
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES MEETING MINUTES

Wednesday, August 3, 2011

1. Call to Order: Chairman Greg Kuhs called the meeting to order at 1:32 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
Dayna Heitz, Butterfield Park District
Joe McCann, 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

Members Absent
Cec Sullivan, Village of Glendale Heights
John Bealer, Village of Schiller Park

Staff & Guests
Jeena Greenwalt, Executive Director
Rosanna Furman, Recording Secretary
Staff: Lisa Deets and Karen Lesniak

2. Approval of Minutes:

- a. Board of Trustees Meeting – June 2, 2011

Chairman Kuhs asked if there were any questions regarding the minutes from the June 2, 2011, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Connolly moved to approve the minutes from the June 2, 2011, Board of Trustees meeting as presented. Trustee Barron seconded the motion. On a voice vote, the motion was passed with 6 ayes and an abstention from Joe McCann, Dayna Heitz and Greg Gola.

3. Comments and Communications:

Board Member, Dave Harris, has accepted a new position in Glen Ellyn. As a result, Director Greenwalt referenced a letter from Butterfield Park District, indicating that Dayna Heietz will be the interim NEDSRA Board member and an Alternate would be assigned at a later date. In addition to this change, there are two new NEDSRA Board Alternates, Mike Walaszek from Addison and Joe McCann from Itasca.

Director Greenwalt pointed out a few news articles of interest to the Board. Ryan Fleck, a part-time NEDSRA employee, was featured for winning the NOVA Award. Bruce Flowers received the Superstar Volunteer Award from NEDSRA. Articles featuring Amanda Lycko, Superstar Participant Award winner, and Guadalupe Garcia, Rising Star Award winner, were also provided to Board members. Finally, the summer edition of the Special Parent magazine included an article about our golf participants, Danny Orlando and Jacob Shimanek, in the Sunshine Through Golf Foundation, and a Music Therapy article including Becky Wellman, our Music Therapist.

4. Financial Report

a. NEDSRA Consolidated Financial Report – June 15, 2011

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

b. NEDSRA Consolidated Financial Report – July 15, 2011

Director Greenwalt indicated that the Balance Sheet reflected a difference of \$362,070 compared to last year at the same time. However, since the preparation of the balance sheet, member partner contribution payments were received, resulting in similar amounts from the previous year at this time.

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

5. Approval of Disbursements:

a. NEDSRA Disbursements Report – June 2011 (ratify)

Chairman Kuhs referred to the claims list presented for June 2011, which included checks #43294 to #43328, interim checks #43271 to #43293 and transfers totaling \$62,799.32.

Chairman Kuhs asked if there were any questions or comments. There being no questions or comments, Trustee Friedrichs motioned to approve the disbursements of June 2011 as presented. Trustee Connolly seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Disbursements Report – July 2011

Chairman Kuhs referred to the claims list presented for July 2011, which included checks #43367 to #43394, interim checks #43329 to #43366 and transfers totaling \$124,031.99.

Chairman Kuhs asked if there were any questions or comments. There being no questions or comments, Trustee Friedrichs motioned to approve the disbursements of July 2011 as presented. Trustee Barron seconded the motion. On a roll call vote, the motion was passed unanimously.

6. Chairman of the Board Comments:

Chairman Kuhs welcomed Dayna Heitz from Butterfield Park District and Joe McCann from Itasca Park District to the meeting.

7. Committee Reports:

There were no Committee Reports.

8. Director's Report:

Administrative Report – Director Greenwalt reported that auditors from Lauterbach and Amen came in July for the audit process, and it went well. The first audit draft was recently received and Director Greenwalt will be reviewing it. The final draft will be presented to the Board in October.

Melissa Katsma resigned her position as she is engaged to be married and will be moving to Wisconsin, and Helene Colletto has retired after many years with NEDSRA. As a result, Director Greenwalt is reviewing various positions and responsibilities and will be meeting with the Personnel Committee to discuss possible restructuring options.

Capital repairs to be conducted include the refinishing of the gym floors and acquiring bids for a new HVAC system.

Recreation Report – Superintendent Deets reported that the Recreation Department has wrapped up its summer day camps. She thanked Bensenville Park District for allowing NEDSRA to utilize space for camps at their site.

Inclusions have gone very well and its success is evident in the numbers, which have increased since the printing of the report. We are now up to 55 inclusions for this summer. Superintendent Deets indicated that she will provide a report of summer activities and costs for the Board to review by October.

Superintendent Deets reported on a recent 3 on 3 Basketball Tournament demonstration, with a wheelchair component, held in Itasca. Another special event is a Colorado trip scheduled for next week.

Superintendent Deets reported that she will not immediately fill the vacancy left as a result of Melissa Katsma's resignation. She will be working with Director Greenwalt to determine the staffing needs of the Recreation Department.

The Annual Service Report is at the printer and will be provided by the September Board meeting.

There was a brief discussion regarding the format for the Golf Classic. Director Greenwalt indicated that this could be put on the October agenda for discussion.

9. Unfinished Business

No unfinished business to report.

