

NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

Board of Directors Meeting
February 19, 2015 at 9:00 a.m. at the NSSRA Office
Minutes
APPROVED – April 23, 2015

MEMBERS PRESENT

The meeting was called to order at 9:04 a.m. by **Steve Wilson**. Those present included **Rick Julison**, Deerfield; **Lisa Sheppard**, Glencoe; **Chuck Balling**, Glenview; **Liza McElroy**, Highland Park; **Jim Hospodarsky**, Highwood; **Johnathan Kiwala**, Kenilworth; **Ron Salski**, Lake Bluff; **Sally Swarthout**, Lake Forest; **Rick Hanetho**, Northbrook; **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; **Steve Wilson**, Wilmette; and **Libby Baker**, Winnetka.

There were no board members absent at this meeting.

STAFF AND OTHERS PRESENT

NSSRA staff present included **Craig Culp**, Executive Director; **Mel Robson**, Superintendent of Recreation; **Candice Cunningham**, Superintendent of Operations; **Flynn Vance**, Executive Assistant; **Jerry Barton**, Manager of Programs; **Meggan Key**, Manager of Inclusion; **Rebekah Lee**, Manager of Marketing and Communications; **Becca Zajler**, Manager of ELA and Operations; **Rachel Kuchta**, Recreation Specialist; **Alice Miller**, Recreation Specialist; **Blair Prace**, Recreation Specialist; **Erin Russell**, Recreation Specialist; **Malory Smysor**, Recreation Specialist; **Emily Vermeer**, Recreation Specialist; and **Lara Batten**, Finance Coordinator.

Guests present at the meeting included **Scott Coren**, City Manager of Highwood; **Ghida Neukirch**, City Manager of Highland Park (departed at 9:25 a.m.); and **Nancy Rotering**, Mayor of Highland Park (departed at 9:25 a.m.).

CALL TO ORDER

The meeting was called to order at 9:04 a.m.

APPROVAL OF AGENDA

McElroy moved and Julison seconded to approve the agenda of the February 19, 2015 Board of Directors meeting. A voice vote showed unanimous approval.

MATTERS FROM THE PUBLIC

Wilson introduced **Swarthout** and **Kiwala**, and welcomed them to the meeting.

HIGHLAND PARK COMMUNITY CENTER

Neukirch and **Roterig** were present at the meeting to discuss the progress on the Highland Park Community Family Center project. **Neukirch** summarized the progress that has been made and briefly explained the agencies that will be a part of the project, finances, parking and fundraising. She requested that the NSSRA Board of Directors consider approving the Memorandum of Understanding that sets forth that each agency involved in the proposed project desires to explore the possibility of developing a new community center facility. After **Neukirch's** presentation, **Wilson** suggested that this matter be referred back to the NSSRA's Program/Facility Committee to discuss and make a recommendation that will be brought to the next NSSRA Board of Directors meeting in April.

NSSRA PROGRAM PRESENTATION

Barton and **Kuchta** gave a presentation about NSSRA trips.

CONSENT AGENDA

Balling moved and Alexoff seconded to approve the following consent agenda items:

- A. Minutes of November 5, 2014 Board of Directors Meeting
- B. October - December 2014 NSSRA and ELA Invoices and Reimbursements Paid in the amount of \$229,201.

A voice vote showed unanimous approval.

FINANCE REPORT

January – December 2014 NSSRA Financial Status

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Salski noted that the Finance Committee met on February 10. He stated that both NSSRA and ELA ended 2014 with a surplus and commended the staff for a job well done in generating revenue while reducing expenses.

Culp reviewed the Finance Report.

Through December 31, 2014, NSSRA received 3,548,869 (99%) of budgeted \$3,594,665. NSSRA expended \$3,511,226 (98%) of budgeted \$3,588,443 through December 31. As of December 31, NSSRA has a net operating surplus of \$37,643.

Culp drew the Committee's attention to the NSSRA Fund Balance Sheet, a new table detailing NSSRA's unaudited fund balance, which is now included in the financial report. NSSRA's projected unaudited fund balance at the beginning of 2015 is \$514,889.

January – December 2014 ELA Financial Status

Through December 31, 2014, ELA received \$424,759 (91%) of budgeted \$468,925. ELA expended \$418,950 (87%) of budgeted \$480,796 through December 31. As of December 31, ELA has a net operating surplus of \$5,809.

A Fund Balance Sheet has also been created for ELA. The net operating surplus is expected to increase as the Center for Enriched Living is still in the process of transferring some donation money to ELA.

Culp noted that a detailed listing of the P-card expenses for NSSRA, ELA and NSSRF that have been paid in October - December 2014 were included in the meeting packet.

2015 NSSED/NSSRA Summer Program Transportation Bid Proposal

Culp reported that staff received one timely reply, from Septran, to the request for proposal for the 2015 NSSED/NSSRA Summer Program transportation. In response to a question from the Board, **Culp** answered that NSSRA has been responsible for coordinating transportation for the program; however, this arrangement would be evaluated after this summer. **Culp** also commented that the bid price reflect a 2% increase from the previous year.

