Putting People First

NEDSRA

Special Recreation Association

Board Packet

Wednesday, March 1, 2017
NEDSRA Administrative Office
1770 W. Centennial Place, Addison, Illinois

Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

Our Core Values

Service with Compassion
Excellence and Quality Integrity
◆Commitment ◆Fun

Northeast DuPage Special Recreation Association

Board of Trustees Meeting

Wednesday, March 1, 2017, at 1:30 p.m.

1770 W. Centennial Place, Addison, IL 60101

AGENDA

1.	**Call to Order**	**Chairman Leno**
2.	**Roll Call**	
3.	**Introduction of Guests and Staff**	**Chairman Leno**
4.	**Public Comments**	**Chairman Leno**
	a. For matters not on the Agenda. Limited to one 3-minute comment per person. Maximum 15 minutes.	
5.	**Approval of Meeting Minutes**	**Chairman Leno**
	a. Approval of Board of Trustees Regular Meeting Minutes – February 7, 2017	**Voice Vote**
6.	**Comments and Communications**	**Executive Director Poole**
	a. NEDSRA Brochure Article – Andy Cole	
	b. NEDSRA Brochure Article – Brendan McArdle	
	c. NEDSRA Brochure Article – Mary Knoll	
	d. NEDSRA 38th Annual Track & Field Meet	
7.	**Approval of Financials**	**Chairman Leno**
	a. Ratify NEDSRA Disbursements and Financials for period ending January 31, 2017	**Roll Call Vote**
8.	**Chairman of the Board Comments**	**Chairman Leno**
8.	**Agency Report**	**Executive Director Poole**
9.	**Unfinished Business**	**Chairman Leno**
	a. Review and Approval of NEDSRA Personnel Policy	**Roll Call Vote**
10.	**New Business**	**Executive Director Poole**
	a. Budget Workshop	**Discussion Only**
11.	**Board of Trustees' Comments**	**Chairman Leno**
14.	**Next Regular Meeting Date – Wednesday, April 5, 2017, at 1:30 p.m.** at NEDSRA Administrative Offices	**Chairman Leno**
15.	**Adjournment**	**Chairman Leno** **Voice Vote**

Northeast DuPage Special Recreation Association (NEDSRA) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact ADA Coordinator, Lisa Deets at 630.576.4040 promptly to allow the Association to make reasonable accommodations.

Northeast DuPage Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, February 1, 2017

1. **Call to Order** Chairman Leno called the meeting to order at 1:34 p.m. at NEDSRA Administrative Office, 1770 W. Centennial Place, Addison, Illinois.

2. **Roll Call** The following Roll Call was taken:

Members Present:
Geri Estvanik, Addison Park District
Joe Vallez, Bensenville Park District (departed 3:07 p.m.)
Sara June, Butterfield Park District
Keith Knautz, Village of Glendale Heights (arrived 1:35 p.m.)
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Cathy Fallon, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District
Maryfran Leno, Itasca Park District

Members Absent: None

Staff Present:
Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Administrative Services Manager
Jamie Elam, Recreation Coordinator
Megan Siebert, Recreation Specialist
Sean Tovey, Recreation Coordinator
Cathy Marron, Recording Secretary

3. **Introduction of Guests and Staff**
Chairman Leno welcomed Sara June, Superintendent of Recreation for Butterfield Park District, and Joe Vallez from Bensenville Park District.

Superintendent Barton introduced Megan Siebert, NEDSRA's newest recreation specialist, who graduated in May from Illinois State University and interned at Northern Will County Special Recreation Association (NWCSRA). Next, he introduced Jamie Elam, Recreation Coordinator for Youth Programs and Day Camps. Coordinator Elam comes from NISRA (Northern Illinois Special Recreation Association) where she completed her internship and she recently graduated with a master's degree in therapeutic recreation.

4. **Public Comments**
Chairman Leno noted there were no public comments.

5. **Approval of Meeting Minutes – December 7, 2016**
Chairman Leno requested a correction be made to the minutes, specifically the removal of a statement attributed to her on page 2, number 8, letter b, …"and the alternate for NEDSRA's Board of Trustees is Bensenville's park board president." Chairman Leno remarked that she did not make this statement and asked that it be removed. Chairman Leno asked for any further questions, comments or corrections. There being no further questions or comments, she asked for a motion. Trustee Ellmann moved to approve the minutes of the Board of Trustees regular meeting of December 7, 2016, as presented with the requested correction. Trustee Gola seconded the motion. There being no further discussion, motion passed unanimously on a voice vote with 11 ayes and no nays.

6. Comments and Communication

Director Poole reported there were no comments or communications at this time.

7. Consent Agenda – Ratify NEDSRA Financials

Chairman Leno asked for a motion to ratify the consent agenda on NEDSRA's Disbursements and Financial Statements for the periods ending November 30, 2016, and December 31, 2016. Trustee Friedrichs moved to ratify NEDSRA's Disbursements and Financial Statements as presented. Trustee Knautz seconded the motion. Chairman Leno asked if there were any questions, comments or corrections. There being no questions or comments, the motion passed on a roll call vote – Voting Aye: Trustee June, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Fallon, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, Trustee Vallez, Bensenville Park District, and Chairman Leno, Itasca Park District. 11 ayes and no nays.

a. Ratified NEDSRA Disbursements for period ending November 30, 2016
b. Ratified NEDSRA Financials for period ending November 30, 2016
c. Ratified NEDSRA Disbursements for period ending December 31, 2016
d. Ratified NEDSRA Financials for period ending December 31, 2016

8. Chairman of the Board Comments

Chairman Leno welcomed new trustees and new staff.

9. Motion to Amend Agenda

Chairman Leno asked for a motion to amend the Agenda by moving Item 11, under New Business, number c. Presentation and Approval of Van Bid Purchase to the next order of business. Trustee Friedrichs moved to amend the Agenda as requested. Trustee Gola seconded the motion. Chairman Leno asked for any questions or comments. There being no questions, the motion passed on a voice vote of 11 ayes and no nays.

10. Presentation and Approval of Van Bid Purchase

Director Poole reported that on January 23, 2017, NEDSRA received three bids, one alternate, and one no bid in response to the notice for bid. After reviewing the bids and specifications, it is staff's recommendation to purchase the 2017 Starcraft Allstar 15-passenger paratransit bus from Midwest Transit of Kankakee for $63,789. Director Poole stated this was the low bid and the Village of Villa Park is interested in purchasing NEDSRA's 2008 bus for $7,000, so there will not be a trade in with this purchase.

Following a brief discussion, Chairman Leno asked for any further questions or comments. There being no further discussion, she asked for a motion to approve the purchase. Trustee Bealer moved to approve the purchase of the 2017 Starcraft Allstar 15-passenger paratransit bus from Midwest Transit of Kankakee for $63,789. Trustee Knautz seconded the motion. The motion passed unanimously on a roll call vote – Voting Aye: Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Fallon, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, Trustee Vallez, Bensenville Park District, Trustee June, Butterfield Park District, and Chairman Leno, Itasca Park District. 11 ayes and no nays.

11. Agency Report

a. Recognition

Director Poole recognized Coordinator Tovey for all his hard work putting together the bid specifications for the bus purchase and all his extra efforts as the Agency's fleet manager.

Director Poole also thanked Board Members for allowing staff to attend State Conference.

11. Agency Report: Continued

b. State Grant Update

Director Poole updated Board Members on the progress of the State grant; specifically we are waiting for a letter of confirmation from the IRS that NEDSRA is in good standing as a non-profit.

c. Part-time Marketing Staff

Director Poole announced that NEDSRA's part-time marketing staff resigned to take a full-time position. He reached out to Board members asking if they knew of any part-time marketing staff that may be interested in working with NEDSRA and asked if they would call him.

d. Upcoming Meetings with Member Partners

Director Poole announced he will be reaching out again to member partners in order to schedule meetings with their staff and elected officials. He referred to the new NEDSRA Ambassador/Liaison List provided for Board members and remarked that Board members and their staff can expect to receive calls to arrange meetings with their ambassador/liaison shortly. Please share this information with your superintendents and staff so these meetings can scheduled.

f. General Updates

Superintendent Barton updated Board members on a few recreation programs and announced NEDSRA's theater production group will be performing, "Jolly Roger and the Mermaid Princess," on Friday March 24, and a matinee show on Saturday, March 25. The production is held at the Mario Parente Theater in Oakbrook Terrace and everyone is invited.

Our annual Reach for the Stars event is scheduled for June 7, and will end our 40th anniversary celebrations.

Superintendent Barton highlighted some budget items, including inclusions and the Synergy program. Chairman Leno requested a breakdown of inclusion fees for each member partner district be reported during the budget process.

