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# NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION

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## BOARD OF TRUSTEES MEETING MINUTES

Wednesday, September 1, 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  
Paul Friedrichs, 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

Laura Barron, Oakbrook Terrace Park District (arrived at 1:36 p.m.)

Members Absent  
None

Staff & Guests  
Larry Reiner, Executive Director  
Rosanna Furman, Recording Secretary  
Staff: Susan Balling, Lisa Deets, Jeena Greenwalt, Rita Grooms, Rachel Hane, Melissa Katsma and Karen Lesniak,  
PDRMA Representative, Jesse Kinsland  
Attorney from Laner-Muchin: Jan Raven

2. Agenda Change

Chairman Kuhs asked for a motion to move agenda item #13 Executive Session. Trustee Leno made a motion to move item #13 Executive Session after item #4 Introduction of Guests and Staff. Trustee Jarecki seconded the motion. On a voice vote, the motion was passed unanimously. Trustee Barron was not present.

3. Approval of Minutes:

- a. Board of Trustees Meeting – July 7, 2010

Chairman Kuhs asked if there were any questions regarding the minutes from the July 7, 2010, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Sullivan moved to approve the minutes from the July 7, 2010, Board of Trustees meeting as presented. Trustee Connolly seconded the motion. On a voice vote, the motion was passed unanimously. Trustee Barron was not present.

b. Board of Trustees Meeting – August 17, 2010

Chairman Kuhs asked if there were any questions regarding the minutes from the August 17, 2010, Board of Trustees meeting. There being no questions, comments or corrections, Trustee Sullivan moved to approve the minutes from the August 17, 2010 Board of Trustees meeting as presented. Trustee Connolly seconded the motion. On a voice vote, the motion was passed unanimously. Trustee Barron was not present.

4. Comments and Communications

Director Reiner introduced Jesse Kinsland, Risk Manager Consultant from PDRMA, who attended the meeting in order to present NEDSRA's Board Chairman, Greg Kuhs, and Manager of Operations, Rita Grooms, with a plaque, "In Recognition of its Excellent Level A Loss Control Program Review for 2009." PDRMA conducts a review of our loss prevention program and NEDSRA scored approximately 98%.

5. Introduction of Guests and Staff

Superintendent Deets introduced two staff members from the Recreation Department to the Board. Rachel Hane, worked as an intern this summer, is a graduate of Illinois State University and has accepted a full-time position with SEASPAR, where she will begin on September 13, 2010. Melissa Katsma, Recreation Specialist, is a graduate from the University of Wisconsin La-Crosse and started working for NEDSRA in June.

6. 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 Bealer made a motion to adjourn to Executive Session at 1:39 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 Friedrichs seconded the motion. On a roll call vote, the motion was passed unanimously.

At 3:26 pm, Trustee Leno made a motion to reconvene the Regular Board of Trustees meeting, and Trustee Harris seconded the motion. On a roll call vote, the motion was passed unanimously.

7. "State of NEDSRA" Presentation

Assistant Balling reported that NEDSRA had undergone an extensive strategic planning process in 2007. This process included input from Member Partners, participants, parents, staff and more in order to determine where NEDSRA wanted to be in the year 2010. Balling highlighted the Key Initiatives and Scorecard Indicators. These areas included Consumer Satisfaction, Services Delivered, Innovations/Partnerships and Awards, Staff Retention, Achievement of Annual WorkPlan Objectives (and Key Initiative Objectives), Financial Stability, Community Involvement, Board Review/Board Self-Assessment, NEDSRA Board of Trustees and Member Partner Involvement and Partner Satisfaction. Superintendent Deets, Asst. Superintendent Greenwalt, Director Reiner, and Fund Development Director Lesniak reviewed various Scorecard indicators and provided information to the Board on how NEDSRA reached the present excellent status. The Scorecard Indicators

showed that as a team of Partners, Board and Staff, we have met or exceeded 12 of the 14 target indicators, which were established as part of our strategic plan process in 2007. The two areas which fell slightly below target are Program Registrations and the number of Donors. Many of our Member Partners and other SRA's are feeling this same situation, which has been attributed to sluggish economy. Superintendent Deets explained that the Board provided invaluable input each year in the WorkPlan, which assisted staff in areas such as services and means to serve under-served and un-served populations.

Director Reiner then highlighted staff's recommendations for the next 18 months. As a means to minimize the cost of hiring a consultant to facilitate a new strategic direction, the Board asked staff to prepare modifications to the current, which would take them through the next 18 months. Staff recommended no changes to the Vision and Mission Statements, but did recommend one change to the Core Values and changes to the Key Initiatives.

a. Board approval of updated Core Values

The current Core Values: Service with Compassion, Excellence and Quality, Integrity and Commitment did not incorporate the sense that NEDSRA is a recreation oriented organization. As a result, staff recommended adding "Fun" to the Core Values.

Chairman Kuhs asked for a motion to include "Fun" in the Core Values. Trustee Friedrichs made a motion to include "Fun" in the Core Values. Trustee Connolly seconded the motion. On a voice vote, the motion passed unanimously.

b. Board approval of 5 Updated Key Initiatives

Director Reiner indicated that the five (5) proposed Key Initiatives included 3 prior ones shifted into "maintenance" status, but included two new areas addressing program space and storage needs and implementing succession planning.

