
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES MEETING MINUTES

Wednesday, April 6, 2011

1. Call to Order: Chairman Greg Kuhs called the meeting to order at 1:31 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
Steve Cherveney, Bensenville Park District
Dave Harris, 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
Greg Gola, Village of Villa Park
Greg Kuhs, Wood Dale Park District

John Bealer, Village of Schiller Park arrived at 1:34 p.m.

Members Absent
None

Staff & Guests
Jeena Greenwalt, Executive Director
Rosanna Furman, Recording Secretary
Staff: Susan Balling, Lisa Deets, Karen Lesniak, Lisa Gates, Nora Sandoval and Paul Fasano

2. Approval of Minutes:

- a. Board of Trustees Meeting – February 3, 2011

Chairman Kuhs asked if there were any questions regarding the minutes from the February 3, 2011, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Leno moved to approve the minutes from the February 3, 2011, Board of Trustees meeting as presented. Trustee McKinnon seconded the motion. On a voice vote, the motion was passed with 9 ayes and 2 abstentions from Trustee Bealer and Gola.

3. Comments and Communications:

- a. Chairman Kuhs asked to discuss issues related to the hiring, firing, disciplining or compensation of personnel under Executive Session and remove from the agenda discussion related to imminent or potential pending litigation against the agency. Trustee Friedrichs made a motion to discussing issues related to the hiring, firing, disciplining or compensation of personnel 5 ILCS 120/2(c)(11) and to remove discussion related to imminent or potential pending litigation against the agency from the agenda. Trustee Leno seconded the motion. On a voice vote, the motion passed unanimously.

4. Introduction of Guests and Staff:

Director Greenwalt introduced three new staff members to the Board – Nora Sandoval, Lisa Gates and Paul Fasano. Each new staff member provided the Board with information about their background and the Board welcomed them.

5. Financial Report

a. NEDSRA Consolidated Financial Report – February 15, 2011 (ratify)

Chairman Kuhs asked if there were any questions regarding the financial report ending February 15, 2011. There being no questions or comments regarding the February 15, 2011, Consolidated Financial Report, Trustee Leno motioned to approve the February 15, 2011, Consolidated Financial Report as presented. Trustee Barron seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Consolidated Financial Report – March 15, 2011

Chairman Kuhs asked if there were any questions regarding the financial report ending March 15, 2011. There being no questions or comments regarding the March 15, 2011, Consolidated Financial Report, Trustee Leno motioned to approve the March 15, 2011, Consolidated Financial Report as presented. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – February 2011 (ratify)

Chairman Kuhs referred to the claims list presented for February 2011, which included checks #43014 to #43044, interim checks #42975 to #43013 and transfers totaling \$107,323.64. There being no further questions or comments, Trustee Leno motioned to approve the disbursements of February 2011 as presented. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Disbursements Report – March 2011

Chairman Kuhs referred to the claims list presented for March 2011, which included checks #43076 to #43106, interim checks #42045 to #43075 and transfers totaling \$113,693.00. There being no further questions or comments, Trustee Leno motioned to approve the disbursements of March 2011 as presented. Trustee Barron seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

a. Annual Conflict of Interest Disclosure

Chairman Kuhs indicated that the Annual Conflict of Interest form was provided in each Board Member's packet. He asked that those be signed and submitted to Rosanna Furman before the end of the meeting.

b. December Board of Trustees meeting – Reschedule Time

Chairman Kuhs asked for a motion to change the December 7, 2011 Board of Trustees meeting to begin at 4:00 p.m. Trustee Leno made a motion to change the December 7, 2011 Board of Trustees meeting to begin at 4:00 p.m. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously.

- c. Chairman Kuhs asked the Board of Trustees to consider asking NEDSRA staff to prepare a Request for Proposal to solicit proposals for legal representation for the agency. The current legal counsel has been with the agency since the inception of NEDSRA and Chairman Kuhs suggested it would be wise to see what other firms can offer the agency. After review of the RFP's, they can determine if it would be in NEDSRA's best interest to make a change or remain with our current legal representation. Trustee Leno thought it was a good idea, and Trustee Sullivan agreed. The consensus from the Board of Trustees was to investigate this option. Director Greenwalt will add this to the 2011-2012 WorkPlan.

8. Committee Reports:

a. Committee of the Whole Meeting

- 1) Approval of Minutes, March 9, 2011.

Chairman Kuhs asked if there were any questions regarding the minutes from the March 9, 2011, Committee of the Whole meeting. There being no questions, comments or corrections, Trustee Leno moved to approve the minutes from the March 9, 2011, Committee of the Whole meeting. Trustee Barron seconded the motion. On a voice vote, the motion was passed with 10 ayes and 1 abstention from Chairman Kuhs.

