

THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
BOARD OF DIRECTORS MEETING
April 27, 2021

Gayle Mountcastle called the April 27, 2021 meeting to order at 10:01 AM. The meeting was held electronically with the zoom platform due to COVID-19. Breitlow was present at the M-NASR office. It was verified all attendees could be heard and hear, upon their entry to the meeting. The following board members were in attendance:

Don Miletic, Des Plaines Park District
John Jekot, Golf Maine Park District
Jeff Wait, Morton Grove Park District
Melissa Rimdzius, Village of Lincolnwood
Tom Elenz, Niles Park District
Gayle Mountcastle, Park Ridge Park District
Michelle Tuft, Skokie Park District

Staff in attendance: Jennifer Gebeck, Tom Byczek, Audra Ebling, Peggy Wilson, Aaron Glickson

A motion to approve the consent agenda was made by John Jekot and seconded by Melissa Rimdzius. This passed in a roll call vote as follows:

Des Plaines: Yes
Golf Maine: Yes
Lincolnwood: Yes
Morton Grove: Yes
Niles: Yes
Park Ridge: Yes
Skokie: Yes

The consent agenda consisted of: Minutes of the February 23 board meeting; Minutes of the February 23 executive session; Treasurers Report for the month ending February 28, 2021 and March 31, 2021; Voucher list of bills presented for the April 27, 2021 board meeting in the amount of \$52,999.25.

STAFF REPORTS

Superintendent Jennifer Gebeck reviewed the program report. She highlighted the continued increase in number of people utilizing online registration and reported day camp registration is ongoing. She also reported M-NASR has hired a new AWID Recreation Specialist Ashley Feld who will begin in May.

Communications and Marketing Manager Audra Ebling reported a separate day camp brochure had been created this year, allowing camp families more time to make summer plans. She has updated the “program summary” pages in each section of the brochure to have links to live registration, giving families multiple, convenient access to online registration. She is continuing with the postcard series to families with the summer

postcard being mailed next week, and the following postcard including details on the End of Summer Party, since M-NASR is currently not sending a printed brochure.

Peggy Wilson, Development Coordinator reported on a new grant for \$25,000 was received from Rivers Casino. The popcorn fundraiser held in March netted \$3,700, with 137 individuals participating. The Liponi Foundation appeal campaign replacing the annual Dinner Dance which was unable to be held due to COVID has concluded and brought in approximately \$22,000 in donations for the Stella Lipomi Memorial Scholarship Fund, plus additional money raised through the raffle. Wilson also reported she will be retiring as of June 3.

The board reviewed the budget reports by fund as for February 28, 2021 and March 31, 2021.

Executive Director Breitlow reviewed an update on agency goals which have heavy focus on outreach and training. Breitlow reported the audit fieldwork went smoothly, is on time, and is expecting a first draft any day. Staff are in the midst of interviews for the front desk position, and the Development Officer's position has been posted. Breitlow indicated the lease agreement with Morton Grove Park District is still being worked out between the attorneys but should be finalized before Morton Grove's May 19 board meeting, and the presented to the M-NASR board at the June meeting. Breitlow presented her program analysis report. Breitlow will work with the board to gather specific information on securing facility space.

NATIONWIDE 457(b) PLAN UPDATES

Breitlow presented a proposal for updating the agency's 457 (b) plan with Nationwide Retirement. Due to the SECURE Act, plans now have the option to offer increased benefits including penalty free withdrawals up to \$5,000 for birth or adoption of a child and in-service withdrawals for employees starting at age 59.5. In addition, Breitlow recommended updating the parameters of the plan to:

- exclude participation for employees working under 1000 hours
- exclude independent contractors
- specify that employees may enroll on their first day of employment.

A motion was made by Don Miletic and seconded by Tom Elenz. This passed unanimously in a voice vote.

PERSONNEL TIME OFF/POLICY RECOMMENDATIONS

Breitlow presented proposed updates to employee classifications and benefits received within the different classifications. Discussion with the board resulted in the recommendations as follows:

CURRENT EMPLOYEE CLASSIFICATIONS

The Employee Classifications section specifically classifies employees as probationary, appointed, regular full-time personnel, regular part-time personnel, seasonal personnel, exempt and non-exempt. It further indicates that regular full-time personnel work a minimum of 37.5 hours per week, and regular part-time personnel work less than 37.5

hours per week and are not entitled to any benefits. Some issues with this classification include:

1. There have been positions (for many years) less than 37.5 hours receiving vacation, sick, personal, and holiday time (the Development Officer and Communications and Marketing positions).
2. It is not entirely accurate in reflecting the Affordable Care Act which may require the agency to offer health insurance to those working more than 30 hours per week.
3. It contradicts the requirement for participation in IMRF for positions that are over 1000 hours per year (just under 20 hours per week).

CURRENT ANNUAL TIME OFF BENEFITS FOR FULL TIME STAFF

Vacation:

LENGTH OF SERVICE	DAYS EARNED	(converted to hours)**
90 days or less	None	
91-365 days	5 days	40
1 year	10	80
3 years	12	96
4 years	14	112
5 years	15	120
6 years	16	128
7 years	17	136
8 years	18	144
9 years	19	152
10 years	20	160

** policy manual does not show converted hours, only lists as days
 Employees accrue full year worth of vacation on their anniversary date

Holidays: 9 (New Year’s Eve, New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day)

Sick Days: Accrue 1 day per month up to 60 (up to 240 for IMRF reporting only)

Personal Days: 3/year

PROPOSED UPDATES TO EMPLOYEE CLASSIFICATIONS

Change the titles of regular full-time, regular part-time, and seasonal personnel. The proposed, updated breakout is as follows:

Regular Full-Time Personnel: 37.5- 40 plus hours per week (essentially no change)

Regular Administrative Part-Time Personnel: 1000 hours/ year (approximately 20 hours per week- 37.5 hours per week). This would include staff who work in the

administrative office, and does not include recreation staff including, but not limited to inclusion aides, program assistants or part time program leaders, or seasonal day camp assisting or leading positions.

