

## KISHWAUKEE SRA SPECIAL BOARD MEETING MINUTES

MONDAY, JULY 16, 2018

MEETING LOCATION – DEKALB PARK DISTRICT – 1403 SYCAMORE ROAD, DEKALB, IL.

1. **Meeting Called to Order** – 9:00 AM. Board Members Present: Paul Bafia – Genoa Township Park District; Heather Collins – DeKalb Park District; Amy Doll – DeKalb Park District; Michael McCann – Sandwich Park District; Maureen Stevens – Flagg-Rochelle Park District; Theresa Tevsch – Sycamore Park District. Staff Members present: Julie Eggleston – Executive Director of Kishwaukee SRA.
2. **Approval of Agenda** – T. Tevsch made a motion to approve the July 16, 2018 agenda and M. Stevens seconded the motion. All approved the motion.
3. **Approval of Minutes from June 12, 2018 meeting** – There was a discussion of how to show T. Tevsch’s attendance via telephone and it was moved for a motion by H. Collins and seconded by M. Stevens with that clarification. All approved the motion.
4. **Financial Report** – after some discussion from J. Eggleston on the status of the financial area of the organization, there were no additional questions. H. Collins made a motion to accept the financial report and P. Bafia seconded the motion. All approved the motion.
5. **Old Business**
  - a. **Review of Corrected Standards of Procedure for Fraud and Corruption Control Policy** – the Board reviewed the policy as corrected on June 22, 2018 and had no additional questions about it.
  - b. **Action of Approval of Corrected Standards of Procedure for Fraud and Corruption Control Policy** - There was no need for an action since it was already approved with corrections at the last meeting.
  - c. **SWOT Analysis Review** – J. Eggleston made a recommendation to have the Executive Director candidates review the SWOT Analysis on their second interview and to come up with some goals and/or the SWOT results from the answers to then create their own SWOT analysis with some organization information that will be given. The Board discussed this issue and decided that Eggleston will create the SWOT analysis and then that will be used for a second interview project and to assist the new candidate in creating goals for the organization. One Board member mentioned that would be a fantastic way to sample their writing abilities.
  - d. **Acceptance of the FY 2017 Audit** – H. Collins noted the only thing that was suggested to be changed was the insurance clause section to make it state KSRA is covered with PDRMA insurance. H. Collins made a motion to accept the FY 2017 Audit and P. Bafia seconded the motion. All approved the motion.
6. **New Business**
  - a. **The Review of the Fraud Procedure for the Board** was discussed and there is still a need for revision and simplification of the process. The Board wants the scorecard back and revised so that they could utilize it easily. The Action of approval was tabled until the Board had a chance to submit changes and suggestions to J. Eggleston.

- b. There is no action on the final process until J. Eggleston can get the submissions from the other Board members.
- c. The discussion of the candidate interview schedule, the questions, and the structure was discussed. The need for the SWOT analysis was discussed as well.
- d. **Discussion of KSRA Agreement Concerns** – J. Eggleston shared with the board the PDRMA legal opinion about the agreement and the concerns that were raised. The discussion was had about the questions and the decisions were –
  - i. to have Kishwaukee SRA seek separate local legal counsel. The firms already utilized were Ansel-Glink, Fornine and Chadwich, Leinart and Muchart, and Matt Murdock. KSRA was recommended to have their separate legal counsel.
  - ii. The discussion was to possibly have DeKalb Park District serve as the administrative functioning agency. There are many duties – payroll, Human Resources, Financial - that the Executive Director is doing that should be assumed within the administrative agency so that the ED can concentrate on the bigger picture. There were mentions of how other agencies do it – J. Eggleston mentioned that LWSRA hired a Business Manager to come in and complete the AP/AR and payroll. She also mentioned that NASR in Belvidere has the Belvidere Park District assist in those roles. H. Collins and A. Doll discussed how their time is being taken up by KSRA business because of the vicinity of KSRA in the building. They discussed how it would be easier to have an Administrative agency and asked for discussion for that idea.
  - iii. There should be standards as to who can sit on the KSRA Board and who can be appointed to the board as an alternative.
  - iv. The “voluntary withdrawal” needs to be reworded to ensure that the park district cannot withdraw without responsibility or penalty.
  - v. The KSRA Board meetings and actions should follow the open meetings act.
  - vi. Also, the PDRMA legal counsel recommended that all park district members give KSRA their line of coverages for insurance for the KSRA.
- e. **Discussion of the Tax Levy Payment System** – J. Eggleston showed the board the sheet stating the payments and asked the Board members how they process the tax levy payments because Genoa is having a tough time paying the payments without Board approval and Flagg-Rochelle is on a different payment schedule. The board discussed how each member processes the payments – the Board agreed on the budgeted amounts, so when the Settlement sheets are processed, and the amounts are confirmed, then the financial manager processes the check for half of the amount and pays KSRA within 10 days, per the agreement. Flagg-Rochelle showed evidence of their different schedule and so J. Eggleston stated that she would correct the schedule for that park district and Genoa will work on processing the amounts timelier as the other park districts do.
- f. **The action to authorize Heather Collins as an IMRF Authorized Agent** – was tabled until the 7-25-18 meeting due to the need of a resolution to be approved.
- g. **The TR Program Coordinator Job Description Approval** – there were a few changes to the job description to have ready for the new Executive Director. The Board asked J.

Eggleston to create a list of the 5 top staff that she and Stacy would trust to facilitate the programs.

- h. **Review of Fall, 2018 program guide plan** – J. Eggleston reported that the Fall, 2018 program guide is in at Morningstar to be created and that the core programs are only planned. Eggleston reported that Stacy Veldhuizen has already planned the staffing for fall and asked her to create the SOP for Camp Maple Leaf and to have the final camp Maple leaf report by the August 14<sup>th</sup> meeting.
  - i. J. Eggleston reviewed the final timeline for the Executive Director duties and stated that she will get the independent contractor agreement to the board before the next meeting for them to review.
7. There were no announcements
  8. The public meeting was motioned to be adjourned by M. Stevens and M. McCann seconded that motion. All approved of the motion and the meeting was adjourned at 10:55 AM.

Minutes Respectfully Submitted,

Julie A. Eggleston, CTRS, MS

KSRA Executive Director