

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

May 10, 2018

- I. **Call to Order:** Chairman Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:02pm on May 10, 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; Sharon Peterson, Countryside; Cindy Szkolka, Elmhurst; Heather Bereckis, Hinsdale; Dave Thommes, Oakbrook; Matt Russian, Pleasant Dale; John Fenske, Willowbrook; Scott Nadeau, York Center

Absent: Dean Hoskin, Westchester

Ray Graham Staff: Ryan Massengill

Visitors: None

- II. **Open Forum:** None

- III. **Board Member Comments:** None

- IV. **Communications:** None

- V. **Omnibus Agenda:** A motion was made by Sharon Peterson, Countryside; to approve the Omnibus Agenda and seconded by Heather Bereckis, Hinsdale.

- A. Approval of April, 2018 Regular Meeting Minutes
- B. Approval of May, 2018 Check Register
- C. Approval of May, 2018 Treasurer's Report

On a voice vote, the motion passed unanimously.

- VI. **Reports:**

RGA Monthly Report-Superintendent Massengill reviewed her report noting that staffing continues to be an issue as there are 9 open positions as of right now (5 Rec Leaders and 4 Rec Aides). There is also a need for 8 day-camp counselors. Spring programs will wrap up at the end of May. Nothing relevant to report with regards to scholarships and vehicles. Summer program registration is a bit low as families start to plan for the summer. Locations for summer programs are close to being finalized. The bid is still out for summer camp transportation. A few athletes from track and field as well as powerlifting will be heading to the summer games on Father's Day weekend.

VII. Old Business:

- A. RGA Certificate of Insurance- Superintendent Massengill again spoke with the 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 will be sending out the survey in August.
- C. Banking- Matt Russian updated the board that while last month the board approved to purchase a \$100,000.00 CDAR with Countryside Bank, he continued to research trends accompanying interest rates. Rates have steadily climbed and it may not be prudent to tie up funds in a locked rate of any kind at this point. Treasurer Nadeau suggested reversing the motion accepted last month and wait to make a decision until the rates plateau since the CDAR had not been purchased yet.

Motion was made by Matt Russian, Pleasant Dale; to abort the approved actions of a CDAR purchase through Countryside Bank from last month's meeting and wait to make a final decision on the matter and seconded by Sharon Peterson, Countryside.

On a voice vote, the motion passed unanimously.

- D. 2018-19 Gateway Budget- Treasurer Nadeau highlighted the proposed budget examples noting that in Column C, line item 590 (Service Contract), the \$457,507 amount includes the \$11,207 from line item 620 (Transportation Fund) and it should be separate. He also noted that in the May Monthly Treasurer's Statement, the YTD line item 590 (Service Contract) totaled \$451,904 and that was due to an approved payment from September due to being underbilled in the previous contract year.

For the FY19 budget, \$446,300 would be the contracted amount of the RGA contract, not including the \$11,207 for the vehicle lease, without any type of increase. The discussion revolved around the topic of a merit increase for Gateway staff. Superintendent Massengill added that \$13,000 would cover increases for both full-time and part-time staff (3% for FT salary and \$0.25 for PT). Treasurer Nadeau noted that any budget increase the Board approves (1% - 2.5%) would easily cover these additional costs. They just may leave the fund balance a bit lower. A question was raised by Jim Pacanowski as to the possible savings that RGA realized due to so many part-time staff positions being open and a large portion of the workload being covered by full-time staff. Superintendent Massengill added that RGA is having similar staffing issues and this pay increase would help attract and retain employees. She stated that the Direct Support Professionals from RGA have the backing of a union who help advocate for their employees. Chairman Szkolka mentioned that, if approved, the contract with RGA would need to get adjusted to reflect this increase. Treasurer Nadeau inquired as to whether or not any Gateway program fees had been raised as another option

for covering increased payroll. Superintendent Massengill replied there is a formula used that establishes a target program fee and that the largest influencer of program fees are the actual activities themselves. When asked about any increase given to staff, Superintendent Massengill responded that staff has not been given any salary increase but do receive a bonus, typically distributed from unused funds (workman's comp, vehicle insurances, etc.) at the end of the fiscal year and at Christmas.

Treasurer Nadeau confirmed that the line item for the RGA contract for the upcoming year reflected a 3% increase. Discussion continued and it was noted that prior year budget increases approved by the Board (typically 1.5%) never reached Gateway staff. Chairman Szkolka summarized that the 3% increase is entirely dedicated to staff wage increases and merit increases. She then asked if the Board was in consensus for approving the increase for budget discussion purposes.

A motion was made by Sharon Peterson, Countryside; to approve a 2% increase to the Gateway Budget and seconded by Heather Bereckis, Hinsdale.

Treasurer Nadeau noted that the proposed fund balance for the end of the FY19 fiscal year with the 2% increase would be \$31,413.00, less the \$13,000 discussed for salaries, would leave roughly \$18,000 net for the fiscal year. The fund balance at the start of the year will be about \$184,000 and the \$18,000 would be added to that existing balance.

On a voice vote, the motion passed unanimously.

E. Election of Board Officers-

A motion was made by Sharon Peterson, Countryside; to elect John Fenske as Chairman of the Gateway Board of Directors and seconded by Matt Russian, Pleasant Dale.

On a voice vote, the motion passed unanimously.

A motion was made by Sharon Peterson, Countryside, to elect Matt Russian as Secretary of the Gateway Board of Directors and seconded by Heather Bereckis, Hinsdale.

On a voice vote, the motion passed unanimously.

A motion was made by Sharon Peterson, Countryside, to elect Scott Nadeau as Treasurer of the Gateway Board of Directors and seconded by Heather Bereckis, Hinsdale.

On a voice vote, the motion passed unanimously.

VIII. New Business:

A. Request for Taxpayer Identification Number and Certification-

Chairman Szkolka inquired about securing a W-9 form from Gateway as funds are contributed by all member districts and finance offices would require such information. She received a copy of the Gateway's W-9 and distributed to everyone in attendance.

IX. Open Forum: John Fenske mentioned that Willowbrook hosted their annual 5K race and that it was very well attended. The donation to Gateway should be about the same as it was last year.

X. Adjournment: Sharon Peterson, Countryside; made a motion to adjourn the meeting, seconded by Heather Bereckis, Hinsdale. Motion passed on a voice vote. Meeting adjourned at 3:55pm.