



**BOARD OF TRUSTEES MEETING MINUTES**

**Wednesday, December 2, 2009**

1. Call to Order: Board Chairman Greg Kuhs called the meeting to order at 3:40 p.m., at Medinah Shrine Center, 500 Shriners Drive, Addison, Illinois. The following roll call was taken:

<u>Members</u>	Mark McKinnon, Addison Park District
<u>Present</u>	Ken Anderson, Bensenville Park District (arrived at 3:56 p.m.)
	Larry Montgomery, Butterfield Park District
	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
<u>Members</u>	Cec Sullivan, Village of Glendale Heights
<u>Absent</u>	
<u>Staff &amp;</u>	Larry Reiner, Executive Director
<u>Guests</u>	Liz Grillos, Recording Secretary
	Staff: Susan Balling, Lisa Deets, Monica Del Angel, Karen Lesniak, Rosanna Furman

2. Approval of Minutes: Chairman Kuhs asked if there were any questions regarding the minutes from the November 4, 2009, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Montgomery moved to approve the minutes from the November 4, 2009, Board of Trustees meeting as presented. Trustee Bealer seconded the motion. On a voice vote, the motion was passed with 9 ayes and 1 abstention from Trustee Kuhs.
3. Comments and Communications: Director Reiner introduced Lisa Deets, who highlighted a letter from IPRA notifying us that NEDSRA received the 2009 Outstanding Program Award for our "Sweetest Day Dance" program. We are honored and excited to have received this award for the 12<sup>th</sup> time. We are also pleased to find out that our nomination entry received the highest point value from nominations received from across Illinois. Lisa thanked Senior Recreation Coordinator Beth Corso for her leadership in making the Sweetest Day Dance a resounding success, as well as the outstanding job on creating the nomination portfolio.

Director Reiner highlighted the following communication pieces included in the Board packet and handed out at the meeting:

- Communication from House Republican Leader Tom Cross, stating that work will continue with legislative leaders to restore funding to NEDSRA. Director Reiner further reported that the Director of DCEO and the Governor's Chief of Staff have confirmed that the previously reduced amount of \$125,000 from the original \$250,000 grant has been restored in the State Budget. At this time we do not have a timeline for when the funds will be disbursed.
- Additional *Chicago Special Parent* magazines for member partners to distribute at their facilities.

4. Introductions of Staff and Guests: Director Reiner asked Susan Balling to introduce Rosanna Furman. Rosanna is NEDSRA's new Administrative/Executive Secretary and Recording Secretary for the Board of Trustees. Liz Grillos, a 20-year employee at NEDSRA, is retiring at the end of the year. Rosanna brings to NEDSRA 25 years of experience in administrative positions with local municipal or village governments. She also has several years experience with people with disabilities having worked as office manager at OC Industries, a division of the Association for Retarded Citizens of Rock Island County. She is currently completing her business administration degree at Benedictine University. Rosanna is a great asset to the NEDSRA team and we look forward to working with her. Chairman Kuhs and the Trustees extended a warm welcome to Rosanna.

5. Financial Report:

a. NEDSRA Consolidated Monthly Financial Report – November 15, 2009

Chairman Kuhs asked if there were any questions regarding the financial report ending November 15, 2009. Director Reiner reminded the Board that due to personnel shifts that occurred earlier in the year, account #605, Contractual Services, is currently overextended. As projected, savings in account #601 will balance the #605 account. Overall, our mid-year financial position is right on target.

Director Reiner reported further that laws governing contractual employees have become more strict. These changes might impact the 2010-11 budget account balancing due to needed renegotiations of terms with current contractual employees. We will keep the Board apprised of further developments.

Since the November 15<sup>th</sup> report, an additional contribution has been received from Medinah Park District in the amount of \$4,022.91. A check has been issued to Medinah Park District in the amount of \$79,572.78 as reimbursement for ADA projects. This will appear as an entry on the Interim Checks report in January.

There being no questions or comments regarding the November 15, 2009, Consolidated Monthly Financial Report, Trustee Friedrichs motioned to approve the November 15, 2009, 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 2009

Chairman Kuhs advised the Board that the claims list presented for November 2009 included checks #41954 to #42000, interim checks #41919 to #41953, P-Card payment #110309, totaling \$134,190.01, and transfers totaling \$120,322.78.

There being no questions or comments regarding the November 2009 disbursements, a motion was presented by Trustee Montgomery to approve the disbursements as presented. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments: Chairman Kuhs wished all the Board members and staff and their families a happy, healthy and safe holiday season.

