

**BOARD OF TRUSTEES MEETING MINUTES**

**Wednesday, August 5, 2009**

1. Call to Order: Chairman Kuhs 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  
Mark McKinnon, Addison Park District  
Bob Jarecki, Bensenville Park District  
Dayna Heitz, Butterfield Park District (arrived at 1:39 p.m.)  
Maryfran Leno, Itasca Park District  
Paul Friedrichs, Lombard Park District  
Tom Connolly, Medinah Park District  
Laura Barron, Oakbrook Terrace Park District  
John Bealer, Village of Schiller Park (arrived at 1:44 p.m.)  
Greg Kuhs, Wood Dale Park District

Members Absent  
Cec Sullivan, Village of Glendale Heights  
Bob Niemann, Village of Villa Park

Staff & Guests  
Larry Reiner, Executive Director  
Susan Balling, Lisa Deets, Monica Del Angel, Karen Lesniak, Jeena Greenwalt  
Liz Grillos, Recording Secretary  
Ken Anderson, Commissioner, Bensenville Park District  
Tom Guarino, Commissioner, Medinah Park District

2. Approval of Board of Trustees Meeting Minutes, June 9, 2009:

Chairman Kuhs asked if there were any questions regarding the minutes of June 9, 2009. There being no questions, Trustee Connolly moved to approve the June 9, 2009, meeting minutes as presented. Trustee Leno seconded the motion. On a voice vote, the motion was passed unanimously.

3. Comments and Communications:

Director Reiner highlighted the following communications in the Board packet:

- Letter from State Representative Reboletti notifying NEDSRA of a \$10,000 grant funding request he has submitted on NEDSRA's behalf. Director Reiner stated that other legislators have initiated similar requests on NEDSRA's behalf in the State's FY 2010 Capital Bill, totaling \$364,500.
- Department of Justice resource document highlighting accessible meeting locations.
- The 3<sup>rd</sup> issue of the Chicago *Special Parent* magazine, which has become a popular resource for parents who have children with special needs. NEDSRA's ad appears on page 25, and is again partially sponsored by AthletiCo and MobilityWorks. The editorial board will meet in October to plan the next issue to be published in 2010.

4. Introductions of Staff and Guests:

Bensenville Park District Director Jarecki introduced Commissioner Ken Anderson. Mr. Anderson was appointed to the NEDSRA Board of Trustees by the Park District’s Board of Commissioners. Chairman Kuhs welcomed Trustee Anderson to the NEDSRA Board.

Medinah Park District Director Connolly introduced Commissioner Tom Guarino. Mr. Guarino responded to our NewsFlash invitation to attend the “State of NEDSRA” presentation. The Board members welcomed Mr. Guarino to the meeting.

5. “State of NEDSRA” Presentation:

Staff reviewed in detail the “Scorecard – Focus on the Big Picture” overview, focusing on NEDSRA’s 10 Scorecard Indicators. Progress on all 10 Indicators currently is on target or exceeds the 2010 targets. The following is a summary of the 10 Indicators as presented:

a. Consumer Satisfaction	On Target
b. Service Delivered	Exceeds Target
c. Innovations/Partnerships/Awards	Exceeds Target
d. Staff Retention	Exceeds Target
e. Annual WorkPlan Objectives	Exceeds Target
f. Financial Stability	On/Exceeds Target
g. Community Involvement	On/Exceeds Target
h. Board Review/Self-Assessment	Meets Target
i. Member Partner Involvement	On Target
j. Partner Satisfaction	Exceeds Target

During the presentation, staff responded to questions and comments by the Trustees. Trustee Anderson inquired about ability awareness in the communities and Director Reiner explained NEDSRA’s ability awareness programs in schools and within our member partner communities. The program is designed for consumers as well as member partner staff. Staff further answered a question regarding how the Scorecard targets for service were initially chosen and three criteria were used: a) information from similar-size SRAs; b) data gathered from the past 2 years; and c) information from SRA communities of similar size to NEDSRA partners.

Director Reiner highlighted progress on the Veterans’ Well-being Initiative, answering questions about how the personal trainers are trained and how marketing tools are being utilized in the community. A lot of groundwork is involved. This project is in cooperation with the Addison Park District’s Club Fitness.

Chairman Kuhs thanked the staff for a thorough and informative “State of NEDSRA” presentation.

