



**BOARD OF DIRECTORS - REGULAR MEETING MINUTES MARCH 13, 2024 - 10:00 a.m.
MIDLOTHIAN PARK DISTRICT, 14500 SOUTH KOSTNER AVE., MIDLOTHIAN**

I. CALL TO ORDER

The meeting was called to order at 10:00am by Director Fullerton

II. ROLL CALL – PRESENT:

HICKORY HILLS PARK DISTRICT	JENNIFER FULLERTON, PRESIDENT
PALOS HEIGHTS RECREATION DEPT.	MATT FAIRBANKS, VICE PRESIDENT
WORTH PARK DISTRICT	ROBERT O'SHAUGHNESSY
MIDLOTHIAN PARK DISTRICT	ED JUNG, TREASURER
BLUE ISLAND PARK DISTRICT	TEDDY RUTHENBERG
POSEN PARK DISTRICT	T.J. WHITCOMB

ABSENT at Roll Call:

ALSIP PARK DISTRICT	JEANNETTE HUBER
VILLAGE OF MERRIONETTE PARK	MICHELLE HIGGINS

SWSRA TEAM- PRESENT:

NICOLETTE LAHMAN	EXECUTIVE DIRECTOR
MARINA UHER	SUPERINTENDENT OF RECREATION
PATTI SWINEY	BUSINESS MANAGER

III. VISITOR AND CITIZEN COMMENTS-

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA

- A. Minutes of the Regular Board Meeting –January, 2024
- B. Disbursements – January Totaling \$24,638.98
- C. Financial Reports -January- Treasurer’s Report
- D. Disbursements – February Totaling \$16,028.99
- E. Financial Reports -February- Treasurer’s Report and Income Statement

Motion made by Director Whitcomb, seconded by Director Fairbanks to Approve the Administrative Matters/Consent Agenda as presented. Roll was called with Director Fullerton, Fairbanks, O’Shaughnessy, Jung, Ruthenberg and Whitcomb voting Yes. Motion passed 6 – 0.

V. PRESIDENT’S REPORT

- A. Correspondence – None
- B. Public Recognition – None

VI. STAFF REPORTS

- A. Executive Director Report, Nicolette Lahman – Report was placed on file
 - 1. January and February 2024 Donations/Sponsorships Received (**See attached**). Nicolette noted that there is a significant decline in general donations that the association has seen over the last couple of years. Due to this fund donations received will be 50/50 split (between general fund and scholarship) in an effort to build up the scholarship fund. In the past it has been an 80/20 split. SWSRA received the Target Circle donation from last quarter and that voting for first current quarter (Jan-March 2024) will end on March 31, 2024.

2. Recreation Report- **(See attached)** – Presented by Superintendent of Recreation, Marina Uher. Report placed on file.
3. Member District New Staff- SWSRA staff is willing to offer any new staff at Member Districts an orientation to SWSRA and SWSRA programs to better familiarize them with services as a member.
4. Illinois NFP Audit and Tax, LLP-Nicolette presented the Letter of Engagement for renewal of 2025-27 audits-(See Attached) (*)
5. CD Investment- Previous CD's matured and principal was reinvested in two different CD's.
6. FY 2024-25 Proposed Budget-Finance Committee-Nicolette and Ed Jung presented the proposed FY2024-25 budget. Discussion ensued regarding mandated Cook Co. Paid Leave Act and built into those salary lines that required those hours. Discussion of overtime pay for current exempt positions that could go to non-exempt should legislation change for minimum salary threshold. Budget proposed making PT Recreation Specialist a FT position. OASIS staff will become IMRF eligible with making program five days/week for the next FY. Director Jung and Fairbanks highlighted that there continues to be a decrease in member agency EAV's. They asked that there be consideration in adding language into the by-laws to state that member district contributions will not go below the previous years. Further discussion ensued regarding this and Director Fullerton asked that it be added to agenda and looked at for the FY25/26 budget.
7. DCEO Grant-Discussion ensued regarding application process, time dedicated to the project, funds needed for the project and is it reasonable for SWSRA to continue with the process.
8. SWSRA Personnel Policy Manual Section 3-15 Blood Donation Leave to Include Organ Donation Leave-Amendments reviewed. (See attached)*.
9. Fee Assistance/Scholarship Policy-(*) (See Attached)-Updated policy for review and approval
10. Executive Director Review-(See attached). Discussion on review process and how often ensued. A goal review will be done with the board at next meeting.
11. Target Circle- Voting closes 3/31/24
12. April Board Meeting –date change or time change-April 17, 2024 at 1:00 pm at Palos Heights.
13. Upcoming Events

B. Attorney Report – None

I. OLD BUSINESS (*= Action or Approval Item)

- A. SWSRA Personnel Policy Manual Section 3-13 Blood Donation Leave to include Organ Donation Leave. Director Fullerton asked for a Motion to approve. Motion made by Director Fairbanks, seconded by Director Jung to Approve the updated SWSRA Personnel Policy Manual Section 3-15 Blood Donation Leave to Include Organ Donation Leave. Roll was called with Director Fullerton, Fairbanks, O'Shaughnessy, Jung, Ruthenberg and Whitcomb voting Yes. Motion passed 6 – 0.

VII. NEW BUSINESS (*=Action or Approval Item)

- A. Illinois NFP Audit and Tax, LLP-Letter of Engagement 2025-2027(See Attached)(*)
Motion made by Director Fullerton, seconded by Director Whitcomb to Approve the Illinois NFP Audit and Tax, LLP-Letter of Engagement 2025-2027. Roll was called with Director Fullerton, Fairbanks, O'Shaughnessy, Jung, Ruthenberg and Whitcomb voting Yes. Motion passed 6 – 0.
- B. Fee Assistance/Scholarship Program Policy (See Attached)(*). Motion made by Director Whitcomb, seconded by Director Fairbanks to Approve the Fee Assistance/Scholarship Program Policy. Roll was called with Director Fullerton, Fairbanks, O'Shaughnessy, Jung, Ruthenberg and Whitcomb voting Yes. Motion passed 6 – 0.

VIII. BOARD OF DIRECTORS' COMMENTS

Board Members shared updates with in their Agencies

IX. EXECUTIVE SESSION (if necessary)

X. RECONVENE REGULAR MEETING

XI. ADJOURNMENT OF REGULAR MEETING

Director Fullerton asked for a Motion to adjourn regular meeting. Motion made by Director Whitcomb, seconded by Director Ruthenberg at 11:49am

A handwritten signature in cursive script, reading "Patti Swiney", written over a horizontal line.

Patti Swiney, Corresponding Secretary