Salski moved and Sheppard seconded to accept the bid from Septran for the 2015 NSSED/NSSRA Summer Program transportation. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest,

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Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** none.

NSSRA Bus Bid Proposal

NSSRF committed to the purchase of NSSRA vehicles starting in 2012. \$53,000 is budgeted in 2015 for the purchase of a new bus. NSSRA received two timely replies for the purchase of a new bus. Best Bus Sales and Midwest Transit submitted bids at \$53,048 and \$52,875, respectively. While there was a difference of \$173 in the cost of the two bids, the warranty offered by Best Bus Sales was significantly more appealing.

Balling moved and McElroy seconded to accept the bid from Best Bus Sales for \$53,048. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** none.

NSSRA 2014 Audit

Culp noted that the audit for fiscal year 2014 starts March. The upcoming audit is the fourth year in NSSRA's contract with Seldon Fox. The audit is scheduled to be presented to the NSSRA Board at its June meeting.

PROGRAM/FACILITY COMMITTEE REPORT

Glencoe Park District/NSSRA Interagency Cooperation Agreement for LIFE Adult Day Program at Takiff Center

Culp noted that NSSRA has begun advertising LIFE, NSSRA's new adult day program. **Culp** and **Sheppard** have collaborated to draft the Interagency Cooperation Agreement between the Glencoe Park District and NSSRA to License Space for an Adult Day Program that would allow LIFE to be located at Glencoe Park District's Takiff Center. Corporate counsels from both agencies have reviewed this agreement. **Culp** noted that he recently presented the interagency cooperation agreement to the Glencoe Park District Board, which unanimously approved it.

Balling thanked the Glencoe Park District for agreeing to house the program, and noted that LIFE is a great addition to NSSRA's programming.

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Culp stated that eight participants are needed to launch the program. Two assessments have been scheduled so far.

Balling moved and Baker seconded to approve the Interagency Cooperation Agreement between Glencoe Park District and Northern Suburban Special Recreation Association to license space for an adult day program. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** none.

Review of NSSRA Facility Opportunities

Culp updated the Board on some facility opportunities for NSSRA. **Culp** recently visited an old elementary school in Lake Bluff that is currently being rented to private entities; he reported that the facility itself was nice though the location was not ideal for NSSRA.

Culp also visited the Champion building, which is adjacent to the Winnetka Community House. The idea presented to **Culp** was to tear down the Champion building to construct a new facility. He noted that this opportunity was not a good fit for NSSRA in terms of goal, location and cost.

Alexoff made the Board aware of a facility opportunity in Northfield, and reported that District 29 and the Northfield Park District are looking to renovate the Sunset Ridge building.

EXECUTIVE DIRECTOR'S REPORT

Susan Vinyard resigned her position as Recreation Specialist to accept a position at another SRA. **Janet Diaz** is no longer with NSSRA as Receptionist; her position has been filled by two individuals. **Shari Panitch** works on Mondays, Wednesdays and Fridays while **Bonnie Amir** works on Tuesdays and Thursdays.

A retreat for the NSSRA Board of Directors will be held on February 19 at the Wilmette Golf Club.

The 2015 NSSRA Board Member Contact List was distributed. **Culp** requested that the Board reviews the information and notify **Vance** of any corrections.

Culp congratulated award winners from the IPRA conference. He congratulated the Wilmette and Northbrook Park Districts for their Agency Showcase awards. **Cheryl Deom** of the

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Glenview Park District won the Robert Artz Award. He also congratulated **Hanetho** for his chairmanship of the IPRA Board of Directors.

The 2015 IAPD Legislative Conference will be held on April 28 and 29. Staff will once again coordinate with park districts in Lake County to ensure that NSSRA's tables at the reception will be next to each other so that shared legislators may interact with everyone.

Save the date cards for the Shining Stars Banquet were distributed.

SUPERINTENDENT OF RECREATION AND SUPERINTENDENT OF OPERATIONS
REPORT

Robson provided a summary of the 2014 Year-end Program Report.

Robson noted that the three Friday night social clubs continue to be popular; in 2014, they accounted for more than half of the registrations in the adult program area.

Gator athletes had a successful year, winning three gold, four silver and six bronze medals from state Special Olympics competitions.

Robson distributed a flyer for the Little Mermaid, a production put on by participants from a cooperative program with the Northbrook Park District and the Bright Star Theatre Company.

In partnership with NSSED, NSSRA began offering Leisure Education opportunities in classrooms in 2012. The program has grown tremendously; NSSRA conducted 109 leisure education sessions with 717 student participants in 2014.

Cunningham reported that ELA registration numbers have increased throughout the year. ELA ended 2014 with 24 unique participants registered for 25 positions.

The number of inclusion requests and placements increased in 2014 with a total of 333 participants supported in 963 placements. NSSRA received 1,113 requests for inclusion support in 2014.

