

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, June 4, 2008

1. Call to Order: Board Chairman Larry Montgomery called the meeting to order at 3:01 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
Cecelia 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
Carrie Karl, Village of Villa Park
Greg Kuhs, Wood Dale Park District

Staff & Guests
Larry Reiner, Executive Director
Susan Balling, Assistant to the Director; Liz Grillos, Recording Secretary
Tony Koulis, OBT Intern; Sean Tovey, NEDSRA Intern
Lisa Deets, Karen Lesniak

2. Approval of Minutes: Chairman Montgomery asked if there were any questions regarding the minutes from the May 7, 2008, Board of Trustees meeting. There being no questions, Trustee Tolin moved to approve the minutes from the May 7, 2008, Board of Trustees meeting as presented. Trustee Sullivan seconded the motion. On a voice vote, the motion was passed unanimously.
3. Comments and Communications: Director Reiner stated that that the 17th Annual Special Recreation Golf Classic flyer was included in the Board packet. The event will take place on Friday, September 5, at White Pines Golf Club in Bensenville. He stated that the Roesch family is happy and excited to once again be involved as a sponsor in this annual event.
4. Introductions of Staff and Guests: Trustee Barron introduced Tony Koulis, summer intern at Oakbrook Terrace Park District, who attends Western Illinois University. Lisa Deets introduced Sean Tovey, NEDSRA's summer intern. Sean received a Bachelor's Degree in psychology from University of Illinois, and has completed a Master's Degree in Therapeutic Recreation at Southern Illinois University. He is familiar with NEDSRA having worked as a camp counselor in 2007. Director Reiner welcomed them both.
5. Financial Reports:
 - a. NEDSRA Financial Report – April 30, 2008 – Chairman Montgomery asked if there were any questions regarding the financial report ending April 30, 2008. There being no questions, Trustee Kuhs motioned to approve the April 30, 2008, financial report as presented. Trustee Tolin seconded the motion. On a roll call vote, the motion was passed unanimously

Director Reiner highlighted the Interim Financial Statement and Balance Sheet. He indicated that figures are concrete at this time, but might vary slightly once the final bank statement has been reconciled and the statement is prepared for the annual audit. He stated that the year-end analysis of fund balances is very strong and the budget projections are on target. He reported that the Vehicle Replacement Fund is higher than projected due to not purchasing the van during the fiscal year. He stated that the new van would be delivered within a week.

Director Reiner reviewed the Year-End Comparison Report for 2007-2008 included in the Board packet. He explained each of the funds to the Board, and discussed how the year-end figures compared to the targeted financial goals. There were no further questions from the Board at this time. He also highlighted that State Funding 2001-2008 document and reported that NEDSRA is hoping to receive state funding before July 1st from the 2008 state budget and NEDSRA currently has a line item in the proposed 2009 budget.

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

Director Reiner stated that this report was generated from new software, with the assistance from an outside consultant while Business Manager Steve Steinberg is recovering from major surgery. He also clarified a question about line item #523 and #623 Consultants and explained that it includes services by Price Consulting, as well as independent consultant Cindy Berg, who provides support for Raiser's Edge fundraising software.

6. Approval of Disbursements: Chairman Montgomery advised the Board that the claims listed presented for May 2008, included checks 39187 to 39247, and interim checks 39142 to 39186, totaling \$177,553.95.

Director Reiner clarified a question regarding keeping graphic designer Caryn Andrews on staff after a new person is hired for the position of Director of Public Information. That line item will remain in the current budget; however, the expenses will be reduced, but not eliminated at this time. Director Reiner also reported that staff is currently conducting interviews for the position.

There being no further questions, Trustee Tolin made a motion to approve the disbursements for May 2008. Trustee Connolly seconded the motion, and on a roll call vote, the motion carried unanimously.

7. Chairman of the Board Comments: Chairman Montgomery congratulated the NEDSRA staff for an outstanding job at the 2008 Reach for the Stars event. He also congratulated Director Reiner for his hard work and extra efforts in Springfield. The success has been extraordinary, resulting in securing over 2 million dollars to the agency in state funding over the years.
 - a. Committee Appointments: Chairman Montgomery stated that the June Board packet had contained a memorandum regarding the 2008-2009 Committee appointments. There were no questions regarding the Committee appointments. The consensus of the Board was to accept the appointments as stated in the memorandum.

