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# NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION

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## BOARD OF TRUSTEES MEETING MINUTES

Wednesday, December 1, 2010

1. Call to Order: Chairman Greg Kuhs called the meeting to order at 3:33 p.m., at the Medinah Shrine Center, 550 Shriners Drive, Addison, Illinois. The following roll call was taken:

Members Present  
Joe Welkomer, Addison Park District  
Bob Jarecki, 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  
Steve Munsie, Village of Villa Park  
Greg Kuhs, Wood Dale Park District

Members Absent  
John Bealer, Village of Schiller Park

Staff & Guests  
Susan Balling, Assistant to Director  
Rosanna Furman, Recording Secretary  
Staff: Lisa Deets, Karen Lesniak, Jeena Greenwalt, Mark Ritsman  
Guest: Greg Gola, Director of Parks & Recreation, Village of Villa Park

2. Approval of Minutes:

- a. Board of Trustees Meeting – November 3, 2010

Chairman Kuhs asked if there were any questions regarding the minutes from the November 3, 2010, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Sullivan moved to approve the minutes from the November 3, 2010, Board of Trustees meeting as presented. Trustee Leno seconded the motion. On a voice vote, the motion was passed with 9 ayes and 1 abstention from Chairman Kuhs.

3. Comments and Communications:

Chairman Kuhs passed around a thank you card from NEDSRA staff, Maggie Goode. She thanked the Board for the wedding gift.

4. Introduction of Guests and Staff:

Greg Gola, the new Director of Parks and Recreation for the Village of Villa Park was introduced.

5. Financial Report:

a. NEDSRA Consolidated Monthly Financial Report – November 15, 2010

Chairman Kuhs asked if there were any questions regarding the financial report ending November 15, 2010. There being no questions or comments regarding the November 15, 2010, Consolidated Monthly Financial Report, Trustee Leno motioned to approve the November 15, 2010, Consolidated Monthly Financial Report as presented. Trustee Connolly seconded the motion. On a roll call vote, the motion was passed unanimously. Assistant to the Director Balling highlighted several items at the 6-month mark and reported that expense and revenue are both on track. Partner contributions are paid up at 100% at this time.

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – November 2010

Vice Chairman Sullivan referred to the claims list presented for November 2010, which included checks #42816 to #42845, interim checks #42795 to #42815 and transfers totaling \$130,855.69. There being no further questions or comments, Trustee Sullivan motioned to approve the disbursements of November 2010 as presented. Trustee Friedrich seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

Chairman Kuhs wished everyone a happy holiday and good New Year. He informed the Board that he would be out of the office for surgery for approximately one month, beginning December 17, 2010.

8. Committee Reports:

- a. Personnel Committee – Trustee Leno reported that the Personnel Committee had met on November 30, 2010 and will be having another meeting on Thursday, December 9, 2010 at 10:00 a.m. in Itasca.
- b. Pension Ad-Hoc Committee – Trustee Friedrichs reported that he spoke with IMRF and cleared up three issues with employee social security numbers and hire dates. IMRF now has everything they need and he is hoping to hear from them after the first of the year.

9. Staff's Report:

- a. *Recreation Report* – Assistant Superintendent Jeena Greenwalt highlighted information regarding the adult program area. She indicated that some of the adult services included cultural and visual arts and that day programs were expanded from 2 to 3 days per week. While Alzheimer's services are provided at Sunrise Sr. Center, they are also looking to expand and reach homebound seniors.

Superintendent Lisa Deets reported on the following:

- Seeking a permanent home for the Day Trippers program.
- Presentation regarding the Healthy Minds/Healthy Bodies was provided at the National Institute on Recreation Inclusion Conference, which received much interest. Presentation will also be conducted at the IPRA Conference in January.
- Lisa reported on upcoming events.

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

- Various grants now totaling over \$100,000 have been submitted for consideration.
- Recent support from local service clubs included Lombard Kiwanis for Sweetest Day Dance and the Lombard Jr. Women's Club for Halloween Masquerade Ball.
- Mark Ritsman is assisting in developing an annual appeal campaign. Funds decreased last year, but hoping this year may provide better results, though staff is cautious due to the economy.

c. *Administrator's Operation Report*

- Assistant to Director Susan Balling asked Superintendent Deets to report on her meeting with Trustee McKinnon and representative from FGM Architects and Bonestroo.

