

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, February 4, 2009

1. Call to Order: Board Chairman Larry Montgomery called the meeting to order at 11:02 a.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
Tom Connolly, Medinah Park District
Laura Barron, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park (arrived at 11:09)
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,
Maggie Krohn, Sue Martellotta

2. Approval of Minutes: Chairman Montgomery asked if there were any questions regarding the minutes from the December 3, 2008, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Tolin moved to approve the minutes from the December 3, 2008, Board of Trustees meeting as presented. Trustee Niemann seconded the motion. On a voice vote, the motion was passed with 9 ayes and 1 abstention from Trustee McKinnon. Trustee Bealer was not present for this portion of the meeting.
3. Comments and Communications: Director Reiner highlighted the following communication pieces included in the Board packet:
- The Chicago District Golfer magazine and the article highlighting NEDSRA participant Paul Bures and his family.
 - The Junior Wheelchair Bulls Tournament flyer. Director Reiner encouraged Board members as well as Trustees and Commissioners to attend the February 7th event.
 - The Addison Independent newspaper article about the autism bill passing in the State legislature, a significant victory for families who have children with autism spectrum disorders.
4. Introductions of Staff and Guests: Director Reiner introduced Sue Martellotta, NEDSRA employee as well as parent of a child with a disability and member of the NEDSRA Booster Club Supporting Special Olympics. At the 2009 IPRA/IAPD State Conference the Booster Club was honored with the *Excellence In Service* award for their fund-raising efforts and general support of NEDSRA's Special Olympians. Sue gave a synopsis of the Boosters' activities and thanked the Board members for their ongoing support of NEDSRA and our services. Chairman Montgomery presented the award to Sue and thanked the Booster Club members for their work and dedication to NEDSRA's athletes. Director Reiner stated that the Boosters also host the annual Sports Banquet, which will take place on March 18 at Glenlakes Golf Club in Glendale Heights.

5. Financial Report:

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

Chairman Montgomery asked if there were any questions regarding the financial report ending December 15, 2008. There being no questions or comments regarding the December 15, 2008, Consolidated Monthly Financial Report, Trustee Kuhs motioned to approve the December 15, 2008, Consolidated Monthly Financial Report as presented. Trustee Tolin seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Consolidated Monthly Financial Report – January 15, 2009

Chairman Montgomery asked if there were any questions regarding the financial report ending January 15, 2009. Director Reiner highlighted the following points:

- Additional revenue has been received from Lombard, Medinah and Villa Park in the amount of \$12,786.54
- Director Reiner clarified to the Trustees the checks returned to partners due to reserve overage. If column 5 in the “tax funds received report” indicates a zero balance, no overage funds are available. To request funds returned, the language in the letter should specifically indicate that the expenses were ADA-related and followed according to the Joint Agreement. Trustee Niemann requested that NEDSRA provides a year-end letter indicating the partners’ ending balance. Director Reiner assured that the requested information would be forthcoming. He offered to meet with member partner Directors and Commissioners/Trustees to further clarify the use of funds collected under the SRA levy.

There being no questions or comments regarding the January 15, 2009, Consolidated Monthly Financial Report, Trustee Niemann motioned to approve the January 15, 2009, Consolidated Monthly Financial Report as presented. Trustee Kuhs seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – December 2008

Chairman Montgomery advised the Board that the claims list presented for December 2008 included checks #39834 to #39886, interim checks #39804 to #39833, BMO P-Card payment totaling \$89,908.49, and transfers totaling \$115,509.56.

Trustee Kuhs asked if the P-card is now used exclusively. Director Reiner clarified that a few issues remain with Chase and Diner’s Club cards, and the accounts will be phased out within a few months.

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

b. NEDSRA Disbursements Report – January 2009

Chairman Montgomery advised the Board that the claims list presented for January 2009 included checks #39916 to #39950, interim checks #39887 to #39915, BMO P-Card payment totaling \$63,132.70, and transfers totaling \$110,863.23.