6. Financial Report:

a. Consolidated Monthly Financial Report – June 15, 2009

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

b. Consolidated Monthly Financial Report – July 15, 2009

Chairman Kuhs asked if there were any questions regarding the consolidated monthly financial report ending July 15, 2009. Director Reiner reported that additional member contributions have been received since the July 15<sup>th</sup> report, totaling \$256,230.19.

Director Reiner explained that the financial reports are now done in “real time,” which makes the information submitted more current in regards to interim checks and the claims list. This upgraded format makes comparisons to year-to-date figures more difficult at this time, but the process will prove to be beneficial in the future.

There being no questions, Trustee Leno motioned to approve the July 15, 2009, financial report. Trustee Connolly seconded the motion. On a roll call vote, the motion was passed unanimously.

Director Reiner gave a summary of the status report of the Financial Stability Plan and 3-year projection as of June 2009, and stated that the fund projections are on target at this time. The 3-year projection document is an internal tool used for forecasting and to assure the funds for programming and services.

7. a. Approval of NEDSRA Disbursements – June 2009:

Chairman Kuhs advised the Board that the claims list presented for June 2009 included checks #41608 to #41637, interim checks #40307 to #40316 (Chase Bank), #41600 to #41607 (MB Financial) and P-card #060309, totaling \$39,833.89, as well as transfers totaling \$80,022.53. Trustee Friedrichs inquired about the checks issued to Marne Fox, and Director Reiner explained that the figures reflect the basic monthly contract amount as well as percentages earned depending on the amounts of grants received, and the checks are coded accordingly. Trustee McKinnon inquired about realized savings purchasing vehicle fuel from the Village of Addison. Superintendent Deets reported that we have currently not studied the actual savings. NEDSRA is thankful for the opportunity to purchase gas at reduced prices through the Park District and the Village of Addison.

At this time, the Trustees discussed the need to include the detailed P-card expense report, in addition to the claims list, in the monthly Board packet for further clarification of disbursements. It was the consensus of the Board and Finance Committee Chair Friedrichs that the information would be helpful. The report will be included as part of the Disbursements Report for the next few months, after which time the Board will reevaluate the need for the inclusion.

There being no further discussion or comments from the Trustees, Chairman Kuhs requested a motion to ratify the June 2009 disbursements. The motion was presented by Trustee Leno to approve the disbursements of June 2009. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously.

b. Approval of NEDSRA Disbursements – July 2009:

Chairman Kuhs advised the Board that the claims list presented for July 2009 included checks #41672 to #41711, interim checks #41638 to #41671, and P-card #070309, totaling \$65,517.27, as well as transfers totaling \$224,955.93. Monica Del Angel responded to Trustee McKinnon’s question about the cost for mailing the brochure, which is approximately \$700.

There being no further questions or comments from the Trustees, a motion was presented by Trustee Bealer to approve the disbursements of July 2009. Trustee Leno seconded the motion, and on a roll call vote, the motion was passed unanimously.

8. Chairman of the Board Comments: There were no comments at this meeting.
9. Committee Reports: No Committee Reports were presented at this meeting.
10. Director's Report:

- a. Recreation Report

Director Reiner introduced Lisa Deets who highlighted the following items in her oral report:

- The design of the Customer Satisfaction Survey document is underway and will be distributed this fall. The results will be summarized before the end of the calendar year and presented to the Board.
- NEDSRA is focusing on securing more volunteers to aid with programs and services and heighten community support and awareness of NEDSRA. The results are encouraging as several volunteer orientations have occurred and volunteers secured for summer programs. This effort will also help hold the line on expense in account #602.
- Summer day camps are winding down and have been successful, with attendance slightly higher than last year. A complete report will be presented 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. Public Relations & Marketing Report

Director Reiner introduced Monica Del Angel. Monica thanked the member partners who submitted program information for NEDSRA's fall brochure. These events have been added to NEDSRA's website with links to member partner websites for further information. Monica reported that the Chicago Tribune is again the media sponsor for the Golf Classic. Advertisement will appear in their sport section and a thank-you to sponsors will be published after the event. She further stated that a feature article about NEDSRA's Day Trippers program will be published in the near future.

The August 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 reported on the upcoming Golf Classic. She encouraged member partners to secure hole and special sponsors from their vendors, if possible. She further reported on the Knights of Columbus annual Tootsie Roll drive, which takes place on September 18 and 19. Please contact Karen if you, or someone you know, is interested in helping NEDSRA and the Councils on either day.

