

**Fox Valley Special Recreation Association  
Minutes of the  
Meeting of the Board of Directors  
April 23, 2007  
7:00pm  
FVSRA Administration Offices  
In the Vaughan Athletic Center  
2121 W. Indian Trail  
Aurora, IL**

**CALL TO**

**ORDER:** Chairman Rose Smilgys called the meeting to order at 7:04pm and directed the Executive Director to call roll.

**ROLL CALL:**

**Present:**

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

**Absent:**

Charles Emma	Geneva Park District
Alan Leard	Batavia Park District
Greg Repede	Sugar Grove Park District
Mark Slover	Oswegoland Park District

**Others present:**

Peter Pope	FVSRA Superintendent of Recreation
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**INTRODUCTION OF GUESTS**

Bill McAdam introduced Clint Meyer, a student completing a summer internship with the Oswegoland Park District.

**APPROVAL OF CONSENT AGENDA**

**Board Member Messerli made a motion to approve the Consent Agenda. Board Member Rzeminski seconded and the motion passed unanimously.**

**CORRESPONDENCE**

None

**OLD BUSINESS**

**A. Special 5-8 Funding Policy Status**

The Executive Director presented Proposed 5-8 Funding Policy Guidelines, and requested adoption by the Board. Board Member Messerli suggested amended language:

- 1) Eligible Expenditures, 1. Expenditures made through and as part of the annual member district contributions for FVSRA core programs (the *primary* and priority use of the 5-8 levy).
- 2) Eligible Expenditures, 6. Expenditures to purchase and maintain property operated *and used* by the SRA.
- 3) Expenditures that may suggest *further review* by the Member Park District attorney:
- 4) Procedures, A. ~~Any such~~ Use of special recreation levy proceeds by a Member District shall be formally linked to SRA needs and programs *in accordance with the Park District Code*.

- 5) Procedures, B. *It is desirable that* Member Districts contemplating using special recreation levy proceeds for such purposes ~~will~~ include SRA staff input into the development of their proposed uses of and the cost associated with the projects. Information regarding the use of Section 5-8 funds is to be provided to FVSRA at the time the Member Contribution is set in the fall.

Executive Director Nagle provided an informational item that an individual running for a Commissioner position on the Crystal Lake Park District Board has the issue that the 5-8 funds are being mis-used. Candidate has stated that the SRA should receive all 5-8 funds, and then pass along to member districts. The individual was elected to the Crystal Lake Board.

Board Member Thomson requested the revised policy be provided to Member District Executive Directors. Board Member Clark raised the question if Member District Boards need to adopt the policy. Executive Director stated that yes it should, because the policy involves their actions. Board Member Messerli suggested that the Member District Boards “Ratify” the policy, rather than “adopt” it. Board Members Clark and McAdam agreed because the policy outlines the expectations of their Boards.

**Board Member Cole made a motion to adopt the amended policy. Messerli seconded.**

**Roll Call vote was taken:**

**Roll call vote was taken:**

<b>Rose Smilgys</b>	<b>Yes</b>
<b>Sheavoun Lambillotte</b>	<b>Yes</b>
<b>Robert Thomson</b>	<b>Yes</b>
<b>William McAdam</b>	<b>Yes</b>
<b>Michael Clark</b>	<b>Yes</b>
<b>Linda Cole</b>	<b>Yes</b>
<b>William Conner</b>	<b>Yes</b>
<b>Alan Leard</b>	<b>Absent</b>
<b>Steve Messerli</b>	<b>Yes</b>
<b>Greg Repede</b>	<b>Absent</b>
<b>Eleanor Rzeminski</b>	<b>Yes</b>
<b>Mark Slover</b>	<b>Absent</b>
<b>Charles Emma</b>	<b>Absent</b>

**Motion passed.**

#### **B. Strategic Plan**

The survey will be mailed to households in early May. Additional copies will be provided to FVSRA for distribution to AID. These additional surveys will be analyzed, but not incorporated into the main survey findings.

#### **C. IAPD Membership Update**

Board Member Clark reported that he had spoken with IAPD President Triphahn and that the IAPD Board initially did not adopt that SRAs would be included with their Member Districts. The IAPD Board did re-visit the the issue, and did change their mission statement to include SRAs. Membership rates for SRAs will be on a sliding scale. Clark was not aware when the change would go into effect. Executive Director Nagle reported that the issue had been discussed at the SRA Directors meeting, and that more information would be provided at the Legislative Conference.

#### **D. Access to Recreation Grant**

Executive Director Nagle reported that one project was brought forward. Follow-up discussions will take place to get consensus among the group. If the project is selected, then more detailed planning will begin. Nagle reported that the grants true purpose is to involve constituents in assessing needs and interests, and to gather their input. The “convening committee” will continue to be involved as the process moves forward.

