

**Fox Valley Special Recreation Association
Minutes of the
of the Board of Directors
February 25, 2008
6:00pm
Fox Valley Special Recreation
Administration Office
Aurora, IL 60506**

CALL TO

ORDER: Chairman Robert Thomson called the meeting to order at 6:06pm and directed the Executive Director to call roll.

ROLL CALL:

Present:

Robert Thomson, Chairman	St. Charles Park District
*Sheavoun Lambillotte, Vice Chairman	Geneva Park District
William McAdam, Secretary	Oswegoland Park District
Carolyn J. Nagle, Treasurer	Fox Valley Special Recreation Association
Michael Clark	Batavia Park District
Linda Cole	Fox Valley Park District
William Conner	St. Charles Park District
*Nicole Corken	Batavia Park District
Steve Messerli	Fox Valley Park District
Eleanor Rzeminski	Sugar Grove Park District
Rose Smilgys	Fox Valley Park District

*arrived after Roll Call was taken

Absent:

Charles Emma	Geneva Park District
Greg Repede, Asst. Sec'y	Sugar Grove Park District
Mark Slover	Oswegoland Park District

Others present:

Marta Rees	FVSRA Public Information Coordinator
Ginny Pavesich	FVSRA Office Manager

INTRODUCTION OF GUESTS

None

APPROVAL OF CONSENT AGENDA

Board Member Smilgys made a motion to approve the Consent Agenda. Board Member Conner seconded and motion passed unanimously.

CORRESPONDENCE

A. The Executive Director noted the February 7, 2008 letter from James Breen, Director of the St. Charles Park District, which included a copy of the DVD which showcased the St. Charles Park District for the National Gold Medal Award. Segments included highlights from Pottawatomie Park and the Day In the Park, pictures of staff Cori Younie at the teen job fair and interview with Executive Director Nagle.

OLD BUSINESS

A. Strategic Plan Approval

The Executive Director reported that a revised Action Plan was distributed to all Board Members. Board Member Cole voiced for the record that she is concerned about changes to Board Governance. Board Member Messerli thanked the subcommittee for its work on the Action Plan. **Board Member Smilgys made a motion to approve the Strategic Plan as revised February, 2008. Board Member Cole seconded and the motion passed unanimously.**

B. PACE Vehicles

The Executive Director reported that Scott Ginsburg, attorney with Robbins Schwartz Nicholas Lifton & Taylor, LTD, informed FVSRA that the two PACE vehicles, no longer under lease from PACE, should become the property

of FVSRA, after the Federal Transportation Administration (FTA) reviews the PACE application for disposal of such vehicles. Mr. Ginsburg is maintaining weekly contact with PACE regarding the transfer of the titles.

C. Village of South Elgin Membership

The Executive Director reported that two Member Park Districts have executed the Amended Joint Agreement admitting the Village of South Elgin into FVSRA. The FVSRA Staff are scheduled to meet with Jim Reuter, Director of Parks & Recreation in South Elgin on February 27, 2008 to visit its facilities and to determine a site for transportation pick-ups and drop-offs. South Elgin's membership begins on May 1, 2008.

NEW BUSINESS

A. FY2008-09 Budget Assumptions

The Executive Director reported that the FY2008-09 Budget Assumptions followed the format of the items identified when Member Park District contributions were set in the fall of 2007. Some of the costs have been finalized. The following costs were detailed in the FY08-09 budget:

- PDRMA costs increased 26%
- Custodial costs increased 4.5%
- \$60,000 is budgeted for the Capital Account
- \$50,000 is budgeted for the Cash Reserve Account.
- Health insurance costs increased approximately 9%

Board Member Clark made a motion to approve the FY2008-09 Budget Assumptions as presented. Board Member Rzeminski seconded. Motion passed unanimously.

B. Summer Day Camp Transportation Bid Approval

The Executive Director reported that the Board Packet did not contain a recommendation to award the Summer Day Camp Transportation Bid. She further explained that RichLee, who has been the primary provider of transportation for FVSRA Summer Day Camp, presented a bid very close to its bid in 2007. The Summer Day Camp Transportation Bid from Illinois Central was approximately \$10,000 lower than RichLee's bid. References were checked regarding service provider by Illinois Central with the Channahon School District and East Aurora High School. **Board Member Lambillotte made a motion to accept the Illinois Central Summer Day Camp Transportation Bid. Board Member Clark seconded and the motion passed unanimously.**

C. Summer Day Camp Budget and Fee Approval

The Executive Director distributed the 2008 FVSRA Day Camp & Door-to-Door and Pick-Up-Point Transportation Fee Recommendation Reports, and reviewed fee structure in report with transportation provided by Illinois Central. The 2008 fee structure includes a 35% subsidy to the program costs and a 15% subsidy to the transportation costs. The 2008 fees for summer day camp will have increased based on the number of days scheduled, 32 as opposed to 30 in 2007. The non-resident rate for a two-week session of camp is \$587, the actual cost plus 50%. 2007 camps had 15 non-residents participating.