Trustee Friedrichs asked if more meetings are scheduled with SEASPAR (South East Association for Special Parks and Recreation) and if there were any updates from meetings with NWSRA (Northwest Special Recreation Association) regarding the Synergy Program. Director Poole reported that he did meet with Tracey Crawford, NWSRA's executive director, and received some positive feedback, but he did not have any new information to report. Director Poole will continue working with both agencies and advise the Board of any new developments.

Trustee Ellmann confirmed the date of the BBQ Bash as April 22, from 5:00 to 8:00 p.m. He also confirmed the date of the Golf Marathon 100-Hole Challenge as May 4.

12. Unfinished Business

a. Presentation and Discussion of Healthy Minds/Healthy Bodies (HM/HB)

Superintendent Barton made a presentation to Board members and disseminated the trifold on the HM/HB program created at NEDSRA for service veterans from any department of the armed forces. His presentation outlined how the veteran goes through the program, how a hosting facility operates within the program, and the role of the coordinator. Superintendent Barton outlined his recommended changes for the program that are to be implemented in the next fiscal year. A lengthy discussion followed with several Board members asking questions pertaining to licensing fees and membership criteria. Chairman Leno requested a fact sheet be prepared, outlining all the details of the Healthy Minds/Healthy Bodies program.

b. Presentation and Discussion of Personnel Policy

Director Poole presented information on the process of updating NEDSRA's Personnel Policy, including a survey sent and a committee formed. He sent the preliminary Policy to the Agency's attorney on January 10. Since that time, the attorney recommended significant revisions and several Board members asked for additional information.

12. Unfinished Business: Continued

b. Presentation and Discussion of Personnel Policy: Continued

Director Poole informed Board members that he has not received the attorney's revisions and with the additional information requested, another survey was sent to member partners and five SRAs. He would like to present the final policy to the Board at the March meeting. Chairman Leno recommended Board members return surveys so the information can be compiled and reviewed by both the Committee and the Agency's attorney. A brief discussion followed and Chairman Leno thanked the Committee and staff for their work.

13. New Business

a. Discussion and Approval of Potential Amended 2017 Board Calendar

Chairman Leno communicated that a trustee reached out to Director Poole because they would be unable to attend the scheduled meetings from February through May. She stated the May meeting will have to be changed because it conflicts with the Legislative Conference in Springfield, but recommended that the meetings stay the same with alternates attending. Trustee Vallez agreed with Chairman Leno and moved to leave the meeting dates for March and April as scheduled. Trustee Ellmann seconded the motion. After a brief discussion, the motion passed unanimously on a voice vote, 11 ayes and no nays.

Chairman Leno next reviewed the May meeting and recommended Wednesday, May 10, 2017, at 1:30 p.m. Trustee Friedrichs moved to change the May meeting as recommended. Trustee Ellmann seconded the motion. Chairman Leno asked for any questions or comments. There being no discussion, the motion passed unanimously on a voice vote, 11 ayes and no nays.

b. Presentation and Approval of Disposal of Property Resolution #02-01-2017

Director Poole presented Resolution #02-01-2017 Authorizing the Sale of Conveyance of Certain Personal Property, specifically the 2008 Ford Van and allowing the Executive Director to sell or trade-in said vehicle. Trustee Friedrichs moved to approve Resolution Authorizing the Sale or Conveyance of Certain Personal Property as presented. Trustee Knautz seconded the motion. A brief discussion followed with the Village of Villa Park agreeing to purchase said vehicle for $7,000. Chairman Leno asked if there were any further questions or comments. There being no further discussion, the motion passed on a roll call vote – Voting Aye: Trustee Vallez, Bensenville Park District, Trustee June, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Fallon, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, and Chairman Leno, Itasca Park District. Abstaining: Trustee Gola, Village of Villa Park. The motion passed with 10 ayes, no nays and 1 abstention.

Trustee Vallez exited the meeting at 3:07 p.m.

c. Presentation and Approval of Allowable Travel Expense Policy Resolution #02-02-2017

Director Poole next presented Resolution #02-02-2017 Approving Policy to Regulate Travel, Meal and Lodging Expenses, in order to comply with the Local Government Travel Expense Control Act. A brief discussion followed with questions related to rental vehicles and insurance being addressed. Chairman Leno asked for any further questions or comments. There being no further questions or comments, Trustee Gola moved to Approve Resolution #02-02-2017 Approving Policy to Regulate Travel, Meal and Lodging Expenses as presented. Trustee Knautz seconded the motion. The motion passed on a roll call vote – Voting Aye: Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Fallon, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, Trustee June, Butterfield Park District, and Chairman Leno, Itasca Park District. The motion passed with 10 ayes, no nays and 1 absent.

14. Board of Trustees Comments

a. Wood Dale Park District Celebrating its 50th Anniversary
Trustee Ellmann announced that Wood Dale Park District is celebrating its 50th anniversary and will be hosting a party on the day of its organization, November 18, 2017. Save the date cards and invitations will be mailed at a later and all are invited.

b. IAPD Credentials
Trustee Friedrichs inquired about the IAPD Annual Meeting and what happened with NEDSRA's credentials because he noticed another SRA was unable to vote for the same reason. Staff responded they were not sure and made calls to rectify the matter.

c. Appreciation
Trustee Bealer thanked the NEDSRA Board for the arrangement while he was out for surgery in November.

d. Executive Committee Meeting
Chairman Leno informed Board members that an Executive Committee Meeting is planned and she will send an agenda once the date and time are confirmed.

15. Next Regular Meeting

Chairman Leno reminded Board members the next regular meeting of the Board of Trustees is Wednesday, March 1, 2017, at 1:30 p.m. at NEDSRA's Administrative office.

16. Adjournment:

Chairman Leno stated there was no further business before the Board of Trustees and requested a motion to adjourn. Trustee Friedrichs moved to adjourn the meeting at 3:23 p.m. Trustee Knautz seconded the motion. The motion passed unanimously on a voice vote with 10 ayes, no nays and 1 absent.

Respectfully submitted,

_____
Cathy Ann Marron, Recording Secretary

_____ _____
Maryfran Leno, Chairman Bruce Baum, Secretary

Meet Andy Cole

NEDSRA's Special 40-Year Participant!

It has been our pleasure to have Andy Cole in NEDSRA programs for all of our 40 years! You would know Andy by his easy smile and outgoing personality. Andy lives with his mom, in Lombard, and participated in his first program, Special Olympics Bowling when he was 7 years old.

Over the years, Andy has been a frequent and active participant in a variety of programs including Special Olympics Bowling, Basketball, Softball, Swimming, Floor Hockey and Bocce. His favorite sports are Bowling and Bocce. He is very proud of his high bowling score of 160! He fondly remembers his trips "downstate" for Bowling, Softball and Bocce. Andy wishes to give a "shout out" to his Bowling and Bocce Coach and support staff, Sharon Pearce.

In addition to Special Olympic Sports, Andy has been involved in several Social Clubs throughout the years. Most recently, "Saturday Night Leisure" takes him out and about with his friends on the weekends. He especially looks forward to restaurant outings. As well, Andy rarely misses a dance. The Homecoming Dance, Valentine's Dance and Spring Formal wouldn't be the same without him!

In 2010, Andy became a star on stage, at the "Special Recreation Associations Got Talent" show. Chosen to represent NEDSRA at the event, his rendition of "Elvira" left the crowd on their feet cheering! Andy has developed his performance and singing skills through his regular participation in our "NEDSRA Idol" program.

Andy frequently packs his bags for NEDSRA trips. His first time on an airplane was on NEDSRA's trip to Orlando in 1998. He has also traveled with NEDSRA to Wisconsin, South Carolina, Indiana, Hawaii, and Tennessee. His trip to South Carolina was special for him and his family. A visit to Charleston Harbor allowed him to tour the USS Yorktown. Andy's father, Byron Cole, served on the ship when he was stationed in the Philippines during the Korean War.

When not with his NEDSRA family, Andy enjoys a supportive family with two brothers and one sister. His brother offers for this article, "Andy's the coolest guy I have ever met!" Andy adds, "My mom is the greatest!" Andy's mom, Gloria, explains, "Andy helps me around the house with laundry and heavy lifting. I wouldn't know what to do without him!" Andy keeps everyone entertained at home with lots of Karaoke. He also enjoys watching Wrestling on TV and cheers on the Chicago Blackhawks and Cubs.

Andy is a member of the Lombard Knights of Columbus and the St. Pius Church in Lombard. At St. Pius, he helps with ushering, communion and counts donations. He has been a valued employee at the Villa Park Jewel for 28 years. Jewel couldn't ask for a better friendly face for their customers!

Congratulations to Andy for all his accomplishments with NEDSRA, his contributions to his community, and for being an all around GREAT GUY! It's a pleasure to have had Andy at NEDSRA programs for 40 years and we look forward to many more years to come!