Part-Time Personnel: Staff who work less than 1000 hours per year (roughly 20 hours/week). This includes but is not limited to Inclusion aides, program assistants, part time program leaders, day camp counselors or leading positions, and general recreation “assistants.” Seasonal staff will be further defined within this classification.

Part-Time Personnel 1- This is designated for positions that are typically part-time personnel positions, but are approved to work over 1000 hours per year. This affects just a few staff, and typically occurs with inclusion aides. These staff work between 20 and 28 hours per week.

PROPOSED UPDATES TO BENEFITS

BENEFITS	Part Time	Part Time 1	Regular Administrative Part Time			Regular Full Time
			20 - up to 28 hrs/week	28- up to 30 hrs/week	30-up to 37.5 hrs/week	
	Less than 20 hours/week	20 hours-up to 28 hrs/week	20 - up to 28 hrs/week	28- up to 30 hrs/week	30-up to 37.5 hrs/week	37.5-40 + hrs/week
IMRF		X	X	X	X	X
NATIONWIDE		X	X	X	X	X
CREDIT UNION		X	X	X	X	X
PERSONAL			24 hrs/yr			X
HOLIDAY			*	*	*	X
VACATION				X	X	X
SICK				X	X	X
HEALTH/DENTAL/VISION					x	X

X= receive benefit

HOLIDAYS*- Regular Administrative Part Time Personnel will receive pay for holidays if the holiday falls on a day they are typically scheduled to work. They will receive pay for the typical number of hours they would have worked on that day. Total hours for the week should not exceed their typical assigned schedule. If the employee has a “shift” schedule that changes week to week, they will not receive holiday pay.

Vacation Proposed Updates (only change to full time is for 91-365 days):

LENGTH OF SERVICE	FT (37.5 hrs/week) DAYS EARNED	FT Converted to Hours	Reg Admin PT 28-37.5 hrs/week HOURS EARNED
90 days or less	None	None	None
91-365 days	10 days	80	60
1 year	10	80	60
3 years	12	96	72
4 years	14	112	84
5 years	15	120	90
6 years	16	128	90
7 years	17	136	90
8 years	18	144	90
9 years	19	152	90
10 years	20	160	90

Full time, exempt staff will take vacation time in half or full day increments (no change). A half day will count as four hours. A full day will count as 8 hours.

Non-exempt staff will take vacation time in hourly increments. Total hours for the week should not exceed their typical assigned schedule.

Sick Time Proposed Updates

Regular Full Time: Accrue 1 day per month up to 60 (up to 240 for IMRF reporting only) (no change).

Regular Administrative Part Time 28-30.75 Hours/Week: Accrue 6 hours per month up to 360 total hours (equivalent to $\frac{3}{4}$ amount of full time/ 45 8-hour days). May accrue up to 1,440 hours for IMRF reporting only. (equivalent to $\frac{3}{4}$ amount of full time/ 180-8 hour days). Eight hours is considered one day when reporting to IMRF.

Full time, exempt staff will take sick time in half or full day increments (no change). A half day will count as four hours. A full day will count as 8 hours.

Non-exempt staff will take sick time in hourly increments. Total hours for the week should not exceed their typical assigned schedule.

A motion was made by Don Miletic and seconded by Tom Elenz to approve the personnel policy updates presented, amending the policy to exclude vacation time for the 20-28 hour/week Regular Administrative Part Time Staff, and to increase the amount of vacation days for full time staff in their first year of employment from 5 to 10 days (these

amendments are reflected in the above minutes). This passed unanimously in a voice vote.

Breitlow presented a recommendation to utilize Buildingstars as a cleaning company for the M-NASR office with their proposal of \$599 per month. A motion was made by Tom Elenz and seconded by Melissa Rimdzius to approve the recommendation. This passed in a voice vote. (Jeff Wait voted “present.”)

A motion was made by Michelle Tuft at 10:56 AM and seconded by Jeff Wait to convene into executive session in accordance with the Open Meetings Act, section 120/2 (c)1. This passed in a voice vote.


The open session reconvened at 11:15 AM. (Don Milette left the meeting prior to reconvening into open session).

A motion was made by John Jekot and seconded by Jeff Wait to approve Chair Mountcastle to work with the M-NASR attorney, Scott Puma, and continue communication with Breitlow regarding Breitlow’s contract renewal, with the final contract to be voted on at the June meeting. This passed in a voice vote.

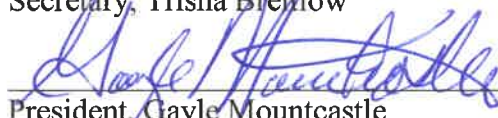
A motion was made at 11:17 AM by Melissa Rimdzius and seconded by Jeff Wait to adjourn the February 23, 2021 board meeting. This passed in a voice vote




Secretary, Trisha Breitlow



Date



President, Gayle Mountcastle
Park Ridge Park District



Date