

**Fox Valley Special Recreation Association
Minutes of the
of the Board of Directors
September 28, 2009
6:00pm
Fox Valley Special Recreation
Administration Office
Aurora, IL 60506**

CALL TO

ORDER: Chairman Sheavoun Lambillotte called the meeting to order at 6:05PM and directed the Executive Director to call roll.

ROLL CALL:

Present:

Sheavoun Lambillotte, Chairman	Geneva Park District
Greg Repede, Secretary	Sugar Grove Park District
Carolyn J. Nagle, Treasurer	Fox Valley Special Recreation Association
Michael Clark	Batavia Park District
William Conner	St Charles Park District
Laurie Hoffman	Fox Valley Park District
Rose Smilgys	Fox Valley Park District
Robert Thomson	St. Charles Park District
Nicole Corken	Batavia Park District

*arrived after roll call was taken

Absent:

William McAdam, Vice Chairman	Oswegoland Park District
Mark Slover	Oswegoland Park District
Kim Wascher	South Elgin Parks & Recreation Dept
Jim Reuter, Asst. Secretary	South Elgin Parks & Recreation Dept

Others present:

Tracey Crawford	FVSRA Assistant Director
Charles Smilgys	FVSRA Business Manager
Hayden Howes	FVSRA Interim Superintendent
Ginny Pavesich	FVSRA Staff

INTRODUCTION OF GUESTS

None

APPROVAL OF CONSENT AGENDA

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

CORRESPONDENCE

The Correspondence Binder was routed to Board Members.

OLD BUSINESS

A. Strategic Plan - Governance Item

Board Member Smilgys reported that the FVPD Board, including the four new appointees recently seated, were not comfortable with FVPD's representation on the FVSRA Board to consist of two sitting members, with only one voting member. Board Members Smilgys and Hoffman believed that it is important that the four newest FVPD Trustees be more informed about the governance issue before considering it further. Board Member Clark reported that Batavia Park District, being polled informally, is satisfied with FVPD having two representatives and the other Member Agencies have one representative each. Board Member Repede suggested moving forward with two voting members for FVPD on the FVSRA Board. St. Charles Park District is agreeable with FVPD having two representatives, but only one voting member.

Board Member Clark spoke as the Chairman of the Strategic Plan Committee and stated that the FVSRA Board can continue to confront this governance issue. Executive Director Nagle reminded the FVSRA Board that both

the Geneva Park District and the Sugar Grove Park District currently have only representative on the FVSRA Board and that it is important for the newly appointed FVPD Trustees to hear the historical information and governance situation; Director Nagle offered to visit the FVPD Trustees and Board Member Smilgys agreed.

Two other considerations are noted: moving the FVSRA Board Meetings to a daytime schedule and the moratorium, which was previously voted on.

As Chairman of the Strategic Plan Committee, Board Member Clark feels the FVSRA Board needs to wait on making a decision regarding governance and to draft a document with options which can be presented to the FVPD Board.

B. Special Recreation Fund Use

Executive Director Nagle reported that she is currently working on the process since the last FVSRA Board meeting, and participated in a webinar hosted by John McGovern regarding use of Section 5-8 Funds for accessibility. Mr. McGovern identified three items in priority order (SRA operations, inclusion and accessibility), which provides substance to the park districts for use of 5-8 funds. Director Nagle would like to prepare a written report from her notes from the webinar and share them with the Board.

The substance of the original Policy and Procedures for use of 5-8 funds, has not changed, nor has the intent of the document changed. The changes to clarify the language, as proposed by Attorney Katz, will make the uses of 5-8 funds more consistent and for the improvement of FVSRA, per Board Member Clark. The process will include a review of the letter which should provide support information as to how the 5-8 funds will be used.

Board Member Repede commented that he understood, from attending the webinar, that the 5-8 fund legislation includes the use of the funds for ADA compliance; however, Attorney Katz's opinion on that, is that it does not.

Board Member Clark thought that US Access Board may have some reliable figures for park districts, if such percentages exist. Board Member Repede explained that it was stated in the webinar that park district staff have wanted standards and percentages, but they are not available. Mr. McGovern had presented examples of different percentages used.

C. Member Agency Benefits

Member Agency benefits continue to be worked on, including coordination of the information, simplification of the process and establishment of a contact at each Member Agency.

D. FVSR Foundation

The Executive Director reported that the FVSR Foundation Resolution #2009-1, to provide for the formation of the new Fox Valley Special Recreation Foundation, is included in the Board Packet. It cannot be passed until the unfilled FVSRA Board positions are filled. However, Director Nagle made the following suggestions regarding the Foundation Board; that it exist of between 5 and 15 board members and that one board member be an FVSRA Board Member.