Chairman Kuhs complimented staff on a good job preparing the updates and asked for a motion to approve the five (5) Updated Key Initiatives as presented. Trustee Connolly made a motion to approve the five Updated Key Initiatives as presented. Trustee Barron seconded the motion. On a voice vote, the motion passed unanimously.

8. Financial Report:

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

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

9. Approval of Disbursements:

a. NEDSRA Disbursements Report – August 2010

Chairman Kuhs referred to the claims list presented for August 2010, which included checks #42611 to #42653, interim checks #42581 to #42610 and transfers totaling \$146,023.28. There being no further questions or comments, Trustee Bealer motioned to approve the disbursements of August 2010 as presented. Trustee McKinnon seconded the motion. On a roll call vote, the motion was passed unanimously.

10. Chairman of the Board Comments: Chairman Kuhs had no comments, but did ask that additional copies of the Annual Service Report, which were included in the Board packet, be provided to the Member Partners. Chairman Kuhs complimented staff on a job well done.
11. Committee Reports: There were no committee reports.
12. Director's Report:
  - a. *Recreation Report* – Superintendent Deets highlighted the following areas.
    - Mark Ritsman has been hired as the new Manager of Marketing and Public Information and began his new position last week. Lisa Deets advised the Board that she spent several months determining the direction to take when the vacancy occurred. She advised that Mark has a background in marketing and graphics and will be introduced to the Board in October.
    - The new Annual Service Report was provided to the Board and Lisa indicated that significant design changes occurred this year and staff is pleased with the result.
    - Another informational meeting will occur on September 30<sup>th</sup> to explain the Health Minds/Healthy Bodies program for those partners interested. Another Inclusive Fitness Training opportunity has also been scheduled for November 18<sup>th</sup> and November 19<sup>th</sup>.
  - b. *Administrative Operations Report* – Director Reiner reported that the audit went to print and hopes to have it in hand as early as Tuesday. The audit will be presented at the October meeting. He asked that any questions be forwarded to him, so that he can have the auditors address these questions when they come in October.
    - Karen Lesniak, Director of Fund Development, reported that the Golf Classic is only two weeks away. Staff is pleased to report that 245 golfers have registered for the event. In addition, thirty-eight 1-hole and seven 2-hole sponsors have committed to the fundraiser. Karen thanked members of the Board for their support and help to secure donors and raffle prizes.
    - The annual Tootsie Roll Drive will be occurring on September 17 and September 18<sup>th</sup>. Anyone interested in volunteering are welcome to shake the can at local storefronts. This fundraiser has generated as much as \$10,000 in the past for these two days.
13. Unfinished Business: There was no unfinished business to address at this meeting.
14. New Business: There was no unfinished business to address at this meeting.
  - a. Board of Trustees Manual Updates
    - 1) Commitment to Excellence
    - 2) Awards & Recognition
    - 3) Acronyms and Abbreviations
    - 4) Job Descriptions

Director Reiner reported that included within the agenda packet were updates to Board of Trustee Manual.

Trustee Leno asked if the Job Descriptions are approved by the Board of Trustees. Director Reiner clarified that the Executive Director's job description is approved by the Board, but there were no changes to this job description. The other job descriptions fall under the purview of the Director.

b. Safety Manual

Rita Grooms, Manager of Operations, highlighted the areas that were updated in the Safety Manual. As a result, a new section was added (Section 6) that relates to Participant Safety Policy, Personal Care Behavior & Medical Policies & Procedures, Head Count Policy, Wristband Policy and Cellular Telephone Usage.

Chairman Kuhs asked if there were any questions or comments regarding the updated Safety Manual. There being no questions or comments, Chairman Kuhs asked for a motion to approve the Safety Manual update. Trustee Friedrichs made a motion to approve the Safety Manual. Trustee Leno seconded the motion. On a voice vote the motion passed unanimously.

c. Staff Backgrounds and Qualifications

Director Reiner indicated that an update of staff professional backgrounds has been provided to the Board.

d. The Alfred Bersted Foundation Resolution #1-09-10

Director Reiner indicated that the Alfred Bersted Foundation requires that we provide a resolution as part of the grant application process. This is the second year that NEDSRA has received funds from this foundation. The foundation provides NEDSRA with \$15,000 grant.

Chairman Kuhs asked if there were any questions or comments regarding the grant. There being no questions or comments, Chairman Kuhs asked for a motion to approve The Alfred Bersted Foundation Resolution #1-09-10. Trustee McKinnon made a motion to approve The Alfred Bersted Foundation Resolution #1-09-10. Trustee Jarecki seconded the motion. On a voice vote, the motion passed unanimously.

15. 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 for second time in order to complete Executive Session business. Trustee Leno made a motion to adjourn to Executive Session at 4:35 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 Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

At 5:48 p.m., Trustee Leno made a motion to reconvene to the Regular Board of Trustees meeting, and Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

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

Once the Regular Meeting was reconvened, Trustee Sullivan made a motion, seconded by Trustee Leno to approve the Early Retirement Agreement with Larry Reiner pending final review by legal counsel.

Ayes: Trustees Bealer, Connolly, Harris, Sullivan, Barron, Munsie, Kuhs  
Nays: Trustees McKinnon, Friedrichs, Jarecki, Leno  
MOTION CARRIED

Board of Trustees Meeting – September 1, 2010

17. Adjournment – There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Trustee Bealer at 5:50 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