

**BOARD OF TRUSTEES MEETING MINUTES**

**Thursday, October 2, 2008**

1. Call to Order: Board Chairman Larry Montgomery called the meeting to order at 3:00 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  
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  
Liz Grillos, Recording Secretary  
Staff: Susan Balling, Assistant to the Director  
Lisa Deets, Monica Del Angel, Karen Lesniak

2. Approval of Minutes: Chairman Montgomery asked if there were any questions regarding the minutes from the September 3, 2008, Board of Trustees meeting. There being no questions, Trustee Tolin moved to approve the minutes from the September 3, 2008, Board of Trustees meeting as presented. Trustee Kuhs seconded the motion. On a voice vote, the motion was passed unanimously.
3. Comments and Communications: There were no special comments or communications to report at this time.
4. Introductions of Staff and Guests: There was no introductions at this time.
5. Financial Report:

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

Chairman Montgomery asked if there were any questions regarding the financial report ending September 15, 2008. Director Reiner stated that per discussions with Trustees Friedrichs and Kuhs, and per the Board's direction, the format of the monthly financial report has been enhanced, adding year-to-date information and a budget comparison column to the previous year. The monthly report covers the time period 15<sup>th</sup> through the 15<sup>th</sup>.

Director Reiner stated that additional tax contributions have been received in the amount of \$373,353.14.

In answering a question from Trustee Friedrichs, Director Reiner clarified that the \$998,005.59 in Column 3 of the tax collected report is part of the 68% total collected and the variance in Column 4 is the comparison to the previous year.

He further clarified that the amounts in Columns 1 and 2 reflect the actual amount due from the partners based on the County tax sheets and NEDSRA funding formula.

There being no further questions or comments regarding the September 15, 2008, Consolidated Monthly Financial Report, Trustee Tolin motioned to approve the September 15, 2008, 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 – September 2008

Chairman Montgomery advised the Board that the claims list presented for September 2008 included checks #39540 to #39574, interim checks #39575 to #39625, and BMO P-Card payment, totaling \$51,219.79, and transfers totaling \$110,393.20. Trustee Kuhs had a question regarding the purchase of a new washer and dryer. Director Reiner stated that we do launder all our athletes' Special Olympics uniforms, which requires a heavy-duty, commercial-type washer/dryer combination, which would be used for many years. The units that were replaced were the original ones since moving into this facility 18 years ago. The budgeted amount was \$2,000; however a special stand was needed for the units, which put the cost over the budgeted amount. A rebate of \$199 was offered and will be processed and deposited once received.

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

7. Chairman of the Board Comments: There were no Chairman comments at this time.

8. Committee Reports: There were no Committee reports at this meeting.

9. Director's Report:

a. Recreation Report

Director Reiner introduced Lisa Deets, who highlighted the recap of the 2008 Summer Day Camps. She stated that participant enrollment exceeded the anticipated numbers, which resulted in an increase in part-time staff needs as well as expenses. Twenty-five percent of the day camp participants needed 1-on-1 supervision, which was not anticipated when planning the day camp budget. We saw an increase in revenue of more than \$8,000, and includes more than \$7,000 in fee assistance, partly due to the current economic climate. Because of our successful fund-raising efforts, we have been fortunate to provide this financial assistance to our participants when requested. We have noticed a trend in 1-on-1 participant needs, which consequently results in additional expenses not budgeted for but, at the same time, we are very mindful of not overstaffing our programs, and are monitoring the trend carefully in future budget preparations.

Lisa reported on preparing specifications on purchasing a new van and bid requests will be mailed in November. According to our vehicle replacement schedule, a van is replaced every six (6) years. Since we recently purchased a van, the bid process should be fairly easy, and the new van will be wheelchair accessible with integrated child seats, similar to the ones in our most recently purchased van. Lisa also invited our member partners to borrow our vehicles whenever there is a need.

Our semi-annual member partner new staff orientation will take place on Tuesday, October 28<sup>th</sup>, at NEDSRA. Lisa encouraged the member partners to inform their staff of this opportunity to learn about NEDSRA and the services we offer in their communities.

