
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES RESCHEDULED MEETING MINUTES

Thursday, February 3, 2011

1. Call to Order: Chairman Greg Kuhs called the meeting to order at 3:35 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois. The following roll call was taken:

<u>Members Present</u>	Mark McKinnon, 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 Greg Kuhs, Wood Dale Park District
------------------------	---

<u>Members Absent</u>	John Bealer, Village of Schiller Park Greg Gola, Village of Villa Park
-----------------------	---

<u>Staff & Guests</u>	Jeena Greenwalt, Executive Director Rosanna Furman, Recording Secretary Staff: Susan Balling, Lisa Deets, Karen Lesniak, Intern Kathy Pasek
---------------------------	---

2. Approval of Minutes:

- a. Board of Trustees Meeting – December 1, 2010

Chairman Kuhs asked if there were any questions regarding the minutes from the December 1, 2010, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Sullivan moved to approve the minutes from the December 1, 2010, Board of Trustees meeting as presented. Trustee Leno seconded the motion. On a voice vote, the motion was passed with 8 ayes and 1 abstention from Trustee McKinnon.

3. Comments and Communications: None

4. Introduction of Guests and Staff:

Superintendent Lisa Deets introduced Recreation Intern Kathy Pasek. Kathy reported that she is a resident of Villa Park, attended Calvin College in Michigan and began working with NEDSRA approximately 4 weeks ago. The Board welcomed Kathy to NEDSRA.

5. a. NEDSRA Consolidated Financial Report – December 15, 2010 (ratify)

Chairman Kuhs asked if there were any questions regarding the financial report ending December 15, 2010. There being no questions or comments regarding the December 15, 2010, Consolidated Financial Report, Trustee Friedrichs motioned to approve the December 15, 2010, Consolidated Financial Report as presented. Trustee Connolly seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Consolidated Financial Report – January 15, 2011

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

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – December 2010 (ratify)

Chairman Kuhs referred to the claims list presented for December 2010, which included checks #42883 to #42925, interim checks #42846 to #42882 and transfers totaling \$106,420.27. There being no further questions or comments, Trustee Leno motioned to approve the disbursements of December 2010 as presented. Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

b. NEDSRA Disbursements Report – January 2011

Chairman Kuhs referred to the claims list presented for January 2011, which included checks #42941 to #42975, interim checks #42926 to #42940 and transfers totaling \$253,667.70. There being no further questions or comments, Trustee Sullivan motioned to approve the disbursements of January 2011 as presented. Trustee Leno seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Chairman of the Board Comments:

a. Board Officers/Treasurer/Nominations Committee

Chairman Kuhs reported that Board Officer positions will be up for renewal in the next few months and will run for the next fiscal year. He indicated that the bylaws called for a Nominating Committee. He asked Board Members if they would forward Board Officer's nominations to him for annual Board Officer positions instead of establishing a formal nominating committee. All Board Members were in agreement. Chairman Kuhs stated that Trustees interested in one of the positions should advise him prior to March 1, 2011.

Trustee Leno indicated that it might be advantageous to keep the current Board Officers in place, so that there would be some consistency since there is a new Executive Director. Chairman Kuhs indicated this would be an option, but will wait to see if there is any interest.

Chairman Kuhs reported that the Treasurer was historically a position held by the Executive Director and asked the Board if they wanted to continue this practice. There was no opposition to continue this practice and he asked for a motion. Trustee Sullivan made a motion to appoint Executive Director Jeena Greenwalt the Treasurer for Northeast DuPage Special Recreation Association. The motion was seconded by Trustee Friedrichs. On a voice vote, the motion was passed unanimously.

8. Committee Reports:

- a. Personnel Committee – Approval of Minutes, November 30, 2010.

Chairman Kuhs asked if there were any questions regarding the minutes from the November 30, 2010, Personnel Committee meeting. There being no questions, comments or corrections, Trustee Sullivan moved to approve the minutes from the November 30, 2010, Personnel Committee meeting. Trustee Barron seconded the motion. On a voice vote, the motion was passed unanimously.

- b. Personnel Committee – Approval of Minutes, December 9, 2010.

Chairman Kuhs asked if there were any questions regarding the minutes from the December 9, 2010, Personnel Committee meeting. There being no questions, comments or corrections, Trustee Sullivan moved to approve the minutes from the December 9, 2010, Personnel Committee meeting. Trustee Connolly seconded the motion. On a voice vote, the motion was passed unanimously.

