

**BOARD OF TRUSTEES MEETING MINUTES**

**Wednesday, November 5, 2008**

1. Call to Order: Board Chairman 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 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 (arrived at 3:10 p.m.)  
Paul Friedrichs, Lombard Park District  
Tom Connolly, Medinah Park District  
Laura Barron, Oakbrook Terrace Park District (arrived at 3:14 p.m.)  
Bob Niemann, Village of Villa Park  
Greg Kuhs, Wood Dale Park District

Members Absent

John Bealer, Village of Schiller Park

Staff & Guests

Larry Reiner, Executive Director  
Liz Grillos, Recording Secretary  
Staff: Susan Balling, Lisa Deets, Monica Del Angel, Karen Lesniak,  
Shannon Mikulecky, Intern

2. Approval of Minutes: Chairman Montgomery asked if there were any questions regarding the minutes from the October 2, 2008, Board of Trustees meeting. There being no questions, Trustee Kuhs moved to approve the minutes from the October 2, 2008, Board of Trustees meeting as presented. Trustee Sullivan seconded the motion. On a voice vote, the motion was passed with 7 ayes and 1 abstention.
3. Comments and Communications: Director Reiner highlighted the following communication pieces included in the Board packet:
- Illinois Department of Veterans' Affairs. One of NEDSRA's service goals is to identify and service area veterans with disabilities. Director Reiner is encouraged about developing a relationship with Director Tammy Duckworth of the Department and the U.S. Olympic Committee's Paralympic Division, as part of the process of developing appropriate services for veterans with disabilities.
  - Director Reiner reported that Senate Bill 1900, designed to help families of children with autism, has stalled in the House of Representatives at this time. Mr. DiCianni, the writer of the bill, is a strong supporter of children with autism and NEDSRA's services to this population.
  - A visual presentation followed provided by the U.S. Paralympic Division titled "amazing awaits." NEDSRA is in the initial phase as a Paralympic agency, with a goal to offer and increase services to all athletes who want to train at this level. Staff is currently in discussions with allied agencies to develop pilot programming for these individuals with physical limitations.
4. Introductions of Staff and Guests: Director Reiner asked Lisa Deets to introduce Shannon Mikulecky, NEDSRA's fall intern. Shannon's internship ends in December, and she has secured employment at Maine-Niles Association of Special Recreation in January. She is a student at University of Wisconsin – LaCrosse and a Lombard resident. Chairman Montgomery and the Trustees welcomed Shannon to NEDSRA.

5. Financial Report:

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

Chairman Montgomery asked if there were any questions regarding the financial report ending October 15, 2008. Director Reiner stated that the mid-year financial state is solid and once the November claims list has been completed, a more detailed overview will be given at the December Board meeting.

Director Reiner stated that additional partner tax contributions have been received in the amount of \$177,523.16. He reported that Glendale Heights, Itasca and Oakbrook Terrace are now also at 100%.

There being no questions or comments regarding the October 15, 2008, Consolidated Monthly Financial Report, Trustee Friedrichs motioned to approve the October 15, 2008, Consolidated Monthly Financial Report as presented. Trustee Tolin seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – October 2008

Chairman Montgomery advised the Board that the claims list presented for October 2008 included checks #39667 to #39712, interim checks #39626 to #39666, and BMO P-Card payment, totaling \$187,911.60, and transfers totaling \$114,001.85. Trustee McKinnon inquired about NEDSRA's gas purchases from the Village of Addison. Director Reiner responded that the program is going well and we are experiencing significant savings, approximately 90 cents per gallon.

A motion was presented by Trustee Tolin to approve the disbursements of October 2008 as presented. Trustee Connolly seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments: Chairman Montgomery requested a motion to approve the 2009 suggested Board meeting dates. The Trustees discussed the most convenient time for everyone to meet and the consensus was that 1:30 p.m. would work best for everyone. Trustee Sullivan made a motion to approve the suggested 2009 Board of Trustees meeting dates, with the time changed to 1:30 p.m., starting with the February meeting. If a Board meeting is required in January, the time will also be at 1:30 p.m., unless otherwise designated by Board Chair Montgomery. The December 2008 meeting will remain at 3:00 p.m. as previously determined, with the Partner/NEDSRA social to follow at 5:00 p.m. Trustee Niemann seconded the motion and on a voice vote, the motion was passed unanimously.

8. Committee Reports: Chairman Montgomery requested Trustee Sullivan, Chair of the Personnel Committee, to report on the Personnel Committee meeting of October 22. The Committee met to further discuss four items referred to staff for additional information and recommendation. Chair Sullivan stated that the Committee discussed the staff's recommended amendments. She reiterated that compromises were made which are beneficial to everyone and although two of the votes were not unanimous, the majority rules concept was followed with each vote. The Committee had discussed at length the following issues: Nepotism, Maternity/Paternity Leave, Vacation Leave and specific verbiage under Disability Benefits and Pension Plan. Chair Sullivan reviewed each recommendation to the sections discussed at the Committee meeting. It was the Committee's consensus to recommend to the full Board for approval the final changes made to the 2008 Personnel Policies revisions. This recommendation includes revisions previously discussed and reviewed at the October 2, 2008, Board of Trustees meeting. She asked if there were any questions or concerns regarding these final changes. A request was made to reword section heading "V." "D." and a change will be made in the final copy of the document. There being no further questions, Chair Sullivan made a motion to accept and adopt the complete amended Personnel Policies revisions as presented. Trustee McKinnon seconded the motion, and on a voice vote the motion passed unanimously.

