

BOARD OF TRUSTEES MEETING MINUTES
Thursday, February 14, 2008

1. Call to Order: Chairman Montgomery called the meeting to order at 3:35 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
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
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 Connolly, Medinah Park District

Guests & Staff
Tim Reinbold, Superintendent of Recreation, Oakbrook Terrace Park District
Gary Anderson and Lane Anderson, NEDSRA Participant and Parent
Jacob Shimanek, NEDSRA Participant
Brittany Ottolini, Manager of Foundation Operations, Sunshine Through Golf Foundation
Andy Carr, Head PGA Professional, Eaglewood Resort and Spa, Itasca
Larry Reiner, Executive Director, Susan Balling, Assistant to the Director
Liz Grillos, Recording Secretary,
Recreation Managers, Ann Roytek and Jeena Greenwalt
Fund Development Director, Karen Lesniak

2. Approval of Minutes: Chairman Montgomery asked if there were any questions regarding the minutes of December 5, 2007. There being no questions, Trustee McKinnon moved to approve the December 5, 2007, meeting minutes as presented. Trustee Sullivan seconded the motion. On a voice vote, the motion passed unanimously, with abstentions from Trustees Barron and Kuhs.
3. Comments and Communications: Director Reiner stated that a new magazine is being launched by "Parent Magazine" geared toward parents of children with special needs. The title is Chicago Special Parent and Director Reiner is proud to have been asked to serve on the editorial board of the magazine. Currently there is a commitment to publish two issues. We are happy to have a commitment from the Special Recreation Network of Illinois to advertise in the magazine. NEDSRA will also feature information to assist parents looking for services. We hope you welcome this publication in your facilities, and we are happy to have the opportunity to be part of this new publication.

Director Reiner thanked Senior Manager Jeena Greenwalt and all staff for an outstanding job leading the way in the field of special recreation in concert with the Participant Services Division throughout the State. We are all very proud of their efforts. Director Reiner also thanked staff for two very successful tournaments hosted by NEDSRA at our facility, and thanked member partner staff who were able to attend. The Junior Wheelchair Bulls program is distributed at today's meeting.

4. Introductions of Staff and Guests: At this time, Trustee Barron introduced Tim Reinbold, the new Superintendent of Recreation at Oakbrook Terrace Park District. Director Reiner introduced Recreation Manager and Golf Coach Ann Roytek next. Ann stated that NEDSRA is very proud of being the recipient of the IPRA Outstanding Program Award for 2007 for our Special Olympics and Adapted Golf program. She stated that this award would not be possible without the tremendous assistance and support of our community team members. Ann introduced NEDSRA Golf Team members Gary Anderson and Jacob Shimanek, who presented 2007 Community Supporter Awards to Ms. Brittany Ottolini of the Sunshine Through Golf Foundation, Mr. Andy Carr from Eaglewood Resort and Spa and Director Mark McKinnon, Addison Park District. Medinah Country Club is also being honored as a Community Supporter, but their representative was unable to join our meeting. The award will be presented to them at another time. Ann thanked each organization for their ongoing support of our Special Olympics and Adapted Golf program and the use of their excellent facilities. Each supporter received a framed photograph of the golf team as a thank-you. Director Reiner also thanked each recipient for their assistance and the wonderful job they are doing helping our golfers become the best they can be.

At this time Chairman Montgomery welcomed Liz Grillos as the Recording Secretary for today's meeting.

5. Financial Report:

- a. NEDSRA Financial Reports – December 15, 2007 and January 15, 2008

Chairman Montgomery asked if there were any questions regarding the financial reports ending December 15, 2007 and January 15, 2008. Trustee Kuhs noted an error on page 2 of the report, the heading should read 2007/2008 Budget. A similar error appears on the January 15, 2008 report. This is duly noted and the correction will be made in future reports. There being no further comments or questions, Trustee Bealer motioned to approve the December 15, 2007 financial report and the January 15, 2008 financial report with the noted corrections. Trustee Kuhs seconded the motion. On a roll call vote, the motion passed unanimously.

Director Reiner reported that we are currently at approximately 97% of total taxes collected and NEDSRA had received additional funding contributions totaling \$7,637.64 from Villa Park, Medinah and Lombard. Director Reiner noted that we will be at 100% in March after Schiller Park's contribution. This is due to Cook County being on a different time schedule. Director Reiner also highlighted fees and charges at 78%, which is at a comfortable level at this time before the spring program revenues. Director Reiner briefly reported on various interest rates NEDSRA is currently earning on investments and future outlooks.

