

**GATEWAY SPECIAL RECREATION ASSOCIATION**

**BOARD OF DIRECTOR'S MEETING**

**MARCH 9, 2017**

- I. Call to Order:** President Cindy Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:00pm on March 9, 2017 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; Heather Bereckis, Hinsdale; Karen Spandikow, Oakbrook; Matt Russian, Pleasant Dale; Jim Berg, Westchester; John Fenske, Willowbrook;

Scott Nadeau, York Center arrived shortly after roll call was taken

*Absent:* Sharon Peterson, Countryside

*Staff Present:* Ray Graham Staff: Mike Baig

*Visitors:* Laure Kosey, Executive Director of Oakbrook Park District

- II. Open Forum:** President Szkolka mentioned that the current Treasurer of the Board, Gary Kasanders, will probably be retiring in 2018 so thoughts and discussion regarding his replacement will need to take place in the near future. Additionally, last year's audit was the third year of a three-year agreement with Knutte and Associates. A new agreement will need to be in place to perform the audit at the end of this fiscal year.

- III. Board Member Comments:** None

- IV. Communications:** None

- V. Omnibus Agenda:** Motion was made by Karen Spandikow, Oakbrook; to approve the Omnibus Agenda and motion seconded by Jim Pacanowski, Burr Ridge.

- A. Approval of February 2017 Regular Meeting Minutes
- B. Approval of March 2017 Check Register
- C. Approval of March 2017 Treasurer's Report

Matt Russian raised a question about the day camp transportation line item in the Treasurer's Report. There have been issues in the past getting invoices in a timely fashion. As only half of the allotted funds in the line item were spent, the question was whether or not there was outstanding invoice or was the budget number a bit high. Mike Baig will check with RGA but some thought that the number was due to crossing over our fiscal year calendar during the middle of summer camp.

On a voice vote, the motion passed unanimously.

**VI. Reports:**

A. Mike Baig reviewed the monthly report and stated they recently added some new participants, in part due to Special Olympics. They have also hired 3 part-time recreation instructors which will help with staffing. A new staff plan is currently on hold due to recent departure of the fitness instructor. All of the vehicles seem to be in fine working order. He did want to point out regarding the newer vehicle, #283, that it takes synthetic oil and that requires an oil change every 6000 miles. The vehicle coordinator at RGA has been pushing to have the oil changed every 3000 miles as you may with vehicles that use standard oil. With a significant price difference (\$84 vs \$40) it is a waste of money to be changing this oil every 3000 miles. JMS Auto agrees with Mike's assertion, which is also explicitly stated in the owner manual of the vehicle. The RGA vehicle coordinator was going to double-check the situation but it's something to keep an eye on moving forward. Jillian is performing interviews for summer camp positions. The day camp will be adding 2 hours to the end of the day which will run from 3:30-5:30pm. She also attended a Summer Recreation Fair at York High School with so-so results based on their table location and lack of traffic. Summer brochure is now set to be distributed on March 24<sup>th</sup>. Superintendent Cortez will be looking to increase the brochure costs in next year's budget due to rising costs of design and printing. The basketball season is coming to an end after a successful year. Two Gateway participants have been nominated to try out for the National Special Olympic team for Illinois. We wish them all the best!

**VII. Old Business:**

A. Nothing Heard

**VIII. New Business:**

A. RGA Contract-President Szkolka suggested that a review of the current contract page by page to see what thoughts and/or questions board members may have.

-President Szkolka questioned "The amount of annual service contract would not exceed a 5% increase or amount of CPI whichever is less for services rendered" clause, and if it has any bearing historically on Gateway's financials. Jim Pacanowski mentioned that there had been some times in the past certain increases had been proposed and this clause was added as a level of protection against any extraordinary increases. President Szkolka noted that CPI has been below 1% the last few years yet the board has approved a budget increase of more than 1% and how can that be enforced.

-The question was also raised about the length of the next contract and should it be a 3, 4, or 5 year contract. Legal counsel will be contacted to see the most appropriate course of action.

-Laure Kosey stated that the Oakbrook Park District is currently in planning stages of building a "clubhouse" of sorts which will be completely barrier free and accessible and they would be willing to offer up that space to Gateway for programming. The building would hopefully be

available in 2019 and geared towards transition and adult programs. Discussion followed regarding possible adjustments that would need to be made regarding staffing, costs, etc. if a new center did become available and whether the facility would be supplemental to RGA offerings or stand alone.