Cunningham stated that NSSRA hosted its first Partner Agency Staff Orientation in November. The next training is scheduled in April.

Robson noted that a table showing NSSRA participation numbers by partner agencies is included in the meeting packet.

NSSRF REPORT

New Grants/Donations Received

The Kenilworth United Fund donated \$9,000 to NSSRF. At the end of 2014, **Linda Goodman** presented NSSRF with a check for \$18,000 raised from the Nielsen USTA Pro Tennis Tournament.

2014 Fundraising Highlights

The holiday appeals campaign was very successful; it raised over \$30,000 with 108 donors contributing. **Culp** credited **Vance, Lee, Foundation Manager Susie Julison** and the NSSRF Board of Directors for a success campaign.

2015 Fundraising Events

Culp provided a brief overview of fundraising activities in 2015. Strikes for NSSRA will be replaced by two different events: a ladies luncheon and a wine/craft beer and tasting. NSSRA Night at the Nielsen USTA Pro Tennis Tournament will be held on July 6. The SWING Golf Outing will be held on September 25 at the Deerpath Golf Course in Lake Forest.

UNFINISHED BUSINESS

There was no unfinished business at this meeting.

NEW BUSINESS

Glencoe Park District 5-8 Levy Request

Balling moved and McElroy seconded to approve Glencoe Park District's Special Recreation 5-8 Levy Request pursuant to Article IV.D of the Amended Articles of Agreement. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** none.

Appointment of NSSRF Board Liaison

Julison moved and Balling seconded to appoint **Alexoff** as the NSSRF Board Liaison. A voice vote showed unanimous approval.

Partner Agency Board Representative/Alternate Letter

In an effort to ensure that each partner agency's documentations are up to date, **Culp** looked through the files to see which partners have a Board member and alternate designated by their Board. He noted that Wilmette Park District and the Village of Riverwoods documentations are current. Glencoe, Kenilworth and Winnetka Park Districts, and the City of Highwood have up-to-date documentations, however, have not named an alternate.

Culp noted that NSSRA's Articles of Agreement allows each partner agency board to designate, in writing, other individuals to serve as alternate representatives with voting power. He drew the Board's attention to an example letter from the Wilmette Park District's Board so that other partners may draft a similar letter.

Wilson encouraged all partner agencies to name an alternate to minimize disruptions at both committee and board meetings.

Review of Closed Session Minutes and Audio Recordings

Balling moved and Sheppard seconded to approve making public the minutes of the following closed meetings, except as stated below with respect to particular items: Closed meeting held during the October 20, 2011 regular meeting – Item 2: Land Acquisition/Lease; Closed meeting held during the February 23, 2012 regular meeting except as to Item 2: Personnel; Closed meeting held during the March 29, 2012 Program/Facility Committee meeting; Closed meeting held during the April 9, 2012 Finance Committee meeting; Closed meeting held during the April 19, 2012 Board of Directors meeting; and Closed meeting held during the December 2, 2013 Program/Facility Committee meeting. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** none.

Balling moved and McElroy seconded to approve that the following closed meeting minutes continue to require confidentiality and not be released at this time: Remaining and excepted parts of the minutes listed above; Closed meeting held during the December 2, 2013 Personnel Committee meeting; and Closed meeting held during the December 12, 2013 regular meeting. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland

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Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** none.

Balling moved and Sheppard seconded to authorize the destruction, on or after February 19, 2015 of audio recordings of its closed meetings held on the following dates as to which closed meeting official minutes have been approved and no litigation under the Opening Meetings Act is pending: March 29, 2012; April 9, 2012; April 19, 2012; June 18, 2012; December 13, 2012; February 1, 2013; and February 21, 2013. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** none.

BOARD MEMBER COMMENTS

On behalf of the board and staff, **Wilson** congratulated **Balling** on his retirement and thanked him for his years of service and commitment to NSSRA. **Wilson** also presented **Balling** with a card and a gift certificate to his favorite restaurant in St. Petersburg, Florida. **Balling** expressed his appreciation for the support he has received from both staff and fellow board members.

CLOSED SESSION

Baker moved and Balling seconded that the meeting go to closed session pursuant to 5 ILCS 120/s et seq. to discuss personnel at 10:17 a.m. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSENT:** none.

The meeting arose from closed session at 10:44 a.m.

ACTION WITH RESPECT TO MATTERS IN CLOSED SESSION

Balling moved and McElroy seconded to award the Executive Director a merit increase of 3% to his base salary and a bonus or contribution to his 457 deferred compensation plan for the amount of \$5,000. A roll call vote was taken. **AYES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Bluff, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** none. **ABSTAIN:** Kenilworth and Lake Forest. **ABSENT:** none.

ADJOURNMENT

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There being no further business, *Balling moved and Sheppard seconded* to adjourn the meeting at 10:45 a.m. A voice vote showed unanimous approval.



Submitted by Craig Culp, Secretary