In the fund development area, we are at 86 % of our funding goal for the fiscal year, and it is a challenge at the end of the fiscal year to increase funding requests from service clubs, etc. Director Reiner stated that overall the financial situation is strong. We are down significantly in account 667 on the expense side, but we are still optimistic regarding our goals in fund development. Director Reiner asked if any further clarification was needed. There being no questions or comments, on a roll call vote, the motion to approve the December 15, 2007 and January 15, 2008 financial reports passed unanimously.

6. Approval of Disbursements:

a. NEDSRA Disbursements – December 2007 (Ratify)

Chairman Montgomery advised the Board that the claims list presented for December 2007 included checks 38649 to 38698, and interim checks 38605 to 38648, totaling \$109,932.43.

A motion was presented by Trustee Kuhs, with a second from Trustee Sullivan to approve the disbursements of December 2007. Chairman Montgomery asked if any disbursements needed clarification. Trustee Kuhs had a question about the shared cost with Addison Park District of the pool lift and inquired if this was also the case with the gym door. Director Reiner clarified that yes this was a shared expense. He also stated that almost all capital improvements relating to the facility are shared with the Park District. There being no further questions, on a roll call vote, the motion passed unanimously.

b. NEDSRA Disbursements – January 2008

Chairman Montgomery advised the Board that the claims list presented for January 2008 included checks 38759 to 38808, and interim checks 38699 to 38758, totaling \$152,737.11. Trustee Kuhs inquired about further use of the Chase card once the P-card usage has been adopted. Director Reiner replied that in most cases the Chase card will be eliminated. There being no further questions, a motion was presented by Trustee Sullivan to approve the disbursements of January 2008. Trustee Tolin seconded the motion. On a roll call vote, the motion passed unanimously.

At this time, Director Reiner took the opportunity to thank the Addison Park District staff for doing a wonderful job clearing the parking lots of snow, for the NEDSRA tournaments. It was truly appreciated.

7. Chairman of the Board Comments

Chairman Montgomery congratulated NEDSRA for the agency awards at the 2008 IPR Conference as well as all the staff members who received individual awards. He also congratulated the Itasca Park District Director and staff for their three well-deserved awards at the Conference.

Chairman Montgomery reported that several discussions have been conducted regarding the Parental Notification Policy; however, no consensus has been reached and maybe such a policy is not needed at this time. Chairman Montgomery suggested deferring this issue at this time; to be revisited next year in Executive Committee. He asked the Board members if anyone was opposed to this suggestion, the Board was in agreement with this decision.

Chairman Montgomery stated that a Nominating Committee is needed for officer elections in May. Trustee Connolly has volunteered to chair this Committee. Please let Chairman Montgomery know if you are willing to serve on the Committee. Since there is no March Board meeting, the nominations need to be included on the April meeting agenda.

8. Committee Reports

Strategic Planning Initiatives Task Force Committee – The Committee met this afternoon prior to the Board meeting to discuss Initiatives relating to strengthening member partner communications and board priorities relating to the annual budget. Chairman Montgomery gave a brief synopsis of the discussions. The Committee will meet on March 12 to solidify recommendations for objectives for the two Initiatives, the Calendar and Board Self-Assessment.

9. Director's Report:

Director Reiner highlighted the IAPD Resolution, dated January 21, 2008, congratulating NEDSRA on the occasion of our 30th anniversary.

a. Recreation Report

Director Reiner introduced Jeena Greenwalt, who reported on the two recent and very successful tournaments hosted by NEDSRA. The Jr. Wheelchair Bulls Tournament on February 9 included a record 8 teams from 4 states, and the ITRS Junior Basketball Tournament on February 10 saw 17 teams compete from surrounding Special Recreation Associations. NEDSRA Booster Club members were actively involved during both tournaments selling concessions and raffle tickets, and their assistance was greatly appreciated. Jeena also thanked the Addison Park District staff for their assistance during this busy weekend of competitions.

