
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES MEETING MINUTES

Wednesday, December 7, 2011

1. Call to Order: Chairman Greg Kuhs called the meeting to order at 4:05 p.m., at the Medinah Shrine Center, 550 N. Shriners Drive, Addison, Illinois. The following roll call was taken:

Members Present
Mark McKinnon, Addison Park District
Steve Cherveney, Bensenville Park District
Larry Reiner, 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 4:20 p.m.)

Members Absent
None

Staff & Guests
Jeena Greenwalt, Executive Director
Rosanna Furman, Recording Secretary
Staff: Lisa Deets and Karen Lesniak
Legal Counsel: Heidi A. Katz

2. Approval of Minutes, November 9, 2011:

Chairman Kuhs asked if there were any questions regarding the minutes from the November 9, 2011, Board of Trustees meeting. Trustee Leno made a motion to approve the minutes from the November 9, 2011, Board of Trustees meeting. Trustee Sullivan seconded the motion. On a voice vote, the motion was passed unanimously.

3. Comments and Communications:

Director Greenwalt reported that NEDSRA received an award letter from PDRMA indicating NEDSRA's loss prevention score was at a Level A (98.1%). As a result of NEDSRA's high score, the agency has received a \$1,500 cash award.

A copy of an article from the Daily Herald newspaper regarding Benson Primary School in Itasca, at which NEDSRA staff member Lori Miller held a lesson on disability awareness, was also provided in the Board packet.

Correspondence from the Illinois Park & Recreation Association announced that NEDSRA's Healthy Minds/Healthy Bodies program is the winner in its division and category for the IPRA's Awards and Recognition Program. The awards luncheon is scheduled for January 27, 2012.

4. Introduction of Guests and Staff:

Attorney Heidi A. Katz was in attendance.

5. Financial Report:

a. NEDSRA Consolidated Financial Report – November 15, 2011

Director Greenwalt updated the Board on Member Partner contributions from Itasca and Medinah, which were received after the printing of the report.

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

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – November 2011

Chairman Kuhs referred to the claims list presented for November 2011, which included checks #43615 to #43655, interim checks #43582 to #43614 and transfers totaling \$98,542.20.

Chairman Kuhs asked if there were any questions or comments regarding the Disbursement Report for November 2011. There was discussion regarding the purpose and interim payments totaling \$4,095 to the legal firm Laner & Muchin. Director Greenwalt indicated that there were two separate invoices, one from September and one from October, which she received from Chairman Kuhs. Chairman Kuhs reported that he had directed Director Greenwalt to pay the invoices. Trustee Connolly asked if the invoices were available to review. Trustee Sullivan indicated that she was not made aware of these expenses and asked if there were any more expenses that would be forthcoming. Trustee Leno indicated that if the Board wanted specifics in regards to what was discussed with the attorneys, this should be discussed in Executive Session because much of the discussion centered around personnel issues. It was suggested that the invoices, including the detail, be provided at the next Board meeting on Wednesday, January 11, 2012.

Chairman Kuhs asked if there were any further questions or comments regarding the Disbursement Report for November 2011. There being no questions or comments, Trustee Friedrichs motioned to approve the disbursements of November 2011 as presented. Trustee Cherveney seconded the motion. On a roll call vote, the motion was passed with 9 ayes and 2 nays from Trustees Sullivan and Connolly.

7. Chairman of the Board Comments:

Chairman Kuhs wished everyone a Happy Holiday and a healthy New Year.

8. Committee Reports

Trustee Leno indicated that the Personnel Committee met on November 29, 2011, to review the Personnel Policies. There were 5 out of 6 Personnel Committee members who recommended approval of the policies as amended and pending Attorney review.

Trustee Leno pointed out that there was much discussion regarding the accumulation of sick leave. She stated that the committee had recommended that the payout criteria should be specifically for full-time and professional part-time employees who've had 20 consecutive years of service. There was discussion regarding possibilities in which the requirement of 20 consecutive years could be waived. Trustee Leno suggested that Attorney Katz provide some provisional language to excuse this requirement for special circumstances.

