there were any questions regarding the minutes from the June 4, 2008, Board of Trustees meeting. There being no questions, Trustee Sullivan moved to approve the minutes from the June 4, 2008, Board of Trustees meeting as presented. Trustee Kuhs seconded the motion. On a voice vote, the motion passed, with abstentions from Trustees Niemann and Welkomer.
3. Comments and Communications: Director Reiner highlighted the publication "Rays of Hope," published by the Sunshine Through Golf Foundation, which featured an article about the Bures family. The Bures' son, Paul, has been an active golf participant for several years, including participating in the Golf Classic, and the entire family supports NEDSRA in numerous ways. Director Reiner also thanked Recreation Manager and NEDSRA's Golf Coach, Ann Roytek, for her exceptional leadership of our award-winning golf program.

Director Reiner stated that the "Live The Dream" ADA anniversary celebration on July 15 was a tremendous success, and NEDSRA is honored to again have been invited to showcase our wheelchair sports and athletes at the event at the Thompson Center in Chicago.

Lastly, Director Reiner mentioned that the Ramp Now pamphlet is a great information source for our member partners to assist their residents. If additional pamphlets are needed, NEDSRA will be happy to provide or distribute them.

4. Introductions of Staff and Guests: At this time, Director Reiner asked Susan Balling to introduce Monica Del Angel, NEDSRA's new Director of Public Information. Although the field of special recreation is fairly new to Monica, she has an extensive background in parks and recreation, having held similar positions at Hoffman Estates Park District and Vernon Hills Park District. Monica's expertise and knowledge in marketing and public relations, spanning over 18 years, will greatly benefit NEDSRA, and we are excited to welcome her to the NEDSRA team. Monica is currently getting familiar with our member partners and is in the process of visiting our partner facilities. She stated that she looks forward to her responsibilities at NEDSRA, and is excited about the new opportunities and being part of the NEDSRA team.
5. State of NEDSRA Presentation: Chairman Montgomery introduced the presentation by stating that as an outcome of the 2007 Strategic Plan process, the consulting firm Primer, Michael & Associates, Inc. recommended for staff to develop the "Big Picture" overview of the organization to more thoroughly demonstrate to our member partners our accomplishments, vision and mission impact on the individuals we serve, and the role of the Board of Trustees in the future to ensure that the Association continues to provide all member partner residents with the needed services in the most effective manner.

Susan Balling began the presentation by stating that the "State of NEDSRA" was developed from the recommendation of the consultants to inform the Board of the health and financial status of the Association on an annual basis. She stated that her portion of the presentation includes the Work Plan goals and key indicators to demonstrate the direction of the organization in 2008-09 and beyond. Karen Lesniak, Lisa Deets, Jeena Greenwalt and Director Reiner will highlight different aspects of the Work Plan.

Some of the highlights include:

- Achieved a goal of 90% for completion of the Work Plan, exceeding the goal of 85%, with a desire to continue at this rate through 2010. A huge accomplishment was completing the Strategic Plan process, involving the Board of Trustees and many stakeholders
- Several policies and procedures were reviewed and updated, and approved by the Board of Trustees
- Secured further state funding, and recently received \$200,000
- Several studies were conducted, including introducing the purchasing card concept for easier internal financial management
- In concert with Addison Park District, various capital improvements were completed, including the electronic marquis
- Exceeded staff retention goal of 90% to ensure quality staff and consistency in service to our consumers

Susan introduced Karen Lesniak who highlighted accomplishments in the fund development area:

- NEDSRA's two Booster Clubs experienced strong fund-raising success, with more than \$8,000 raised to benefit Special Olympics and adapted sports
- Secured nearly 400 volunteers for Special Olympics competitions and general special event programming, including volunteers from service clubs and corporations
- Steady growth in donor sponsorships and partnerships, with emphasis on securing new donors as well as securing partnerships for general programming
- Secured increased grant funding, including grant funds awarded for Special Olympics and autism camp

Director Reiner highlighted the accomplishments in the service area and partner involvement, thanking the Board members for their incredible support during the Strategic Plan process. Specific highlights are as follows:

- Board and staff working together to focus on service and excellence in programming
- Newly launched “Ambassador” program to increase NEDSRA’s visibility and involvement in our members communities, to present NEDSRA as a true extension of our partners
- Member partner involvement in sponsoring specific events and annual projects, such as “Reach for the Stars” and the Annual Service Report
- The Board providing financial resources to exceed successful service levels
- Financial strength in exceeding the goal set to increase expense savings
- Focusing on new outreach efforts to provide service to unserved and underserved populations
- Financial stability plan goals were met, equaling service stability in the future

Director Reiner introduced Lisa Deets, who highlighted the area of direct service to our consumers. She stated that NEDSRA experienced a very successful year in programming goals and thanked the Board members for their continued support in providing the resources to implement high quality programs.

- Slight reduction in program registration due to a planned decrease in nonresident registrations
- Target registration levels met, with an 89% program success rate of programs implemented
- Implementing a reduction phase through 2008-09 in EXCEL programming, due to those participants not continuing in general NEDSRA programs at the level originally anticipated
- 2008-09 goal is to focus on outreach efforts to reach new individuals as long-time, routine users of our services
- Focus will be placed on increased part-time and volunteer involvement in ongoing, seasonal programs

Lisa introduced Jeena Greenwalt who highlighted new and innovative program achievements in 2007-08.