Trustee McKinnon inquired about the status of the Ad Hoc Strategic Planning Committee. Director Reiner responded that the Committee's work will be completed in August after the "State of NEDSRA" presentation.

8. Committee Reports: There were no Committee Reports at this time.

9. Director's Report:

- a. Recreation Report – Director Reiner introduced Lisa Deets. She stated that the report has a new outline to highlight the various areas of interest to the Board of Trustees. Regarding the Strategic Plan initiatives action plan, emphasis is placed on research the first year to gather information to determine how to increase services to un-served and underserved ability groups.

Next Lisa reported on the progress of developing new registration software. Our current system is antiquated and staff is working with Price Consulting to custom develop the new software in Microsoft Access, which will serve the agency well into the future. Staff expects to finalize the project by the end of the year, with plans to run the new registration software parallel to the current one during the winter season, and complete the implementation during the spring 2009 season. The agency will hold the proprietary rights to the new application.

Lisa informed the Board that the new van will be delivered next week, which will increase the NEDSRA fleet to 6 vehicles. She thanked all member partners for allowing us to use their vehicles when needed.

Staff has attended meetings with parents and school district staff in Schiller Park and we have experienced progress in increasing services to Schiller Park residents. Lisa thanked Trustee Bealer and Director Barr for their ongoing support of NEDSRA and our services to their residents.

Lisa further reported on successful meetings held with the DuPage County Health Department to target program participation from individuals with mental illness. She also stated that IPRA has formed a task force to reach out to military personnel to introduce them to special recreation services.

Next Lisa highlighted NEDSRA's day camps, with counselor orientation starting next week. Camp Discovery for youths with mental disabilities/autism spectrum is run cooperatively with WDSRA, and currently has 13 participants enrolled. All our camps are filled to maximum capacity and we are looking forward to a very exciting summer. Director Reiner gave a brief historical over view of how NEDSRA's summer camps have evolved over the years due to legislation to provide services as an extension of the school year. Since school districts are required to offer summer programming, enrollment in our camps have decreased over the years, but are still significant, and our services are very much needed during the summer months.

Lisa invited all member partners and staff to attend two events on Sunday, June 8. The Booster Club and NEDSRA host the 2nd Annual Bocce Tournament at Centennial Place, and NEDSRA co-hosts the annual Fishing Derby/Summer Kickoff with Oakbrook Terrace Park District at the Nature Center.

The May 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, who presented a Power Point financial, year-end overview of the department. The presentation detailed the various funding sources and events that generate revenue, specific fund accounts and how much each fund had generated during 2007-08, and how the funds impacted the programs and services they supported. Karen thanked the member partners for supporting the various events through participation or contributions, and explained the impact this has on their residents with disabilities. Karen further stated that this report will be shared with full-time staff for them to understand the importance of the connection between the Fund Development Department and the direct services and programs they provide to all our member partner's residents.

Director Reiner thanked Karen for the excellent report.

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

- c. Administrative Operations Report – Director Reiner reported that we are going forward focusing on the key initiative in the newly-adopted Strategic Plan of strengthening the connection between NEDSRA and our member partners. This includes working closely with our member partners and to emphasize the importance of this, staff has developed the Member Partner Ambassador program, outlined in the 2 documents distributed at the meeting. Each member partner will have a NEDSRA staff member assigned to it as liaison to keep abreast of happenings to be recognized. The concept is to be involved in member partner special events and also recognize NEDSRA participants' accomplishments in their own community at member partner Board meetings.

The “Scorecard – How are we doing?” concept will be introduced at the August Board of Trustees meeting. Director Reiner encouraged all Board members to invite Trustees, Commissioners and key staff members to attend the meeting.

Several legislative advocacy opportunities are scheduled for this summer and Director Reiner invited the Board Members to contact him, if they would be interested in getting involved.

- 1) WorkPlan 2007-08 – Final Summary. In highlighting the document, Director Reiner reported that researching potential new member partners has been moved to the 2008-09 WorkPlan. He reported that we have been successful with the goals and objectives of our financial stability plan. He thanked the Board members for their support and assistance in ensuring the success of the financial stability plan. He further stated that the p-card process is moving forward. Some capital improvement items were not completed due to not receiving state funding in 2007; however, we are currently moving forward with the next phase of the door widening project, and some other capital improvement items were completed in 2007-08 as planned. There being no questions or comments, it was the consensus of the Board members to approve the Director's WorkPlan 2007-08 Final Summary.

