

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, December 3, 2008

1. Call to Order: Board Chairman Larry Montgomery called the meeting to order at 3:10 p.m., at Medinah Shrine Center, 500 Shriners Drive, Addison, Illinois. The following roll call was taken:

Members Present
Joe Welkomer, Addison Park District
Tom Tolin, Bensenville Park District
Larry Montgomery, Butterfield Park District
Cec Sullivan, Village of Glendale Heights
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
Bob Niemann, Village of Villa Park
Greg Kuhs, Wood Dale Park District

Staff & Guests
Larry Reiner, Executive Director
Liz Grillos, Recording Secretary
Staff: Susan Balling, Lisa Deets, Monica Del Angel, Karen Lesniak
Michael Hixenbaugh, Director, Butterfield Park District

2. Approval of Minutes: Chairman Montgomery asked if there were any questions regarding the minutes from the November 5, 2008, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Tolin moved to approve the minutes from the November 5, 2008, Board of Trustees meeting as presented. Trustee Kuhs seconded the motion. On a voice vote, the motion was passed with 9 ayes and 2 abstentions Trustees Welkomer and Bealer.
3. Comments and Communications: Director Reiner highlighted the following communication pieces included in the Board packet:
- Thank-you notes received from staff members Ann Roytek-Rylko and Jerry Barton, thanking the Board of Trustees for the gift cards they received for their respective recent weddings.
 - The IAPD pamphlet Serving on a Park District Board – What Does That Mean? The information can be accessed online on their Web site, and we will also be happy to provide you with additional copies.
 - Director Reiner reported that Senate Bill 1900, designed to help families of children with autism with insurance assistance, was recently passed and is awaiting Governor Blagojevich's signature.
 - Article in the November/December issue of the IPR Magazine entitled rec-less, co-authored by NEDSRA Senior Manager Jeena Greenwalt and highlighting the Adventure, ETC program, its purpose, benefits and implementation. Director Reiner emphasized the importance of this program, and Jeena's involvement in piloting this effort with other SRAs.
4. Introductions of Staff and Guests: Chairman Montgomery introduced Michael Hixenbaugh, Director of Butterfield Park District.

5. Financial Report:

a. NEDSRA Consolidated Monthly Financial Report – November 15, 2008

Chairman Montgomery asked if there were any questions regarding the financial report ending November 15, 2008. Director Reiner highlighted the following points as a mid-year review:

- New investment at MB Financial, which yields a higher interest rate of 3.75%. NEDSRA is also pursuing other higher yielding options.
- Interest earned line item is down significantly, which was expected due to the current economic climate
- Direct service salary expenses (Acct. #602) are up due to higher staff-to-participant ratios and significant growth in populations served in recent months, especially in day camps and services for children with autism. Director Reiner and Superintendent Deets are looking into areas in the current budget to identify areas that could be reduced without being detrimental to service delivery, in order to compensate for the additional expenditures in the direct service salary account. It was noted that while program-related revenues have also increased, they are not directly correlated and staff are proceeding cautiously.
- Account 526 currently reflects no expenses due to the fact that these supplies are generally printed during the 3rd quarter of the fiscal year.
- Equipment and supply line items in the recreation area are on target at 42-45% half-way through the fiscal year.

There being no questions or comments regarding the November 15, 2008, Consolidated Monthly Financial Report, Trustee Kuhs motioned to approve the November 15, 2008, Consolidated Monthly Financial Report as presented. Trustee Niemann seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – November 2008

Chairman Montgomery advised the Board that the claims list presented for November 2008 included checks #39748 to #39803, interim checks #39713 to #39747, and BMO P-Card payment, totaling \$228,495.70, and transfers totaling \$122,097.30. Trustee Barron inquired about check #39785, cleaning products for the locker room from Pioneer Products. Director Reiner responded that supplies are purchased for the year and used to clean the special tiling in Addison Park District's women's locker room, which is NEDSRA's responsibility.