10. New Business

a. Freedom of Information Policy

Director Greenwalt reported that NEDSRA had a Freedom of Information Act (FOIA) inquiry in April from a parent in Schiller Park. Although no formal FOIA request was made, it necessitated to have a Freedom of Information policy in place for potential FOIA requests. The proposed policy was established by a PDRMA member and covers many contingencies within the Freedom of Information Act. Although NEDSRA is not required to have a FOIA policy, Attorney Bloomberg felt it would be prudent for us to comply with the Freedom of Information Act, because we receive tax support from our member partners.

There was some discussion regarding the purpose and/or need for NEDSRA to include "Arrest Reports" within their FOIA policy. It was explained that NEDSRA does acquire background checks and may acquire police reports for potential issues.

Chairman Kuhs asked for a motion. Trustee McKinnon made a motion to adopt the Freedom of Information Act Compliance Policy and Procedures, pending further review regarding arrest records by Attorney Bloomberg, and to appoint Jeena Greenwalt, Susan Balling and Rosanna Furman as Freedom of Information Officers for NEDSRA. The motion was seconded by Trustee Chervenky. On a voice vote, the motion passed unanimously.

b. Nepotism Policy

Director Greenwalt reported that NEDSRA reviews their personnel policies every three years and is currently conducting this process. During this process, the Nepotism Policy has been proposed to be modified. Included in this modification is the ability to hire part-time employees who may be related to full-time employees as long as they do not work in the same department. The policy, however, still stipulates that relatives of Board Members and/or the Executive Director cannot be hired. Director Greenwalt indicated that this was included to avoid creating the appearance of preferential selection in hiring if related to a Board member and/or the Executive Director. Director Greenwalt indicated that she had discussed this with Trustee Leno, Chairman for the Personnel Committee, before the Board meeting. Currently, all but two of our Member Partner districts have some type of policy which allows the hiring of relatives.

There was some discussion regarding the pros and cons. Director Greenwalt indicated that she does have some specific individuals in mind to hire part-time and contractual/consultative and are relatives of full-time staff, which she does not believe would create any negative consequences. Trustee McKinnon indicated that Addison Park District does not allow this within their personnel policies. He feels not allowing relatives to be hired eliminates potential hazards, even though there are some good people who could otherwise be hired.

There was some discussion regarding a situation in the past when a potential candidate for a position was denied employment because they were a cousin to a Board member. Trustee Friedrichs indicated that “cousins” could encompass many individuals related to Board member whom they don’t even know. It was suggested to change “cousin” to “first cousin.”

Chairman Kuhs asked for a motion to approve as amended. Trustee Friedrichs made a motion to approve the revised NEDSRA Nepotism Policy with the amendment of changing “cousin” to “first cousin”, and will be included within the Personnel Policies for NEDSRA. Trustee Connolly seconded the motion. On a voice vote, the motion passed with 8 ayes and 1 nay from Trustee McKinnon. The motion carried.

C. Strategic Plan

Director Greenwalt indicated that she has mentioned the need to develop a scaled back Strategic Plan in order to focus on the service priorities, Articles of Agreement, as well as the funding formula. This was approved in the WorkPlan, however she has received feedback that some of the Board Members are not in agreement with pursuing this, therefore she has raised this for discussion. If the Board is not in agreement to establishing a Strategic Plan, she asked if the Board would like to address the funding formula by utilizing a facilitator at a Board retreat. Director Greenwalt asked the Board for direction in regards to how they wanted to address this, so that everyone had a mutual understanding. She indicated that she would like to have the funding formula established before November, which is when the budgeting process takes places.

Trustee Barron indicated that the Strategic Plan was conducted four years ago and may not be necessary, but she would like to discuss options for a funding formula. She suggested researching how other SRA’s have established their funding formula. Chairman Kuhs indicated that he wasn’t sure how a facilitator would assist with the funding formula process, since they won’t understand it.

Trustee Connolly indicated that if a Strategic Plan is necessary for staff in terms of providing direction for future services, then he feels Director Greenwalt should tell the Board. If staff isn't struggling with this, then it is most likely not necessary. Director Greenwalt indicated that some of this will depend on the future funding formula. If Member Partner contributions are significantly reduced, then it will affect services and she would like direction from the Board in regards to how this should trickle down. This, coupled with less reliance on state dollars of \$250,000, and utilizing money from reserves to make up the difference for Member contributions, is going to have an effect on service and Director Greenwalt wants the Board's input on how to proceed to ensure everyone is on the same page.

Director Greenwalt also indicated the need to review the Articles of Agreement.

It was suggested that each Board Member review the Articles of Agreement independently and determine if there are areas that they would like to discuss collectively in October. Jeena indicated that an up-to-date copy will be provided to the Board Members via email.

Jeena will conduct research on the funding formulas and will bring her recommendations to the Board at the October meeting. She asked for further clarification on what the Board's expectations are of her and what the expectations are of the Board. She indicated specifically addressing what the priorities are for the agency.

11. Executive Session – For the purpose of discussion issues related to the hiring, firing, disciplining or compensation of personnel 5 ILCS 120/2(c) (1)

There was no Executive Session.

12. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Friedrichs at 2:32 p.m. The motion was seconded by Trustee Barron. On a voice vote, the motion was passed unanimously.

Rosanna Furman, Recording Secretary

Greg Kuhs, Chairman

Mark McKinnon, Secretary