Programming highlights:

- Camp for children with autism, a growing population group
- Art therapy and cultural arts programming
- Introduced Sibshops, a national organization training family members to aid as peer role models. Program offered with School District 45
- Introduced Special Olympics gymnastics, resulting in gymnasts earning 6 gold medals in area tournament
- Expanded bocce program to offer more tournament opportunities, with eight SRAs participating in the first annual tournament
- Expanded PRO League sports opportunities to include the individual sports of bowling. The PRO League program, started in 1999, has served as a role model for other SRAs

Partnership highlights:

- Beep baseball program, in its second year, partnered with Chicago Comets players as coaches
- Expanded on outdoor education and team building programming by partnering with Redmond Park and the Village of Bensenville
- Secured Chicago Park District as a partner to continue the success of the Adventure, ETC. program for children with mental illness. Currently 12 SRAs are involved in this vital program
- Offered new experiences in our aquatics programming through a partnership with Diveheart

Lastly, Jeena noted the many agency and individual staff awards NEDSRA received in 2007-08 and, on behalf of all NEDSRA staff, thanked the Board members for their support and commitment to serving people with disabilities.

Lisa concluded the presentation by focusing on customer service and satisfaction. She mentioned that in Primer, Michaels' summary letter, they made a very powerful statement about our organization and how in their 25 years of conducting these surveys, they have never encountered an organization that is so close to fulfilling its mission. We are very proud to have been recognized in this manner and take great pride in all our accomplishments.

Through the Strategic Planning process all our customers and stakeholders gave us high marks and extremely positive feedback. We will continue to focus on the BIG PICTURE of NEDSRA's vision and mission statements, working together as a team approach with partners, Board and staff to continue our successes in 2008-09 and beyond.

Director Reiner thanked the Board of Trustees for their ongoing support of our services and how this support has helped NEDSRA change the lives of individuals in a significant manner.

Chairman Montgomery stated that NEDSRA indeed has had a good year and he congratulated staff on the excellent presentation.

6. Financial Reports:

a. NEDSRA Financial Report – June 15, 2008 -- Chairman Montgomery asked if there were any questions regarding the financial report ending June 15, 2008. There being no questions, Trustee Bealer motioned to approve the June 15, 2008, financial report as presented. Trustee Niemann seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Financial Report – July 15, 2008 -- Chairman Montgomery asked if there were any questions regarding the financial report ending July 15, 2008. There being no questions, Trustee Kuhs motioned to approve the July 15, 2008, financial report as presented. Trustee Bealer seconded the motion. On a roll call vote, the motion was passed unanimously.

Director Reiner informed the Board that additional tax contributions have been received since July 15, 2008, in the amount of \$210,170.23. He asked those members who had not already done so to please forward their tax contribution checks at this time.

Trustee Laura Barron was excused from the meeting temporarily and not available for the votes on the Financial Reports for June or July.

c. Financial Stability Plan – Director Reiner reported that the 3-year projections are updated annually in July with updated information and realistic projections to be able to adjust any aberrations in a timely manner to ensure stability. Although we received the state funding of \$200,000, which is so noted in 2008-09, we have projected less in the next 2 years due to the uncertainty of the state budget. The operations support fund was created essentially for us to be able to rely on, if necessary, to support sustaining services in the event there is a drop-off in current year funding or fund-raising efforts. The projections also reflect the member partner rate reductions, and we are currently stabilizing and catching up to previous levels. Director Reiner stated that NEDSRA's financial position is stable and strong at this time. Trustee Niemann inquired about how many partners currently are below the 2 cent rate. Director Reiner stated that he would review that information and report back to the Board.

There being no further questions or comments, Trustee Kuhs made a motion to approve the Financial Stability Plan as presented. Trustee Sullivan seconded the motion and on a roll call vote, the motion was passed unanimously.

7. Approval of Disbursements:

a. Chairman Montgomery advised the Board that the claims listed presented for June 2008, included checks #39290 to #39363, and interim checks #39248 to #39289, totaling \$327,138.60. A motion was presented by Trustee Niemann to ratify the disbursements of June 2008 as presented. Trustee Kuhs seconded the motion. On a roll call vote, the motion was passed unanimously.

b. Chairman Montgomery advised the Board that the claims list presented for July 2008 included checks #39407 to #39458, and interim checks #39364 to #39406, totaling \$147,770.57. Trustee Kuhs inquired about check #39419 to Chicago Parent Magazine. Director Reiner clarified that 18 SRAs participated in the full-page ad and NEDSRA facilitated the payment process. There being no further questions, a motion was presented by Trustee Niemann to approve the disbursements of July 2008 as presented. Trustee Kuhs seconded the motion. On a roll call vote, the motion was passed unanimously.