Gloria Cole expresses the benefits of NEDSRA as *"providing social opportunities, a time to be with people, and a chance to go out and see places. NEDSRA provided comfort when my husband passed away, activities helped fill a gap for Andy. The staff is good. I feel no fear, as Andy and the participants are in good hands."*

Meet Brendan McArdle

NEDSRA's Special 40-Year Participant!

NEDSRA 40th ANNIVERSARY 1976–2016

Brendan McArdle, of Villa Park, is no stranger to NEDSRA, or to his community. Brendan has been a NEDSRA participant for all of NEDSRA's years! As we celebrate NEDSRA's 40th Anniversary, we recognize Brendan's growth and accomplishments over the past 40 years. He is a very special individual whom we are proud to have as part of the NEDSRA family. Brendan, along with his two brothers and three sisters, grew up in Villa Park. He continues to enjoy his community of Villa Park, where he shares a Ray Graham Association Independent Living Apartment.

His first NEDSRA program was a Lombard Summer Camp in 1977. His program involvement grew quickly after that camp, with bowling and afterschool programs. As time went on, he became involved in various trips and special events, and many Special Olympics sports including basketball, volleyball, softball, soccer, track and karate.

When asked what his favorite program or memory is, Brendan proudly reflects on a Special Olympics basketball game. It's a recent memory from January, 2016. It is the Area Special Olympics Basketball Tournament, the final game, the final second, NEDSRA is down by one point against Southeast Association of Special Parks and Recreation (SEASPAR). Time is ticking off the clock, Brendan has the ball. As the buzzer sounds, he gets off a shot, and it hits the backboard and goes in! The NEDSRA Huskies win the game, and qualify for a coveted trip to the State Special Olympics Basketball Tournament! If only you could see and hear Brendan tell the story! – 40 years in the making, and all those seasons and practices pay off!

As a Villa Park community member, Brendan equally shines as a MVP and "All Star." In 2010, Brendan received the "Outstanding Citizen of the Year Award" from the Village of Villa Park. He has volunteered at St. Alexanders Church for many years, serving daily mass. He recently became a Knight with the Villa Park Chapter of the Knights of Columbus. For the past 36 years, Brendan has supported his alma mater, Willowbrook High School, volunteering as the Ball Boy Manager of the boys and girls soccer teams in the fall and spring.

Brendan assists in supporting himself by working at Jewel for the past 28 years. As well, he has done a newspaper route for 38 years. In his free time, he schedules frequent lunch dates with many longtime friends.

What an amazing individual! Congratulations to Brendan for his many accomplishments and contributions to his community. We thank Brendan and his family for their involvement in and support of NEDSRA for the past 40 years. We look forward to being a part of Brendan's life for many years to come.

"NEDSRA has given Brendan a full and active life, rounded out his life and opportunities."

– Judi Heikes, Brendan's mom

"NEDSRA has provided good coaches and taught the values of good teamwork and sportsmanship."

– Brendan

Meet Mary Knoll

NEDSRA's Special 40-Year Participant!

Mary Knoll has been smiling in NEDSRA programs for all of our 40 years! Mary's first program was our Summer Day Camp in Lombard. Soon after, she took up Line Dancing, Gymnastics and Ceramics. More recently, she is a "regular" at the Social Clubs. Her favorite club activities include going to restaurants, theater shows, movies, and sporting events. In addition, Mary would never pass up an opportunity to go shopping!

If there's a NEDSRA dance scheduled, you can count on Mary attending. Whether it's the Spring Formal, Valentine's Dance, Sweetest Day Dance, Halloween Bash or Homecoming Dance, Mary will be there, smiling and dressed to the nines, with her longtime special friend, Tim.

Mary has developed several long-term friends through her involvement in NEDSRA programs. Mary's mom, Pat, has also benefited from the friendships, networking and support of other families. Mary's family and another NEDSRA family schedule regular get-togethers for fun and recreation, including regular breakfasts and Park District community outings. As well, Mary is an active member of St. Pius X Church in Lombard, having many friends in the parish.

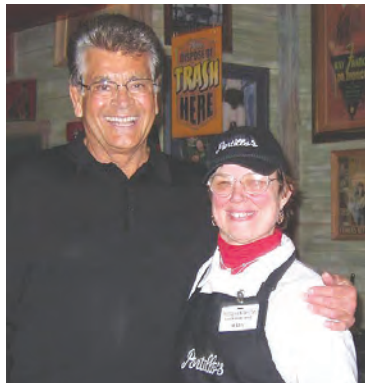
When not at NEDSRA or out with friends, Mary also loves her job. Mary has been a valued employee of the Portillo's in Lombard for the past eight years. Working three days a week, her favorite task is "doing trays!" Portillo's couldn't ask for a more dedicated individual or friendly face for the customers. During the first week at Portillo's, Mary told co-workers that she would like to meet the owner. The next week, after someone pulled a few strings, she was able to meet Dick Portillo. Their picture is hanging in the main dining area at Portillo's!

In 1997, Mary received the "Superstar Participant Award" at NEDSRA's Annual Recognition Event, "Reach for the Stars." It was a pleasure to recognize Mary for her positive attitude and interactions with others, and her accomplishments at NEDSRA and in the community.

Mary and her family are from Villa Park. Mary especially adores her two brothers, sister-in-laws, niece and nephews. They play an important part in her life. They are all very supportive and visit Mary often. Mary, now as an adult, is proud to live independently in a Ray Graham Association CILA. Mary's mom, Pat, along with Mary and her housemates, coordinate a "Flower Power Group" that meets regularly. They work on creating flower jewelry, which Pat sells at local craft shows. The funds generated are then returned to Mary and her housemates, to be used as spending money for personal treats and recreational outings. How lucky to have Mary and Pat invested in this effort!

NEDSRA was just as lucky to have Pat Knoll on the initial NEDSRA Board of Trustees, 40 years ago! Pat's dedication as a mom, community member and NEDSRA board member helped shape the agency in its early years and set the stage for all these years of success. Thank you Pat, for your service to NEDSRA.

Mary, we are proud of you and your achievements, as you have grown to be such an impressive individual, friend and community member. We look forward to seeing you in NEDSRA programs for many years to come!



Pat Knoll describes the benefits of NEDSRA as *"a place for Mary to be Mary, without her mother, an opportunity to have an independent, productive life and an opportunity to enjoy herself."*

Save the date!

NEDSRA
track & field meet

Saturday, May 20

Glenbard East High School
1014 South Main Street, Lombard

8:30 – 10:30 am

Please join us to cheer on our athletes during the opening ceremonies!

Contact Rick Poole at rpoole@nedsra.org to RSVP your attendance.

NEDSRA Special Recreation Association
Putting People First

1770 West Centennial Place
Addison, Illinois 60101
Ph. 630.620.4500 Fax 630.620.4598
www.nedsra.org

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Sue Martellotta, Administrative Services Manager
Date: March 1, 2017
Re: Financial Statements for Period Ending 01/31/2017

The payment to PDRMA includes both the quarterly agency insurance (property, liability, etc.) and the monthly health insurance.

Financial statements show an overall $482,882 revenue over expenses year-to-date, which includes Member Partner ADA funds. The chart below excludes those dollars for a more accurate picture of the net position.

Projected year-end overall expected to come in at budget.

	01/31/2017 YTD Actual	2016/17 Budget	01/31/2016 YTD Actual
Revenue	$1,967,938	$2,103,001	$1,881,245
Expenses	$1,616,300	$2,212,511	$2,692,667
Net Revenue/Expenses *	**$354,638**	**($109,510)**	**($811,422)**

** Revenue includes $15,070 Vehicle Fund Revenue*

General Fund	01/31/2017 YTD Actual	2016/17 Budget
Beginning Balance	$741,590	$741,590
Increase/Decrease	$339,568	($48,510)
Ending General Fund Balance (Unaudited)	**$1,081,158**	**$693,080**