-Matt Russian questioned "The Service Provider shall use Gateway SRA funds exclusively for Gateway SRA programming and services". With the recent question in regards to allowing employees to attend the IPRA conference and the uncertainty if funds were available. It was discovered that the difference appears to be in nomenclature and line item usage and subsequently, did it make any sense to add detail in this provision? The point was not that funds weren't being used appropriately but could they be detailed more concisely. It was suggested that a more appropriate place to address this may be in Appendix A.

Group discussion continued with emphasis that this is a "contractual relationship", much like each of the individual agencies use on a daily basis. The more say agencies want into how daily operations/procedures/financials are handled diminishes the independent contractual relationship by its nature.

Karen Spandikow raised the issue of "support" of Gateway staff and if their needs were being met. She questioned if Gateway employees felt free to raise questions and concerns with regards to effectively carrying out programs. President Szkolka rephrased their question to see if the question was 'Does the Service Provider have our best interests at heart?'. She concurred. The recently completed satisfaction survey was brought up and that scores were overwhelmingly positive. Any possible issues with staff support, empowerment, etc. are not necessarily an issue for the Gateway Board. Again, Appendix A was offered as a possible place to address any concerns.

Matt Russian questioned what recourse the Board would have if RGA did not fulfill the language of "The Service Provider shall be solely responsible for adhering to, and fulfilling, the terms and conditions as established in Attachment A." Consensus was that contract termination would be the only possibility.

Attachment A Discussion:

The question was raised about the master calendar noted in the Appendix. The Board has never seen a master calendar so should the language be deleted or demanded? Although it has not been insisted upon in the past, the opinion of the Board is that RGA would not have an issue complying with the presentation of the master calendar.

Now that online registration is available through the Gateway website, the language in Program Registration needs to be updated.

A question was posed on the Annual Meeting and if this meeting was the same meeting noted in the Gateway Bylaws. Historically, this evening meeting has not been attended by

parents/participants so it may be best to delete from the Appendix. Another option (Special Olympics night, recognition, etc.) may be better suited to allow for better participation.

The Participant/Parent Advisory Process is another item that hasn't been followed. It was agreed to delete from updated Appendix. Again, it was felt that there are multiple avenues that families can voice their opinions regarding programs so this item can be deleted.

Goals and Objectives is another item that the Board has not received from RGA. The Board would like to leave this item and ensure the it is provided by RGA staff.

There was a brief discussion on "Gateway staff" and "RGA staff" and how those two terms are intertwined.

President Szkolka suggested the removal of the Transportation Advisory Group with all other language under Program Transportation remaining the same.

President Szkolka noted that Program Locations may need to be modified if/when the possible Oak Brook facility becomes available.

President Szkolka mentioned that RGA may want to better define the "supporting of fundraisers" in light of Superintendent Cortez' recent comments about desiring fundraising options for Special Olympics participants. The current language is somewhat vague in terms of level of support.

Budget Schedule is another item where RGA needs to follow through with the required action as the Board has not seen budget documents as of yet. Gary Kasanders should be providing estimates with 1%, 1.5%, 2%, and 2.5% increases at next month's meeting.

It was suggested to remove the Service Provider's requirement to provide a listing of marketing efforts each session. Any marketing goals and objectives should be included in the overall goals and objectives presented to the Board.

President Szkolka suggested the removal of the Outreach Programs section of the Appendix as the specified goals and objectives can be incorporated in the annual goals and objectives.

Matt Russian raised a question regarding the Service Provider referring aides to member agencies due to the recent Board discussion regarding RGA providing member agencies with aides when needed. It was noted that staffing is an issue for every agency and Gateway may not have any employees that they could refer. Member agencies are left to hire a body and then hope Gateway staff is able to come to the member agency and train that new hire. Discussion continued about the word "refer" and what that entails in the real world scenario.

Brief discussion occurred regarding staffing and the stated Staffing Advisory Group and if the group is truly needed. With or without the sub group, the Board would be able to convey any concerns to RGA as needed.

President Szkolka questioned if user satisfaction surveys were being completed on a regular basis by RGA as the last survey was initiated by the Elmhurst Park District. She felt this was an important component to keep in the current language.

President Szkolka stated that the contract will be scheduled for Old Business at next month's meeting. Budget and Board elections and possible renewal of auditor's contact will be on New Business at upcoming meetings.

**IX. Open Forum:** None

**X. Adjournment:** Jim Pacanowski, Burr Ridge; made a motion to adjourn the meeting, seconded by Scott Nadeau, York Center. Motion passed on a voice vote. Meeting adjourned at 5:10pm.