9. Director's Report:

- a. *Recreation Report* – Superintendent Lisa Deets reported that NEDSRA received the ITRS Outstanding Program Award for the Healthy Minds/Healthy Bodies Program at the 2010 Illinois Therapeutic Recreation Section state conference. This was an honor for NEDSRA and will continue to see this program grow and assist other SRAs with implementation of similar program.

NEDSRA staff member, Maggie Goode, received the ITRS New Professional Award, which is awarded to a new professional with 5 years or less experience and who shows promise. Maggie has done a lot for NEDSRA in the time she's been here. She has instituted many of the cultural and art therapeutic programs, which are quite popular amongst NEDSRA participants.

The Jr. Bulls Tournament will be on Saturday, February 12, 2011, from 9:00 am to 5:00 pm. This will be a Prep-Level tournament, displaying the talent of many young children now enrolled in the adaptive sports programs. Due to the growth of the adaptive sports programs, next year's tournament may have to be conducted in a field house in order to accommodate all of the interested teams.

Nicole Graver recently left NEDSRA to accept a position that was geographically closer to her home. This now leaves NEDSRA with two vacant positions in the Recreation Department (Nicole Graver and Jeena Greenwalt's former position as Assistant Superintendent). Lisa reported that these positions will be filled and the Recreation Department will be fully staffed by April.

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

Director of Fund Development Karen Lesniak reported that NEDSRA received \$2,400 from two Knights of Columbus councils. These donations were the result of the volunteer assistance that NEDSRA provided them during their annual Tootsie Roll Drive.

Funding proposals and volunteer requests have been mailed out early this year to service clubs and corporations for the Special Olympics Meet on May 21, 2011. The early notice provides an opportunity for some of the service clubs to vote on their participation, as some don't meet on a monthly basis.

Much appreciation goes towards the Village of Villa Park for their sponsorship of the Jr. Bulls Tournament on February 12, 2011.

Karen also announced that a \$25,000 grant was received from the CVS Charitable Trust in January.

c. *Administrator's Operation Report*

Director Greenwalt asked the Board if the new format for the Administrator's Report was satisfactory and they all were in agreement. She asked if Board Members were still interested in receiving the NEDSRA News Flash and it was indicated that this was a good piece of communication to provide the home board members.

Director Greenwalt thanked Susan Balling for overseeing NEDSRA and mentoring her during the transition.

Director Greenwalt reported that Registrar Chris Corriero accepted a position at another organization and a part-time support staff person broke her ankle. However, all staff have stepped up to help out during this time. She is looking at systems and process in order to best fulfill this vacancy.

The ING forfeiture fund, which is where money rolls into when people are not fully vested, has remained dormant for several years. The balance in this fund has gone up to approximately \$60,000, and will be used to pay the ING contribution, which will result in significant savings.

NEDSRA received \$239,500 from the state and that money was put into deferred income. There are 7 other capital grants that are in the pipeline, which Jeena will pursue in the future.

Director Greenwalt took the Board Members to the garage to illustrate the storage issues that NEDSRA is currently experiencing. She pointed out that most of the NEDSRA vehicles do not fit into the garage area, as they are too large and it is a very tight space to back them out. Jeena will be seeking capital funds through seven legislative grants to assist NEDSRA with its current space needs.

10. Unfinished Business None.

11. New Business

a. Resolution #1-02-11 – Freedom of Information Act

Director Greenwalt explained that this resolution was to designate Susan Balling, Rosanna Furman and Jeena Greenwalt as Freedom of Information Officers for NEDSRA. Chairman Kuhs asked for a motion to approve Resolution #1-02-11 Freedom of Information Act. Trustee Sullivan made a motion to approve Resolution #1-02-11 Freedom of Information Act. The motion was seconded by Trustee Connolly. On a voice vote the motion passed unanimously.

b. Resolution #2-02-11 – Identity Theft Protection Program

Director Greenwalt explained that the purpose of this Resolution was to name her the Program Administrator for this program. Chairman Kuhs asked for a motion to approve Resolution #2-02-11 Identity Theft Protection Program. Trustee Sullivan made a motion to approve Resolution #2-02-11 Freedom of Information Act. The motion was seconded by Trustee Harris. On a voice vote the motion passed unanimously.

c. Telephone Equipment Upgrade 2011

Director Greenwalt indicated that a summary of the RFP's for the telephone equipment upgrade was included in the agenda packet and asked that Rosanna Furman discuss the findings. Rosanna Furman reported that nine Requests for Proposals were mailed out and five were received. In addition, Telcom Innovations Group