January 2017 Disbursements

Total: $53,354.22

Northeast DuPage Special Recreation Association

Check List Summary

MB Financial - Operating #4960

January 1, 2017 - January 31, 2017

Check Number	Check Date	Payee		Amount
Vendor Checks				
51255	01/16/17	AT&T		107.17
51256	01/16/17	Park District Risk Management Agency		23,422.39
51257	01/16/17	Sentry Security, Inc.		96.00
51259	01/19/17	Morong, Dawn		60.00
51260	01/16/17	Park District Risk Management Agency		2,100.00
51261	01/24/17	Elam, Jamie		100.00
51262	01/31/17	Alexian Brothers Corporate Health Svcs		119.00
51263	01/31/17	Dimensions in Sound		375.00
51264	01/31/17	Forest Awards & Engraving		11.25
51265	01/31/17	IPRA		254.00
51266	01/31/17	Ashley, Lisa		600.00
51267	01/31/17	Lesniak, Karen		88.98
51268	01/31/17	Addison Park District		400.36
51269	01/31/17	Allen-Sebok, Donna		1,175.00
51270	01/31/17	Andrews, Caryn		1,820.58
51271	01/31/17	AT&T		115.32
51272	01/31/17	Comcast		334.99
51273	01/31/17	ComEd		1,265.54
51274	01/31/17	Deborah Bychowski-Williford		12.50
51275	01/31/17	Docu-Shred		90.00
51276	01/31/17	FVSRA		80.00
51277	01/31/17	Graphic Alliance, Inc		55.00
51278	01/31/17	Keith Williford		12.50
51279	01/31/17	Konica Minolta Business Solutions, Inc.		324.83
51280	01/31/17	Mueller, Jay		100.00
51281	01/31/17	NICOR		1,311.75
51282	01/31/17	Orkin		88.65
51283	01/31/17	Precision Control Systems Inc		3,098.24
51284	01/31/17	Robbins Schwartz Nicholas Lifton & Taylor		725.00
51285	01/31/17	Safeguard Business Systems		149.63
51286	01/31/17	TechPro, Inc.		809.25
51287	01/31/17	Warehouse Direct Workplace Solutions		570.93
51288	01/31/17	WDSRA		80.00
51289	01/31/17	WSRA		80.00
51290	01/31/17	Alphabet Soup Productions		85.00
51292	01/31/17	BMO Harris P-Card		9,111.90
010617	01/06/17	Paychex		1,209.49
010617	01/06/17	AFLAC		52.68
010617	01/06/17	Mutual of Omaha		205.13
011317	01/13/17	Sams Club Direct		109.82
011317	01/13/17	Konica Minolta Business Solutions, Inc.		386.86
011317	01/13/17	Pitney Bowes Global Financial Services LLC		1,392.30
011317	01/13/17	Konica Minolta Business Solutions, Inc.		351.69
012017	01/20/17	Paychex		299.49
013017	01/30/17	WageWorks		116.00
			Vendor Check Total	53,354.22
			Check List Total	53,354.22

Check count = 45

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
AT&T			01/16/17	51255	107.17
58100	Building Expenses:Telephones/Internet	AT&T - 630916686012	107.17		
Park District Risk Management Agency			01/16/17	51256	23,422.39
51600	Payroll:Health Insurance	Park District Risk Management Agency	15,591.60		
52400	Property Insurance	Park District Risk Management Agency - Q416139	4,602.75		
52300	Liability Insurance	Park District Risk Management Agency - Q416139	2,968.00		
52000	Workers Compensation	Park District Risk Management Agency - Q416139	260.04		
Sentry Security, Inc.			01/16/17	51257	96.00
54400	Office Maint/Contractual Agree.	Sentry Security, Inc. - 201543	96.00		
Morong, Dawn			01/19/17	51259	60.00
54300	Contractual Services	Fitness Instructor	60.00		
Park District Risk Management Agency			01/16/17	51260	2,100.00
52000	Workers Compensation	Park District Risk Management Agency	2,100.00		
Elam, Jamie			01/24/17	51261	100.00
10850	Petty Cash	Elam, Jamie-Petty Cash Start-Up	100.00		
Alexian Brothers Corporate Health Svcs			01/31/17	51262	119.00
58910	Safety/Loss Prevention	Alexian Brothers Corporate Health Svcs #617621	119.00		
Dimensions in Sound			01/31/17	51263	375.00
54300	Contractual Services	Dimensions in Sound-DJ Valentines Dance	375.00		
Forest Awards & Engraving			01/31/17	51264	11.25
53400	Office Supplies & Duplicating	Forest Awards & Engraving-Name Plate	11.25		
IPRA			01/31/17	51265	254.00
56100	Professional Memberships	IPRA - Dues Renewal 2017	254.00		
Ashley, Lisa			01/31/17	51266	600.00
54300	Contractual Services	Ashley, Lisa - Music Instructor	600.00		
Lesniak, Karen			01/31/17	51267	88.98
10100	MB Financial - Operating #4960	Lesniak, Karen	88.98		
Addison Park District			01/31/17	51268	400.36
58500	Building Expenses:Facility Maintenance	Addison Park District - #20-796	166.98		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Addison Park District - #20-797	233.38		
Allen-Sebok, Donna			01/31/17	51269	1,175.00
54300	Contractual Services	Allen-Sebok, Donna - #12-16	1,175.00		
Andrews, Caryn			01/31/17	51270	1,820.58
54300	Contractual Services	Andrews, Caryn - #4483	1,820.58		
AT&T			01/31/17	51271	115.32
58100	Building Expenses:Telephones/Internet	AT&T	115.32		

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Comcast			01/31/17	51272	334.99
58100	Building Expenses:Telephones/Internet	Comcast	334.99		
ComEd			01/31/17	51273	1,265.54
58200	Building Expenses:Electricity	ComEd	1,265.54		
Deborah Bychowski-Williford			01/31/17	51274	12.50
42000	Fees & Charges	Deborah Bychowski-Williford - Program Refund	12.50		
Docu-Shred			01/31/17	51275	90.00
53400	Office Supplies & Duplicating	Docu-Shred - #39594	90.00		
FVSRA			01/31/17	51276	80.00
53600	Admissions & Facility Space	FVSRA - ITRS Tournament	80.00		
Graphic Alliance, Inc			01/31/17	51277	55.00
53200	Printing Expenses	Graphic Alliance, Inc - #20658	55.00		
Keith Williford			01/31/17	51278	12.50
42000	Fees & Charges	Keith Williford - Program Refund	12.50		
Konica Minolta Business Solutions, Inc.			01/31/17	51279	324.83
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc. - #9003166821	324.83		
Mueller, Jay			01/31/17	51280	100.00
54300	Contractual Services	Mueller, Jay	100.00		
NICOR			01/31/17	51281	1,311.75
58300	Building Expenses:Natural Gas	NICOR	1,311.75		
Orkin			01/31/17	51282	88.65
58500	Building Expenses:Facility Maintenance	Orkin - #152937952	88.65		
Precision Control Systems Inc			01/31/17	51283	3,098.24
58500	Building Expenses:Facility Maintenance	Precision Control Systems Inc - #3709373	3,098.24		
Robbins Schwartz Nicholas Lifton & Taylor			01/31/17	51284	725.00
53800	Legal Services	Robbins Schwartz Nicholas Lifton & Taylor - #272353	725.00		
Safeguard Business Systems			01/31/17	51285	149.63
53200	Printing Expenses	Safeguard Business Systems - #031935166	149.63		
TechPro, Inc.			01/31/17	51286	809.25
53900	Professional Consultants	TechPro, Inc. - #239367	225.00		
53900	Professional Consultants	TechPro, Inc. - #239435	584.25		
Warehouse Direct Workplace Solutions			01/31/17	51287	570.93
53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions	64.67		
53500	Program Supplies	Warehouse Direct Workplace Solutions	22.21		
58500	Building Expenses:Facility Maintenance	Warehouse Direct Workplace Solutions	484.05		

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
WDSRA			01/31/17	51288	80.00
53600	Admissions & Facility Space	WDSRA - ITRS Tournament	80.00		
WSRA			01/31/17	51289	80.00
53600	Admissions & Facility Space	WSRA - ITRS Tournament	80.00		
Alphabet Soup Productions			01/31/17	51290	85.00
53600	Admissions & Facility Space	Alphabet Soup Productions - Admission	85.00		
BMO Harris P-Card			01/31/17	51292	9,111.90
53100	Postage Expense	BMO Harris P-Card	50.20		
53400	Office Supplies & Duplicating	BMO Harris P-Card	479.99		
53500	Program Supplies	BMO Harris P-Card	1,609.49		
53600	Admissions & Facility Space	BMO Harris P-Card	385.48		
53650	Program Equipment	BMO Harris P-Card	29.99		
53675	Fund Raising Expenses	BMO Harris P-Card	500.00		
55000	Public Relations	BMO Harris P-Card	61.24		
55100	Legal Publications	BMO Harris P-Card	70.15		
56000	Continuing Education	BMO Harris P-Card	2,780.55		
56100	Professional Memberships	BMO Harris P-Card	863.00		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	710.86		
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	632.38		
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card	887.34		
58920	Miscellaneous Expenses:Park District Portion	BMO Harris P-Card	20.00		
58930	Miscellaneous Expenses:Director's Administ. Fund	BMO Harris P-Card	31.23		
Paychex			01/06/17	010617	1,209.49
54000	Payroll Services - Contract	Paychex - 47564	1,209.49		
AFLAC			01/06/17	010617	52.68
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC - 634247	52.68		
Mutual of Omaha			01/06/17	010617	205.13
21250	Payroll Liabilities:FSA Deduction	Mutual of Omaha	205.13		
Sams Club Direct			01/13/17	011317	109.82
55200	Subscription & Publication	Sams Club Direct - Membership	15.00		
53300	Meeting Related Expenses	Sams Club Direct - Supplies	94.82		
Konica Minolta Business Solutions, Inc.			01/13/17	011317	386.86
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc. - #319646279	386.86		
Pitney Bowes Global Financial Services LLC			01/13/17	011317	1,392.30
53100	Postage Expense	Pitney Bowes Global Financial Services LLC	1,392.30		
Konica Minolta Business Solutions, Inc.			01/13/17	011317	351.69
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc. - #321769887	351.69		
Paychex			01/20/17	012017	299.49
54000	Payroll Services - Contract	Paychex - #49190	299.49		
WageWorks			01/30/17	013017	116.00
51600	Payroll:Health Insurance	WageWorks - #125A10512193	116.00		

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
January 1, 2017 - January 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
			Check List Total		53,354.22

Check count = 45

Putting People First

NEDSRA

Special Recreation Association

Consolidated Monthly Report

January 2017

Mission

To serve as an integral partner with our member park districts and villages to positively impact through diverse recreation opportunities and community services.

Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Core Values

~ Service with Compassion
~Excellence and Quality
~Integrity
~Commitment
~Fun

Member Partners: Addison Park District ◆Bensenville Park District ◆Butterfield Park District Village of Glendale Heights ◆Itasca Park District ◆Lombard Park District ◆Medinah Park District Oakbrook Terrace Park District ◆Village of Schiller Park ◆Village of Villa Park ◆ Wood Dale Park District

Northeast DuPage Special Recreation Association
Balance Sheet
As of January 31, 2017 and 2016

	January 31, 2017	January 31, 2016	Variance	% Variance
Assets				
MB Financial - Operating #4960	$ 153,178.36	$ 94,632.93	$ 58,545.43	61.87%
MB Financial - Payroll #4979	11,362.73	6,901.45	4,461.28	64.64%
Petty Cash	1,725.00	1,575.00	150.00	9.52%
Interest Receivable	61.06	1,226.10	(1,165.04)	-95.02%
Grant Receivable	0.00	887.78	(887.78)	-100.00%
Prepaid Expenses	0.00	975.00	(975.00)	-100.00%
Accounts Receivable	28,419.41	27,605.34	814.07	2.95%
MB Financial - MM #9401	994,267.56	835,884.16	158,383.40	18.95%
Harvard State CD #4000238 - Closed	0.00	247,075.79	(247,075.79)	-100.00%
Maxsafe Wintrust - MM #2599	1,021,769.18	775,247.02	246,522.16	31.80%
Total Assets	$ 2,210,783.30	$ 1,992,010.57	$ 218,772.73	8.49%
Liabilities and Fund Balance				
Accounts Payable	$ 491.87	$ 454.12	$ (37.75)	-8.31%
Due to Members (ADA)	821,888.72	0.00	(821,888.72)	0.00%
Payroll Liabilities	5,154.44	5,069.25	(85.19)	-1.68%
Gift Certificate Deferred Revenue	466.00	11,889.00	11,423.00	96.08%
Reserve for Tax Encumbrance	0.00	1,403,447.41	1,403,447.41	100.00%
Vehicle Replacement Fund	147,924.81	116,692.81	(31,232.00)	-26.76%
Working Cash Fund	0.00	113,905.85	113,905.85	100.00%
Capital Improvement Fund	0.00	53,898.71	53,898.71	100.00%
Operations Support	0.00	272,338.70	272,338.70	100.00%
Agency Stability Fund	0.00	174,358.52	174,358.52	100.00%
Inclusion - ADA Fund	0.00	30,000.00	30,000.00	100.00%
S.O. Boosters	10,384.75	8,219.75	(2,165.00)	-26.34%
General Fund Balance	1,224,472.71	(198,263.55)	(1,422,736.26)	717.60%
Total Liabilities and Fund Balance	$ 2,210,783.30	$ 1,992,010.57	$ 218,772.73	10.98%

Northeast DuPage Special Recreation Association
Revenue Over Expenditures
For the 1 Month and 9 Months, Months Ending January 31, 2017

REVENUE RECAP		Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Account #	Account								
41000	Partner Contributions	$ 1,531,916.00	$ 0.00	$ 1,531,915.00	$ (1.00)	100.00%	$ 1,388,227.46	$ 143,687.54	9.38%
42000	Fees & Charges	320,300.00	21,398.90	232,493.67	(87,806.33)	72.59%	260,915.49	(28,421.82)	-12.22%
42020	Scholarship/Fee Assistance	0.00	2,692.60	16,562.05	16,562.05	0.00%	15,122.99	1,439.06	8.69%
43000-44000	Fund Development	228,285.00	6,700.00	174,191.74	(54,093.26)	76.30%	195,543.96	(21,352.22)	-12.26%
44210-44230	Booster Club Revenue	0.00	0.00	477.00	477.00	0.00%	4,038.00	(3,561.00)	-746.54%
44300	Partner ADA Revenue	0.00	41,358.08	328,095.76	328,095.76	0.00%	559,648.43	(231,552.67)	-70.57%
46000	Miscellaneous Income	17,300.00	0.00	9,165.61	(8,134.39)	52.98%	5,517.07	3,648.54	39.81%
46400	Park District Portion Income	0.00	0.00	1,494.09	1,494.09	0.00%	9,403.32	(7,909.23)	-529.37%
47000	Interest Earned	5,200.00	185.37	1,639.09	(3,560.91)	31.52%	2,477.17	(838.08)	-51.13%
Total Revenue		2,103,001.00	72,334.95	2,296,034.01	193,033.01	109.18%	2,440,893.89	(144,859.88)	-6.31%

EXPENDITURE RECAP		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Account #	Account								
51100-51300	Salaries	$ 1,259,811.00	$ 73,222.44	$ 954,963.87	$ (304,847.13)	75.80%	$ 893,529.77	$ 61,434.10	6.43%
51400-52400	Insurance/Pension	451,504.00	38,741.78	286,323.83	(165,180.17)	63.42%	287,667.81	(1,343.98)	-0.47%
53000-56200	Operations	386,641.00	12,443.90	282,788.17	(103,852.83)	73.14%	263,664.60	19,123.57	6.76%
57100-57400	Vehicles	45,300.00	497.33	23,467.20	(21,832.80)	51.80%	29,217.05	(5,749.85)	-24.50%
58100-58400	Utilities	55,955.00	6,972.69	38,977.84	(16,977.16)	69.66%	55,059.13	(16,081.29)	-41.26%
58600-58800	Special Projects	2,350.00	0.00	2,801.30	451.30	119.20%	2,075.97	725.33	25.89%
58910-58940	Miscellaneous	10,950.00	119.00	7,112.77	(3,837.23)	64.96%	11,673.31	(4,560.54)	-64.12%
61100-61300	Fund Development	0.00	0.00	303.41	303.41	0.00%	887.54	(584.13)	-192.52%
62000-69000	Other	0.00	2,692.60	216,413.58	216,413.58	0.00%	1,148,892.17	(932,478.59)	-430.88%
Total Expenditures		2,212,511.00	134,689.74	1,813,151.97	(399,359.03)	81.95%	2,692,667.35	(879,515.38)	0.00%
Net Revenue over Expenditures		$ (109,510.00)	$ (62,354.79)	$ 482,882.04	$ 592,392.04		$ (251,773.46)	$ 734,655.50	