Director Greenwalt clarified that NEDSRA's long term disability begins after 180 days. Employees are able to acquire short term disability through AFLAC with various coverage options. With the absence of the Susan Balling, Assistant to the Director, more information regarding short-term disability provided by NEDSRA could not be located prior to today's meeting. The committee had proposed that the policy provide a 50% payout for up to 90 days of accumulated sick days for employees who are resigning in good standing with 20 years of service. The 90 days was determined based on the previously reported long term disability benefit and that it would begin after 90 days. Trustee Leno suggested that Section 6.C. Disability Benefits and Pension Plan and Section V.F. 4. Accumulation of Sick Leave are tabled until all of the information is acquired regarding disability insurance in order to come to a conclusion on this benefit. Trustee Friedrichs asked that a quote for short-term disability be acquired, so that this benefit might be provided to employees.

It was reported that the committee also decided to eliminate the Wellness Day incentive.

Chairman Kuhs indicated that references to IMRF should be eliminated under section VI.C. Disability Benefits and Pension Plan. Attorney Katz has reviewed the language and made suggested changes.

Trustee Leno reported that the other area addressed was the Health Insurance Opt-Out provision, which would go from a \$1,500 to a \$2,000 incentive. There was discussion regarding when the new opt-out amount would begin. Attorney Katz suggested that in order to keep things in line with open enrollment dates for NEDSRA's health care, the \$2,000 incentive could begin next year. Trustee Sullivan recommended that the policy read that that the opt-out amount is approved annually vs. indicating a specific dollar amount. Therefore, the amount would be determined by the Board every year without having to revise the personnel policy manual.

Trustee McKinnon suggested that the opt-out provision should be enough to provide an incentive to more employees. Trustee Leno suggested that this be reviewed during the budget process. Trustee Cherveney suggested that employees be surveyed to see what incentives might motivate them to opt-out of the health insurance for future budgetary consideration.

Trustee Leno indicated that the \$600 a year reimbursement for professional part-time staff be maintained for the staff who are now utilizing this benefit (grandfathered).

Trustee Leno indicated that the three following personnel policy sections will be removed, pending further information and/or revision:

- VI. C. Disability Benefits and Pension Plan
- V. F. 4. Accumulations of Sick Leave
- VI. A. 2. Health Care Coverage Opt-Out Provision

9. Director's Report:

a. ***Administrative Report***

Director Greenwalt reviewed the copy of the Annual Work Plan 6-Month Status that was included with the Administrative Report. She also provided a copy of the 2011-2012 Capital Budget projects.

Director Greenwalt reported that Susan Balling's Retirement Party will be held at Weber Grill on January 18, 2012. Invitations will be mailed soon.

Fund Development - Director Lesniak reported that a \$2,200 donation was received for the new T.R.E.C. day program from the Stelzner family. In addition, approximately \$500 has been received so far from the direct mail campaign.

Recreation - Superintendent Deets distributed photos of special events that recently occurred. She also reported that NEDSRA held two-day training on the Healthy Minds/Healthy Bodies program.

10. Unfinished Business

a. Funding Formula - Discussion

Director Greenwalt provided the Board with additional funding options (A and B) for consideration. These options also included variables to the CPI and EAV rates for comparison, with a base contribution amount at which the new formula could start. Trustee Friedrichs also provided a suggested option. Director Greenwalt cautioned that some of the options could create a decrease in funding every year.

There was discussion regarding the pros and cons for these funding options. Director Greenwalt asked that each Board Member review the numerous options that have been presented over the past four months and provide feedback by December 20, 2011. She would like to try and wrap this up so that she can begin preparing the budget for next fiscal year.

Trustee Leno asked if she could receive numbers on how much of the budget is designated for direct inclusions. She indicated that it might be possible to bill each Member Partner for this service as had been done in the past, which would reduce their contribution amount by this figure. Director Greenwalt indicated that she has the figures for each Member Partner, which were prepared for individual home Board meetings.