Our outreach efforts have resulted from our current WorkPlan and emphasis has been placed in this area during this fiscal year. In the last few months in her monthly reports, Lisa has briefly touched on these issues. For the November Board meeting, she will prepare a more detailed comprehensive report in conjunction with the bi-annual WorkPlan Status report for the Board's information.

Lisa reported on the growth in enrollment, particularly in our youth program area, with 25 new participants entering our programs in September alone. Consequently we have expanded on some of our youth programs, implementing new programs such as the Jr. Swim Team, an expansion on the Pool School program for more advanced swimmers, to encourage immediate participation.

Lisa invited Board members and member partner commissioners, trustees and staff to join us for our Sweetest Day Dance on Friday, October 10<sup>th</sup>, which will take place at Glen Westlake Middle School in Lombard. We have invited other SRAs to join the fun and expect approximately 250 participants to attend, socialize and dance to a live band.

Chair Montgomery inquired about the autism awareness workshop, hosted by the Inclusion Committee of ITRS/IPRA and NEDSRA. The workshop was extremely well attended and provided excellent information, and we anticipate IPRA hosting another workshop once they have evaluated all the feedback from the attendees.

In response to a question regarding integrated seats in the new van and the benefits they offer, Lisa gave a brief description of the mechanics of the seats and the criterion when using them in NEDSRA vans. These seats are designed for children weighing up to 80 lbs. We worked closely with the Addison Police Department to ensure that the seats in our vans are appropriate and safe for all our participants when transporting them to and from programs. Director Reiner responded to a question from Trustee Barron regarding these types of seats and small-stature adults. He stated that our restraint policy is written in such a way that it does not mention age, only weight and height, and if a small adult individual meets the requirement about the weight, the integrated seat would be used.

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

b. Public Information Report

Director Reiner introduced Monica Del Angel, who highlighted the relationship established with the Chicago Tribune and the successful partnership as a media sponsor of the 2008 Special Recreation Golf Classic. She is currently exploring media sponsorships targeting radio stations, with a goal to establish event links to all our member partners for combined advertising of upcoming special events, general programming and information sharing. Monica is also meeting with representatives from the Daily Herald newspaper to discuss sponsorship opportunities.

Monica further reported that she is in the process of redesigning the look of the winter seasonal brochure.

At this time Director Reiner highlighted the Chicago Tribune thank-you ad which ran in the paper's sports section and again thanked the Bensenville Park District's Board President Tolin and all the Commissioners and staff for their financial support and sponsorship of the Golf Classic. Through this type of advertising, as demonstrated by the thank-you ad, and awareness of the White Pines Golf Club, we hope to encourage the general public to utilize the facility for special events, corporate happenings and conferences, and family celebrations.

c. Administrative Operations & Fund Development Report

Director Reiner introduced Karen Lesniak, who thanked the Bensenville Park District Board of Commissioners, Director Jarecki and staff for their commitment to the Special Recreation Golf Classic, and their tremendous assistance in ensuring the success of this year's fundraiser. She also thanked the staff at White Pines for all their efforts and help during the event. We secured 63 hole sponsors, generating \$14,000, as well as special sponsorships generating \$6,500. A total of 267 golfers enjoyed the day. The fundraiser netted close to \$79,000 and we are very pleased about the results and the success of this year's Classic.

Next Karen highlighted the Knights of Columbus Councils' Tootsie Roll Drive held September 19<sup>th</sup> and 20<sup>th</sup>. The Councils were very grateful for all the help our 22 NEDSRA volunteers provided during 2-hour shifts. It generally takes a few months before we receive any funds generated from this Drive, and we will keep the Board informed of any funds received from the Tootsie Roll Drive.

Karen also stated that for the 6<sup>th</sup> year NEDSRA will participate in the Addison Mayor's Charity Ball, which will take place on Saturday, November 15<sup>th</sup>. Our proceeds from the Ball will be based on dinner ticket and raffle ticket sales, as well as sales of silent auction items. Formal invitations will be mailed shortly.