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 9 Months, Months Ending January 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Salaries									
51100	Payroll:Full Time Salaries	906,304.00	63,454.42	668,730.60	(237,573.40)	73.79%	625,606.77	43,123.83	6.45%
51200	Payroll:Part Time Wages & Salaries	353,507.00	9,768.02	286,233.27	(67,273.73)	80.97%	267,923.00	18,310.27	6.40%
		1,259,811.00	73,222.44	954,963.87	(304,847.13)	75.80%	893,529.77	61,434.10	6.43%
Insurance/Pension									
51400	Payroll:FICA & Medicare	96,373.00	5,352.73	69,798.92	(26,574.08)	72.43%	66,455.42	3,343.50	4.79%
51500	Payroll:Pension Plan	148,381.00	10,094.81	87,424.06	(60,956.94)	58.92%	91,638.68	(4,214.62)	-4.82%
51600	Payroll:Health Insurance	161,675.00	13,363.45	96,467.98	(65,207.02)	59.67%	101,577.50	(5,109.52)	-5.30%
52000	Workers Compensation	9,441.00	2,360.04	7,080.12	(2,360.88)	74.99%	7,253.46	(173.34)	-2.45%
52100	Unemployment Compensation	0.00	0.00	2,840.50	2,840.50	0.00%	0.00	2,840.50	100.00%
52300	Liability Insurance	13,971.00	2,968.00	8,904.00	(5,067.00)	63.73%	8,014.95	889.05	9.98%
52400	Property Insurance	21,663.00	4,602.75	13,808.25	(7,854.75)	63.74%	12,727.80	1,080.45	7.82%
		451,504.00	38,741.78	286,323.83	(165,180.17)	63.42%	287,667.81	(1,343.98)	-0.47%
Operations									
53000	Bank Fees & Charges	4,000.00	273.80	2,639.70	(1,360.30)	65.99%	2,499.42	140.28	5.31%
53010	Credit Card Fees	5,350.00	479.14	5,034.92	(315.08)	94.11%	3,816.01	1,218.91	24.21%
53100	Postage Expense	8,120.00	1,392.30	5,501.77	(2,618.23)	67.76%	6,019.00	(517.23)	-9.40%
53200	Printing Expenses	18,400.00	204.63	13,504.91	(4,895.09)	73.40%	10,488.50	3,016.41	22.34%
53300	Meeting Related Expenses	4,275.00	94.82	2,440.87	(1,834.13)	57.10%	2,733.86	(292.99)	-12.00%
53400	Office Supplies & Duplicating	12,500.00	165.92	5,263.74	(7,236.26)	42.11%	8,274.70	(3,010.96)	-57.20%
53420	Office Supplies & Duplicating:Printer Toner	0.00	0.00	0.00	0.00	0.00%	177.09	(177.09)	0.00%
53440	Office Supplies & Duplicating: Miscellaneous	0.00	0.00	90.00	90.00	0.00%	65.98	24.02	26.69%
53500	Program Supplies	76,365.00	(303.39)	58,899.41	(17,465.59)	77.13%	60,346.85	(1,447.44)	-2.46%
53550	Program Supplies:Boy Scouts Popcorn	0.00	0.00	0.00	0.00	0.00%	1,504.50	(1,504.50)	0.00%
53600	Admissions & Facility Space	69,430.00	325.00	35,463.80	(33,966.20)	51.08%	32,008.77	3,455.03	9.74%
53650	Program Equipment	9,565.00	0.00	3,274.43	(6,290.57)	34.23%	3,463.76	(189.33)	-5.78%
53675	Fund Raising Expenses	28,874.00	0.00	18,216.17	(10,657.83)	63.09%	22,787.11	(4,570.94)	-25.09%
53700	Auditor	9,500.00	0.00	11,300.00	1,800.00	118.95%	12,500.00	(1,200.00)	-10.62%
53800	Legal Services	6,900.00	725.00	26,341.70	19,441.70	381.76%	4,014.38	22,327.32	84.76%
53900	Professional Consultants	19,000.00	809.25	16,904.75	(2,095.25)	88.97%	12,703.75	4,201.00	24.85%
54000	Payroll Services - Contract	10,000.00	2,718.47	8,937.45	(1,062.55)	89.37%	7,969.71	967.74	10.83%
54100	Business Services - Contract	21,472.00	0.00	13,669.00	(7,803.00)	63.66%	13,381.00	288.00	2.11%
54300	Contractual Services	48,187.00	4,130.58	28,925.41	(19,261.59)	60.03%	32,365.00	(3,439.59)	-11.89%
54400	Office Maint/Contractual Agree.	14,615.00	1,159.38	9,202.25	(5,412.75)	62.96%	9,871.15	(668.90)	-7.27%
55000	Public Relations	3,480.00	0.00	1,364.68	(2,115.32)	39.21%	4,344.79	(2,980.11)	-218.37%
55100	Legal Publications	610.00	0.00	1,653.88	1,043.88	271.13%	280.48	1,373.40	83.04%
55200	Subscription & Publication	1,340.00	15.00	926.57	(413.43)	69.15%	659.67	266.90	28.81%
56000	Continuing Education	10,000.00	0.00	10,213.76	213.76	102.14%	6,938.62	3,275.14	32.07%
56100	Professional Memberships	4,158.00	254.00	2,519.00	(1,639.00)	60.58%	3,950.50	(1,431.50)	-56.83%
56200	Statewide Legislative Initiatives	500.00	0.00	500.00	0.00	100.00%	500.00	0.00	0.00%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 9 Months, Months Ending January 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
		386,641.00	12,443.90	282,788.17	(103,852.83)	73.14%	263,664.60	19,123.57	6.76%
Vehicles									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	24,500.00	233.38	12,154.79	(12,345.21)	49.61%	15,121.96	(2,967.17)	-24.41%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,900.00	263.95	2,673.68	(2,226.32)	54.56%	2,843.41	(169.73)	-6.35%
57300	Vehicle Expenses:Van Repair & Parts	12,700.00	0.00	6,290.01	(6,409.99)	49.53%	10,591.68	(4,301.67)	-68.39%
57400	Vehicle Expenses:Van Rental	3,200.00	0.00	2,348.72	(851.28)	73.40%	660.00	1,688.72	71.90%
		45,300.00	497.33	23,467.20	(21,832.80)	51.80%	29,217.05	(5,749.85)	-24.50%
Utilities									
58100	Building Expenses:Telephones/Internet	11,800.00	557.48	8,797.71	(3,002.29)	74.56%	10,990.77	(2,193.06)	-24.93%
58200	Building Expenses:Electricity	12,500.00	1,265.54	11,085.07	(1,414.93)	88.68%	11,740.84	(655.77)	-5.92%
58300	Building Expenses:Natural Gas	6,200.00	1,311.75	4,025.85	(2,174.15)	64.93%	3,764.81	261.04	6.48%
58400	Building Expenses:Village Water	1,420.00	0.00	973.80	(446.20)	68.58%	905.48	68.32	7.02%
58500	Building Expenses:Facility Maintenance	20,000.00	3,837.92	11,015.18	(8,984.82)	55.08%	25,632.12	(14,616.94)	-132.70%
58600	Building Expenses:Office Improvements	4,035.00	0.00	3,080.23	(954.77)	76.34%	2,025.11	1,055.12	34.25%
		55,955.00	6,972.69	38,977.84	(16,977.16)	69.66%	55,059.13	(16,081.29)	-41.26%
Special Projects									
58700	Synergy Expenses	2,350.00	0.00	2,053.87	(296.13)	87.40%	2,021.00	32.87	1.60%
58800	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
58850	Restricted Donation Expense	0.00	0.00	747.43	747.43	0.00%	54.97	692.46	92.65%
		2,350.00	0.00	2,801.30	451.30	119.20%	2,075.97	725.33	25.89%
Miscellaneous Expenses									
58900	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00%	698.00	(698.00)	0.00%
58910	Safety/Loss Prevention	2,600.00	119.00	1,873.18	(726.82)	72.05%	1,952.59	(79.41)	-4.24%
58920	Miscellaneous Expenses:Park District Portion	0.00	0.00	3,134.09	3,134.09	0.00%	8,092.00	(4,957.91)	-158.19%
58930	Miscellaneous Expenses:Director's Administ. Fund	5,500.00	0.00	1,750.64	(3,749.36)	31.83%	930.72	819.92	46.84%
58940	Miscellaneous Expenses:Employee Recognition/Relations	2,850.00	0.00	354.86	(2,495.14)	12.45%	0.00	354.86	100.00%
		10,950.00	119.00	7,112.77	(3,837.23)	64.96%	11,673.31	(4,560.54)	-64.12%
Fund Development Expenses									
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	0.00	0.00	303.41	303.41	0.00%	887.54	(584.13)	-192.52%
		0.00	0.00	303.41	303.41	0.00%	887.54	(584.13)	-192.52%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 9 Months, Months Ending January 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Other Expenses									
62000	Reserve Fund Expenses:Capital Improvements Expense	0.00	0.00	0.00	0.00	0.00%	15,773.00	(15,773.00)	0.00%
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	0.00	199,851.53	199,851.53	0.00%	237,564.02	(37,712.49)	-18.87%
66500	Reserve Fund Expenses:Partner Pension Reimbursement	0.00	0.00	0.00	0.00	0.00%	827,007.00	(827,007.00)	0.00%
67000	Reserve Fund Expenses:Working Cash Payout	0.00	0.00	0.00	0.00	0.00%	53,825.00	(53,825.00)	0.00%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	0.00	2,692.60	16,562.05	16,562.05	0.00%	14,723.15	1,838.90	11.10%
		0.00	2,692.60	216,413.58	216,413.58	0.00%	1,148,892.17	(932,478.59)	-430.88%
Total Expenditures		2,212,511.00	134,689.74	1,813,151.97	(399,359.03)	81.95%	2,692,667.35	(879,515.38)	0.00%