There being no further questions or comments, a motion was presented by Trustee Kuhs to approve the disbursements of November 2008 as presented. Trustee Niemann seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments: Chairman Montgomery wished all the Board members and staff a happy, healthy and safe holiday season. He thanked the Board members for all the successful efforts put forth this year and emphasized the accomplishments, good direction, and atmosphere of unity the Board has taken to focus on NEDSRA's mission to serve individuals with disabilities. He also thanked NEDSRA's staff for a great year serving member partner residents with disabilities.

8. Committee Reports: There were no Committee reports at this meeting.

9. Director's Report:

a. *Recreation Report* – Director Reiner introduced Lisa Deets, who highlighted the following recreation department areas:

- Lisa reported that although the bid process timeline was somewhat delayed, extensive work was put into soliciting additional bids and the result was successful. She stated that the staff's vehicle bid recommendation would be discussed under New Business.
- The member partner/NEDSRA staff Ambassador program is progressing well. Lisa asked for feedback from the Board members, and Trustees Kuhs and Barron said that they are very pleased with the response from their Board members when NEDSRA staff and/or participants have attended their meetings. Lisa stated that NEDSRA staff members have attended both recreation and Board meetings, and asked the Trustees to provide us with information they would like us to do in their districts/villages. Director Reiner explained that each NEDSRA Ambassador approaches the responsibility differently according to the needs of his/her assigned member partner. Lisa reiterated that NEDSRA staff would be happy to be included in member partner special events.
- Brief overview of outreach efforts involving special education teachers in an effort to encourage special education students to transition into general NEDSRA brochure programs.
- Upcoming special events in the recreation department.
- Lisa responded to a question about the term "hippotherapy" in her report and explained that it is a term used for therapeutic horseback riding.

b. *Public Relations and Marketing Report* – Director Reiner introduced Monica Del Angel who highlighted the following Public Information Department items:

- The Travel Club DVD presentation which will also be used as a marketing tool to attract new participants.
- The NEDSRA page in our member partner brochure will be similar to the new NEDSRA seasonal brochure to make it easier for residents to identify the member partner with NEDSRA.
- The brochure bid process has been revised to include a different approach, including occasional special inserts, similar to some used by our member partners, to highlight a specific programming area such as day camps. The staff's recommendation to approve the brochure bid will be discussed under New Business
- The winter brochure will be distributed to member partner facilities at the end of the week.

At this time Chairman Montgomery mentioned that Butterfield Park District had conducted a focus group for their residents, which included questions and information about NEDSRA. Some responses indicated that many residents were unaware of NEDSRA and the services provided. Director Reiner stated that continued emphasis would be placed on increased marketing efforts and the Ambassador program to make member partner residents aware of our services.

c. *Fund Development Report* – Director Reiner introduced Karen Lesniak who reported on the following Department updates:

- Addison Mayor's Community Charity Ball was successful with 22 organizations participating and more than 600 individuals attending. The wrap-up meeting takes place this week, when we will find out NEDSRA's part of the proceeds. NEDSRA again sold a winning raffle ticket, with NEDSRA staff member Christine Corriero winning 3rd prize. Proceeds from the raffle tickets sales were \$1,500, which is an increase from 2008. Silent Auction gift basket items were donated by Glen Binstein and European Imports.
- We are grateful for the ongoing support of the Kiwanis Club of Lombard, which sponsors the Sweetest Day Dance, and the Lombard Junior Woman's Club with sponsors the Halloween Masquerade Ball.
- The Direct Mail Campaign is progressing well, with more than \$600 received to date.
- Karen thanked all the Board members for their continued support of various fund-raising efforts throughout the year.

d. *Administrative Operations Report* – Director Reiner highlighted the following administrative items:

- IAPD's 2008/09 Legislative Service Results and legislative platform will be discussed at the Annual Business Meeting in January preceding the State Conference, at which time the platform will be solidified.
- State Senator Christine Radogno is a new significant legislative contact and a friend of NEDSRA and we look forward to working with her. Director Reiner is confident about the current changes in Springfield and the ongoing support from State legislators.
- Board members were asked if there were any questions related to the Director's written report. There were no further questions at this time.

