

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, May 7, 2008

1. Call to Order: Board Chair Larry Montgomery called the meeting to order at 3:05 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

Members Mark McKinnon, Addison Park District
Present 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
Carrie Karl, Village of Villa Park
Greg Kuhs, Wood Dale Park District

Staff & Guests Larry Reiner, Executive Director
Susan Balling, Assistant Director; Liz Grillos, Recording Secretary
Lonna Converso, Lisa Deets, Karen Lesniak, Sue Martellotta, Carrie Stenger

2. Approval of Minutes:

Chair Montgomery asked if there were any questions regarding the minutes from the April 3, 2008, Board of Trustees meeting. There being no questions, Trustee Kuhs moved to approve the minutes from the April 3, 2008, Board of Trustees meeting as presented. Trustee Sullivan seconded the motion. On a voice vote the motion passed, with abstentions from Trustees Barron, Bealer, Karl and Montgomery.

3. Comments and Communications:

Director Reiner informed the Board that he had received good news from Springfield regarding the restoration of funding for the 2008 DCEO grant. He did express caution regarding the final release of these funds, but said he is hopeful that Governor Blagojevich will approve the disbursement by July 1. He will continue to pursue inclusion in the DCEO budget for 2009.

4. Introductions of Staff and Guests:

At this time, Director Reiner introduced Sue Martellotta, full-time Administrative Services Staff as of May 5, and welcomed her to NEDSRA. Sue comes to NEDSRA with a substantial financial background and her main responsibilities will include accounts payable, payroll and human resources. She is the parent of a NEDSRA participant, was part of the Core Group during the Strategic Plan process, and is an active member of the Special Olympics Booster Club. She is excited to be part of the NEDSRA family.

Next Director Reiner asked Karen Lesniak to introduce Carrie Stenger, Recreation/Fundraising Specialist, who started at NEDSRA on April 7. Carrie will divide her time between the fund development and recreation departments, assisting Karen with various fund-raising events, and providing direct leadership and support for a variety of programs. Carrie's background includes special education and employment with several park districts, as well as SRAs. Director Reiner welcomed Carrie to NEDSRA. Chair Montgomery welcomed both Sue and Carrie to NEDSRA on behalf of the Board.

5. Financial Report:

NEDSRA Financial Report – April 15, 2008

Chair Montgomery asked if there were any questions regarding the financial report ending April 15, 2008. There being no questions, Trustee Kuhs motioned to approve the April 15, 2008, financial report as presented. Trustee Tolin seconded the motion. On a roll call vote, the motion passed unanimously.

6. Approval of Disbursements:

A. NEDSRA Disbursements – April 28, 2008

Chair Montgomery advised the Board that the claims list presented for April 2008 included checks 39041 to 39125, and interim checks 38987 to 39040, totaling \$193,813.47.

Trustee Kuhs inquired about the D&I Electronics charge (check #39058). Director Reiner clarified that this was a shared cost with Addison Park District, and that an alarm panel upgrade was needed due to overload. Director Reiner also clarified the disbursement to Mayer Johnson (check #39081) regarding augmentive communication system. The expense is for software to an existing system used by children with a disability as a “talking” board for easier communication. Additionally, Director Reiner responded to a question regarding Price Consulting (check #39121). He explained that because of the computer server hard drive overload, a new drive was added, and the system is now cleaner and running faster, especially the Outlook application.

There being no further questions, a motion was presented by Trustee Kuhs to approve the disbursements for April 2008. Trustee Tolin seconded the motion. On a roll call vote, the motion passed unanimously.

B. NEDSRA Disbursements – May 1-7, 2008

Chair Montgomery advised the Board that the claims listed presented for May 1-7, 2008, included checks 39131 to 39141, totaling \$17,938.21.

There being no questions, a motion was presented by Trustee Kuhs to approve the disbursements for May 1-7, 2008. Trustee Tolin seconded the motion. On a roll call vote, the motion passed unanimously.

7. Chairman of the Board Comments: FY 2008-09 Committee Appointments

Chair Montgomery stated that the May Board packet contained a memorandum regarding the 2008-09 Committee appointments, as well as descriptions of Committee responsibilities. Trustee Sullivan agreed to continue as the Chair of the Personnel Committee. Please let Chair Montgomery or Director Reiner know if you want to continue on Committees currently assigned, or if you wish to serve on a different Committee during the 2008-09 fiscal year. A new assignment listing will be prepared for the June Board packet mailing.

8. Committee Reports:

A. Joint Finance and Personnel Committee - Budget Recommendation 2008-09

Finance Chair Kuhs made a motion to approve the recommended 2008-09 budget document as presented by staff, including approval of hiring ranges and position caps. Trustee Sullivan seconded the motion. On a roll call vote, the motion passed unanimously. Director Reiner thanked the Board members for their support during the budget process.