	Budgeted Member Partner Contribution Due 2016/2017	Operation Allocation Received as of 1/31/2017	Balance Due to Operations Allocation 1/31/2017	Percentage of Operations Allocation Collected as of 1/31/2017	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2016/2017	ADA/Access Reserve Paid 2016/2017	Available ADA/Access Reserve Balance
Addison	$268,368.00	$268,368.00	$0.00	100.00%	$502,309.00	$0.00	$0.00	$502,309.00
Bensenville	$174,625.00	$174,625.00	$0.00	100.00%	$153,910.72	$0.00	$0.00	$153,910.72
Butterfield	$59,592.00	$59,592.00	$0.00	100.00%	$0.00	$41,050.29	$0.00	$41,050.29
Glendale Heights	$164,985.00	$164,985.00	$0.00	100.00%	$3,466.00	$0.00	$0.00	$3,466.00
Itasca	$85,595.00	$85,595.00	$0.00	100.00%	$1.00	$0.00	$0.00	$1.00
Lombard	$284,039.00	$284,039.00	$0.00	100.00%	$0.00	$184,721.53	$184,721.53	$0.00
Medinah	$81,314.00	$81,314.00	$0.00	100.00%	$52,766.82	$37,417.70	$3,450.00	$86,734.52
Oakbrook Terrace	$64,448.00	$64,448.00	$0.00	100.00%	$0.00	$0.00	$0.00	$0.00
Schiller Park	$86,036.00	$86,036.00	$0.00	100.00%	$0.00	$0.00	$0.00	$0.00
Villa Park	$132,914.00	$132,914.00	$0.00	100.00%	$103,896.18	$64,906.24	$11,680.00	$157,122.42
Wood Dale	$129,999.00	$129,999.00	$0.00	100.00%	$5,539.00	$0.00	$0.00	$5,539.00
Total	$1,531,915.00	$1,531,915.00	$0.00	100.00%	$821,888.72	$328,095.76	$199,851.53	$950,132.95

ADDISON			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$502,309.00**
Ck #61073	07/01/2016	$134,184.00	$134,184.00			
Ck #61562	01/03/2017	$134,184.00	$134,184.00			
Totals			**$268,368.00**	**$0.00**	**$0.00**	**$502,309.00**

BENSENVILLE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$153,910.72**
Ck #044127	06/15/2016	$87,312.50	$87,312.50			
Ck #045422	12/19/2016	$87,312.50	$87,312.50			
Totals			**$174,625.00**	**$0.00**	**$0.00**	**$153,910.72**

BUTTERFIELD			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck #15711	07/20/2016	$29,796.00	$29,796.00			
Ck #15835	09/06/2016	$29,796.00	$29,796.00			
Ck #16156	01/17/2017	$41,050.29		$41,050.29		$41,050.29
Totals			**$59,592.00**	**$41,050.29**	**$0.00**	**$41,050.29**

GLENDALE HEIGHTS			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$3,466.00**
Ck #186508	07/11/2016	$82,492.50	$82,492.50			
Ck #189224	01/05/2017	$82,492.50	$82,492.50			
Totals			**$164,985.00**	**$0.00**	**$0.00**	**$3,466.00**

ITASCA			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$1.00**
Ck #53358	06/21/2016	$42,797.50	$42,797.50			
Ck #54057	12/19/2016	$42,797.50	$42,797.50			
Totals			**$85,595.00**	**$0.00**	**$0.00**	**$1.00**

LOMBARD			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
ACH Payment	06/23/2016	$235,577.89	$145,000.00	$90,577.89		$90,577.89
ADA Reimbursement	06/30/2016	$90,577.89			$90,577.89	($90,577.89)
ACH Payment	07/22/2016	$5,056.13	$5,056.13			
ACH Payment	08/08/2016	$7,874.76	$7,874.76			
ACH Payment	09/01/2016	$87,510.35	$87,510.35			
ACH Payment	09/14/2016	$117,535.93	$38,597.76	$78,938.17		$78,938.17
ADA Reimbursement	09/30/2016	$78,938.17			$78,938.17	($78,938.17)
ACH Payment	10/13/2016	$10,404.33		$10,404.33		$10,404.33
ADA Reimbursement	10/21/2016	$10,404.33			$10,404.33	($10,404.33)
ACH Payment	12/27/2016	$4,801.14		$4,801.14		$4,801.14
ADA Reimbursement	12/31/2016	$4,801.14			$4,801.14	($4,801.14)
Totals			**$284,039.00**	**$184,721.53**	**$184,721.53**	**$0.00**

MEDINAH			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$52,766.82**
Ck #24825	07/08/2016	$57,789.42	$57,789.42			
Ck #24866	08/03/2016	$3,374.05	$3,374.05			
Ck #24929	09/01/2016	$2,019.66	$2,019.66			
Ck #24962	10/04/2016	$20,773.38	$18,130.87	$2,642.51		
Ck #25038	10/31/2016	$27,010.94		$27,010.94		
Ck #25026	10/31/2016	$4,625.79		$4,625.79		
ADA Reimbursement	12/01/2016	$250.00			$250.00	($250.00)
ADA Reimbursement	12/09/2016	$700.00			$700.00	($700.00)
ADA Reimbursement	12/09/2016	$2,500.00			$2,500.00	($2,500.00)
Ck #25166	12/29/2016	$2,044.73		$2,044.73		
Ck #25183	12/29/2016	$785.94		$785.94		
Ck #25201	01/25/2017	$307.79		$307.79		
Totals			**$81,314.00**	**$37,417.70**	**$3,450.00**	**$49,316.82**

Putting People First

NEDSRA

Special Recreation Association

OAKBROOK TERRACE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck #10179	07/01/2016	$32,224.00	$32,224.00			
Ck #10357	12/29/2016	$32,224.00	$32,224.00			
Totals			**$64,448.00**	**$0.00**	**$0.00**	**$0.00**

SCHILLER PARK			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck #58100	08/05/2016	$43,018.00	$43,018.00			
Ck #59770	12/16/2016	$43,018.00	$43,018.00			
Totals			**$86,036.00**	**$0.00**	**$0.00**	**$0.00**

VILLA PARK			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$103,896.18**
ADA Reimbursement	05/26/2016	$2,500.00			$2,500.00	($2,500.00)
ADA Reimbursement	07/31/2016	$8,380.00			$8,380.00	($8,380.00)
ADA Reimbursement	08/30/2016	$700.00			$700.00	($700.00)
ADA Reimbursement	08/30/2016	$100.00			$100.00	($100.00)
Ck # 170366	12/29/2016	$197,820.24	$132,914.00	$64,906.24		$64,906.24
Totals			**$132,914.00**	**$64,906.24**	**$11,680.00**	**$157,122.42**

WOOD DALE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$5,539.00**
Ck #79805	06/21/2016	$64,999.50	$64,999.50			
Ck #80816	12/29/2016	$64,999.50	$64,999.50			
Totals			**$129,999.00**	**$0.00**	**$0.00**	**$5,539.00**

Date: Mary 1, 2017

To: Board of Trustees

From: Rick Poole, Executive Director

Re: Agency Report – February 2017

Directors Report

a. Grants

On February 21, NEDSRA received a check in the amount of $243,800 from the State of Illinois. These funds will be used for a variety of operational expenses and services. Although the application process began in November, the process of securing these funds began much earlier in the year as staff and Board met with legislators. Thank you to everyone who helped during this process. The funds are needed and appreciated as NEDSRA pursues our mission.

Staff completed and submitted a grant application to the DuPage Foundation requesting funds to enhance and improve volunteer programs at NEDSRA. Grant funding awarded will be between $10k - $30k, with awards announced in spring.

b. Budget

Staff continues to prepare the 2017/2018 Fiscal Budget. At the March Board Meeting, staff will present several budget challenges for discussion. This includes a variety of cost-cutting measures, with final budget recommendation presented to the Board at the April Board Meeting. For those of you who are working on your contribution rates for next year, it appears that the CPI will increase by 2.1%. As you prepare your budgets, it is likely that your contribution rate will increase by that amount.

Recreation Report

a. February Meeting Follow Up Information from Questions on Healthy Minds/Healthy Bodies

Coordinator of the Program

NEDSRA's and its partner's coordinator is Donna Allen-Sebok. She has been with the program since its inception and works as a contractual staff. A majority of HM/HB sites in Illinois coordinate the program using an in-house full-time staff or a paid part-time staff. NEDSRA budgets annually for a contractual staff (Donna). The contractual agreement outlines set goals for the HM/HB program that is administered through NEDSRA and at partner facilities. Veteran outreach, recruitment, data collection, and communication with trainers are the responsibilities of the coordinator.

Start Up Materials for New Site

New host agencies receive a cd disc containing marketing materials, logos, data record templates, evaluations, stock photos and videos. New hosts also receive access to AllenForce consultation services. Host agencies pay an initial start-up fee and annual renewal fee.

a. February Meeting Follow Up Information from Questions on Healthy Minds/Healthy Bodies: Continued

Member Partners

Member partners associated with NEDSRA receive the same start-up materials, and the NEDSRA contracted coordinator uses these materials to reach veterans within each community. The coordinator has one stand-up banner that is rotated throughout member facilities. Members can choose to cover the expense of creating additional marketing items. There are no start-up or renewal fees for NEDSRA partners.

