

THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
BOARD OF DIRECTORS MEETING
6820 W. Dempster St., Morton Grove, IL 60053
December 13, 2022 | 10:00 AM

John Jekot called the December 13, 2022 meeting to order at 10:02 AM.

Board Members in attendance:

Joe Weber, Des Plaines Park District
John Jekot, Golf Maine Park District
Jeff Wait, Morton Grove Park District
Gayle Mountcastle, Park Ridge Park District
Michelle Tuft, Skokie Park District
Karen Hawk, Village of Lincolnwood

Absent: Tom Elenz, Niles Park District

Staff in attendance: Trisha Breitlow, Executive Director; Lisa Barrera, Superintendent; Audra Ebling, Communication and Marketing Manager; Tori Woodbury, Fundraising and Development Manager; Keli Stonitsch, Human Resources Specialist; Nicole Derrig, Program Manager; Jessie Silva, Inclusion Manager; Emma Donovan, Youth/Teen Rec Specialist; Taylor Gonio, PIVI Rec Specialist; Nicole Witt, Inclusion Coordinator

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: Yes
Golf Maine: Yes
Morton Grove: Yes
Park Ridge: Yes
Skokie: Yes
Lincolnwood: Yes

The Consent Agenda consisted of: Minutes of the October 25, 2022 Board meeting; Minutes of the October 25, 2022 Special meeting and Budget Workshop; Treasurer's Report for the month ending October 3, 2022 and November 30, 2022; Voucher list of bills presented for the December 13, 2022 Board meeting in the amount of \$105,990.23.

Superintendent Lisa Barrera reviewed the program report. She reported program registrations are increasing with winter registration underway, including waitlists for the first time since prior to the pandemic. Barrera reported a new program being planned with the Bridges Transition program. Barrera presented the updated pricing structure, breaking out base cost fees and categories for other programs. Base cost is currently \$7.50/hour and will increase by 2% in spring 2023.

Communications and Marketing Manager Audra Ebling reported on marketing regarding fundraising efforts for the holiday raffle and the Liponi Dinner Dance. M-NASR is wrapping up a year of celebrating its 50th anniversary.

Fundraising and Development Manager Tori Woodbury reported updates on the annual appeal and the Coleman matching grant. The annual gift card raffle has a few tickets left to sell, with the drawing occurring December 14, 2022. M-NASR received a \$13,500 grant from the Rice Foundation. Liponi Foundation Dinner Dance invitations will be sent in the mail in January.

The Board reviewed the budget reports by fund as of November 30, 2022.

Executive Director Trisha Breitlow updated the Board on the 2022 goals. The strategic plan is in its final draft and will be presented in February. Applying for Distinguished Accreditation will be part of the plan. M-NASR has been selected by PDRMA to work with the law firm they hired regarding cyber security incident response templates. As a result, the law firm will provide a customized plan for M-NASR. Employee Retention Tax Credit forms have been submitted through Lauterbach & Amen and M-NASR should hear shortly how much they will receive. Recreation staff Lindsey Anderson and Taylor Gonio will be participating in the IPRA Pro Connect program in 2023. M-NASR has been informed the IDOT grant process is delayed and M-NASR will not be informed if it will receive an award for a vehicle until at least March. The Liponi Foundation is starting to put financial projections in place which include partial vehicle reimbursement. Breitlow will continue to work with the Foundation for long term planning.

Breitlow provided information to the Board on the new HRIS suite M-NASR will be using through Lauterbach & Amen. She provided comparisons with other companies researched. Services will include applicant tracking to include onboarding and scheduling, as well as online time and attendance. Payroll will also be outsourced to Lauterbach & Amen. The cost will be \$13,900 annually and M-NASR will save \$1,500 annually by removing their current payroll module and applicant tracking. The cost was below bid threshold; no vote was taken but the Board agreed with the project.

Future Board Officer roles and rotation were reviewed.

The 2023 Member District Contributions were presented. A motion was made by Gayle Mountcastle to approve the 2023 Member District Contributions totaling \$1,500,000, seconded by Jeff Wait. This passed in a roll call vote as follows:

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

Proposed salary ranges for full-time staff and permanent part-time staff were presented for 2023, based on the compensation completed by HR Source and presented to the Board in October. A motion to approve the 2023 salary ranges was made by Joe Weber, seconded by Jeff Wait. This passed in a roll call vote as follows:

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

The proposed 2023 budget was presented to the Board. The budget will have a \$392,191 deficit, based on spending down the fund balance overage. Gayle Mountcastle motioned to approve the 2023 budget, seconded by Joe Weber. This passed in a roll call vote as follows:

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

The 2023 Board meeting dates were reviewed with the Board.

Jeff Wait nominated Michelle Tuft for the 2023 Office of President, and Representative of the Liponi Foundation, seconded by Joe Weber. Jeff Wait nominated himself for the 2023 Office of Vice-President, seconded by Joe Weber. Gayle Mountcastle nominated Karen Hawk for the 2023 Office of Treasurer, seconded by Michelle Tuft. The slate of nominations passed in a roll call vote as follows:

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

A motion was made by Jeff Wait to appoint Trisha Breitlow as Secretary for the M-NASR Board, seconded by Gayle Mountcastle. This passed in a roll call vote as follows:

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

A motion was made by Gayle Mountcastle that the Association designate the general, imprest, and payroll accounts in Agenda Item VII C i and the investment account in Agenda Item VII C ii with the authorized signature of any two of the following: M-NASR Executive Director, M-NASR Superintendent of Recreation and Morton Grove Park District Executive Director, seconded by Joe Weber. This passed in a roll call vote as follows:

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

The 2022 President's Award was presented to Nicole Derrig, Program Manager.

The M-NASR year end video was shown to the Board.

Breitlow presented proposed changes to personnel policies for full-time and regular administrative part-time staff. Changes included: reducing Christmas Eve and New Year's Eve from full days to ½ days off but leaving the office closed; adding two personal days (14 hours for regular administrative part-time staff); and increasing the rate at which staff accrue vacation, with the maximum remaining at 20 days. The Board recommended increasing vacation days and not reducing holidays. A motion was made by Gayle Mountcastle to approve changes to the personnel policy as presented related to personal days, to keep the holiday structure the same as it is currently, and to update the maximum vacation days for full-time staff to 25, allowing Breitlow the opportunity to update the timing of accrual per her discretion, seconded by Karen Hawk. This passed in a voice vote.

Michelle Tuft made a motion to approve Resolution 2022-4; Determining the Confidentiality of Previously Board Reviewed and Approved Closed Session Minutes, seconded by Joe Weber. This passed in a roll call vote as follows:

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

Jeff Wait made a motion to approve Resolution 2022-5, Destruction of Certain Verbatim Recordings of Closed Sessions Meetings, seconded by Gayle Mountcastle. This passed in a roll call vote as follows:

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

A motion was made by Michelle Tuft at 10:57AM to convene into Executive Session in accordance with the Open Meetings Act, section 120/2 (c)1, seconded by Joe Weber. This passed in a voice vote.

The Regular Board meeting reconvened at 11:20 AM.

A motion was made by Joe Weber to approve a 7.58% increase to Executive Director Breitlow's salary, effective January 2023, seconded by Jeff Wait. This passed in a roll call vote as follows:

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

A motion was made at 11:22 AM by Michelle Tuft to adjourn the December 13, 2022 Board meeting, seconded by Jeff Wait. This passed in a voice vote.



Michelle Tuft, Board President
Skokie Park District

2/28/23
Date



Trisha Breitlow, Board Secretary

2/28/23
Date