

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

April 12, 2018

- I. **Call to Order:** Chairman Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:05pm on April 12, 2018 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

Roll Call: Board Members present: Jim Pacanowski, Burr Ridge; Cindy Szkolka, Elmhurst; Karen Spandikow, Oakbrook; Matt Russian, Pleasant Dale; John Fenske, Willowbrook; Scott Nadeau, York Center

Absent: Sharon Peterson, Countryside; Heather Bereckis, Hinsdale; Dean Hoskin, Westchester

Ray Graham Staff: Ryan Massengill

Visitors: None

- II. **Open Forum:** Chairman Szkolka presented a copy of the original executed service provision agreement along with copies of certificates of coverage for agencies to Secretary Russian for keeping, with the exception of Westchester whose certificate doesn't expire until May.

Treasurer Nadeau recapped the issues we've been having with JMS Auto. The three checks that were approved to be mailed were sent but were returned due to them being more than 6 months old. Upon receipt of three returned checks, one new check will be sent for the amount owed. Once JMS receives that check, they will be able to finalize one last invoice for the minimal (less than \$100) that is owed and the situation should be completely resolved.

- III. **Board Member Comments:** Matt Russian informed the Board that he had gone through about 80% of the box of paperwork that was stored at Oakbrook Park District that he received last month. Pertinent information has been scanned and catalogued in computer and hard copies of documents have been organized into a folder.

- IV. **Communications:** None

- V. **Omnibus Agenda:** Chairman Szkolka asked to pull the March, 2018 Treasurer's Report from the Omnibus Agenda.

A motion was made by Jim Pacanowski, Burr Ridge; to approve items A & B on the Omnibus Agenda and seconded by John Fenske, Willowbrook.

- A. Approval of March, 2018 Regular Meeting Minutes
- B. Approval of April, 2018 Check Register

On a voice vote, the motion passed unanimously.

Chairman Szkolka inquired about the lease payment that should be paid in January and had not seen it reflected in recent Treasurer's reports. RGA should be presenting that invoice to Gateway. Superintendent Massengill will research and report back to the board regarding the missing invoice.

A motion was made by Jim Pacanowski, Burr Ridge; to approve item C of the Omnibus Agenda and seconded by Karen Spandikow, Oakbrook.

C. Approval of April, 2018 Treasurer's Report

On a voice vote, the motion passed unanimously.

VI. Reports:

RGA Monthly Report-Superintendent Massengill reviewed her report noting that numbers are in line with last year's participation and the summer brochure had been mailed on April 11. There are a few full programs and some with a waiting list. She is pleased that the youth Kid's Night Out program is running and enjoyed by families. At this point, there are 9 open staff positions (5 Rec Leaders and 4 Rec Aides). The Rec Coordinator position has been filled. While being stretched very thin, staff is maintaining appropriate ratios and safety. An estimate was provided for new tires for vehicle 192 (\$882.70) which is a necessity before summer programs get underway. Scholarship status has stayed the same.

Amanda Aguilar has been named as the new Recreation Coordinator. She has been a PT employee and eager to get started. Amanda is a Spanish-speaker and is interested in reaching out to a new portion of the population, possibly with dual-language registration forms.

Regarding proposed budget, specifically staff pay increases for both FT and PT employees. nothing was presented at the meeting. Pay rates have stayed the same for at least the past 10 years which can be a factor in the 9 open staff positions. Discussions will continue between RGA and Superintendent Massengill for presentation at the May meeting.

6 participants had a great time at their Lake Geneva weekend getaway. 2 basketball teams had a great time at Special Olympics and the Green team won the gold medal. Lastly, an Elmhurst basketball player has been nominated and will be receiving the Gateway Achievement Award.

VII. Old Business:

- A. RGA Certificate of Insurance- Superintendent Massengill spoke with the new employee at RGA who is in charge of providing this documentation and it is still in the works.
- B. Gateway Program Survey-Superintendent Massengill and her staff are putting the survey together and are debating on when the best time would be to send out to families and they are leaning towards summer to do so.