Board Member Cole inquired as to the amount of scholarship money which is charged back to Member Park Districts. The amount charged back is the actual amount awarded to each camper. The Executive Director informed the Board that there were two campers who, in 2007, were non-residents, living in South Elgin, who will be residents in 2008.

Of 175 campers in 2007, 73 attended for 8 weeks, and more chose transportation than did not.

Board Member Smilgys made a motion to accept the 2008 FVSRA Day Camp & Door-to-Door and Pick-Up-Point Transportation Fee Recommendations with Illinois Central as the transportation provider. Nicole Corken seconded and the motion passed unanimously.

D. Ride in Kane

The Executive Director reported that Wanda Thomas of the Association for Individual Development provided the FVSRA Staff with an overview of the new Ride In Kane transportation system. The Executive Director is continuing to obtain information and details about this system and how it may help FVSRA participants and their transportation needs. What is currently known is that Dial A Ride is being discontinued; the new Ride in Kane is a door-to-door service; there would be companions to accompany FVSRA participants. At this time, FVSRA has made no commitments to becoming a Community Service Partner to the Ride in Kane system. However, if FVSRA should decide to join, a contract would be signed.

DIRECTOR'S REPORT

A. Personnel Update

The Executive Director reported that the position of Superintendent has been posted again. Business Manager candidates applications/resumes are being reviewed and the Summer Day Camp/Special Event position was offered to an applicant. In continuing at looking to fill these positions the Executive Director needed to review how FVSRA organizes its staff. Many interviewees are qualified for entry level positions. With the growth of FVSRA in the last few years from 6 recreation staff and 4 administrative staff, to currently 5 coordinators, 3 TRs, with an additional TR to be added May 1, 2008, and 6 administrative staff, the Executive Director proposed the following re-organization of FVSRA Staff positions. The proposal would allow growth within the positions, mentoring of staff and skills improvement and structure FVSRA similarly as other special recreation associations are structured. The proposal is designed to have the Executive Director supervise an Assistant Director, the Business Manager and the Graduate Assistant. The Assistant Director would supervise the Superintendent, 4 TR Coordinators (Special Olympics, Inclusion, School Services, and Support Staff), the Public Information Coordinator and the permanent part-time position of Outreach Services. The Superintendent would supervise the Summer Day Camp Directors, 4 therapeutic recreation specialists, and TR interns. The Business Manager would supervise the Office Manager, who would supervise front office staff. Board Member Clark inquired how many staff are supervised by the Superintendent under the current organization plan. Nine are so supervised.

Board Member McAdam would like the proposal put into an organizational chart with job descriptions as currently defined and as proposed. Board Member Clark commented that the proposal does not create new duties, but simply moves duties to another position.

The FY07-08 budget currently has funds available to meet the salary needs of this proposal. In FY08-09, this proposal would add \$25,000 to the budget. Budget line item adjustments would be made by the Executive Director to cover the \$25,000.

The Executive Director would like the candidate to whom the Summer Day Camp Coordinator position has been offered, to be hired under the premise to fill the position of Superintendent.

Board Member McAdam inquired if the Executive Director would be comfortable with an Assistant Director handling duties and authority of the Executive Director position in her absence, to which the reply was yes.

Board Member Smilgys felt the Executive Director needs to do what is necessary, but suggested putting the proposal in writing and include job descriptions. Board Member Clark agreed with the proposal. Board Member Lambillotte inquired as to the future impact of this proposal on budgets and would like to see a fiscal plan to accompany the proposal. Board Member McAdam, while agreeing with the proposal, would like to see the organization chart and budget projections. The Executive Director will move immediately forward with providing written information to the Board of Directors.

The Executive Director is looking for concurrence from the Board on this organization chart proposal, not official action.

B. West Aurora School District 129 Grant Meeting

The Executive Director reported that she attended a grant meeting for Safe Schools and Healthy Students Grant program held by West Aurora School District #129. The role of FVSRA would be supportive, not financial.

C. Board Meeting Schedule

There is no FVSRA Board meeting in March, 2008. The next regularly scheduled meeting will be April 28, 2008.

D. Annual Pork Chop and Chicken BBQ and Basket Kick-Off

Marta Rees, Public Information Coordinator and Chairman of the FVSRA Pork Chop and Chicken BBQ and Basket Raffle, thanked all of the Board Members for the support provided by their Member Park Districts and individually. Each Member Park District donated \$200 to sponsor T-shirts for the volunteers and staff for the event. T-shirts will have each Member Park District logo printed on the back. South Elgin Parks & Recreation also contributed to this. Marta presented several Raffle Baskets to showcase the variety of themes and items. BBQ and raffle tickets were distributed. Raffle Basket Booklet will be published by the end of this week.

E. PDRMA Letter of Accreditation

The Executive Director reported that FVSRA has received again accreditation from PDRMA, along with a check for \$1,500.

SUPERINTENDENT'S REPORT

None

STAFF REPORTS

The Staff reports were included in the Board Packet.

ANNOUNCEMENT

ADJOURNMENT

A motion was made by Board Member Messerli and seconded by Board Member McAdam to adjourn the meeting. Motion passed. The meeting was adjourned at 7:25.