9. Director's Report:

a. *Director's WorkPlan 2008-09 Mid-year Status Report* – Director Reiner reported that the items on the WorkPlan are progressing well and are on target for this fiscal year. He highlighted the presentation at the Village of Villa Park Board meeting as an example under our Initiatives, and emphasized that NEDSRA staff will focus on increased exposure to member partner boards, trustees and commissioners, and staff, as requested during the strategic planning process.

Next, Director Reiner reported on the status of our State grant funding progress. We are currently in the process of finalizing the required documents for a \$250,000 grant. In addition, the p-card program, currently piloted with six (6) staff, will be implemented with all NEDSRA full-time staff in December.

Lisa Deets gave a review of the new registration system software being developed and customized by Price Consulting, who previously developed software used for NEDSRA's part-time/volunteer workforce. Lisa stated that NEDSRA will own the sale rights to the software, with Price Consulting offering the technical support, but currently there is no marketing plan in place. Legal issues regarding marketing, distribution and liability concerns will be discussed with NEDSRA's legal counsel when the product is available. Lisa answered questions from the Trustees, and specifically on issues relating to participant health histories and how NEDSRA processes the information, due to HIPAA privacy policies. She responded that NEDSRA currently follows PDRMA-recommended procedures. She further reported that the registration program is Access based and geared toward the field of special recreation. Staff will input information starting with the spring season. The cost of the project is \$10,000.

Lastly, Director Reiner gave an update on the Capital Improvement Projects and thanked Trustee McKinnon and his staff for their assistance on projects that were completed in partnership with Addison Park District.

- b. *Recreation Report* – Director Reiner introduced Lisa who highlighted several items, including:
- Staff is working on bid specifications for a new wheelchair transit vehicle and the recommended bid will be presented to the Board of Trustees for approval at a future meeting.
  - Susan Balling clarified that an electronic invitation to the Member Partner/NEDSRA holiday party in December had been forwarded to member partners. Please feel free to share/forward it to your staff members. All partner staff are welcomed; however, all staff do not receive an individual invitation. Please contact Sue Martellotta at [smartellotta@nedsra.org](mailto:smartellotta@nedsra.org) for further information.

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

- New sponsorship opportunities are being explored.
- The winter seasonal brochure will have a new look and will be printed in portrait format.
- Director Reiner highlighted the Roesch pamphlet and reported that the Larry Roesch Family Auto Group received the "Industry of the Year" award from the Bensenville Chamber of Commerce.

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

- Addison Mayor's Community Charity Ball raffle ticket sales are going well, with \$1,400 in sales so far, surpassing last year's sales. NEDSRA is also participating in the Silent Auction part of the evening with 12 gift baskets.
- NEDSRA was the recipient of \$5,940 in funding from DuPage County Human Services Grant Fund. We will submit additional funding proposals to the Fund in 2009.
- The 2009 Direct Mail Campaign is in the process of being finalized. NEDSRA purchased a 5000-name mailing list and we are anticipating a successful outcome from this campaign.

- d. *Administrative Operations Report* – Director Reiner highlighted the following administrative items:
- Staff is developing a Military Assistance Policy, suggested by Trustee Friedrichs in October. A draft policy should be ready for the Board’s review and approval at the December Board of Trustees meeting. Please forward to Director Reiner any policy/procedure information you are currently developing or implementing within your district/village.
  - Trustee Kuhs inquired about the accessibility projects and what steps the Board would take to assist with these types of issues. Director Reiner stated that NEDSRA would be willing to help with these types of projects as far as helping local businesses write grant requests and proposals when needed. The Board members discussed various options such as forming partnerships with the communities’ service club organizations and local industries to help fund special projects or seek out viable funding resources. The case of Wood Dale Bowl, a long-time supporter of NEDSRA, was discussed. It was the consensus of the Board members to have Director Reiner further investigate the special needs of the facility, and what type of resources would best assist them, without making any specific commitments to secure actual funding at this time.
  - Lastly Director Reiner highlighted the “Advocacy Update” article.

The November 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. *IAPD Credentials* – Chairman Montgomery made a motion to appoint Trustee Friedrichs as a Delegate and Trustee Niemann as an Alternate to represent NEDSRA at IAPD’s Annual Business Meeting on January 31, 2009. Trustee Connolly seconded the motion, and on a voice vote the motion passed unanimously.
12. Executive Session – Chairman Montgomery requested a motion to adjourn to Executive Session for the purpose of a 6-month review of Executive Session Minutes. Trustee McKinnon made the motion, seconded by Trustee Kuhs. On a roll call vote, the motion was passed unanimously.
13. Executive Session Action Taken
- a. Trustee Sullivan made a motion to reconvene the regular Board of Trustees meeting, seconded by Trustee Friedrichs. On a voice vote, the motion passed unanimously.
- b. *Approval and Release of Executive Session Minutes from September 3, 2008* – Trustee Kuhs made a motion to approve and release for public inspection the Executive Session Minutes from September 3, 2008. Trustee Niemann seconded the motion. On a roll call vote, the motion passed unanimously.
14. Adjournment – There being no further business, a motion to adjourn the meeting was made by Trustee Sullivan at 4:15 p.m. The motion was seconded by Trustee Tolin. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

---

Liz Grillos  
Recording Secretary

---

Larry Montgomery, Chairman

---

Greg Kuhs, Secretary