
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



COMMITTEE OF THE WHOLE MEETING MINUTES

Wednesday, March 9, 2010

1. Call to Order: Vice Chairman Cec Sullivan called the meeting to order at 3:31 p.m., at the NEDSRA Administrative Office, 1770 West Centennial Place, Addison, Illinois.

2. 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
John Bealer, Village of Schiller Park
Greg Gola, Village of Villa Park

Members Absent
Greg Kuhs, Wood Dale Park District

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

3. 2011-2012 Budget Highlights, Recommendations and Discussion:

Director Greenwalt thanked the Board members for their support and assistance with her first budget preparation for NEDSRA. She encouraged them to provide any input, raise questions and/or make suggestions throughout the discussion. Before proceeding to the draft budget, she provided the Board with a summary of budget areas.

The Fund Balance for May 1, 2010 was \$2.1 million. The Fund Balance for May 1, 2011 is projected at \$2.3 million. While this is a healthy Fund Balance, this amount also includes the Member Partner reserves, Vehicle Replacement fund, Booster Club fund and Operations Transfer. The result is that the available Fund Balance is more accurately at \$1.6 million.

We anticipate ending Fiscal Year 2010-2011 under budget by \$220, 551. This is the result of changes in personnel, utilization of the pension forfeiture fund, a decrease in fundraising expenses, as well as cost saving measures.

Revenue for FY 2011-2012 is anticipated to be \$2,358,393, which is a 1.87% decrease from the current fiscal year. This fund includes the Member Partner contributions based on the formula that is currently in the Articles of Agreement. The reliance on state money has been reduced by 50% or \$110,000

Expenses for 2011-2012 are anticipated to be \$2,353,047, which results in a decrease of 1.62%. The considerations of escalating utilities, new services, and merit raise recommendation have been included in this amount.

Director Greenwalt indicated that while the budget is balanced, discussion on how we would like to proceed into the future could include service expansion, partner contributions, level of reserve funds, and reliance of state dollars. To help NEDSRA move ahead, Director Greenwalt recommended that a 3 to 5 year Strategic Service and Financial Plan be done, which would provide consensus and direction on how to move forward. This process could begin in September of this year and be funded from Operations Support Fund.

Director Greenwalt asked if there were any questions and Trustee McKinnon asked about health insurance premiums. It was reported that the health insurance increase for NEDSRA, from PDRMA was 13%. The final budget increase of 7.9% includes staff contributions, in addition to staff paying 100% for their vision benefits.

Trustee Friedrichs asked why the Fundraising Expense was being reduced. Director Greenwalt reported that the Stroll 'n Roll and the fundraising aspects of Addison Mayor's Ball have been eliminated due to the investment of high staff hours for the small return. Superintendent Deets reported that these figures included a reduction of \$5,400 in part-time staff assistance for these events. It was reported that the Direct Mail Campaign will continue, but will be distributed differently; perhaps as an insert in the program brochure to contain costs.

Trustee Friedrichs requested that in next year's budget, the Member Partner ADA reserves be listed separately in the Fund Balance projections, so they don't appear as a NEDSRA asset.

Trustee Leno suggested the inclusion of a projection for April 2012 status. Director Greenwalt indicated that this wasn't in the previous budget, but she will email this information to all Board Members.

Director Greenwalt noted that the Capital Budget had been consolidated. She also noted that meetings with Addison Park District had taken place to discuss the funding for shared projects. Although such projects as the HVAC and roof repair may be covered by capital grant dollars, it is still unknown as to if and when this money will surface.

Trustee Friedrichs noted that these Capital Projects were not listed in any particular line items. Director Greenwalt indicated this was correct and the Board would be approving the budget in addition to the listed Capital Projects. Director Greenwalt noted that some of the expenses for these projects need additional quotes to ensure that the anticipated cost to repair/replace is accurate. Trustee Friedrichs requested that the Capital Projects be summarized and included as another line on the Budget Summary page next year.

Director Greenwalt pointed out that the Revenue over Expense for Fiscal Year 2011-2012 was anticipated to be at \$5,346, and the decrease in revenue was approximately \$45,000, due to the reduction of reliance on uncertain state dollars.

There was discussion regarding the balances in Member Partner reserves for ADA accessibility. Assist. to the Director Balling indicated that if Member Partners wanted to utilize their reserves for ADA projects, they will need to forward a letter requesting the funds. It was noted that these funds can also be utilized towards next year's Member Partner contribution as well as sponsorship for Reach for the Stars or other NEDSRA events.

Director Greenwalt reported that the status report on Foundation Grants was not all inclusive. NEDSRA had just received notification of a \$25,000 grant for the Veterans' Program.

Under the Revenue and Expense Report for Fiscal Year 2011-2012, Director Greenwalt highlighted that expenses are projected to be almost \$39,000 less than in the current fiscal year.

Director Greenwalt reported that a salary study was released in December and she would like more time to review the data. NEDSRA included a 2.7% merit increase in the draft budget, which was based on 4 other comparable SRAs. Approval of 2.7% or other merit level will be included on the April 2011 Board meeting agenda and hopefully additional partner data will be available.

Asst. to Director Balling noted that expenses to Account 623 Professional Services would be reduced; however Account 602 Non-Exempt Recreation Salaries is increased. This was partially due to changing the status for the Database Assistance from consultant employee to part-time employee. The change was needed in order to comply with Dept. of Labor regulations. Director Greenwalt noted a correction to Account 616 Pension Plan, which realized a decrease of 1.6%.

Trustee Leno asked for clarification on the part-time professional positions and their health insurance benefits. Asst. to Director Balling indicated that there are 4 positions that fall under this category and they can elect to participate in the health insurance at a substantial premium contribution ranging from 50% to 100%. If they choose to opt out of the health insurance, they receive \$600 a year for health reimbursement. Trustee Leno suggested that the agency revisit this policy as according to PDRMA, health benefits are only entitled to employees who are classified as “full-time” and who work at least 30 hours a week. Director Greenwalt indicated that NEDSRA would be reevaluating the personnel policies this year and this will be looked into.

Trustee Leno asked if there were funds for the Board to conduct an RFP for professional services, if the need arises. Director Greenwalt indicated that contingency funds were available.

Director Greenwalt reiterated the importance of a Strategic Plan and that such a document would provide her and the Board with a valuable tool. Trustee Sullivan asked if the former Plan could be reutilized after a review from staff and items of importance could be worked on little by little. Trustee Leno suggested hiring someone to lead the Board and upper management staff on Board and Strategic issues. Director Greenwalt indicated that she would look into this option and disseminate information for a future Board workshop.

4. Other - New Business

Trustee Connolly requested that the Board meet in April 2011 to discuss IMRF in Executive Session. The consensus was to add this to the April agenda.

5. Next Meeting – Wednesday, March 30, 2011 @ 1:30 p.m.

No meeting for March 30, 2011 was necessitated; therefore, the next Regular Board of Trustees meeting is scheduled for April 6, 2011 at 1:30 p.m. at NEDSRA.

As a result of the IAPD Legislative Conference, the Regular Board of Trustees meeting for May was rescheduled for May 11, 2011 at 1:30 p.m. at NEDSRA.

6. Adjournment

There being no further business before the Committee of the Whole, a motion to adjourn the meeting was made by Trustee McKinnon at 3:15 p.m. The motion was seconded by Trustee Friedrichs. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Rosanna Furman, Recording Secretary

Cec Sullivan, Vice Chairman

John Bealer, Secretary