B. Initiatives Task Force Committee

Chair Montgomery highlighted the two (2) Initiatives: a) Strengthen Connection with Member Partners and b) Assure that the Budget Reflects Board Priorities, as well as the Committees recommendations to implement each Initiative, including encouraging Trustees/Commissioners to attend NEDSRA events and invite NEDSRA participants to district/village Board meetings. It was the Committee's consensus that the budget process has evolved and the Board and staff work well together establishing the balanced budget. Director Reiner reiterated staff's commitment to support these Initiatives, such as increasing visibility at district/village events and presenting a detailed and thorough budget document.

Chair Montgomery further highlighted the Board Meeting Suggested Agenda Items document and stated that the annual Executive Director's appraisal will now occur in September after the "State of NEDSRA" report to more accurately evaluate the WorkPlan accomplishments. Additionally Chair Montgomery stated that the Board Self-Review will be coordinated by the Board Chair and each Board member will complete the review. This Self-Review will be completed in January, to be discussed at the February Board of Trustees meeting.

Chair Montgomery thanked the Task Force Committee members for their work, stating that the Committee's work has been completed at this time. There being no questions or comments regarding the March 12, 2008, meeting minutes or the Committee's recommendations, Trustee Connolly made a motion, seconded by Trustee Sullivan, to approve the Strategic Plan Initiatives and March 12, 2008, meeting minutes as presented. On a voice vote, the motion passed unanimously.

9. Director's Report:

A. PDRMA Award – Director Reiner introduced Mr. Roy Jensen, PDRMA's Risk Management Services Manager. Mr. Jensen presented NEDSRA with the 2007 Excellent – Level A award, and commended Director Reiner and the staff for the excellent 98.72 rating for 2007. Director Reiner thanked Rita Grooms, NEDSRA's Operations Manager and the Loss Prevention Committee members for their diligence, and the Board of Trustees for their commitment and support, making NEDSRA a safe program and work environment. NEDSRA is now accredited through year 2010.

B. Recreation Report – Director Reiner introduced Lisa Deets, who reminded the Board that the Special Olympics Track Meet will take place on Saturday, May 17, at Glenbard East High School in Lombard. She encouraged Board members to attend and asked that anyone planning on attending should contact her to be included during the opening ceremonies introductions. The opening ceremonies will begin at approximately 9:30 a.m.

Lisa next reported on the progress of the Annual Service Report. The report will have a new look and the timeline has been moved up to August in order to include the 2007-08 "State of NEDSRA" report. She also stated that, as directed by the WorkPlan, the recreation staff is in the process of finalizing the objectives for targeting unserved and underserved populations.

Additionally, Lisa highlighted NEDSRA's newest Special Olympics sport, gymnastics. This is the first year this sport is offered and the result has been outstanding, with 6 gymnasts qualifying for the State Summer Games in June. And on June 8, the NEDSRA Special Olympics Booster Club will again host a bocce tournament at Centennial Park. Lisa invited the Board members and member partner trustees and commissioners to attend this 2nd annual event.

Recreation Report – continued

2008 Fee Comparison Study – Lisa reported on the study and how the data was collected for processing. This study is conducted every other year to be in concert with our member partner fees and ADA-mandated regulations. Staff requested input from member partner superintendents, choosing the programs as similar as possible to be analyzed. She stated that comparison is frequently difficult due to low staff-to-participant ratios in NEDSRA programs. The report includes a summary sheet that indicates the high/low variances to member partner programs. She stated that staff will continue to modify/review the fee structure internally and how it affects the program revenues. Staff recommends that the study be conducted again in four (4) years. Trustee Bealer made a motion to approve the Fee Comparison report and staff's recommendations as presented. Trustee Friedrichs seconded the motion, and on a roll call vote, the motion passed unanimously.

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

- C. Public Information Report – Director Reiner introduced Lonna Converso, who highlighted the projects she is currently working on, including materials for the Special Olympics Track Meet and the design of the Annual Service Report. She thanked Trustee Connolly and the Medinah Park District for again contributing to the printing costs.

Director Reiner informed the Board that Lonna has resigned from her position as Public Information Director at NEDSRA, effective May 21. He thanked her for her 13 years of outstanding employment and service and dedication to NEDSRA, and wished her well in her new responsibilities.

The April Public Information Report had been previously sent to Board members and, therefore, is not repeated in these minutes.

- D. Fund Development Report – Director Reiner introduced Karen Lesniak, who reported on this year's 100 Hole Challenge Golf Marathon. The event will again take place at Salt Creek Golf Club, on Thursday, May 8. She thanked Trustee Kuhs of Wood Dale Park District and Tony Perry of Salt Creek Golf Club for their assistance and cooperation to ensure a successful event. She also reported that the response to community sponsorships for the Track Meet has been great from service clubs. This year we have two new sponsors, Lombard Chamber of Commerce and National Bank of Commerce. The returning corporate sponsors are Brown's Chicken and Pasta, Semblex and Canon U.S.A.