8. Chairman of the Board Comments – There were no comments

9. Committee Reports – Personnel Committee Chair Sullivan stated that the Personnel Committee would meet to discuss the Director’s Annual Performance Evaluation. The evaluation document has been distributed and is due to the NEDSRA office on August 15. The meeting is scheduled for August 20 at 3:00 p.m.

10. Director’s Report:

a. Recreation Report

Lisa explained to the Board that the Annual Service Report is due for delivery to NEDSRA at the end of August. She mentioned that Larry and she would be happy to make a brief presentation of the report as well as the “State of NEDSRA” presentation at any member partner meeting.

Lisa further explained the research involved in the Historical Participation Review to identify current trends and unserved and underserved populations to determine future service efforts. Staff is also working on a benchmark study to determine appropriate levels of service for our partners and analyze participation history, including participation from specific population groups.

Lisa highlighted the Outreach area and reported that Jeena is currently conducting a study to determine unserved and underserved population groups. As part of this process, we will also be contacting other SRAs to discuss methods they use to identify these populations, as well as their approach to new service trends, future direction for program development and enhancements to existing services.

Lisa also highlighted the successful partnership with School District 81 in Schiller Park, asking us to provide the special recreation component to their extended summer school program for special needs children. This partnership resulted in 8 participants taking advantage of this opportunity, and transitioning into our day camp after the conclusion of the summer school program.

Lastly, Lisa reported that summer day camps are winding down, and overall it was a very good summer with no major incidents. Staffing needs were more extensive than anticipated and budgeted for due to increases in behavior management issues, complexity of disabilities and overall need for closer staff ratios in the programs. She will prepare a comprehensive report to be distributed to the Board in October.

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

b. Administrative Operations & Fund Development Report

At this time Director Reiner reported to the Board that NEDSRA is experiencing its first Workers' Compensation case in 30 years, involving a full-time staff member requiring compensation for lost time. At this time we are awaiting further information and direction from PDRMA.

Director Reiner clarified to the Board about the staffing needs Lisa mentioned in her oral report. Some camps needs closer staff ratios due to specific behaviors and medical issues. Our philosophy is not turning anyone away, which is stated in our mission statement. Accordingly, some adjustments had to be made in staffing and we met those challenges successfully. For the first time in NEDSRA's history we had to close the enrollment in our autism camp after reaching the maximum enrollment. This was due to the nature of the disability and ensuring a successful program for this particular population of children.

Director Reiner thanked Director Bob Jarecki and the Bensenville Park District for sponsoring this year's Golf Classic and absorbing expenses totaling \$12,000-\$13,000. The Bensenville Park District Board again voted to offer this financial support for this year's event. Director Reiner further stated that some sponsorships are still available and welcomed those partners who would like to sponsor an aspect of the Golf Classic to contact Karen as soon as possible.

Director Reiner asked Trustee Welkomer to extend our thanks and appreciation to Commissioner Ortale who secured tickets to the Chicago Fire game on July 19. A total of 465 adults and children were able to enjoy the game free of charge due to the generosity of Commissioner Ortale and the Chicago Fire, FireWorks for Kids Foundation.

During fiscal year 2007-08, several financial policies and procedures were developed and reviewed and approved by the Board of Trustees. Director Reiner thanked staff who was involved in compiling the updated Financial Management Manual, distributed at today's meeting. Board members were asked to please replace this completed section in your Board of Trustees Manual. Future updates will be forthcoming, as new policies and procedures are developed and approved during fiscal year 2008-09.

Director Reiner continues his efforts in Springfield in an effort secure funding for NEDSRA in the state budget.

Director Reiner reported further that the door widening project is scheduled to start on August 15 and all necessary permits have been secured.

Lastly, Director Reiner asked for partner assistance to secure hole sponsors for this year's Golf Classic. Due to problems the automobile industry is currently experiencing, securing hole sponsors has proved to be more challenging than in previous years. Additionally, we currently have 214 registered golfers, with a goal of securing 260-270, and asked if all member partners could secure one four-some if possible. Director Reiner thanked all members for their assistance in ensuring another successful event.

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

Board of Trustees Meeting – August 6, 2008

11. Unfinished Business – The Board of Trustees Manual Policies updates were addressed in Director Reiner’s oral report under Administrative Operations.
12. New Business
 - a. Approval of January-May 2009 Board Meeting Calendar - Chairman Montgomery requested a motion to approve the Board meeting calendar to reflect that the April 2009 meeting will take place on Thursday, April 2, due to a conflict with the Legislative Conference. Trustees Kuhs made the motion, seconded by Trustee Niemann, to approve the dates. On a voice vote, the motion was passed unanimously
 - b. Approval of 2008 DuPage County Human Services Grant Fund Resolution - Chairman Montgomery requested a motion to approve Resolution #1-8-08. Trustee Niemann made a motion to approve the Resolution, with a second by Trustee Kuhs, and on a voice vote the motion was passed unanimously.
13. Executive Session – There was no business presented for Executive Session at this meeting.
14. Adjournment – There being no further business, a motion to adjourn the meeting was made by Trustee Sullivan. The motion was seconded by Trustee Bealer at 4:25 p.m. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Liz Grillos
Recording Secretary

Larry Montgomery, Chairman

Greg Kuhs, Secretary