#### **E. PDRMA Participant Care Guidelines**

Executive Director Nagle reported that PDRMA is working on providing a “Flow Chart” for determining the level of care SRA staff should provide to participants. A big key is judgment of need for treatment, and signs to look for which warrant care. PDRMA is clarifying, providing Medical Care Plans, and preparing additional

training/recommendations. PDRMA did indicate if using a nurse, they should be on a contractual basis, not payroll. Board Member Clark stated that that this seems to be an evolution of therapeutic recreation clinical setting into the community based. Clark added that he is opposed to staff (even trained), having to make split second decisions in these situations. Board Member Cole clarified that we would make any accommodation, or ask a parent to come along. Nagle stated that it has been indicated that the participant's physician would need to train staff on these procedures, but questioned if it is realistic that the doctors would be willing to train our staff. Board Member Lambillotte feels that these scenarios are also filtering down to regular park district programs as well.

## **NEW BUSINESS**

### **A. Audit Arrangements and Proposal**

The Executive Director recommended Sikich, LLP to provide the FY 2006-07 Audit in the amount of \$3,425.

**Steve Messerli made a motion to hire Sikich, LLP to do the audit.** Messerli inquired how long Sikich has been used. Executive Director Nagle indicated 15 plus years. Messerli stated that sometimes it is suggested that a change in auditors is good. **The motion was seconded by Robert Thomson and passed unanimously.**

**B. FY 2007-08 Budget Documentation Presentation** (Nagle suggested that this item be moved to bottom of the agenda. Recommendation was accepted by the Board.)

**FY 2007-08 Budget Documentation Presentation** was brought back to the table. Executive Director Nagle confirmed that all Board Members had received the document, and had an opportunity to review it. Nagle reviewed the Administrative and Program Considerations, as well as the Capital Fund Overview. Executive Director Nagle pointed out one key request to fund a new Business Manager position. Nagle discussed the increased demands put on the front office and administrative functions over the recent past, and the benefits of creating this new position.

Board Member Messerli shared information about a Criminal Background Checking system the FVPD has implemented.

Board Member William McAdam cautioned against allowing the Capital balance to draw down too far.

Board Member Clark suggested identifying benchmarks and setting limits for key items and balances in the budget. This should be one of the duties of the Business Manager.

McAdam advocated increasing capital fund balances as much as possible, due to the possibility of unexpected building ownership costs.

### **C. Board Meeting Dates**

Executive Director Nagle requested the opinion of the Board on Meeting Dates for FY 2007-08. Board Member Lambillotte mentioned that we have not had a March meeting in recent years, and suggested striking it from the calendar. Nagle provided additional information about the calendar in recent years. The Board discussed a two month on, one month off rotation, allowing for two meetings per quarter. Lambillotte suggested the May 2007 meeting be moved to the 3<sup>rd</sup> Monday. McAdam inquired if anyone would like to make the meetings earlier than 7:00pm. **Board Member Cole moved to approve Board Meetings on May 21, July 23, August 27, October 22, November 26, January 28, February 25, and April 28, with no meetings in June, September, December or March, and meetings beginning at 6:00pm. Motion was seconded by Board Member Rzeminski, and passed unanimously.**

### **D. Aurora University Graduated Assistantship Agreement**

Nagle provided information on our FVSRA's ongoing Graduate Assistantship program with Aurora University. Nagle recommended that the Board approve the contract for another year in the program. **Board Member Clark made a motion to approve the contract. Board Member Robert Thomson seconded the motion, and it passed unanimously.**

## **DIRECTOR'S REPORT**

### **A. Personnel Update**



<b>Robert Thomson</b>	<b>Yes</b>
<b>William McAdam</b>	<b>Yes</b>
<b>Michael Clark</b>	<b>Yes</b>
<b>Linda Cole</b>	<b>Yes</b>
<b>William Conner</b>	<b>Yes</b>
<b>Alan Leard</b>	<b>Absent</b>
<b>Steve Messerli</b>	<b>Yes</b>
<b>Greg Repede</b>	<b>Absent</b>
<b>Eleanor Rzeminski</b>	<b>Yes</b>
<b>Mark Slover</b>	<b>Absent</b>
<b>Charles Emma</b>	<b>Absent</b>

**A motion was made by Board Member Messerli and seconded by Board Member Thomson to adjourn from Executive Session, and return to Open Session.**

**A motion to approve the minutes from the February 26, 2007 Executive Session was made by Board Member Messerli. A second was made by Lambillotte, and the motion passed.**

**Board Member Clark moved to extend the contract of the Executive Director until the new contract can be approved. Seconded by Cole and passed.**

**Board Member Cole moved to provide compensation to the Executive Director as discussed in the Executive Session. Second by Rzeminski, and passed unanimously.**

#### **FINAL ADJOURNMENT**

**A motion to adjourn was made by Board Member Messerli and seconded by Board Member McAdam. Motion passed and meeting was adjourned at 9:20pm.**