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 highlighted the quote in her report from a participant and stated that the sentiment truly epitomizes the impact our services have on our participants, and demonstrates that the work we do makes a huge difference in the lives of so many individuals.
  - The Veterans' Initiative program is progressing. We are excited to add a social component to the program and we will host a get-together in December for the wheelchair basketball group and their families.
  - We are pleased with the outcome of the vehicle bid process. A detailed report will be presented later in the meeting under New Business.
  - The Satisfaction Survey was mailed earlier to a cross-section of NEDSRA participants and we are experiencing good response to the survey. A summary report will be presented to the Board at the February Board of Trustees meeting.
  - Staff is working on the annual budget process, with input from all recreation department members. Due to current financial limitations, the process is challenging; however, we hope to bring forth new things in the coming budget year.
  - The partner Ambassador program is continuing successfully, and staff members reach out to member partners as often as possible. Leadership efforts from our member partners are also encouraged and welcomed for NEDSRA staff to assist with their special events and attending various socials.
  - Holiday programs are in full swing, and Lisa highlighted the *Holiday Party with Santa* taking place at Lombard Community Building, with support from the community.

Lisa responded to Trustee Montgomery's question about the University of Illinois wheelchair basketball clinic, and if NEDSRA will continue this type of coordination and cooperation with the University. She explained that the University had contacted us about using our facility, and we were excited and pleased to be able to host the clinic. Lisa thanked Adam Kramer, NEDSRA's Adaptive Sports Recreation Specialist, for coordinating the event.

Trustee Friedrichs inquired about Team Rinaldi's invitation to represent the State of Illinois and NEDSRA at the 2010 National Special Olympics Golf Tournament in Lincoln, Nebraska, in July. Lisa stated that this is the first time in NEDSRA's history when a Special Olympics athlete has been invited to a national tournament. Chris and his father are members of NEDSRA's Unified Golf team. We are very proud of Chris and Roy Rinaldi for this tremendous honor.

- b. *Public Relations and Marketing Report* – Director Reiner introduced Monica Del Angel who highlighted the following Public Information Department items:
- Monica highlighted the new design of our winter seasonal brochure, as well as the Community Events pages contributed by our member partners to feature some of their special events. She plans to continue publicizing member partner programming in upcoming seasonal issues. The Trustees complimented Monica on the new design.
  - Monica highlighted the increased media coverage NEDSRA has received in several local newspapers over the last few months, and will continue efforts to increase coverage and special feature articles.
  - The Veterans' Initiative is gathering momentum and we are currently interviewing individuals to be featured in upcoming articles.

- c. *Fund Development Report* – Director Reiner introduced Karen Lesniak who reported on the following Department updates:
- Addison Mayor’s Community Charity Ball on November 21 was again very successful. No financial information is available at this time. The wrap-up meeting will take place next week, when we will find out NEDSRA’s part of the proceeds. Karen thanked the Trustees for supporting the event by purchasing raffle tickets.
  - We are grateful for the ongoing support of Lombard service clubs. The Kiwanis Club of Lombard sponsored the annual Sweetest Day Dance in October, and provided volunteer support as well. The Lombard Junior Woman’s Club again sponsored the annual Halloween Masquerade Ball by providing, among other things, refreshments and the DJ. Many Club members also volunteered at the event.
  - We are happy to report that we have received funds in the amount of \$2,500 from Nike “Back Your Block” grant program. Karen thanked everyone who voted for NEDSRA on Nike’s website, helping us secure the grant. The funds will be used for NEDSRA’s adapted sports programming. As an added bonus, when you purchase a gift card at the Schaumburg Nike store, the store will donate \$5.00 to NEDSRA for each card sold.
- d. *Administrative Operations Report* – Director Reiner highlighted the following administrative items:
- 1) Unemployment Claim – Director Reiner reported on the recent unemployment claim. Although the claim was protested and “won” on a voluntary quit, because the claim had already been paid out by the State, it is unlikely that we will recoup the approximately \$3,500 to \$5,000. The funds will come from the Working Cash Fund. Director Reiner stated further that this is the first time NEDSRA has paid out on a claim.
  - 2) Veterans Park District – Director Reiner opened the discussion about the possibility of Veterans Park District joining NEDSRA. He has met with the Park District’s Director and staff regarding the need of services and programming to the residents of the Park District. At this time we have provided the Park District with information including our Articles of Agreement and a Resolution stipulating specifics of the proposed membership, payment schedules, etc.

Director Reiner emphasized that Veterans Park District staff had approached NEDSRA, and he has also had discussions with the Director of West Suburban Special Recreation Association regarding their interest in pursuing the issue of membership with Veterans Park District. Our current WorkPlan includes researching the possibility of new memberships. Director Reiner asked for direction from the Trustees to proceed with research and obtaining additional information the Trustees would need to consider before a decision is made. The Park District currently provides special recreation services through a Special Recreation Levy through an intergovernmental agreement with the Village of River Grove.

