
NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION



BOARD OF TRUSTEES MEETING MINUTES

Wednesday, October 6, 2010

1. Call to Order: Board Chairman Greg Kuhs called the meeting to order at 1:31 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
Bob Jarecki, Bensenville Park District
Dave Harris, Butterfield Park District
Cec Sullivan, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Jason Myers, Lombard Park District
Tom Connolly, Medinah Park District
John Bealer, Village of Schiller Park
Steve Munsie, Village of Villa Park
Greg Kuhs, Wood Dale Park District

Members Absent
Laura Barron, Oakbrook Terrace

Staff & Guests
Larry Reiner, Executive Director
Rosanna Furman, Recording Secretary
Staff: Susan Balling, Lisa Deets, Karen Lesniak and Mark Ritsman
Attorney from Laner-Muchin: Jeff Carren
Auditor from Lauterbach & Amen, LLP: Ron Amen

2. Approval of Minutes:

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

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

3. Comments and Communications

Director Reiner indicated that there were a few handouts, which he would review during his Administrator's Report.

4. Introduction of Guests and Staff

Superintendent Deets introduced Mark Ritsman who has been hired as the new Manager of Marketing and Public Information. Mark gave the Board a brief summary of his background and the Board welcomed him aboard.

Director Reiner introduced Ron Amen, Auditor, who will be reviewing the Comprehensive Annual Financial Report.

5. Financial Report:

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

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

6. Approval of Disbursements:

a. NEDSRA Disbursements Report – September 2010

Chairman Kuhs referred to the claims list presented for September 2010, which included checks #42686 to #42722, interim checks #42654 to #42685 and transfers totaling \$113,537.73. There being no further questions or comments, Trustee Bealer motioned to approve the disbursements of September 2010 as presented. Trustee Leno seconded the motion. On a roll call vote, the motion was passed unanimously.

7. Committee Reports:

a. Personnel Committee – September 16, 2010

Chairman Kuhs asked if there were any questions regarding the minutes from the September 16, 2010, Personnel Committee meeting.

Trustee Connolly requested that when Roll Call votes are taken, that the minutes reflect the votes of each Board Member. He asked that the Roll Call Vote identify that he voted “No” regarding the process of a search for a new Executive Director for NEDSRA by advertising this position on the Illinois Park and Recreation Association website.

There being no further questions, comments or corrections, Trustee Sullivan moved to approve the minutes from the September 16, 2010, Personnel Committee meeting as amended. Trustee Bealer seconded the motion. On a voice vote, the motion was passed with 9 ayes and 1 abstention from Alternate Trustee Myers.

b. Pension Ad-Hoc Committee – September 1, 2010

Chairman Kuhs asked if there were any questions regarding the minutes from the September 16, 2010, Personnel Committee meeting.

There being no further questions, comments or corrections, Trustee Leno moved to approve the minutes from the September 16, 2010, Pension Ad-Hoc Committee meeting as presented. Trustee McKinnon seconded the motion. On a voice vote, the motion was passed with 9 ayes and 1 abstention from Alternate Trustee Myers.

8. Chairman of the Board Comments: Chairman Kuhs indicated that information within the Board packet included a list of committees and Board Member assignments. Recent changes to the Board of Trustees members have created changes to the committee assignments.

9. Director's Report:

a. *Recreation Report* – Superintendent Deets highlighted the following areas.

- The October Recreation Report traditionally highlights summer services (day camps, summer school cooperatives and inclusions). Information regarding staff, attendance, fee-assistance and subsidization costs were reviewed with the Board.
- Superintendent Deets also highlighted upcoming events – Sweetest Day Dance, Halloween Masquerade Ball and the Division III Wheelchair Basketball Tournament.
- In addition to the report, Superintendent Deets also reported on a webinar that is offered by IPRA, which includes new ADA guidelines that must be met by March 15, 2012. Some of the changes affect golf courses, service animals and an increase in companion seats at auditoriums/stadiums. Director Reiner suggested the possibility of doing a joint purchase for single rider golf carts in order to acquire the best pricing.

b. *Administrative Operations Report* –

Fund Development:

- Karen Lesniak, Director of Fund Development, thanked the Bensenville Park District for their support and contribution towards this year's annual Golf Classic. She also thanked everyone who contributed towards the raffle prizes. She reported that donations are still coming in and she will give the Board a financial report next month.
- Karen reported that the Tootsie Roll Drive, which is conducted in cooperation with the Knights of Columbus, brought out approximately 60 staff and volunteers from NEDSRA and Partner Members. Contributions in the past have been between \$10,000 and \$11,000. Contributions will be received sometime in May or June.
- The Addison Mayor's Community Charity Ball will be held on October 13th at Alta Villa Banquets. NEDSRA's goal is to raise between \$2,700 and \$3,000 from this event. Proceeds are based on dinner ticket sales, raffle ticket and silent auction sales.