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

10. Unfinished Business

- a. Amendment to Employee and Board Member Program/Service Access Policy. Director Reiner apologized for the inadvertent omission to include member partner full-time employees in the Policy, which the Board approved at the April meeting. Trustee McKinnon made a motion to approve the amended Policy, with a second by Trustee Kuhs. On a voice vote the motion carried.

The amended Policy reads as follows:

*NEDSRA full-time employees, **partner full-time employees**, active Board of Trustees and their immediate family members (those living in the same household) are eligible to participate in NEDSRA programs at discounted rates. The majority of programs will be discounted by 50% of the resident rate, with the exception of contractual/admission programs and travel trips. These programs will be reduced to the amount equal to direct costs incurred by NEDSRA, but not less than 50% of the resident rate. All requests will be submitted to the Superintendent of Recreation for determination of the appropriate fee.*

11. New Business

- a. Nonresident Fee Policy Analysis. The following is the current Policy, approved by the Board in 2006:

NEDSRA is principally funded by taxes from member partners. The residents of NEDSRA should be given preference over nonresidents. It is reasonable and proper that nonresidents should pay more, since the residents are supporting the programs through taxes. Individuals outside NEDSRA boundaries will be charged a nonresident fee which will be a minimum of 100% higher than residents. Nonresidents will be enrolled in programs on a space available basis, after residents have had a reasonable time to enroll. Nonresidents may be charged for programs offered free or at a nominal charge to residents. Scholarships and door-to-door transportation are arranged and provided for NEDSRA residents only. Inclusion services are available to residents only, unless requested by a NEDSRA member partner for a nonresident enrolled in their programs. NEDSRA may waive the nonresident fee for specific, limited programs offered on a "regional" basis, or offered through cooperative/joint programming with other agencies or SRAs. NEDSRA's fee policies should provide ways to maximize resources and service opportunities for resident participants, while allowing NEDSRA the ability to charge nonresidents appropriate fees for highly subsidized programs.

Staff conducted a study on the impact on revenues after the adoption of the new policy to charge nonresidents a fee 100% higher than resident fees. The conclusion is that the number of regular nonresident users, signing up for 4 or more programs a season, has remained relatively the same. Our consumers generally have not sought services elsewhere, and if concerns arise, nonresidents are always encouraged to seek/request similar programming at their home Special Recreation Association. Total generated revenue is slightly higher since the revised Policy was introduced. Therefore the staff's recommendation is to keep the Policy the same at this time, until such time that there is need to revisit this Policy. Trustee McKinnon asked what type of nonresident fee policies other SRAs have adopted. Lisa responded that they vary greatly by district. Trustee Friedrichs asked what precipitated the implementation of this Policy, and Lisa explained that at the time this Policy was adopted, there was a need to reduce/eliminate subsidizing nonresident participation. However, she reiterated that the decision was not revenue-based. Director Reiner explained that staff went to great lengths to continue good public relations with our nonresident participants. At this time, as suggestion was made to explore options in future WorkPlans to encourage neighboring communities to join NEDSRA. After further discussion, it was the consensus of the Board to adopt the staff's recommendation.

- b. WorkPlan 2008-09 Draft – Chairman Montgomery asked if there were any specific questions regarding the proposed 2008-09 Director's WorkPlan. In response to a question from Trustee Friedrichs, a discussion ensued about the inclusion of an item on the analysis of pension options, and the funding for an updated actuarial report from the IMRF. Some Trustees voiced a desire to have a new report from the IMRF, and some wanted to look at the old report first, feeling the numbers might not have improved. After the discussion, it was suggested to pursue that item further at a future Board meeting, perhaps in August, and approve the WorkPlan as presented, excluding the issue of pension options at this time. Trustee Leno made a motion to approve the Work Plan without the item on pension options. The motion was seconded by Trustee Sullivan. On a voice vote, the motion passed unanimously.

12. Adjournment

There being no further business, a motion to adjourn the meeting was made by Trustee Tolin at 5:17 p.m. The motion was seconded by Trustee Sullivan. On a voice vote, the motion passed unanimously.

Respectfully submitted,

Liz Grillos
Recording Secretary

Larry Montgomery, Chairman

Greg Kuhs, Secretary