

**GATEWAY SPECIAL RECREATION ASSOCIATION**

**BOARD OF DIRECTOR'S MEETING**

**4-11-2024**

- I. Call to Order:** Chairman Mike Contreras called the Gateway Special Recreation Association Board of Directors Meeting to order at 3:02 pm on 4-11-2024 at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road in Oak Brook, Illinois. A Quorum was present.
- Roll Call:** Board Members present: Jim Pacanowski, Burr Ridge, Michele Sullivan, Countryside, Sean Tovey, Elmhurst, Mike Hayes, Hinsdale, Mike Contreras, Oak Brook, Matt Russian, Pleasant Dale, Dustin Kleefisch, Willowbrook, Jeremy Fila, York Center.
- Absent:** Lianne Robinette, Westchester
- Ray Graham Staff:** Ryan Massengill
- Guests:** Kim Zoellner and Catherine Campos from the Ray Graham Association. George and Roberta Gilbert, Oak Brook Residents.
- II. Open Forum:** None
- III. Board Member Comments:** None
- IV. Communications:** None
- V. Approval of February 8, 2024, Regular Meeting Minutes:** A motion was made by Matt Russian, Pleasant Dale to approve the February 8, 2024, meeting minutes and seconded by Dustin Kleefisch, Willowbrook. *On a voice vote, the motion passed unanimously.*
- VI. Approval of March 14, 2024, 2024 Regular Meeting Minutes:** A motion was made by Dustin Kleefisch, Willowbrook to approve the March 14, 2024, meeting minutes and seconded by Mike Hayes, Hinsdale. *On a voice vote, the motion passed unanimously.*
- VII. Approval of April 11, 2024, Treasure's Report:** A motion was made by Mike Hayes, Hinsdale to approve the April 11, 2024, treasure's report and seconded by Sean Tovey, Elmhurst. *On a voice vote, the motion passed unanimously.*
- VIII. Reports**
- A. RGA Monthly Report – 123 participants for Spring Programming. Spring programming will run in April and May. No change on vehicles but will discuss it later in the meeting. Gateway will be doing some leisure education for Districts 86 & 205. They will be partnering with Lincoln Way Special Recreation to do a PE takeover where the PE teachers will be doing activities for disability awareness. Lincoln Way will provide the equipment and train Gateway staff so that our staff can run the activities. Summer registration will start on Monday. The Elevate update will be given later in the meeting. In March we held our Luck of the Irish Dance. Our basketball season ended too. Our Green team qualified for the State Tournament and took 2<sup>nd</sup> place. We had 4 teams, and we like to have 5 teams next year.
- XI. Old Business:**
- A. Vehicle Discussion - Jim Pacanowski, Burr Ridge wanted to remind all agencies that we are trying to square away all fees. This will affect the vehicle options. Ryan would like to move forward with at least 1 lease vehicle. RGA has a fleet of vehicles to subrogate for programming. Another option would be

purchasing a Para-transit vehicle. Paratransit will help us with our wheelchair participants. Jim stated that we will have a better understanding of the contract and fees in the coming months so that we can decide then. Matt Russian, Pleasant Dale stated that we have some time, and he will put together our contract numbers so that all agencies have a clear view of what their contributions are. We will add this to the agenda in one of the next upcoming meetings.

- B. GSRA Bylaws Discussion - Jim Pacanowski, Burr Ridge asked if there were any changes to the Bylaws. Matt Russian, Pleasant Dale stated that there were some changes to this agreement. This is no additional information. The plan is to vote on this at the May meeting.

**X. New Business:**

- A. Review Progress of Contract Committee – The committee has met twice since the last meeting. You got the information in the agenda packet. Jim Pacanowski, Burr Ridge stated that there are a couple of key areas to review. Item #2 of the summary is written preparations of what the committee is looking for in writing. Item #3 is still being worked on. There will be some differences b/c we are stretching the contract to 18 months to get us off the middle of the summer contract completion. They will be meeting 1 more time to clean up any loose ends. There will be a final report at next month's meeting. After that last committee meeting, the recommendations will then be in the board's hands.
- B. Discuss ELEVATE Program Details and Update - Jim Pacanowski, Burr Ridge stated that they are still looking for a home for the Elevate Program. It's been a struggle to find the best locations. Central Park West in Oak Brook is a location that would fit perfectly for this program. He stated that it would be a rental location but looking at the agreement having to rent this location would have to be an extraordinary circumstance. If we do rent this facility, we would have to look at the Bylaws and have better language for this section. Ryan Massengill stated that they are looking at their staff plan. They are looking to bring on this Full-Time person to get them in sooner rather than later to help with summer programming and prepping for the Fall. They will also be doing intakes and evaluations of participants. We would be looking for a year commitment for the program. This Full-Time person will be evaluating the participants' needs. Looking to run this program from 9:00 am – 2:00 or 2:30 pm Monday through Friday. We would be able to have that transition to other programs with transportation at the Hansen Center. Also looking to hire 2 additional aides for the program. Looking around 20 hours a week. As soon as we determine the location, it will help us start to plan the curriculum for the program. There is a great need to have a home base for the program. The facility in Western Springs could work but it is in Seaspars district. Ideally, we would like to get within Gateway's district agencies for that home base. It was asked if Oak Brook was a potential location. Mike Contreras, Oak Brook stated a meeting with Laure Kosey should be scheduled to talk about the potential of being at the Central Park West location. Jim brought up all agencies to be prepared as Oak Brook might be looking at the Central Park West location as a revenue-generating facility. The board should discuss this location. Matt Russian, Pleasant Dale asked about the Oak Brook Reserve still being an option. Mike was going to investigate this.
- C. Discuss Financial Reporting and Transparency – The board participated in a survey for RGA. One area was questioned about the expectation of the RGA's financial department about transparency. The board has discussed in the past what information needs to be out there for the public and what level of detail the contract must provide. The board discussed different ways they would like to see transparency. Mike Contreras, Oak Brook stated he would like to see an annual report for Gateway specifically. Mike Hayes, Hinsdale stated he would like to see a quarterly report on who is participating in the Gateway program. This way he can connect to those individuals. Matt Russian, Pleasant Dale stated that seeing how contributions and user fees are allocated to the program. Kim Zoellner stated

that Ryan is working with their CFO to see what makes the most sense for reporting to the board. Creating a quarterly template of allocated fees.

- D. Review Revised Oak Brook Park District Withdrawal Date Draft Letter - Jim Pacanowski, Burr Ridge wants the Board to review the letter. Laure Kosey at Oak Brook Park District has seen this letter, but Jim will formally send it to her for approval.
- E. Discuss Schedule for New Contract Signing and Fiscal Year Budget Approval - Jim Pacanowski, Burr Ridge talked about how we are moving forward with the new contract. We are currently within the timeline to get the contract done but wanted to let everyone know that we have been within the contract before without the final contract being signed. By the June meeting, we will know the bulk of the contract and what the expectations will be. The committee is working on these details to bring to the Board. Matt Russian, Pleasant Dale asked when every agency's fiscal year was. With the Board going to the 18-month contract we are going to have to figure out when those payments will be made. Matt discussed with the board different areas where we can tighten up the budget amounts. Willowbrook is obligated for July and August payments, do we want that money to be spread apart the 8 agencies or do we want those funds to go into our surplus? The Board decided that Willowbrook's money should go into surplus. Matt is going to put together numbers for the May meeting.
- F. Facilities Update

**XI. Adjournment:** Jeremy Fila, York Center made a motion to adjourn the meeting, seconded by Michele Sullivan, Countryside. Motion passed on a voice vote. Meeting adjourned at 4:00 pm.