Director Reiner explained the boundaries of the Park District which covers several communities in western Cook County, among them Melrose Park and parts of River Grove. He addressed questions from the Trustees regarding the Park District’s philosophy on serving people with disabilities, the size of the community, and the potential number of participants who would need special recreation services (approximately 100-150). Based on NEDSRA’s formula and the 2007 EAV, the District’s contribution to NEDSRA would be approximately \$263,000. Director Reiner further expanded on the impact on operations in the event of membership, including vehicles and full-time, part-time staffing needs. The impact would be significant, and it would take time and additional resources to get the project off the ground and running smoothly.

The Trustees requested that before making commitments regarding membership, more specific financial information is needed. Director Reiner clarified to the Trustees that considerable preliminary research still needs to be completed specific to expenses vs. revenue projections and other financial considerations. A question was also raised with regards to NEDSRA's ability to serve additional communities. Director Reiner assured the Trustees that this is possible; however, there would be a need for additional resources, staff and vehicles necessary to accomplish this at the same standard we are accustomed to. We would also consider some other service delivery models that are being used in other geographically large SRAs.

Chairman Kuhs asked each Trustee for their input on the issue and their desire for the staff to continue their research and negotiation with Veterans Park District. It was the consensus of all the Board members to proceed, with the understanding that more information is needed before any final determinations will be made.

- 3) Director's WorkPlan 2009-10 – Director Reiner reported that we are on target with items in the WorkPlan at the 6-month point of the fiscal year. The review of the Articles of Agreement has a recommended new target date of April 2010, while we are considering inclusion of Veterans Park District as a new partner. The Articles of Agreement could be amended accordingly at that time. The review will also include discussing the process of appointing member partner Trustees and Alternates to the NEDSRA Board of Trustees.

Director Reiner has met with several potential members to the NEDSRA Foundation Board. At this time the target finish date to develop orientation and timelines has been postponed to April 2010. Chairman Kuhs reminded the Board to continue to develop more opportunities to include NEDSRA partner functions and events and to invite staff to come to Board meetings for general and specific presentations on NEDSRA's programs and services.

Some Capital Improvement projects continue to be on hold until State grant funds become available. Some of the projects are shared responsibilities with Addison Park District, and the projects will resume once the State funds have been released.

Board members were asked if there were any questions relating to the Director's WorkPlan or the 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. *Wheelchair Transit Vehicle Bid* – Lisa stated that 12 companies received bid specifications and proposals for bid. We were happy with the outcome of proposals received, compared to results from previous years. In all, we received five (5) bids from four (4) companies. As you may recall, although Midwest Transit last year was the lowest bidder, it was staff's recommendation to award the contract to Illinois Bus due to ongoing difficulties with Midwest Transit regarding service and warranty issues. We received a letter from Midwest Transit clarifying their new warranty and service regulations, which comply with NEDSRA's bid specifications. On the basis of these service improvements and Midwest Transit being the lowest bidder and highest trade-in value, it is staff's recommendation to award the purchase of the wheelchair transit vehicle to Midwest Transit of Kankakee, Illinois. Staff also recommends upgrading the seat fabric to an antimicrobial fabric which prevents bacteria growth. This upgrade will cost an additional \$380. Lisa also noted that the recommended purchase price is \$3,372 less than what was budgeted in the Vehicle Replacement Fund.

Chairman Kuhs asked if there were any questions or comments concerning staff's recommendations. There being none, Trustee Anderson made a motion to accept staff's recommendation, and authorize Director Reiner to order and purchase from Midwest Transit Inc., 146 West Issert Drive, P.O. Box 582, Kankakee, Illinois, a 2010 18-passenger, 7-wheelchair capacity vehicle for the dollar amount not to exceed \$44,628 after trade-in. Trustee McKinnon seconded the motion. On a roll call vote, the motion was passed unanimously.

- b. *Budget Review Calendar 2010-2011* – Chairman Kuhs asked if there were any questions or comments regarding the meeting dates and timeline for fiscal year 2010-11 budget review. Per previous discussions, the Trustees had decided to review the budget as a Committee of the Whole. There being no questions or comments, Trustee Niemann made a motion, seconded by Trustee Connolly, to adopt the budget development timeline for 2010-2011 as presented. On a voice vote, the motion passed unanimously.

- 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 before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Niemann at 4:48 p.m. The motion was seconded by Trustee Bealer. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

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Liz Grillos  
Recording Secretary

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Greg Kuhs, Chairman

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John Bealer, Secretary