11. New Business

a. 2012-2013 Printing Bid

Superintendent Deets reported that NEDSRA went out for bid on its printing needs for 2012-2013. This would encompass four seasonal brochures and the Annual Service Report. NEDSRA received 5 bids out of 14 companies. American Litho provided a bid for 2-color and full-color options. Their full-color option was bid at \$11,492, which is \$2,752 less than last year's lowest bid. Manager of Marketing and Public Information Mark Ritsman, visited their facility and conducted a thorough check on their references. Based on the bids received, staff recommends awarding the printing contract to American Litho located in Milwaukee, Wisconsin.

Chairman Kuhs asked if there were any questions or comments regarding the 2012-2013 printing bid. There being no questions or comments, Chairman Kuhs asked for a motion to accept staff's recommendation and award the printing contract for four 2012-2013 full-color seasonal brochures and one Annual Service Report to American Litho, for an amount not to exceed \$11,492. Trustee Leno made a motion to approve staff's recommendation. The motion was seconded by Trustee Friedrichs. On a roll call vote the motion passed unanimously.

b. Budget Review Calendar 2012-2013

Director Greenwalt provided the Board with a calendar for the 2012-2013 budget preparation. She recommended that the budget be reviewed as a Committee of the Whole, as has been done in the past. She indicated that she would try to have the draft budget completed for Board review by March 1, 2012, but needs to have the new funding formula in order to accomplish this.

Chairman Kuhs asked for a motion to approve the timeline for the Fiscal Year 2012-2013 Budget Calendar as presented. Trustee Friedrichs made a motion to approve the calendar, which was seconded by Trustee Barron. On a voice vote, the motion was passed unanimously.

c. Resolution #01-12-11 – Illinois Institutional Investors Trust

Director Greenwalt indicated that a resolution for approving the merging of two asset funds, Illinois Park District Liquid Asset Fund Plus (IPDLAF +) and the Illinois Institutional Investors Trust (IIIT), was necessary by each participating member.

Chairman Kuhs asked for a motion to approve Resolution #01-12-11 – Illinois Institutional Investors Trust. Trustee Friedrichs made a motion to approve Resolution #01-12-11, which was seconded by Trustee Cherveney. On a voice vote, the motion was passed unanimously.

d. Personnel Policy

Trustee Leno asked for a motion to approve NEDSRA's personnel policies as presented, with changes from Attorney Katz and removal of policies VI. C. Disability Benefits and Pension Plan; V. F. 4. Accumulations of Sick Leave; and VI. A. 2. Health Care Coverage Opt-Out Provision. Trustee Connolly made a motion to approve, which was seconded by Trustee Sullivan. On a voice vote, the motion was passed unanimously.

12. Executive Session for the purposes of discussing issues related to the hiring, firing, disciplining or compensation of personnel 5ILCS 120/2(c)(1), and for the discussion of minutes of meetings lawfully closed under the Open Meetings Act for purposes of a semi-annual review of the minutes 5ILCS 120/2(c)(21).

Chairman Kuhs asked for a motion to adjourn from the Regular Board of Trustees Meeting and commence the Executive Session meeting at 5:35 p.m. Trustee Leno made the motion, which was seconded by Trustee Friedrichs. On a roll call vote, the motion passed unanimously.

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

Chairman Kuhs asked for a motion to adjourn from Executive Session and reconvene the Regular Board of Trustees meeting at 5:39 p.m. Trustee Friedrichs made the motion, which was seconded by Trustee Connolly. On a roll call vote, the motion was passed unanimously.

a. Approval of Ad-Hoc Legal Committee Meeting Minutes – October 25, 2011

The minutes for the October 25, 2011 Ad-Hoc Legal Committee Meeting were approved as presented.

b. 6-Month Review of Executive Session Minutes

The Executive Session minutes from April 6, 2011 through November 16, 2011 were not approved for public release.

14. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Sullivan at 5:40 p.m. The motion was seconded by Trustee Bealer. On a voice vote, the motion was passed unanimously.

Respectfully Submitted,

Rosanna Furman, Recording Secretary

Greg Kuhs, Chairman

Mark McKinnon, Secretary