Trainer Workshop

NEDSRA was not able to verify that trainers attending the workshop historically did so at no cost. Our HM/HB coordinator considers it possible that no fee was charged during the initial start-up of the program, but that fees for the workshop have been in place for a majority of the time. Currently, trainers affiliated with NEDSRA receive a 20% discount off the $250 fee. NEDSRA's partners can determine if the employer or employee will incur the cost.

The fee for the workshop is paid to AllenForce, which offers HM/HB as one of its programs. AllenForce is a 501(c)(3) non-profit of Illinois.

Trainer Pay Rates

At this time, trainer expenses are not handled in a uniform manner. NEDSRA covers the cost for some partners, and other partners cover the costs on their own. Based on information from the coordinator, she finds is feasible for NEDSRA to reimburse a partner's trainer expenses at an hourly rate that does not exceed $25/hour. In the new fiscal year NEDSRA will budget for all trainer expenses. Beginning May 1, partners should invoice NEDSRA quarterly, seeking reimbursement for trainer hours associated with the HM/HB personal training sessions.

Resources

A copy of the Power Point presentation is available upon request. Please contact Jerry Barton, Superintendent of Recreation.

Healthy Minds/Healthy Bodies webpage: http://healthymindshealthybodies.org/index.php. Relevant information can be found by clicking "For Trainers" and "For Facilities" on the homepage.

b. Annual Valentine's Dance

On February 10, 60 participants attended the Annual Valentine's Dance held at the Lombard Community Building. Everyone enjoyed catered appetizers, a delicious chocolate fountain, music played by DJ Tony, and the ever-popular King and Queen crowning. We would like to thank the Lombard Park District for allowing us to use their amazing facility.

c. Adults with a Physical Disability

NEDSRA added four new adults with physical disabilities to our programs in the last six months. Staff has been working very hard to recruit new participants in this area, and appears to be paying off.

d. NEDSRA is Hiring!

NEDSRA is hiring! We are looking for qualified staff to drive our vans, work our day programs and provide one-on-one assistance as a leisure buddy in our member-partner programs. If you know of someone who may be interested, please encourage them to apply online at nedsra.org.

Recreation Report: Continued

e. Inclusion Services

Inclusion Services are on the rise as our member partners have been serving more children of differing abilities! Current projections show inclusion services increasing over $15,000 from projections. It's great to see so many individuals being provided choices, opportunities and wonderful recreation activities.

f. High School Transition Programs

NEDSRA works on maintaining a connection with local transition programs and high schools in our member partner school districts and special education cooperatives. In January, we visited students at District 88 Transition to discuss our day programming and how to get involved. We will also be participating in a transition conference with students, parents and staff from District 87 and NDSEC in the next few weeks.

g. Huskies Basketball

Our Huskies Basketball teams have wrapped up their seasons. At the Special Olympics tournament, Huskies White Team took fourth place, while the Junior Huskies and Huskies Silver Team took silver. At the ITRS Tournament, our Huskies White Team again took fourth place and the Huskies Silver Team took third. Our Junior Huskies team took second place, losing a heartbreaker at the buzzer. Congratulations to our Basketball Huskies for successful seasons!

h. Theater Troupe

There's only one more month until the opening night of Theater Troupe's 13th production, with this year's performance of "Jolly Roger and the Mermaid Princess." Everyone is invited to come see this swashbuckling tale that our participants have been working on since September. Dates of performances are Friday, March 24, at 7:00 p.m. and Saturday, March 25, at 1:00 p.m. at the Oakbrook Terrace Mario Parente Theatre.

i. Pool School

Pool School reached maximum registration this season! This is the first season NEDSRA has offered Pool School on Sundays at Addison's Club Fitness and parents have really responded positively to the day change.

Fund Development

a. BBQ Bash and Bags Tournament

Plans are well underway for the 2nd Annual BBQ Bash and we are featuring a Bags Tournament, Saturday, April 22, 2017. We encourage everyone's participation to enjoy a delicious meal, beer, activities and Bags Tournament. Raffle tickets are being sold and we anticipate a great turnout for the event. Bring the entire family!

b. 38th Annual Track Meet

Sponsorship letters have been sent to nine service clubs, 11 Knights of Columbus Councils and six corporations for support of our Annual Track Meet. Follow-up meetings and presentations are taking place to secure financial contributions and sponsorship. We anticipate donations to exceed $9,000 in support of this free event.

c. Knights of Columbus Support

NEDSRA has received $15,000 in support from the Annual Knights of Columbus Tootsie Roll Drive. In February alone, NEDSRA was awarded $3,000 more than prior year. More contributions are anticipated to arrive in the next several months.

Fund Development

d. 21st Annual Golf Marathon 100-Hole Challenge
Calling all golfers! NEDSRA is seeking single golfers and teams to participate in the 100-Hole Challenge Golf Marathon Thursday, May 4. The Golf Marathon generates funds for our Accessible Transportation Fund; to replace the vehicles.

NEDSRA
Special Recreation Association
Putting People First

MEMO

Date: March 1, 2017

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director
Sue Martellotta, Administrative Services Manager

Re: Personnel Policy

On February 22, 2017 the committee formed to review NEDSRA Personnel Policies completed the final review of the Policy. Attached is the document with both attorney and committee final recommendations. (Committee final recommendations in red.)

The Committee did not come to a consensus on one item in the document; that being the maximum amount of vacation an employee may have in their vacation bank, but rather have chosen to bring it to the full Board for discussion. Currently, NEDSRA employees earn vacation based on time of service. An employee maximum amount is set at 25 days in the vacation bank (Page 60 section M).

We are proposing to approve one of three new options discussed by the committee.

Option 1: Set the maximum amount of vacation bank to 24 days for all vacation-eligible employees. This corresponds to the NEDSRA highest yearly earning rate and would be uniform for all employees no matter their individual earning rate or length of service.

Option 2: Set the maximum vacation bank amount at the individual employees annual earning rate. For example, a first through third year employee could only accumulate a maximum of 12 days in their bank. A seventh year employee would only accumulate a maximum of 18 days in the vacation bank. The maximum for a long term employee would be 25 vacation days in their bank.

Option 3: Set the maximum vacation bank at 1.5 times the employee annual earning rate. For example, a first through third year employee could accumulate up to an 18-day vacation bank. A seventh year employee would accumulate up to 24 days in his vacation bank. An employee earning 24 vacation days per year would be able to have a maximum vacation bank of 36 days in their bank.

Upon termination of employment, an employee would be paid out the amount earned in their vacation bank at the last date of employment.

Recommended motion:
I move to approve the NEDSRA personnel policies with vacation option approved as discussed.

MEMO

Date: March 1, 2017

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: 2017/2018 Budget

After a great deal of effort, the directive to present a balanced budget without including State Funding for 17/18 has been quite challenging. In preparation for the budget presentation in April, staff would like to discuss these challenges.

Despite anticipated growth of revenue of 4.5%, without state funding, and a decrease of anticipated expenses of 1%, the current 2017/18 budget projections show a loss from the unrestricted fund of approximately $95,000.

These projections include:

- **Revenue**
  - Increase of 2.1% ($32,170) in Member contributions
  - Increase in fees of 3% ($8,648)
  - Growth in fund development of 24.4% ($40,650)

- **Expenses**
  - Decrease in salaries of 2.2% ($28,487)
  - Increase of Insurance and pension of 2.4% ($9,462)
  - Increase in operating expenses of 1% ($4,555)

Challenges

- Inclusion costs continue to increase. In 2013/14 the NEDSRA inclusion cost was $36,191. In 2017/18 inclusion costs are expected to reach $115,000.

- Synergy expenses are expected to be $32,000 in 2017/18. This unique program targets a low incidence population and serves approximately 14 residents annually.

The elimination of this program would not immediately impact the 2017/18 budget, but would eliminate this expense moving forward.

- HMHB currently costs the organization $21,150. This program which serves veterans received 89 registrations in 2016/17. The restructuring of the contractual service could be considered which would reduce costs as much as $5,500.

- Continuing education for state and national conference currently costs the organization $8,680.

- IT improvements including computer upgrades and improvements could be eliminated saving the organization $2,500.

- Recreation equipment could be reduced by $3,000 impacting the upgrades to the sensory room.

- At the end of 2016/17 NEDSRA fund balance is anticipated to be $815,406. Staff would be comfortable using some of these funds to balance the budget.

Understand that even with changes listed in this memo, the budget would not be completely balanced. Staff believes that cuts beyond these would directly impact NEDSRA services. Further information will be available for discussion at the meeting. We look forward to your input on this challenging task.