There being no questions or comments, a motion was presented by Trustee Tolin to approve the disbursements of January 2009 as presented. Trustee Kuhs seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

a. Annual Board Self Review – Chairman Montgomery thanked the Board members for completing the Board Self-Review process, as suggested by Primer, Michaels during the Strategic Planning Process. He felt it was an important tool to cause the Board members to evaluate their function as a unit to increase positive communication and that the Board has made progress in this area. Trustee Barron encouraged Board members to invite NEDSRA staff and participants to visit home Board meetings to inform all Trustees and Commissioners of NEDSRA’s mission of improving and advocating recreation options with residents with disabilities. The Board members agreed that the new Ambassador program is an excellent way to implement increased visibility with all our partners.

b. Nominations Committee – Chairman Montgomery stated that his term as Chairman of the Board is ending in April and a new slate of Board leadership is to be considered for the upcoming fiscal year 2009-10. Chair Montgomery also suggested going back to a 2-year term for the Chairman. According to the Bylaws, the outgoing Chair is part of the Nominations Committee. It is also time to consider appointing Committee Chairs and Chairman Montgomery encouraged the Board members to contact him regarding Board leadership positions and Committee preferences.

c. IMRF Pension Study Ad Hoc Committee – Trustee Niemann is chairing the Committee to study the possible changes to NEDSRA’s Pension Plan. Committee members are Trustees Montgomery McKinnon, Leno and Friedrichs. Actuarial information has been received from IMRF and the Committee will meet to discuss and evaluate the study and staff’s cost estimates to the agency over the next two months. The results and the Committee’s recommendation will be presented to the full Board at the April 1 Board of Trustees meeting.

8. Committee Reports: Director Reiner stated that Governor Quinn has changed the State budget meeting date from February to March 18, which is the scheduled date for NEDSRA’s Joint Committee meeting. This date might have to be changed due to Director Reiner traveling to Springfield for the State budget meeting. Two Trustees also indicated that March 18th was a bad date for them. Schedules for an alternate date will be checked and the Board will be notified of a possible date change once more information is available.

9. Director’s Report:

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

- NEDSRA is proud to have received our 11th Outstanding Program Award at the IPRA State Conference for our A.R.T.S. “Art and Recreation Therapy Series” program. Lisa introduced Recreation Coordinator Maggie Krohn, whose leadership and talents were instrumental in the success of this cultural arts program. Maggie gave a brief overview of the program, what art therapy is and how it impacts the participants, especially children with autism spectrum disorders, who have difficulties communicating verbally. Congratulations were extended to Maggie for the success of this program and the award received.
- Lisa gave a brief report on the impending conversion to a new registration system. The data migration conversion is scheduled for the weekend of February 14. Throughout the remainder of the fiscal year, Price Consulting will be working on developing high-level reports.
- Our outreach efforts are successful with new participant inquiries this season and close to 50 assessments have been performed since fall of 2008.
- NEDSRA is excited about partnering with WDSRA to form a Division III basketball team for adults who have graduated from high school and are no longer eligible for youth teams. At this time the team is engaged in practices only, and is expected to start competing next year. We are also partnering with SEASPAR to launch a Special Olympics figure skating program.
- The 15th Annual Jr. Wheelchair Bulls Tournament will take place on Saturday, February 7, with eight teams from four neighboring states completing.

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

- Monica reported on upcoming Web site changes and enhancements to make the Web site more user-friendly and easy to navigate. The changes/upgrades will happen in three stages and will take about 5 to 8 weeks. She is working with a new design company and will train on new software as well. She encouraged member partners to view the Web site and offer any suggestions they might have. The Web site will also be enhanced to be more ADA-compliant for the visually impaired.
- The 2nd issue of the Chicago Parents Magazine’s Special Parent, to be published in February, will feature a NEDSRA ad, partially funded by two sponsors, and Monica was instrumental in negotiating a discounted package deal for NEDSRA and SRANI.
- We are proud to have received 2 1st place Showcase Awards at the 2009 IPRA Conference for “Best Annual Service Report” content and “Most Improved Brochure.”

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

- We have established a new partnership with MB Financial and have received a \$1,000 grant for our Adventure Arts program. MB Financial has also expressed interest in having their employees volunteer at special events.
- A grant request for \$15,000 has been submitted to DuPage Community Foundation in support of increased programming needs for youths with severe disabilities.
- A grant request for \$20,000 has been submitted to DuPage County Human Services Fund in support of a pilot program to serve veterans with disabilities.
- Carson’s Community Days discount coupon booklets are available for \$5.00 each. The event takes place on Saturday, February 28.
- We are in the golfer recruitment stage of the annual Golf Marathon event, which will take place on May 7 at Wood Dale Park District’s Salt Creek Golf Club. Please let Karen know of any interested golfers and an information packet will be mailed to them.