Board Member Clark suggested that creating a diverse group of individuals with various backgrounds would create a strong foundation. Foundation board members would have terms.

NEW BUSINESS

A. FY 2010-2011 Member Contribution Request

Executive Director Nagle presented the FY2010-2011 Member Contribution Request and stated that she took into account current economic challenges, park districts, consumers, fundraising efforts and rising inclusion costs. She stated that total EAVs, not the rate setting EAVs, are used to compute each Member Agency's portion. She is recommending a 5% increase, which is a lesser percentage than the original projection, or 1.85% lower than the original projection. Staff costs are at a 3% increase, with this budget looking to add a permanent part-time inclusion position (under 1000 hours annually). She stated that at the end of FY2011, the Cash Reserve Account will be at \$150,000 and the FY2010-2011 Member Contribution allocates \$85,000 to the Capital Fund. Chairman Lambillotte requested the detail of what is covered/included in the capital budget, as was provided last year. Business Manager Smilgys will email that detail to Board Members.

Board Member Smilgys made a motion to approve the FY2010-2011 Member Contribution. Board Member Clark seconded and the motion passed.

B. 2009 Safety Goals and Objectives

Board Member Clark made a motion to approve the Safety Goals and Objectives dated September 9, 2009. Board Member Thomson seconded and the motion passed.

C. Oswegoland Park District Section 5-8 Fund Requests

A request for use of 5-8 Funds was provided in the Board Packet. Board Member Clark inquired if there were any concerns from the FVSRA Staff. Director Nagle responded that there were no major concerns. She mentioned that she feels that perhaps all the site excavation and land development costs could be questioned.

Board Member Smilgys made a motion to review and place the request on file. Board Member Repede seconded and the motion passed.

D. Recreation Accessibility Consultants

Director Nagle reported that she and Assistant Director Crawford met with John McGovern of Recreation Accessibility Consultants regarding the various services his company can provide which are audits of park district facilities and utilization of 5-8 funds in recreation accessibility. After discussion of the information, the Board was not interested in pursuing services at the current time for financial reasons.

E. Criminal Background Check System

Director Nagle reported that FVSRA currently does a name based search of criminal records through the Illinois State Police for \$10 per filing on each new employee. FVSRA Staff investigated costs associated with doing fingerprint background checks with the assistance of the Fox Valley Park District and its live scan equipment. Cost of each live scan, which searches the Illinois State Police and FBI databases, would be \$34.25 per individual plus a utilization fee charged by Fox Valley Park District for its police department to collect the fingerprints. Once live scan fingerprints are transmitted, any future criminal activity information is automatically forwarded to the employer. The Board felt that fingerprint background checks were financially unfeasible at this time.

F. Replacement Vehicle for M-14

Business Manager Smilgys reported that the M-14 vehicle was originally scheduled to be replaced three years ago. Due to repairs and maintenance issues, FVSRA staff would like to obtain bids for a new vehicle. Manager Specifications of this vehicle have been determined by FVSRA Staff.

VII. DIRECTOR'S REPORT

A. Personnel Update

The Executive Director reported that Leticia Favela has been hired as the Customer Service/General Office staff, and began working on September 28, 2009.

B. Past Fundraiser Events

The Executive Director reported that Coleman Home Solutions hosted a Wine Tasting event on Saturday, September 19th with the proceeds to be shared between FVSRA and Northeastern Illinois Special Olympics. The FVSRA portion of the proceeds will be \$2,500.

C. Interns

The Executive Director reported the arrival of two interns at FVSRA. Mr. Nick Harvey from Western Illinois University began his Therapeutic Recreation internship on August 31, and Ms. Jessie Carson, a Masters Social Work Intern from Aurora University also began on August 31.

D. FVSRA Annual Recognition Banquet

The Recognition Banquet was well organized.

E. Executive Director Visits to Member Agencies

The Director's calendar is open to attend park district meetings. Batavia Park District has requested a visit during the month of November.

Board Member Thomson suggested that FVSRA recognized Linda Cole for her years served as an FVSRA Board Member. Director Nagle will prepare for this to take place on the November FVSRA Board meeting.

VIII. STAFF REPORTS

A. Assistant Director's Report

The Assistant Director's Report was included in the Board Packet. Assistant Director Crawford added that the PAC meeting was held on September 16th with a focus on the brochure.

B. Superintendent's Report

The Superintendent's Report was included in the Board Packet.

C. Staff Reports

The Staff reports were included in the Board Packet.

ADJOURNMENT

Board Member Smilgys made a motion to adjourn. Board Member Thomson seconded and at 7:35pm Chairman Lambillotte adjourned the meeting.