Jeena then stated that the wheelchair paratransit vehicle bid process had been completed and the staff's recommendation would be presented for approval later during the meeting. Finally Jeena thanked the Board members for the flowers and well wishes she received during her recent illness. Director Reiner thanked Jeena for the report and expressed NEDSRA's good wishes for continued good health.

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

b. Fund Development Report

Director Reiner introduced Karen Lesniak. An addendum to the monthly report was distributed. Karen stated that NEDSRA was excited about receiving \$11,000 in grant funds from "Autism Speaks" through their Family Services Department. The funds will be used for this summer's Camp Exploration program. NEDSRA also received \$2,000 from another new source, the Christopher and Dana Reeves Foundation, for the February Jr. Wheelchair Bulls Tournament. Karen also stated that as in previous years, Wal*Mart again provided volunteer assistance for the Tournament, for which we are grateful.

Karen highlighted the upcoming May 8th Golf Marathon event, which is now in its 12th year. She thanked Wood Dale Park District's Salt Creek Golf Club facility for again hosting this event. The department is currently securing golfers and several have already committed to playing in this year's Challenge.

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

c. Administrative Operations Report

Director Reiner elaborated on the Golf Marathon efforts and stated that vehicles are currently funded through fund development efforts. Each vehicle costs approximately \$55,000-\$60,000. We are hoping to recruit golfers from each partner district, as well as encouraging member partners to suggest golfers from the community to represent them, and to provide their vendor lists for fund solicitations.

The 2008-09 budget was distributed at the conclusion of today's meeting. The Personnel Committee will meet on February 27 at 3:00 p.m. to discuss the 2008-09 Budget Addendum. The Joint Finance/Personnel Committee will meet on March 12 at 3:00 p.m. for budget review. Please mark your calendars with these two dates.

Next Director Reiner reported that he has worked very diligently with DCEO and the State trying to restore the \$250,000 line item grant, as well as funding Oakbrook Terrace Park District has lost. He has met with several key legislators and legislative staff. He stated that he is optimistic that these meetings will ultimately bring NEDSRA positive results to return the grant funds as a line item into the State budget. Director Reiner has been assured by several key legislators that our request will be back in the budget as a line item, but no firm commitment can be reported at this time. The State budget will be published next week and Director Reiner will keep the Board informed of any new developments.

Director Reiner also reported that he had tried to get a commitment to restore the funds set aside for Park Districts regarding museums, but no commitment was made to include them in the current budget. Director Reiner is also working very closely with Peter Murphy of IAPD on issues relating to OSLAD and other funding sources for Park Districts.

Director Reiner reiterated information about the child restraint seats for vehicles. The new policy will be discussed later in the meeting. Currently one vehicle has approved child restraint seats per PDRMA's guidelines. The new vehicle is equipped with conversion seats built into the regular seats, which added costs to the purchase of the vehicle as outlined in the vehicle bid document. A discussion ensued regarding the need for the correct type of seats. The importance of universal seats was stressed because some seats that are provided by the parents are not compatible and thus, not safe per federal and state laws.

In conclusion, Director Reiner asked the Board members to mark their calendar for the annual "Reach for the Stars" recognition dinner on June 3 at the Shriner Center in Addison.

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

10. Unfinished Business:

- a. Approval of Revised Budget Calendar 2008-09 – Director Reiner stated that on page 2, the April 3 day should read **Thursday**, April 3, for the Optional meeting, and **Thursday**, April 3, for the regularly scheduled Board of Trustees meeting. Please mark your calendar accordingly. Trustee Kuhs made a motion, with a second from Trustee Niemann, to approve the Revised Budget Calendar 2008-09 with the noted corrections. On a voice vote the motion passed unanimously.
- b. Approval of Grace Bersted Foundation Resolution – The Foundation's \$10,000 grant stipulates that the funds will be used strictly for Special Olympics and not a religious entity or institution of higher education, and are thus outlined in Resolution #1-2-08. Trustee Kuhs made a motion, with a second from Trustee Tolin, to accept the Resolution as presented. On a voice vote, the motion passed unanimously.

11. New Business:

- a. Approval of Finance Policy Amendment & Administrative Procedure Document – Director Reiner explained that upon further review of the Procurement Card, guidelines and dollar amounts suggested requiring appropriate signatures, the dollar amounts were found to be too low to take full advantage of the P-card program. The policy and procedures stay the same, only the dollar amounts have been raised. Trustee Tolin made a motion, with a second from Trustee Friedrichs, to approve the Amended Finance Policy as presented. On a roll call vote the motion passed unanimously. Director Reiner stated that per direction from Harris Bank, this policy needs to be approved by the Board on an annual basis, and will be brought forward in a year's time.