(TIG) provided a quote in conjunction with the joint purchasing program through the

Board of Trustees Meeting – February 3, 2011

National Joint Powers Alliance. Two of the RFP's were Voice over Internet Protocol systems (VoIP), while the others were integrated systems (VoIP and digital). While VoIP has come a long way from previous years, there are still reliability issues that are inherent with this type of system. In addition, VoIP costs are quite high in comparison to the other vendors beyond three years. When reviewing all of the RFP's, TIG provided a 38% discount for phone sets and 14% discount for labor as a result of the joint purchasing. In addition, TIG oversees the maintenance/support for phone service. This will eliminate having more than one vendor if an issue should arise. Because the phone system is an integrated system, the phone sets can be used with an all VoIP system if NEDSRA decides to utilize this type of service when reliability issues are no longer a concern. TIG also provided excellent references that included several municipalities.

Chairman Kuhs asked for a motion to approve the telephone equipment upgrade. Trustee Leno made a motion to accept staff's recommendations and authorize Executive Director Jeena Greenwalt to order and purchase from Telcom Innovations group, 125 North Prospect Avenue, Itasca, Illinois 60143, for phone equipment and phone service support. This includes all hardware, integral software, warranty and documentation as specified in the bid, inclusive of all delivery charges to NEDSRA, inclusive of an on-site repair/replacement warranty, and staff training for the dollar amount not to exceed \$25,406.80. Trustee Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously.

d. Bank Signature Authorizations

Director Greenwalt explained that this would authorize her as a signatory for NEDSRA accounts and investments. The individuals listed as signatories would now include Jeena Greenwalt, Greg Kuhs, Susan Balling and Steven Steinberg.

Chairman Kuhs asked for a motion to approve the bank and investment signature authorizations. Trustee Friedrichs moved to approve Jeena Greenwalt, Greg Kuhs, Susan Balling and Steven Steinberg as signatories on NEDSRA's bank accounts and investment instruments and authorize Jeena Greenwalt and staff to complete the appropriate documentation as necessary. The motion was seconded by Trustee Sullivan. On a roll call vote, the motion passed unanimously.

e. Architectural Services and Concept Planning for Capital Projects

Director Greenwalt indicated that there was a quote from FGM Architects to assist in identifying space needs and concept planning for NEDSRA. With the anticipation of seven capital grants on the horizon, utilizing the services of an architectural firm to prepare for submission of these grants would be advantageous to determine our needs and costs.

Superintendent Deets indicated that garage space as well as program storage is obviously a need, however the acquisition of a first floor program room would also be advantageous. Programs involving participants in wheelchairs require much preparation because the elevator can only accommodate 1 or 2 wheelchairs at a time. NEDSRA looked at the option of applying for funds through the park district grant, but discovered that NEDSRA cannot apply individually. Because Addison is already submitting a grant for their Community building, NEDSRA is hoping that the seven capital grants might prove advantageous and provide funds for our space needs.

Trustee Leno suggested that NEDSRA incorporate into the contract a "not to exceed" dollar amount for reimbursable expenses, because these costs can add up quickly.

Director Greenwalt indicated that the money for this would come from the capital budget. It will not increase the capital budget, because there were other capital projects that were not able to be completed and

instead will be going towards the recommended amount of \$5,000 for this purpose.

Board of Trustees Meeting – February 3, 2011

f. Legislative Efforts to Secure State Dollars

Director Greenwalt updated the Board on the seven (7) pending state grants targeted for capital projects, as well as the need to possibly have outside assistance to continue to secure these and the yearly state grant for \$200,000+ for operations/general support. Board members offered a variety of thoughts on the state grants and grant process, including the Director following up and using support as needed to pursue the capital grants in the pipeline, and evaluating the process and need for continued reliance on the yearly operation's grant from DCEO.

12. Executive Session:

- a. 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 at 2:43 p.m. Trustee Leno moved to adjourn to Executive Session. The motion was seconded by Trustee Friedrichs. On a roll call vote, the motion was passed unanimously.

At 4:32 p.m., Trustee Leno moved to adjourn to the Regular Board of Trustees meeting. The motion was seconded by Trustee Friedrichs. On a roll call vote, the motion was passed unanimously.

13. Take Action, if any on Items Discussed 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 McKinnon at 4:33 p.m. The motion was seconded by Trustee Leno. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Rosanna Furman, Recording Secretary

Greg Kuhs, Chairman

John Bealer, Secretary