Director Reiner thanked Karen, Carrie Stenger and Marne Fox, as well as all NEDSRA staff members, for all their efforts to ensure a successful Golf Classic event. He also thanked all the member partners for their extra efforts on behalf of this event, as well as providing leads and information to secure both sponsors and golfers. It truly was a team effort.

Director Reiner reported that we have received a Grant Survey Application for \$250,000 from the Department of Economic Opportunity (DCEO). To secure this funding in a speedy manner, due to possible changes in the General Assembly following the November elections, the turnaround time for the application was fairly short, and staff worked diligently to make sure the grant application for funding was returned in a timely manner.

Director Reiner further stated that the door widening project is progressing well and the locker room doors are currently under construction.

Director Reiner thanked Trustee Kuhs for the opportunity extended to Lisa and him to present the Annual Service Report and NEDSRA services to the Wood Dale Park District Board of Commissioners. Director Reiner reiterated that he and Lisa would be happy to attend any member partner board meeting to inform the commissioners and trustees of NEDSRA services.

Director Reiner next reported on the Veterans Affairs Day on October 3<sup>rd</sup>, sponsored by the State of Illinois Department of Veterans' Affairs. NEDSRA provided an informational booth and exhibit at the event with other Special Recreation Association. We are excited to have established a partnership with Tammy Duckworth, Director of Illinois Department of Veterans' Affairs, to increase awareness and understanding of veterans with disabilities and the challenges they encounter. This was a great opportunity to provide information of available services through all Special Recreation Associations. We hope to build on this new partnership with Director Duckworth in the future for additional opportunities and possible grants.

The IAPD Guide, enclosed in this month's Board packet, provides good basic information and is a great educational tool for incoming commissioners and trustees to be informed about the legislature and related issues. Director Reiner stated he would be glad to spend time with member partners to discuss their particular needs or issues regarding legislative advocacy.

Director Reiner reminded the Board members of the Veto Session starting in Springfield the 2<sup>nd</sup> week in November. IAPD will be involved in issues such as the supplemental budget and helping to restore museum funding to Oakbrook Terrace and other park districts.

Director Reiner responded to a question about NEDSRA's wheelchair sports program and current enrollment. The Jr. Varsity Team currently has eight (8) athletes and the program is going very well. We look forward to hosting another exciting tournament in 2009.

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

10. Unfinished Business – There was no unfinished business to address at this meeting.

11. New Business:

a. Personnel Policies Revisions

Chairman Montgomery turned the meeting over to Personnel Committee Chair Sullivan who opened the floor for review and discussion of the staff-recommended revisions/changes to the Personnel Policies. It was confirmed that most of the information and revisions are based on the model policies provided by PDRMA.

Chair Sullivan suggested reviewing the document by Section and asked if there were any questions or concerns regarding the changes in *Section I, Salaries and Other Compensation*. There being none, the Board members reviewed *Section II, Employee Ethics, Risk Management & Safety*. Susan Balling responded to a question regarding the Child Abuse and Neglect Reporting Policy and stated that the language used in the last sentence of the paragraph was added at the advice of PDRMA to protect NEDSRA from any possible liability in cases when part-time staff do not act or report possible suspected child abuse.

In *Section III, Employment*, the Board members discussed the Nepotism clause at length regarding the recommendations for employment of relatives of partner staff, commissioners and NEDSRA staff. Generally this stipulation is included in the nepotism policies of the member partners. Susan explained the history of the policy and the goal to protect NEDSRA from possible uncomfortable situations with member partner staff or commissioners/trustees, resulting in complications if a relative of such an individual did not perform well in a part-time employment situation and needed to be disciplined or terminated.

After further discussion by the Board members, Chair Sullivan recommended that this issue be studied and discussed further in Committee, and requested staff to provide additional revisions or changes to the nepotism policy based on input by the Board members.

There were no questions regarding *Section IV, Professional Involvement & Education*.

In *Section V, Absences & Leaves*, the Board members discussed the Maternity/Paternity Leave and Benefits. The consensus of the Board members was that a 6-week paid maternity leave is a generous benefit, and very uncommon among SRAs or member partners. In most cases, FMLA policies apply and employees use sick leave and vacation days to cover the maternity leave. Susan gave a brief overview of how NEDSRA's policy was instituted and which has not changed in more than 20+ years per previous Boards' recommendations and approval. The Board members discussed the issue further and recommended that staff change this benefit and bring revised language for this benefit to the Committee for further review and recommendation to the full Board.

