



BOARD OF TRUSTEES MEETING MINUTES

Wednesday, September 3, 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
- Bob Jarecki, 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
- Bob Niemann, Village of Villa Park
- Greg Kuhs, Wood Dale Park District

Staff & Guests

- Larry Reiner, Executive Director
- Liz Grillos, Recording Secretary
- Tecya Anderson, IMRF Field Representative
- 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 August 6, 2008, Board of Trustees meeting. There being no questions, Trustee Sullivan moved to approve the minutes from the August 6, 2008, Board of Trustees meeting as presented. Trustee Kuhs seconded the motion. On a voice vote, the motion passed, with abstentions from Trustees Jarecki and Connolly.
3. Comments and Communications: Director Reiner highlighted the Annual Service Report and thanked Monica Del Angel for completing the project after Lonna Converso's departure. We are very excited about the end result and feel it is a great marketing tool for the agency in our member partner communities and with donors/supporters. Thank you to Medinah Park District Board for again sponsoring this multi-colored publication.
4. Introductions of Staff and Guests: At this time, Director Reiner introduced Bensenville Park District Director Bob Jarecki and welcomed him to the meeting. Trustee Tolin has been elected President of the Park District Board, and, due to his new responsibilities, may not be able to attend NEDSRA Board of Trustees meetings on a regular basis. Trustee Jarecki is the designated alternate to the NEDSRA Board of Trustees.

Director Reiner also introduced Ms. Tecya Anderson, Field Representative from IMRF, who will address the Trustees later in the meeting.

5. Financial Report:

NEDSRA Financial Report – August 15, 2008 -- Chairman Montgomery asked if there were any questions regarding the financial report ending August 15, 2008. Director Reiner stated that additional tax contributions have been received in the amount of \$54,713.81, with a second installment due shortly. Next, Director Reiner stated that one concern currently is the 660 vehicle fuel account, with expenditures doubled due to high gas costs and additional mileage usage. However, we are still on target with our budgeted expense at this time. We have worked out an agreement with the Addison Park District and the Village of Addison to access gas at a more reasonable cost to NEDSRA. We are pleased about this cooperation with the Park District and Village, which should realize considerable savings over time. Director Reiner thanked Trustee McKinnon for the opportunity to be able to cooperate with the Park District and Village regarding gas usage for NEDSRA vehicles.

Trustee Kuhs inquired about the possibility to include a year-to-year budget comparison in the Financial Statements. Director Reiner responded that this information is available in a separate report that is reviewed by staff on a monthly basis, and he would be happy to provide this additional information to the Finance Committee members or the entire Board as requested.

There being no further questions or comments regarding the August 15 financial report, Trustee Bealer motioned to approve the August 15, 2008, 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 – August 2008 -- Chairman Montgomery advised the Board that the claims listed presented for August 2008 included checks #39496 to #39539, and interim checks #39459 to #39495, and BMO P-Card payment, totaling \$71,367.19, and transfers totaling \$216,349.67. Director Reiner clarified that some items previously cut by check are now done electronically, as reflected on the last page of the report. This includes the payroll, which constitutes 1/3 of the wire transfer total. At this time Trustee McKinnon thanked NEDSRA for payment of our portion of the marquee costs.

A motion was presented by Trustee Kuhs to approve the disbursements of August 2008 as presented. Trustee Niemann seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

a. Pension/IMRF Study Discussion – Since the previous pension/IMRF study was conducted, some Trustees are new to the Board. Chairman Montgomery gave a brief overview of the study conducted in 2004. A new pension/IMRF study, including research to begin in October and conclude in February of 2009, was removed by the Board from the 2008-09 WorkPlan. In June, the Board directed discussion of the issue to be postponed until a later date when an IMRF representative could be present to answer questions. A new study would assist the Trustees in determining the feasibility of instituting the program at NEDSRA. Chairman Montgomery indicated he had talked to all Trustees requesting their opinions in this matter, as well as receiving feedback from some of the member partner home boards. He stated further that it was important at this time to take the time to hear from the IMRF Representative, as well as each Board member.

Director Reiner introduced Ms. Tecya Anderson from IMRF, who gave an overview of the IMRF pension program, and she answered questions presented by the Board of Trustees to clarify cost considerations and staff buy-out options. Ms. Anderson also reported that the 2008 fee for a study, encompassing 22 employees, is \$850.00 and the study in itself would not obligate the agency to join. After the application for the Actuarial Study has been submitted to IMRF, the results would usually be available in 6 to 8 weeks.

Chairman Montgomery thanked Ms. Anderson for the informative presentation and answering specific questions by the Trustees. Chairman Montgomery next asked each Trustee about their opinion and willingness to support the study at this time. After a discussion, it was the consensus of the Board members to move forward with the study and to hopefully have the completed study available for further discussion at the November Board of Trustees meeting. No final decision about participation can be made until the potential impacts on NEDSRA and the member partners have been determined. The findings in this study will also determine what other future pension options might need to be researched. Director Reiner responded to a question regarding if other pension option studies have been conducted, and stated that only some very preliminary inquiries have been made.