9. Director's Report:

- a. *Recreation Report* – Superintendent Lisa Deets reported that the agency is fully staffed due to two recent hirings.

She also reported that there were two large events this past month – Annual Special Olympics Sports Banquet, which was held at the Glendale Lakes Golf Club, and the Razzle Dazzle Performance held at the Mario Parente Theatre in Oakbrook Terrace. Forthcoming is the Spring Formal which will be held at the Itasca Country Club, and the Annual NEDSRA Talent Showcase, which will be at Fenton High School in Bensenville. In addition, the SRA Art Show that is done cooperatively with WDSRA and SEASPAR, will be held in Bloomingdale. Superintendent Deets thanked the Board Members for their assistance and support in getting these programs organized.

Superintendent Deets distributed registration flyers for Reach for the Stars. She informed the Board that the participant winners are from Lombard, Addison, and Bensenville. She asked that Board members submit their registration as soon as possible and to contact her if they had any questions.

Director Greenwalt reported that 5-year anniversary awards will be given to Trustees Leno, Sullivan and Kuhs at Reach for the Stars.

- b. *Fund Development* – Director Karen Lesniak highlighted the following areas:

Karen reported to the Board the receipt of a \$25,000 grant from the Illinois Department of Veterans Affairs in support of the Healthy Minds, Healthy Bodies Veterans Fitness program.

The Golf Marathon on May 5, 2011 already has 28 golfers signed up, and there has been increased involvement and support from MB Financial Bank. MB Financial Bank is promoting the event on their website, Facebook page, and encouraging their employees to participate. It is MB Financial Bank's 100 year anniversary and they are aligning their celebration with NEDSRA's event.

A *Save the Date* postcard was mailed out for the 20th Annual Golf Classic, which is scheduled for Wednesday, September 14, 2011.

c. *Administrator's Operation Report*

Director Greenwalt and Superintendent Deets met with an architect, and preliminary plans should be forthcoming for building add-on and/or renovation for programs. NEDSRA has also been considering streamlining the payroll functions and staff has met with different businesses in order to look at a contractual payroll systems and firms.

The door widening project, to accommodate wheelchair access, has been put on hold as it's probable that NEDSRA may outgrow its use of the gym for major wheelchair basketball tournaments. In addition, other expenses have taken precedence, such as the front door repair which has hairline fractures and a door lock mechanism that isn't always functioning. It is hoped that future grant funds will allow us to proceed with the door widening later in 2011.

10. Unfinished Business None.

11. New Business

a. Nominations for Board of Trustees Officers 2011-2012

Chairman Kuhs indicated that Nominations for 2011-2012 Officers to serve the Board of Trustees are as follows: Greg Kuhs, Chairman; Cec Sullivan, Vice Chair; Mark McKinnon, Secretary; Jeena Greenwalt, Treasurer and Rosanna Furman, Recording Secretary.

Chairman Kuhs asked if there were any questions or comments regarding the Nomination of Officers for 2011-2012. There being no questions, comments or objections, Trustee Leno made a motion to nominate the following slate of officers for the NEDSRA Board of Trustee for Fiscal Year 2011-2012: Greg Kuhs, Chairman; Cec Sullivan, Vice Chair; Mark McKinnon, Secretary; Jeena Greenwalt, Treasurer; and Rosanna Furman, Recording Secretary. Trustee Connolly seconded the motion. On a voice vote, the motion passed unanimously.

b. Annual Purchasing Card Policy

Director Greenwalt reported that although there has been no change to the policy, it is required that the Board review this annually. Presently we are spending approximately \$240,000 to \$250,000 per year on the P-Card and we receive a 0.04% rebate, which has resulted in approximately \$900.00. The program has worked very well for NEDSRA.

Chairman Kuhs asked for a motion. Trustee Sullivan made a motion to accept staff's recommendation for the annual approval of all P-Card policies and procedures as outlined in NEDSRA's Financial Management Policies, Addendum D, and further as governed by NEDSRA's overall Financial Management Policies for purchasing and reporting. Trustee Barron seconded the motion. On a voice vote, the motion passed unanimously.

c. 2011-2012 Budget Recommendations

1) Staff Merit Increases

Director Greenwalt provided a revised spreadsheet (Raise/Merit Survey Summary) which summarized the average of merit increases for 8 SRAs and 9 of our Member Partners. The recommendation that NEDSRA is requesting is a 2.7% increase, which is based on merit. The SRA average is 2.7% and the

Member Partner average is 2.1%. The combined average is 2.4%. Director Greenwalt reported that she met with Trustee Leno to review these figures and reviewed various options. Director Greenwalt indicated that she feels strongly about the recommended 2.7% increase. She reported that while NEDSRA incurred several open positions, all staff members pitched in and assisted to ensure this would not negatively affect programs and to ensure a smooth transition

Trustee Leno reported that she and Director Greenwalt reviewed various options and she felt comfortable supporting a 2.5% to 2.7% increase. The difference would comprise of about \$1,500 difference. However, due to the transitioning and positions that have been vacant, a 2.7% was justifiable. It was noted that this would not include the Executive Director's position.