Next, the Board members discussed Vacation Leave under Section V. The discussion focused on accrual and carryover policies and staff's recommendations for changes. Susan responded to several questions from the Trustees regarding accrued days and carryover days and explained NEDSRA's current policy and maximum limits and the staff committee's recommendations in more detail. After a lengthy discussion, it was the consensus of the Board members to refer this issue to staff for further clarification and revision to be presented to the Personnel Committee for review and recommendation to the full Board for approval.

In *Section VI-C, Disability Benefits and Pension Plan*, the Trustees suggested removing the first part of first paragraph sentence, “Until such a time...”, and begin the sentence with “It is the intent of the Board of Trustees of NEDSRA...” Additionally, Director Reiner clarified a question regarding Board-appointed trustees of the pension plan, and stated that Steve Steinberg and Director Reiner are the trustees. It was suggested to clarify the distinction between the Board of Trustees and Pension Trustees in the same paragraph to read: ”pension plan trustees.” Staff will make these revisions in Section VI-C.

Personnel Committee Chair Sullivan asked the Board members if there were any additional questions or comments regarding the Personnel Policies Revisions, and recapped the items to be discussed in Committee. They are: Nepotism in Section III, Maternity Leave in Section V, Vacation Leave in Section V, and rewordings in Section VI-C. It was the consensus of the Board members to defer approval of the staff committee recommended revisions until after the Personnel Committee has met to discuss these additional revisions and made its recommendations to the full Board. The Personnel Committee Chair Sullivan scheduled a meeting for Wednesday, October 22, at 1:30 p.m., at the NEDSRA offices, to review these additional revisions.

Trustee Friedrichs inquired about NEDSRA’s current policy on offering military personnel discounted program fees or financial assistance. Director Reiner responded that no such policy is currently in place; however, these individuals would qualify for fee assistance per our current guidelines. He stated that staff would develop language to address this issue in more detail per the Board’s direction. Trustee Friedrichs offered to provide Director Reiner with guidelines the Lombard Park District has recently adopted regarding reduced program fees for military personnel.

b. Comprehensive Annual Financial Report (Audit)

Director Reiner brought to the Board’s attention that page 6 of the internal report of the Audit needed to be replaced due to a clerical error in wording, and distributed the new page to the Board members. He stated that this was the 3<sup>rd</sup> and final year of the current rate agreement with our Auditor. We again received an “unqualified statement” from our independent auditors, as is desired.

Director Reiner had not received specific comments or questions from the Board members, and proceeded to state that NEDSRA had a very strong finish to the fiscal year and the financial stability outlook is very positive. He highlighted specific increases and decreases in various areas and noted that one of the largest increases was in the Fund Development area due to state grant funding applied to programs and services. Director Reiner also stated that the Audit figures tie out with the April 30, 2008, Financial Statements.

At this time, Trustee Friedrichs inquired about the NEDSRA building construction and lease agreement with the member partners and Addison Park District in particular. Director Reiner clarified that NEDSRA does not own our part of the facility and pays the Addison Park District one (1) dollar per year per the 99-year lease agreement. Director Reiner will research the terms of the lease agreement further, regarding partner equity and related issues.

There being no further comments or questions regarding the Comprehensive Annual Financial Report, Chair Montgomery asked for a motion to approve the 2007-08 Audit as presented. Trustee Kuhs so moved, with a second from Trustee Karl. On a roll call vote, the motion was passed unanimously.

12. Executive Session – No Executive Session was needed at this meeting
13. No Executive Session Action Taken

Board of Trustees Meeting – October 2, 2008

14. Adjournment – There being no further business, a motion to adjourn the meeting was made by Trustee Sullivan at 4:30 p.m. The motion was seconded by Trustee Friedrichs. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

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Liz Grillos  
Recording Secretary

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Larry Montgomery, Chairman

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Greg Kuhs, Secretary