

THE MAINE NILES ASSOCIATION OF SPECIAL RECREATION  
BOARD OF DIRECTORS MEETING  
June 28, 2022

John Jekot called the June 28, 2022 meeting to order at 10:03 AM. The following board members/representatives were in attendance:

Joe Weber, Des Plaines Park District (arrived at 10:04)  
John Jekot, Golf Maine Park District  
Marty O'Brien Morton Grove Park District  
Tom Elenz, Niles Park District  
Michelle Tuft, Skokie Park District  
Karen Hawk, Village of Lincolnwood

Absent: Gayle Mountcastle, Park Ridge Park District

Staff in attendance: Tori Woodbury, Lisa Barrera, Audra Ebling, Aaron Glickson, Kelly Brunning

A change was made to the agenda, moving the acceptance of the audit from New Business to occur after the Introduction of Visitors.

Jessie Silva, Inclusion Manager introduced herself to the board.

Matt Beren from Lauterbach & Amen reviewed the 2021 financial audit. A motion was made by Tom Elenz and seconded by Michelle Tuft to accept the 2021 Annual Financial Report. This passed in a roll call vote as follows:

Des Plaines: yes  
Golf-Maine: yes  
Lincolnwood: yes  
Morton Grove: yes  
Niles: yes  
Skokie: yes

The consent agenda consisted of: Minutes of the April 26, 2022 board meeting; Minutes of the April 26, 2022 Executive Session, Treasurers Report for the month ending April 30, 2022 and May 31, 2022; Voucher list of bills presented for the June 28 board meeting in the amount of \$65,261.76

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

Des Plaines: yes  
Golf-Maine: yes  
Lincolnwood: yes  
Morton Grove: yes  
Niles: yes  
Skokie: yes

Superintendent Lisa Barrera reviewed the programming report, highlighting Recognition Night which took place at Devonshire Cultural Center. Eleven athletes attended Special Olympics Summer State Games, held for the first time since 2019. Summer programs are underway, with registrations greatly increased from spring and exciting special events including Concert in the Park in Des Plaines and a boat cruise in Lak Geneva. Barrera also reported there are 63 individuals registered for summer camp, close to pre-covid registration of 69 in 2019.

Communications and Marketing Manager Audra Ebling reported the annual report was completed and sent to the printer. It will be mailed, emailed, and available on line. The chambers of commerce e-blasts continue to be used to promote M-NASR. The fall program guide will soon be sent to the printer with registration opening August 8.

Fundraising and Development Manager Tori Woodbury reported planning for the Liponi Mini-Golf outing is underway, and has already received \$2,000 for the event.

There were no questions on the budget report.

Executive Director Breitlow highlighted the goals, PDRMA highlight, the proclamation from Senator Ram Villivalam in recognition of M-NASR's 50<sup>th</sup> anniversary, and article about the Tee Time Golf Program. She recognized staff for their hard work in collaborations for programs including upcoming Halloween events. Breitlow also reported that catalytic converters had been stolen off of three of the agency vehicles. The repair is covered through PDRMA, and M-NASR will be adding the deterrent piece to each vehicle.

Executive Director reviewed the agency's fleet replacement schedule and information requested about vehicles at the April board meeting. She reviewed research done regarding current shortage and increase costs, leasing, chartering, refurbishing, purchasing used vehicles, the Illinois Procurement Program, and potentially considering a reduction in fleet. M-NASR re-bid (since the April meeting) for a 14 passenger accessible vehicle as well as a 14 passenger non-accessible vehicle. The bids for all vehicles were reviewed. Central State Bus Sales provided two bids for the accessible vehicles and one for the non-accessible vehicles. Best Bus Sales provided one bid for each vehicle. Central State Bus Sales did not meet many of the specifications requested in the bid. Breitlow recommended the purchase of a 14-passenger vehicle rather than one of the other options discussed based on:

- having two vehicles in the fleet (2008 and 2010) that are past the 10-year replacement schedule. Based on delivery estimates, these vehicles will be at least 14 and 12 years old when replacement vehicle arrives
- Uncertain if IDOT vehicle will be granted

- Vehicle costs continue to rise quickly. This combined with the age of the two oldest vehicles support purchasing a vehicle now, and determining later if and when to reduce the fleet.
- M-NASR started the year with a \$97,000 fund balance surplus and has an additional salary and benefits savings of \$65,000 so far.
- The Liponi Foundation has increased their commitment to reimbursing for a vehicle from \$85,000 to \$100,000 this year.
- An accessible rather than a non-accessible vehicle is being recommended since M-NASR does not know for certain if it will be reducing fleet. A non-accessible vehicle could be a better option once the schedule is closer on track with a ten-year replacement schedule.

The board discussed the large fund balance surplus and agreed there were funds available to cover the unbudgeted cost of the vehicle increase. Breitlow was instructed to look at the replacement schedule of vehicles to see if it would make sense to move up the purchase of the next vehicle on the schedule. The board also discussed requesting less than the \$100,000 from the Liponi Foundation they had approved to reimburse for the vehicle.

A motion was made by Tom Elenz and seconded by Michele Tuft to accept the vehicle bid from Best Bus Sales for the 14-passenger vehicle at a cost of \$135,900. This passed in a voice vote as follows:

Des Plaines: yes  
 Golf-Maine: yes  
 Lincolnwood: yes  
 Morton Grove: yes  
 Niles: yes  
 Skokie: yes

Breitlow indicated there would not be a trade in for the vehicle, but it will be sent to auction.

Executive Director Breitlow presented requests for updated IT Security and upgrades in preparation for requirements needed for insurance coverage. Upgrades included laptops for the Executive Director and Business Manager, DUO implementation, Bitlocker, Know B 4 Phishing and Training, and server room updates totaling \$10,169. The board discussed looking into moving forward with the purchase of lap tops for all staff to replace CPUs quicker than the current replacement schedule.

A motion was made by Tom Elenz and seconded by Karen Hawk to approve the IT upgrades. This passed in a voice vote as follows:

Des Plaines: yes  
 Golf-Maine: yes  
 Lincolnwood: yes  
 Morton Grove: yes  
 Niles: yes

Skokie: yes

A motion was made by Tom Elenz and seconded by Joe Weber to adjourn into executive session in accordance with the Open Meetings Act, sections, 120/2 (c) 1 personnel; 120/2 (c) 21 review of closed session minutes. This passed unanimously in a voice vote. The board took a break before entering into executive session.

Marty O'Brien left the meeting upon adjournment into executive Session.

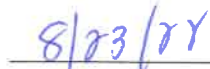
The board reconvened into regular session at 10:59am.

A motion was made by Michelle Tuft and seconded by John Jekot to approve Resolution 2022-2; Determining the Confidentiality of Closed Session Minutes. This passed unanimously in a voice vote.

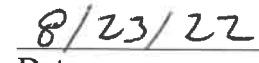
A motion was made by Joe Weber and seconded by Karen Hawk to approve Resolution 2022-3; Regarding the Destruction of Certain Verbatim Recordings of Closed and Open Sessions Meetings. This passed unanimously in a voice vote.

A motion was made at 11:01 AM by Tom Elenz and seconded by Karen Hawk to adjourn the June 28, 2022 board meeting. This passed in a voice vote.

  
Secretary, Trisha Breitlow

  
Date

  
President, John Jekot  
Golf-Maine Park District

  
Date