- C. Banking-As part of his newfound Treasurer duties, Scott Nadeau has found that we are paying certain fees and researching interest rates. We currently have a checking account that keeps a very small balance and a fluid money market account from which money is transferred when needed. The idea discussed last month was to have board members research possible alternatives for accounts with better interest rates. One option would be to add a third account that could be a place to invest money in a less-liquid account that accrues better interest. The current balance in the money market account is just over \$311,000 and a bill is expected for service provision for \$111,000. So an approximate amount of \$200,000 could be available for a new investment opportunity. Matt Russian presented information from Countryside Bank regarding their CDAR program which are accounts that vary from 4-week terms to 3-year terms at rates ranging from 1.25% to 2.2% and those rates can change weekly. The rate would be locked in for the duration of the term. Discussion continued regarding our existing checking account since we currently pay \$5/month for our checking account and basically accrue \$5 in interest per month. Matt Russian proposed changing our existing checking to a new checking account that has 0% interest, \$0 in fees, no minimum balance, and charges \$0.40/check. Brief discussion ensued regarding the amount of work required to keep informed on the various accounts and making sure the financial gain was worth the additional work as well as possible forecasted large-scale costs (Insurance, vehicles, financial goals for fund balance).

A motion was made by Jim Pacanowski, Burr Ridge; to switch our existing checking account to a new \$0 fee, 0% interest checking account through BMO Harris and seconded by John Fenske, Willowbrook. Brief discussion ensued regarding researching other institutions but for ease at this point in time, staying at BMO was the consensus.

On a voice vote, the motion passed unanimously.

A motion was made by Matt Russian, Pleasant Dale; to purchase a \$100,000 CDAR through Countryside Bank for a one-year term and seconded by Jim Pacanowski, Burr Ridge.

Treasurer Nadeau asked about the logistics of transferring the money from BMO Harris to purchase the CDAR at Countryside Bank. A check should be able to be written from the new checking account.

On a voice vote, the motion passed unanimously.

VIII. New Business:

- A. 2018-19 Budget- Proposed budget examples were discussed with various possible increases, pertinent to each individual line item as we also do not know the annual service contract amount from RGA. Specific discussion revolved around the Service Contract number and

that it includes the Transportation Fund number of \$11,207. ($\$446,300 + \$11,207 = \$457,507$). Jim Pacanowski suggested having each board member come prepared to next month's meeting with a "ceiling" percentage increase so that official action may be taken without agencies being unwilling/unprepared to comply with group consensus. Discussion continued regarding individual line items for proposed budget expenses:

Audit Services	\$3850
Day Camp Transportation	\$5500
Financial Assistance	\$4000
Legal Fees	\$1500
Insurance	\$2500
Miscellaneous	\$250
One on One Aides	\$8000
Program Supplies	\$TBD
Web/IT	\$1200
Service Contract	\$TBD
Fuel	\$8750
Vehicle Repairs	\$10,000
Transportation Fund	\$11,207+ (New lease or purchase?)

Next discussion revolved around the impact of what may be characterized as lower wages having an effect on employee retention and acquisition. Part of the discussion included Gateway Board support for an increase in wages for employees of Gateway programs but navigating the effects that may have within RGA internally and their employee payment structure. The situation becomes cloudy since Gateway employees are RGA employees hired to execute Gateway programs. However, there appear to be some discrepancies when it comes to Direct Support Professionals and the wages they earn as they are part of a union. The second wrinkle is that we contract RGA to provide the service and can't necessarily dictate how they run the program and/or what they pay employees. Jim Pacanowski asked Superintendent Massengill to assemble a basic chart with specific jobs and corresponding salaries to accurately understand the environment. Historically, RGA only presents Gateway with a lump sum for salaries instead of individual job codes/wages. Concerns are growing from the Board. Not that RGA isn't fulfilling their terms of the contract but that the month after month staffing woes will cause a future problem and/or lead to burnout of existing employees.

- B. Election of Board Officers- Chairman Szkolka stated that she will not be serving as the Chairman for the fiscal year starting in July so a new Chairman will need to be elected. Treasurer Nadeau and Secretary Russian will remain serving in their current positions.

IX. Open Forum: John Fenske inquired about the prior discussion regarding the possibility of North Riverside joining Gateway. Jim Pacanowski mentioned he had a brief discussion with a village

trustee and was able to present him some basic information. No other new information has been made available on this topic.

- X. **Adjournment:** Jim Pacanowski, Burr Ridge; made a motion to adjourn the meeting, seconded by Treasurer Nadeau, York Center. Motion passed on a voice vote. Meeting adjourned at 4:38pm.