- b. Approval of Board Meeting Calendar 2008-09 – Director Reiner brought to the Board’s attention that 2 regularly scheduled Board meetings will take place on a Thursday, on April 3 and October 2. ***Also please note the new time; all regularly scheduled Board meetings will start at 3:00 p.m., beginning in April.*** Trustee Bealer made a motion, seconded by Trustee Kuhs, to adopt the 2008 Board Calendar as presented. On a voice vote the motion carried.

- c. Approval of Vehicle Bid – Director Reiner reported that only one bid was received from a total of 12 bid specification packets mailed to dealerships specializing in paratransit vehicles. He stated that he had briefly talked to a representative from the Chicago Bus Company, but no explanation was given why they did not submit a bid. The recommended bid was received from Midwest Transit, which in the past has been awarded NEDSRA bids and has done an excellent job for us over the years. It is not known why additional bids were not received. Director Reiner briefly explained some of the features of the new vehicle, including the child restraint seats. The new vehicle has space for 2 wheelchairs and we currently use a rotation system for wheelchair-adapted vehicles, if more space is needed. Director Reiner thanked the staff for an excellent job on preparing the bid specifications.

Trustee McKinnon inquired about a trade-in value on the Pace bus and the budgeted amount for the vehicle purchase. Director Reiner explained that there was no trade-in, because we have 2 more years left on the lease. The purchase price vs. budgeted amount is covered in the budget through fund development and specifically the golf marathon event proceeds. Trustee McKinnon further stated that it was uncommon to proceed with only one bid recommendation. Director Reiner concurred that this was an unusual situation, but stated that the staff felt confident with the recommendation because of past history with Midwest Transit and the fair price quoted in the bid.

Trustee Kuhs inquired if a policy exists how to proceed in these situations, and currently that is not the case. Director Reiner stated that he and Lisa Deets reviewed the bid specifications to determine if there might be something that inadvertently precluded other bidders, but there was not. A discussion ensued regarding resubmitting bid specifications for additional price comparison. However, because of time constraints in delivery of the vehicle before the start of the summer camp season, it was the consensus of the Board members that a delay would jeopardize our camp transportation needs.

Trustee Niemann made a motion, with a second from Trustee Sullivan, to accept the staff’s recommendation and authorize Director Reiner to order and purchase a paratransit vehicle from Midwest Transit for the dollar amount not to exceed. \$52,386. On a roll call vote, with 8 ayes and 2 nays (Trustees McKinnon and Leno), the motion passed.

- d. Child Restraint Seat Policy and Procedures – Director Reiner stated the changes to the policy, which is new to NEDSRA, replacing the procedures-only document, include age and weight restrictions. He further explained that due to safety concerns in transporting our younger participants, it was prudent to develop a policy. School districts have inquired about NEDSRA’s policy as well. Jeena explained that due to a multitude of parent-owned seats, some possibly with expiration dates, NEDSRA chose to purchase our own seats to assure compliance and safety. A question was raised regarding wording in age guidelines. Director Reiner clarified that under special considerations the child’s age would not play a role in using a restraint seat and harness, the child’s weight and special circumstances are the determining factors. Trustee Tolin made a motion, seconded by Trustee McKinnon, to approve the Child Restraint Policy as presented. On a voice vote the motion passed unanimously.

- e. Appointment of Recording Secretary for 2008-09 – Director Reiner reintroduced Liz Grillos as a longtime NEDSRA employee, who would be able to serve as Recording Secretary to the Board due to her NEDSRA background. Trustee Niemann made a motion to appoint Liz as Recording Secretary to the Board for Fiscal Year 2008-09. Trustee Kuhs seconded the motion, which passed unanimously.

12. Adjournment: There being no further business, a motion to adjourn the meeting was made by Trustee Sullivan. The motion was seconded by Trustee Tolin at 4:47 p.m. On a voice vote, the motion passed unanimously.

Respectfully submitted,

Liz Grillos
Recording Secretary

Larry Montgomery, Chairman

Greg Kuhs, Secretary