

THE MAINE NILES ASSOCIATION OF SPECIAL RECREATION
BOARD OF DIRECTORS MEETING
June 23, 2020

Tom Elenz called the June 23, 2020 meeting to order at 10:04 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
Melissa Rimdzius, Village of Lincolnwood
Jeff Wait, Morton Grove Park District
Tom Elenz, Niles Park District
Gayle Mountcastle, Park Ridge Park District
Michelle Tuft, Skokie Park District

Staff in attendance: Tom Byczek

It was noted that the consent agenda had an error, and the April 31 date should be corrected to April 30.

A moment of silence was held in recognition of the passing of Stella LiPomi, former long-time M-NASR employee and founder of the Liponi Foundation.

A motion was made by Gayle Mountcastle at 10:08 AM and seconded by John Jekot to convene into executive session in accordance with section 120/2 (c) 11. 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

A motion was made by Gayle Mountcastle at 10:21 AM and seconded by Jeff Wait to reconvene to regular session. 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

A motion to approve the written settlement agreement that was the subject of the closed session was made by Gayle Mountcastle and seconded by John Jekot. This passed in a roll call vote as follows:

Des Plaines: No
Golf Maine: Yes
Lincolnwood: Yes
Morton Grove: Yes
Niles: No
Park Ridge: Yes
Skokie: Yes

A motion to approve the consent agenda was made by Michelle Tuft and seconded by Jeff Wait. This passed in a roll call vote as follows:

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

The consent agenda consisted of: Minutes of the April 27, 2020 Board Meeting; Minutes of the April 27, 2020 Executive Session; Minutes of the May 12 Special Board Meeting; Minutes of the May 12 Executive Session; Treasurers Report for the months ending April 30, 2020 and May, 31, 2020; Voucher list of bills presented for the June 23, 2020 Board Meeting in the amount of \$114,184.80.

Executive Director Breitlow reviewed the staff reports. The Recreation team has increased their virtual program offerings and participation of individuals. Programs are still being offered for free, with consideration of charging in the future. Programs are being run by the full-time staff. Staff are looking ahead to what type of in person programming could occur, including completing a risk assessment and consideration of facilities. Additional resources are being provided to families including I-Pads, internet access, a respite list, and activity packets. Staff have worked hard to recruit participants, and have 129 currently participating, up from 29 at the beginning of summer. Forty-four programs are being offered virtually, and for longer dates than our typical summer season would have been.

Breitlow reviewed M-NASR's involvement with inclusion in consideration of COVID-19, and that although not being used at this point, inclusion aides are still a possibility. Alternate reasonable accommodations were also discussed.

Audra Ebling has started as the new Marketing and Communications Manager, effective May 6. She replaced Barbara Saunders who retired on June 5. The fall brochure is not being printed, but will be available online, as program decisions are made. The summer virtual program guide was presented in a more "brochure-oriented" format online.

The Coleman Foundation triple match grant was matched, so M-NASR will receive \$25,000 from the foundation plus the donations from individual donors. M-NASR is a finalist for a grant from The Special Kids Foundation for \$25,000 to be used for a behavior interventionist. Members from the foundation observed one of our online camp programs and were very impressed. Memorials in honor of Stella LiPomi are being received by the Liponi Foundation.

The board reviewed the budget reports by fund as of April 30, 2020, and May 31, 2020.

Breitlow's work plan updates were included in the board packet for review. The Liponi Board has decided to cancel their mini-golf fundraiser due to COVID-19. The End of Summer Party, sponsored by the Liponi Foundation is also cancelled, but a virtual event will be offered, with costs covered by the Liponi Foundation. BS&A implementation is nearing completion. Breitlow reviewed the return to office plan for staff. For the recreation staff, it is currently easier to run virtual programs from home. A limited schedule will be worked out addressing staff being in the office as of July 13. Mountcastle indicated she was very impressed with the use of the full-time staff in the programs, and the great job the staff have been doing.

Miletic commented one of the reasons he voted no for the settlement agreement is he is not fond of lawsuits, and understands a technicality was involved. He noted that he typically tries to fight any situations like that in the workplace.

A motion to approve the 2019 audit was made John Jekot and seconded by Jeff Wait. 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

Breitlow discussed year end budgetary projections, in relation to COVID-19 for the purposes of starting to discuss how M-NASR may handle a surplus in funds at year end. The discussion included the fund balance policy and projected fund balances based on scenarios including no in-person programming or offering programming and filling open positions. Unemployment is currently the largest anticipated unbudgeted expense at approximately \$115,000 projected. This offsets the savings of not running programs. The new cost of increased minimum wage for 2021 was discussed. Elenz indicated Breitlow had been asked to discuss this because of the potential of a high year end fund balance, and that the surplus should be considered to come back to the park districts. This will be further discussed during the budget process in the fall. Rimdzius asked for an additional summary to provide to her Board. It was discussed the 5-8 levied funds must be used for disability related programs and services.

A motion was made at 10:47 AM by Don Miletic and seconded by Michelle Tuft to adjourn the June 23, 2020 board meeting. 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

Secretary, Trisha Breitlow

Date

President, Tom Elenz, Niles Park District

Date