After further discussion, NEDSRA staff was directed to proceed with submitting the necessary paperwork to initiate the IMRF Actuarial Study. Chairman Montgomery thanked the Trustees for their candid opinions regarding this issue, and his appreciation for the member partners keeping an open mind during follow-up discussions.

Trustee Niemann made a motion to submit the application for the IMRF Actuarial Study, and the motion was seconded by Trustee Sullivan. With a roll call vote, the motion was passed, with abstentions from Trustees Friedrichs and Leno.

At this time (4:10 p.m.) Trustee McKinnon requested to be excused from the meeting due to a prior commitment.

8. Committee Reports – Personnel Committee Chair Sullivan stated that the Personnel Policies revisions will be distributed to the Board members at today's meeting and will be discussed at the October Board of Trustees meeting. Director Reiner added that the 2007-08 Annual Audit is completed for the Trustees' review and will also be distributed at today's meeting, and will be placed on the October Board meeting agenda for discussion.
9. Director's Report:
 - a. Recreation Report

Director Reiner introduced Lisa Deets, who highlighted the 2008 Summer School Cooperative programs. Close to 400 students participated in the CASE and SASSED programs, and the number was significantly larger than anticipated. Lisa also stated that the program expenses are reimbursed at 100% by the School District.

Lisa also highlighted the District 81 summer program in Schiller Park. This involvement was not anticipated in the budget planning process; however, NEDSRA felt that this was a good outreach resource and we welcomed the opportunity to provide this service to Schiller Park residents.

Next Lisa highlighted inclusion trends. The number of inclusions in member partner programs has doubled in the last few years, resulting in direct expenses increasing as well. Lisa also stated that the enclosed handout, compiled by PDRMA, “Inclusion Issues Under Title II of the ADA,” is an informative and helpful guide to answer any questions you or your staff might have. Additionally, she explained PDRMA’s guidelines about liability issues regarding “leisure buddies” and supervisory issues as to whom they report to. Although this is currently a grey area, in most cases leisure buddies are supervised by member partner staff.

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

b. Public Information Report

Director Reiner introduces Monica Del Angel, who highlighted the local member partner awareness plan she is working on to increase media coverage of NEDSRA events and programs, as well as increase public awareness of NEDSRA’s services. She will be working closely with member partner media relations staff to combine efforts in preparing news releases. She is in the process of scheduling meetings with key media contacts to research, among other things, shared column space for NEDSRA and member partners and possibly a special insert sponsored by a local newspaper and community advertisers.

Monica is also planning to build on NEDSRA’s new *Ambassador* program to foster an awareness of NEDSRA services in tandem with member partner services. She hopes to maximize exposure on local cable channel bulletin boards, marquees and village newsletters to highlight the existing partnerships between NEDSRA and our member partners in providing services to residents with disabilities.

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

c. Administrative Operations & Fund Development Report

Director Reiner introduced Karen Lesniak, who highlighted the upcoming Special Recreation Golf Classic on Friday, September 5. She thanked Bensenville Park District Board, Director Jarecki and staff, as well as White Pines staff, for their assistance in ensuring a successful event. The golfer participation is at approximately 280 and all special sponsors, along with 1- and 2-hole sponsorships, have been secured.

Next Karen highlighted the Knights of Columbus Councils’ Tootsie Roll Drive to be held September 19 and 20. As always, additional volunteers are needed, so please contact Marne Fox, extension 115 at NEDSRA, if you, or someone you know, is interested in helping. Member partners may also consider displaying canisters and tootsie rolls at recreations facilities. Because of safety concerns, NEDSRA staff will assist at various businesses and storefronts in the communities.

Director Reiner highlighted the communication from *Recreation Accessibility Consultants, LLC*, a new firm specializing in application of the ADA projects to public parks and recreation. He strongly recommends the agency as an excellent resource to comply with ADA requirements during special projects. John McGovern, former Director of NSSRA, is the president of the company, and has vast experience in areas of the ADA.

Next Director Reiner highlighted the communication from the Department of Justice regarding new ADA standards. If you have any ADA-related questions or concerns, please do not hesitate to call; Director Reiner will be happy to assist you.

The September 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 to address at this meeting.
11. New Business – There was no new business.
12. Executive Session
 - a. Executive Director’s Performance Appraisal – Merit Review. For the purpose of discussing issues relating to personnel, Trustee Sullivan made a motion to adjourn to Executive Session. Trustee Niemann seconded the motion, which was passed unanimously on a roll call vote.

Trustee Sullivan made a motion to adjourn from Executive Session at the conclusion of the discussion. Trustee Niemann seconded the motion, which was passed.
 - b. Trustee Kuhs made a motion to reconvene the regular Board of Trustees meeting, and the motion received a second from Trustee Friedrichs. On a roll call vote, the motion was passed unanimously.
13. Executive Session Items for Open Meeting – Chairman Montgomery stated that no final action was taken in Executive Session. He requested a motion to approve the recommendations made in Executive Session. Trustee Niemann so moved, with a second by Trustee Bealer. On a roll call vote, the motion was passed unanimously. Chairman Montgomery further indicated that Personnel Chair Sullivan and he would meet with Director Reiner to discuss the Director’s annual performance appraisal and merit raise.
14. Adjournment – There being no further business, a motion to adjourn the meeting was made by Trustee Niemann at 5:40 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