Karen also stated that NEDSRA has recently received 2 grants, \$20,000 from the Alfred Bersted Foundation for expansion of services and general operation support, and \$9,500 from the Dana & Christopher Reeve Foundation for the Veterans' Well-being Initiative.

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

d. Administrative Operations Report

Director Reiner reported that our new auditing firm has completed its fieldwork and is in the process of completing the Comprehensive Financial Report 2008-09. The document will be presented to the Board at the October meeting for review and approval.

Director Reiner highlighted the various aspects of prioritizing ADA projects at member partner facilities to welcome and accommodate people with disabilities. The key points include parking, electronic front doors, washrooms and path of travel. These projects can be funded through funds created by the passage of S.B. 1881. Director Reiner will be happy to consult with member partners considering ADA enhancements at their facilities.

Director Reiner highlighted the Partner Sponsorship Opportunities document and welcomed member partners to contact him or Karen to discuss details of specific sponsorships a district or village is interested in embracing. Director Reiner thanked the member partners for all their various sponsorships and supporting all NEDSRA programs, special events and services.

Director Reiner thanked Dayna Heitz, Interim Director of Butterfield Park District, for her ongoing support of NEDSRA and attending Board meetings when Trustee Montgomery has been unavailable.

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

11. Unfinished Business: – There was no unfinished business before the Board of Trustees at this meeting.

12. New Business:

- a. Conflict of Interest Policy: Chairman Kuhs requested a motion to approve the “Conflict of Interest” Policy as presented. Trustee McKinnon made the motion, which was seconded by Trustee Bealer. On a voice vote the motion was passed unanimously. The Board-approved final document will be distributed at a later date and will be inserted in the Board of Trustees Manual’s *Financial Management Policies & Procedures – Section VI – General Operations Polices – F. Conflict of Interest Policy*.
- b. Whistleblower Policy: Chairman Kuhs requested a motion to approve the “Whistleblower” Policy as presented. Trustee McKinnon made the motion, which was seconded by Trustee Jarecki. On a voice vote the motion was passed unanimously. The Board-approved final document will be distributed at a later date and will be inserted in the Board of Trustees Manual’s *Financial Management Policies & Procedures – Section VI – General Operations Polices – G. Whistleblower Policy*.
- c. Document Retention and Destruction Policy: Chairman Kuhs requested a motion to approve the “Document Retention and Destruction” Policy as presented. Trustee Friedrichs suggested amending the Policy by making Section III of the document an attachment. The Trustees agreed. Trustee Friedrichs made a motion to approve the “Document Retention and Destruction” Policy as amended, and the motion was seconded by Trustee Leno. On a voice vote the motion was passed unanimously. The Board-approved final document will be distributed at a later date and will be inserted in the Board of Trustees Manual’s *Financial Management Policies & Procedures – Section VI – General Operations Policies – H. Document Retention and Destruction Policy*.
- d. The Alfred Bersted Foundation Resolution #1-08-09: Chairman Kuhs requested a motion to approve the Bersted Resolution #1-08-09, a Foundation requirement in awarding NEDSRA the \$20,000 grant. Trustee Leno made a motion to approve Resolution #1-08-09 as presented. Trustee Friedrichs seconded the motion, which passed unanimously on a voice vote.

Board of Trustees Meeting Minutes – August 5, 2009

- e. First Chicago Bank and Trust Resolution #2-08-09: Chairman Kuhs requested a motion to approve First Chicago Bank and Trust’s Resolution #2-08-09 to authorize opening a Certificate of Deposit. Trustee Leno made a motion to approve Resolution #2-08-09 as presented, and the motion was seconded by Trustee Friedrichs. On a roll call vote, the motion was passed unanimously.
- f. Performance Appraisal: Director Reiner distributed the Executive Director’s annual performance appraisal to the Board of Trustees to review and complete. The appraisals are due at the NEDSRA office by August 14. Personnel Committee Chair Leno and the Committee will meet to review and discuss the tabulations.

13. Executive Session – No Executive Session needed or action taken at this meeting.

14. Adjournment: There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Leno, and seconded by Trustee Friedrichs, at 3:55 p.m. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

---

Liz Grillos  
Recording Secretary

---

Greg Kuhs, Chairman

---

John Bealer, Secretary