Chairman Kuhs asked for a motion. Trustee Friedrichs made a motion to approve a 2.7% staff merit increase for fiscal year 2011-2012, which includes all staff except for the Executive Director. Trustee Sullivan seconded the motion. On a roll call vote, the motion passed unanimously.

2) Member Partner Contributions

Chairman Kuhs indicated that all Member Partners received their EAV's with substantial changes. As a result, it prompted discussions with Board Members and Director Greenwalt regarding alternative member contribution options.

Director Greenwalt provided a spreadsheet, "Partner Contribution Options" for the Board Members to review. This was established as a result of the preliminary EAV figures, which reflected an 8% decrease for Members Partners. Presently, NEDSRA has a clause in the Articles of Agreement that indicates if there is a significant loss of EAV by a partner, NEDSRA would take the most recent EAV and multiply it by 0.02. This was established originally when it was feared that Bensenville could lose property due to the O'Hare expansion.

Presently, the issue is based on lower property values and not a loss of actual property. Director Greenwalt met with Trustee Leno and Trustee Friedrichs in order to determine options that would assist Member Partners without being a financial burden to NEDSRA. The Member Partner contribution revenue that was proposed in the draft budget for 2011-2012 was \$1,682,000.

A spreadsheet was provided and illustrated various scenarios. Director Greenwalt indicated that currently NEDSRA has adequate reserves and is able to provide a compromise, however much of this is due to the state grant money that has been received in past years, but the state grant funds could be eliminated. Director Greenwalt noted that the Member Partner contributions for fiscal year 2010-2011 were held flat and there was no increase from the prior year. Director Greenwalt also indicated that money in reserves can be applied towards the Member Partner contribution, but should also be preserved for program and building needs in the future.

Trustee Leno elaborated on the various scenarios and much discussion followed. Discussion included the need to review the funding formula for the future. Director Greenwalt indicated that the Board and staff should work cooperatively to develop a new funding formula for future years, but a decision for the 2011-2012 fiscal year would need to be made today.

Chairman Kuhs asked if there were any questions, clarifications or comments. Trustee McKinnon indicated that an increase of 2.7% could create a hardship for Addison. He indicated he is in favor of the "Loss of EAV" option. This would result in \$118,661 required from NEDSRA reserves in 2011-2012 to replace partner contributions.

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Chairman Kuhs asked for a motion. Trustee Leno made a motion that Member Partner contributions be assessed for fiscal year 2011-2012 based on the net paid by partners in fiscal year 2010-2011 times the CPI rate of 2.7%. Trustee Friedrichs seconded the motion. Voting Nay: Trustee McKinnon, Trustee Cherveney, Trustee Sullivan and Trustee Barron. Voting Aye: Trustee Harris, Trustee Leno, Trustee Friedrichs, Trustee Connolly, Trustee Bealer, Trustee Gola and Trustee Kuhs. The motion passed with 7 ayes and 4 nays.

12. Executive Session for the purpose of discussing issues related to the hiring, firing, disciplining or compensation of personnel 5 ILCS 120/2(c)(11)

Chairman Kuhs asked for a motion to adjourn to Executive Session. Trustee Bealer made a motion to adjourn to Executive Session at 2:39 p.m. for discussion of issues related to the hiring, firing, disciplining or compensation of personnel 5 ILCS 120/2(c)(11). The motion was seconded by Trustee Friedrichs. On a roll call vote, the motion passed unanimously.

At 3:57 p.m., Trustee Sullivan made a motion to reconvene the Regular Board of Trustees meeting. Trustee Gola seconded the motion. On a roll call vote, the motion was passed unanimously

13. Take Action, if any, on Items discuss in Executive Session - No action was taken during Regular Board of Trustees meeting.
14. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Friedrich at 3:58 p.m. The motion was seconded by Trustee Connolly. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Rosanna Furman, Recording Secretary

Greg Kuhs, Chairman

Mark McKinnon, Secretary