The December Recreation, Public Relations and Marketing, Fund Development, and Administrative Operations Reports had been previously mailed to Board members and therefore are not repeated in these minutes.

10. Unfinished Business – There was no unfinished business to address at this meeting.

11. New Business:

- a. *Brochure Printing Bid* – Monica highlighted the brochure printing bid process and some changes in the specifications which will enhance the look of the brochures in the coming fiscal year. This includes a portrait layout, fewer pages resulting in reduced postage costs and special inserts. Overall, NEDSRA's savings from last year's bid totaled \$1,726. Chairman Montgomery asked if there were any questions or comments concerning staff's recommendation. Trustee Tolin made a motion, seconded by Trustee Bealer to accept the staff's recommendation and award the printing of NEDSRA's 2009-2010 fiscal year four (4) seasonal brochures with inserts and Annual Service Report to Action Printing, for an amount not to exceed \$15,659. On a roll call vote the motion was passed unanimously.
- b. *Wheelchair Transit Vehicle Bid* – Lisa reported that NEDSRA was pleased with the responses received to our bid solicitations. We received four bids from three companies and were opened and reviewed in the presence of the companies' representatives. The bid specifications were modified to reflect that NEDSRA would not award the bid solely on the basis of the lowest price, but also past performance and service/maintenance records. This information was also reflected in the letter to all companies that were solicited for bids. Director Reiner consulted NEDSRA's counsel, Steven Bloomberg, to ensure that a bid could be awarded to the lowest "responsible" bidder due to ongoing problems with the company that in the past was the lowest bidder, but unresponsive to our concerns with maintenance issues. Director Reiner gave a brief overview of the comparisons of the two lowest bidders, Illinois Bus Sales and Midwest Transit Equipment and the Glaval bus safety benefits, seating enhancements and loaner policy. Director Reiner further explained the payment and delivery terms and reiterated that the funding for purchasing the van is from the Golf Marathon proceeds.

Chairman Montgomery asked if there were any questions or comments concerning staff's recommendations. Trustee Sullivan made a motion, seconded by Trustee Tolin to accept the staff's recommendation and authorize Director Reiner to order and purchase a 2009 14-passenger, 2-wheelchair vehicle from Illinois Bus Sales for the amount not to exceed \$41,097. On a roll call vote the motion was passed unanimously.

- c. *Budget Review Calendar 2009-2010* – Chairman Montgomery asked if there were any questions or comments regarding the meeting dates and timeline. There being none, Trustee Niemann made a motion, seconded by Trustee Barron to approve the Budget Review Calendar for 2009-2010 as presented. On a voice vote, the motion passed unanimously.

- d. *Military Fee Assistance Policy/Procedure* – Director Reiner stated that as a follow-up to Trustee Friedrichs’ suggestion about a fee assistance policy for families of active duty military personnel, staff has developed a policy and procedure to accommodate this population. Chairman Montgomery asked if there were any questions or comments about the proposed Military Fee Assistance Policy. There being none, Trustee Friedrichs made a motion to approve the Military Fee Assistance Policy as presented. Trustee Tolin seconded the motion, which passed unanimously on a voice vote. The Policy is as follows:

Active Duty Military Fee Assistance Policy

Policy Statement – NEDSRA’s Board of Trustees respects and admires the sacrifice of military personnel and their dependents, and desires to provide fee assistance that may be needed by them or their dependents with a disability. A comprehensive fee assistance program is available to active duty military personnel and their dependents residing in NEDSRA’s Member Partner communities. Combined with NEDSRA, specific community groups and individuals provide funds to help assure that most NEDSRA programs and services are available at no charge to active duty military personnel and their dependents.

The Policy will be included in Section II B of the Financial Management Policies and Procedures of the Board of Trustees Manual.

12. Executive Session – No Executive Session was called at this meeting.
13. Executive Session Action Taken – No action taken
14. Adjournment – There being no further business, a motion to adjourn the meeting was made by Trustee Tolin at 4:10 p.m. The motion was seconded by Trustee Bealer. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Liz Grillos
Recording Secretary

Larry Montgomery, Chairman

Greg Kuhs, Secretary