Administrator's Report:

- Director Reiner reported on the tax contributions from Member Partners.
- The DCEO Funding remains at \$482,000 and has been vouchered, but not received. Director Reiner is working hard to get the funds released and on NEDSRA's books. In addition, a \$469,000 capital grant including a \$200,000 grant for the Health Minds/Healthy Bodies program from Senator Radogno is also forthcoming. Director Reiner reported that a second review from DCEO is in the works. They are reviewing a grant we received in 2009, but copies of all documentation have to be forwarded to their office, as they will not be making a site visit for this grant.
- Director Reiner also updated the Board on capital projects at NEDSRA and suggested that Board members take a look at the renovated gym, thanking Mark McKinnon and the Addison Park District for their leadership of this.
- Correspondence from the Veterans Park District was provided, which informed NEDSRA that they have decided to expand and provide their own special recreation services, but expressing an interest in pursuing some cooperative programs.

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

11. New Business:

a. Comprehensive Annual Financial Report (Audit)

Ron Amen from Lauterback & Amen, was present to review the Comprehensive Annual Financial Report (CAFR) with the Board of Trustees. He pointed out that the auditor's report provided a Clean Unqualified Opinion, which is the highest level one can receive from an audit. He complimented Director Reiner and Business Manager Steinberg for their professionalism and cooperation during the audit. He pointed out that the CAFR is essentially summarized in the Management Letter on page 3. There was some discussion regarding GASB54, which has created changes that will be due for implementation by April 2012, which NEDSRA staff has already incorporated for 2010-2011.

Chairman Kuhs asked if there were any questions or comments regarding the Comprehensive Annual Financial Report. Jason Myers asked if there were any recommendations for fund balances. Ron Amen reported that there is no specific answer, but indicated that each organization needs to have a plan and policy and they should work within those parameters of what their reserves are for and how they can be used, which NEDSRA seems to have in place.

Chairman Kuhs asked if there were any additional questions or comments regarding the Comprehensive Annual Financial Report. There being no further questions, comments or corrections, Trustee Leno moved to approve the Comprehensive Annual Financial Report. Trustee Sullivan seconded the motion. On a Roll Call vote, the motion was passed unanimously.

b. 501(c)(3) IRS Form 990 Policy

Director Reiner indicated that the IRS Form 990 is required to be completed annually. The IRS requires that the Board take formal action on this report, verifying that it was brought to their attention. This policy was adopted, approved last year and included in the Board of Trustees manual.

Chairman Kuhs asked if there were any questions or comments regarding the IRS Form 990. There being no questions or comments, Chairman Kuhs asked for a motion to approve the IRS Form 990. Trustee Leno made a motion to approve the IRS Form 990. Trustee Sullivan seconded the motion. On a Roll Call vote the motion passed unanimously.

c. Illinois Association of Park Districts 2011/2012 Legislative Survey

Director Reiner asked the Board members for input for the Legislative Survey. Unfortunately, due to the timing, input needs to be submitted to IAPD by October 7, 2010. If anything unusual should arise, Director Reiner indicated that he would talk with Chairman Kuhs before submitting.

d. Reschedule Board of Trustees November 4, 2010 Meeting

The next regularly scheduled Board of Trustees meeting had been scheduled for Thursday, November 4, 2010. This was due to the IAPD Legal Symposium typically occurring on the first Wednesday in November, however this year the Legal Symposium will be held on Thursday.

Chairman Kuhs asked for a motion to change the Board of Trustees meeting in November from the Thursday, November 4, 2010 to Wednesday, November 3, 2010. Trustee Sullivan made a motion to change the meeting date and Trustee Connolly seconded the motion. On a voice vote, the motion passed unanimously. The meeting time remains at 1:30 p.m.

12. Executive Session:

- a. Discussion of Executive Session Minutes (content only) – August 17, 2010
- b. For the purpose of discussing issues related to the hiring, firing, disciplining or compensation of personnel. 5 ILCS 120/2(c)(1)
- c. For the purpose of discussing imminent or potential pending litigation against the agency. 5 ILCS 120/2(c)(1)

Chairman Kuhs asked for a motion to adjourn to Executive Session. Trustee Sullivan made a motion to adjourn to Executive Session at 1:31 p.m. for the purpose of discussing Executive Session Minutes for August 17, 2010; issues related to the hiring, firing, disciplining or compensation of personnel; and for the purpose of discussing imminent or potential pending litigation against the agency. Trustee Jarecki seconded the motion. On a Roll Call vote, the motion was passed unanimously.

At 4:12 pm, Trustee Bealer made a motion to reconvene the Regular Board of Trustees meeting, and Trustee Sullivan seconded the motion. On a Roll Call vote, the motion was passed unanimously.

13. Take Action, if any on Items Discussed in Executive Session – No action taken.
14. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Leno at 4:13 p.m. The motion was seconded by Trustee Meyers. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Rosanna Furman, Recording Secretary

Greg Kuhs, Chairman

John Bealer, Secretary