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

- E. Administrative Operations Report – Director Reiner explained that there will be some changes in the approach to next year's Golf Marathon to infuse extra energy into the event. New ideas are currently being explored in order to realize maximum benefits from the event. The proceeds will continue to fund our vehicle transportation fund. Director Reiner thanked the Wood Dale Park District Board of Commissioners for their ongoing support of the event and providing us with an excellent venue. Additionally Director Reiner thanked all member partners that sponsor various NEDSRA events throughout the year. Your continued support is greatly appreciated.

Director Reiner stated that NEDSRA has finished the year in a strong financial position, and the detailed year-end statement will be presented at the June Board of Trustees meeting. He reiterated that the DCEO grant process is going well; however, it is prudent not to count on the funds at this time, until they have been released by the Governor. Director Reiner next briefly described returns on investments and mentioned that maturing CDs have been rolled over.

Administrative Operations Report - continued

Director Reiner thanked Trustee McKinnon and the Addison Park District Board for going forward with the marquee and electronic message board and the extensive landscaping project, which will greatly enhance both facilities. He further reported on the installation of new windows in the gym, as well as the widening of the 2nd floor automatic door, which will be completed in the next few months.

Director Reiner next reported to the Board that NEDSRA's Business Manager, Steve Steinberg, has undergone major surgery, and his recuperation is progressing well. To help with the fiscal year close-out and day-to-day financial operations, NEDSRA is employing a Certified Public Accountant as a consultant until such time that Steve is able to resume all of his responsibilities. We wish Steve well, and a speedy recovery.

Director Reiner was pleased to share the news that NEDSRA has recently been chosen as a Paralympics Sport Club by the U.S. Paralympics Committee. NEDSRA and other SRAs plan on cooperating in the future in a manner that will allow all SRAs to be recognized as Paralympics Sport Clubs.

Next Director Reiner highlighted the Staff Background and Qualifications document, as well as updated communication from the United States Access Board regarding new ADA Standards, to keep member partners informed.

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

10. Unfinished Business: There was no unfinished business.

11. New Business:

- A. Appointment of Auditors: Trustee Kuhs motioned to appoint the firm of O'Leary and Associates as the independent auditors for the NEDSRA Board of Trustees, to conduct the 2008-2009 audit and study other areas, as suggested by the Board. Trustee McKinnon seconded the motion. On a voice vote, the motion passed unanimously.
- B. Appointment of Attorney: Trustee Friedrichs motioned to appoint the firm of Tressler, Soderstrom, Maloney and Priess, and in specific, Steven Bloomberg, as the Attorney for NEDSRA for the fiscal year 2008-2009. Trustee Tolin seconded the motion. On a voice vote, the motion passed unanimously.
- C. Appointment of Pension Trustees: Trustee Tolin motioned to appoint Lawrence S. Reiner and Steven W. Steinberg as the authorized NEDSRA representatives/trustees to the NEDSRA pension plan for fiscal year 2008-2009. Trustee Bealer seconded the motion. On a voice vote, the motion passed unanimously.
- D. Appointment of Ethics Advisor: Trustee Connolly motioned to appoint Steven Bloomberg as NEDSRA's Ethics Advisor for fiscal year 2008-2009. Trustee Tolin seconded the motion. On a voice vote, the motion passed unanimously.

New Business – continued

E. NEDSRA IT/Electronic Communication Policy

Lonna highlighted the recommended changes and amendments to the policy, which is part of this year's WorkPlan. The policy was compared to a PDRMA model, defining current specific terminology and the confidentiality issue was significantly expanded upon. This policy will be included in the Personnel Policies, currently under review by staff. Trustee Kuhs inquired about the term "blogging," which is not part of NEDSRA's policy changes. Director Reiner requested information about Wood Dale Park District's policy covering this matter. Assistant Director Balling stated that the "blogging" issue will be re-addressed before the entire Personnel Policies document is finalized later in the year.

F. Semi Annual Review of Executive Session Minutes

The Board of Trustees reviewed the listing of all previously held minutes of Executive Session meetings. Director Reiner indicated that there was no new information to be released at this time, and no Board action is necessary. The Board concurred and acknowledged the Semi-Annual Review of these minutes, in accordance with the State Statutes.

12. Adjournment: There being no further business, a motion to adjourn the meeting was made by Trustee Tolin. The motion was seconded by Trustee Bealer at 4:25 p.m. On a voice vote, the motion passed unanimously.

Respectfully submitted,

Liz Grillos
Recording Secretary

Larry Montgomery, Chair

Greg Kuhs, Secretary