Lisa Deets reported that she and Trustee McKinnon met with the architectural firm to discuss opportunities for expansion or conversion of our current facility. They conducted a walk through the facility and staff anticipates a proposal by mid December. There was some discussion regarding the IAPD Grant and if it is available to Special Recreation Associations. Lisa will follow up to research this.

- Susan Balling reported that gutter repairs in the rear of the building would be conducted next week. Due to the cold weather, drainage onto the driveway creates a safety issue. The lobby enhancement is underway with new furniture received. Painting of the stairways has been completed and the rest of the project should be finished before the February Board meeting.

1) Director's WorkPlan 2010-11 – November Status Report

Assistant to Director Susan Balling reported on the organization's 6-month status relating to various goals that were established by staff and the Board.

Superintendent Lisa Deets began by reviewing the status of Increase Services to Un-served and Underserved groups. The adaptive sports programs have achieved incredible growth from one to three teams. Expansion for Paralympics will soon include skiing. The Healthy Minds/Healthy Bodies program has been introduced to Member Partners and will soon be underway in Itasca, Bensenville and Oak Brook Terrace.

Lisa reported that Mark Ritsman is still relatively new to the organization and the ability to "Strengthen the Connection between NEDSRA and Member Partners, with new marketing efforts, will resume once he is able to take on the additional responsibility.

Susan Balling reported that efforts continue to contain program staffing costs, which is helped by having a 65% increase in volunteerism. Fundraising events are being evaluated to measure staff time as well as money spent for the return. The Stroll 'n Roll fundraiser did not provide the desired results and will not be continued. Other alternative fundraising options are being explored.

Susan Balling also reported that the budget format had been streamlined, which incorporates the changes that the Board requested. In addition, she reported that the in-house computer training has gone well, job descriptions were updated and the interim Strategic Plan was updated with Key Initiatives for 2010 to 2012. The RFP's for a phone system have been received and a recommendation will be made to the Board in February.

Many capital improvements are on hold, pending the receipt of 7 capital grants. It is uncertain if funding for these grants will come through at this time. If an emergency should arise, requiring the repair for some of these targeted capital improvements, then NEDSRA will pay for this from funds budgeted in the capital budget fund.

Trustee Connolly commended staff for doing an excellent job during the transition for a new Executive Director.

Trustee Friedrichs thanked everyone for their support during his surgery and recovery.

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

11. New Business:

a. 2011-12 Printing Bid

Mark Ritsman reported that several printing companies inquired about the printing bid, in addition to the 8 companies who received a bid by mail. Action Printing provided the lowest bid for brochure printing, but wasn't the lowest for the Annual Service Report. After contacting Action Printing, they lowered their price on the Annual Service Report. As a result, the upcoming fiscal year's cost was reduced by \$109 from the previous fiscal year. Action Printing has done an excellent job in the past and staff recommends their bid for consideration.

Trustee Leno made a motion to accept staff's recommendation and award the print contract for four (4) 2011-2012 seasonal brochures and one (1) Annual Service Report to Action Printing, for an amount not to exceed \$14,135. Trustee Jarecki seconded the motion. On a Roll Call vote, the motion was passed unanimously.

b. Budget Review Calendar 2011-12

The dates for the Budget Review for 2011-12 were presented to the Board. Committee meeting dates proposed were March 9 and March 30, 2010, both at 1:30 p.m.

Chairman Kuhs asked if there were any objections or conflicts regarding the proposed dates for the Budget Review for 2011-12. There being no objections or conflicts, Chairman Kuhs asked for a motion to approve the dates for the Budget Review for 2011-12. Trustee Jarecki made a motion to approve the dates for the Budget Review as presented, seconded by Trustee Leno. On a Roll Call vote the motion passed unanimously.

12. Executive Session:

- a. Discussion of Executive Session Minutes (content only) – October 6, 2010
- b. For the purpose of discussing issues related to the hiring, firing, disciplining or compensation of personnel. 5 ILCS 120/2(c)(11)
- c. For the purpose of discussing imminent or potential pending litigation against the agency. 5 ILCS 120/2(c)(1)

Chairman Kuhs reported that no Executive Session would be necessary for today's meeting.

13. Take Action, if any on Items Discussed in Executive Session

No Executive Session was held.

Board of Trustees Meeting – December 1, 2010

14. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Leno at 4:19 p.m. The motion was seconded by Trustee Friedrichs. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

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Rosanna Furman, Recording Secretary

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Greg Kuhs, Chairman

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John Bealer, Secretary