At this time, Director Reiner encouraged participation for the golf marathon event and suggested that partners use their vendor lists for solicitation purposes. We would like to have individual golfers or teams from all 11 partners participate in this year’s event.

- Karen also highlighted the new Stroll & Roll fundraiser, which will take place on Sunday, April 19, at Centennial Park. This particular event focuses on a family-oriented activity. She thanked Addison Park District and Club Fitness for being the signature sponsor of the event. Detailed information about how to participate and raise funds will be forwarded to all partners shortly.

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

- As of yesterday, NEDSRA is still in the State budget and we will work diligently with the new administration during the upcoming budget meetings in Springfield to ensure future grants.
- Our existing 2009 grant for \$242,000 has been vouchered but not warranted; however, we do expect the funds (1st installment of \$121,000) to be released shortly.
- We have been aggressive about securing better-earning interest investments, and have secured deposits with 3 banks to earn 2.8 % and 3% respectively. Resolutions and 2 Trustees as signatories will be requested for approval under New Business.

- 1) Amendment to the Financial Policy Language – Director Reiner stated that at the time the Financial Management Policies were reviewed, we inadvertently neglected to make the change under the “Check Approval” to match the amounts in Purchase Orders for requiring the Director’s signature

Trustee Friedrichs made a motion to amend the Financial Management Policy regarding Check Requests to increase the level requiring the Director’s signature from \$250.00 to \$500.00. Trustee Sullivan seconded the motion, and on a roll call vote, the motion passed unanimously.

The amended text reads as follows:

Check Approval and Signing

Checks requests for amounts under \$100 may be requested and processed at the request of recreation specialists, coordinators and their supervisors. Amounts between \$100 and \$250 require written approval of a division head/appropriate manager. Amounts of \$250 to \$500 must be approved by the appropriate member of the leadership team. Requests for amounts of \$500 and above must have the signature of the Executive Director or Assistant to the Director. (Revised 2-4-09)

- 2) Appointment of Account Signatories – Trustee Niemann made a motion, seconded by Trustee Connolly to appoint Trustees Kuhs and McKinnon as signatories on the accounts to be approved under New Business.
 - Director Reiner highlighted the IAPD’s Legislative Platform as presented in the General Counsel’s Memorandum of January 19, 2009.

Chairman Montgomery asked if there were any questions relating to the Director’s written report. There were no further comments or questions at this time.

The February 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 – The completed Personnel Policies document was distributed to all Board members for insertion in the Board of Trustees Manual, Section 4. The old version should be discarded.
11. New Business:
 - a. *2009-10 Board Calendar and Planned Agenda Items* – The Board members discussed the document and the consensus was to approve the document as presented. After discussing the time for the December Board meeting, the Board members decided to change the meeting time to 3:30 p.m. Trustee Kuhs made a motion to approve the Calendar and Agenda Items with the time change adjustment for the December 2009 meeting. Trustee Tolin seconded the motion, which passed on a voice vote.
 - b. *Resolution #1-02-09 Certificate of Deposit – Bank Financial*
 - c. *Resolution #2-02-09 Money Market Account – Bank Financial*
 - d. *Resolution #3-02-09 Certificate of Deposit – Itasca Bank and Trust*
 - e. *Resolution #5-02-09 Certificate of Deposit – Ridgestone Bank*It was suggested to make one motion to approve all bank Resolutions as one entity. Trustee Tolin made a motion to approve Resolutions #1, #2, #3 and #5 as presented. Trustee Niemann seconded the motion which passed on a voice vote.
 - f. *Resolution #4-02-09 DuPage County Human Services Grant for the Veterans’ Fitness Program.* Trustee Niemann made a motion to approve Resolution #4 as presented. Trustee Kuhs seconded the motion, which passed on a voice vote.
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 Niemann at 12.29 p.m. The motion was seconded by Trustee Sullivan. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Liz Grillos
Recording Secretary

Larry Montgomery, Chairman

Greg Kuhs, Secretary