

**DeKalb Park District
Board of Commissioners Study Session
Minutes
January 8, 2015**

The study session of January 8, 2015 was called to order at 6:05 pm by President Young.

Board Members Present: President Phil Young, Commissioners Dean Holliday, Keith Nyquist, and Bryant Irving.

Staff Members Present: Executive Director Jason Mangum, Superintendent of Golf Operations Roger Huber, Superintendent of Recreation Amy Doll, Superintendent of Finance Lisa Small, Superintendent of Parks and Planning Mat Emken, Colleen Belmont, Josh Clark and Todd Bex.

A motion to approve the agenda was made by Commissioner Holliday and seconded by Commissioner Irving. Motion carried by voice vote.

The Board heard a presentation by Julie Eggleston of KSRA with an overview of the KSRA activities for 2014. She began with a background to the commissioners of how SRA's are organized.

In addition to tax funding, Eggleston described the other funding received in regards to donations and sponsorships and highlighted the numerous volunteer hours that NIU students provide to the program. She described various grants that have been applied for and received. KSRA receives sponsorship for publication of the brochure that is publicized 3 times per year.

KSRA is growing. Last year there were 178 participant dates, which is 450% increase from previous year. This includes 78 participants served and does not include the Special Olympics program. Staff has expanded to include 7 year round part time staff. The volunteer hours have also increased significantly and are a very important part of the program. Space has expanded from one office into the west wing of Hopkins with cubicle space for part timers and J. Eggleston in her own office.

Inclusion services have skyrocketed. General program participation has also grown. KSRA is now offering programs for all ages.

The branding campaign was important in getting the word out about KSRA. The development of a website and logo was a key part of this and was funded by a grant. The website is a reactive website which means it sizes itself to whatever media device you are looking at it on. KSRA has also created an advertising project and created a leisure interest survey to find out what the community wants in its therapeutic recreation service. The data allowed KSRA to expand programs and take the lead on creating the adult day program.

Eggleston described a joint program with the DeKalb Park District, Ben Gordon Center and KSRA. She also mentioned collaborations with other SRA's in the area, noting the benefits for KSRA to be able to use some of the resources and knowledge of larger SRA's.

Commissioners were shown a video that was created to promote KSRA as a part of a class competition.

Eggleston explained how therapeutic recreation differs from recreation in that there are goals set for each individual in the program and for the programs themselves.

The adult transition program is the newest program. The CREATTE program was created by several families that have young adults that desired a program for this population. It meets 3 days per week from 8:30 am to 3 pm and meets at Hopkins. There are 2 paid staff and the rest of the program is staffed with volunteers.

KSRA collaborates with Opportunity House for Special Olympics. 8 sports are offered with 102 athletes participating. KSRA provides a set amount of money to Opportunity House and also provides half of the staff.

Inclusion needs are growing in the area. When an individual signs up for the class and checks that they need inclusion then Eggleston steps in. She contacts the family to determine what accommodation is needed for the class or program. KSRA may also provide an inclusion companion who is there specifically for that individual in the class or program. Eggleston does the specific observations for participants in the programs when contacted by staff as well.

Eggleston is the only full-time staff for KSRA. The skills of the part-time staff are utilized based upon their strengths. For 2015 KSRA will be offering an internship program.

KSRA is pursuing creative funding. Eggleston cited an example where they are able to offer swim lessons at ½ price from Iddy Bidy Swim School. For Y programs they are able to put their participants into lessons at the member rate and KSRA provides an inclusion companion. KSRA is also offering programs that support the families of the individuals with disabilities.

Eggleston reports that 2014 was a success in increasing public knowledge of KSRA, an increase in participation, an increase in funding, and increase in support staff and decrease in complaints.

President Young asked whether or not the DeKalb Park District is fulfilling the needs of KSRA. Eggleston responded that she is lucky to have a supportive board and supportive Park District agencies. She stated that KSRA is grateful for being able to utilize space at Hopkins Community Center and the Hopkins Shelter for low cost.

President Young commented that it is great that KSRA works with other agencies, especially allowing students to get on the job practical training. He also commended KSRA for practicing inclusion and allowing everyone to experience recreation. Eggleston responded that she agrees that the need for inclusion is growing here and that the

Commissioner Irving asked how late KSRA uses the shelter house. Eggleston responded that they use the shelter house beginning June 15th and end by August 1st. Commissioner Holliday asked if it was heated if they would use it. Eggleston responded yes. Commissioner Nyquist what the percentage of total enrollments are, that ask for inclusion services. Eggleston responded that she believes that last year there were 13 inclusion opportunities, 4 or 5 were sign language interpreters and the rest were inclusion companions.

Commissioner Nyquist moved to adjourn the meeting and Commissioner Irving seconded. Meeting adjourned at 6:46 pm.

DeKalb Park District
Board of Commissioners Meeting
Minutes
Hopkins Community Center
January 8, 2015

- I. Call to Order – President Young called the Board meeting to order at 7:00 p.m.

Board Members Present: President Phil Young, Commissioners Dean Holliday, Keith Nyquist, and Bryant Irving.

Staff Members Present: Executive Director Jason Mangum, Superintendent of Golf Operations Roger Huber, Superintendent of Recreation Amy Doll, Superintendent of Finance Lisa Small, Superintendent of Parks and Planning Mat Emken, Colleen Belmont, Josh Clark, Todd Bex, Scott deOliveira, and Bill Ryder.

- II. A motion to approve the agenda was made by Commissioner Holliday and seconded by Commissioner Irving. Motion carried by voice vote.

- III. Commissioner Holliday made a motion to appoint Dag Grada as a new Park Board Commissioner, Commissioner Irving seconded the motion. Motion carried by roll call vote. 4-0. Dag Grada was sworn in by Secretary Nyquist.

- IV. President Young presented Todd Bex, Project Manager with a service award for being at the District for 5 years. Director Mangum spoke of the void that was created when the previous Superintendent of Park left and how Bex stepped in to fill the void and always did it with a positive attitude. He noted that he is a positive asset to the team.

- V. Commissioner Irving motioned to approve the minutes from the December 11th study session and public meeting and the minutes from the December 30th special meeting. Commissioner Holliday seconded the motion. Commissioner Nyquist noted corrections to the minutes. Commissioner Holliday motioned to make changes to the minutes and Commissioner Irving seconded the motion. Motion carried by voice vote.

- VI. There was no correspondence

- VII. There were no public comments

- VIII. There was no old business

- IX. New business

- a. A motion was made by Commissioner Irving to approve the joint agreement with the Kishwaukee Special Recreation Associated and was seconded by Commissioner Holliday. Commissioner Holliday asked if the rate has changed. Director Mangum said no and indicated that this agreement has minor changes, including some language suggested by PDRMA and an increase in the dollar amount for purchases that Eggleston can approve. President Young asked who

- from the DeKalb Park District is on the Board. Director Mangum responded that is him and Superintendent of Finance Small. Motion carried by roll call vote, 5-0
- b. Commissioner Irving made a motion to approve Policy 4-2 on personal leave. The motion was seconded by Commissioner Grada. President Young commented that he thinks that it makes a lot of sense to allow staff to take time off in 1 hour increments rather than ½ days. He also noted that allowing staff to take personal days earlier is a good idea because employees may start the job and have children get sick on their 2nd day at the District. The motion carried by roll call vote, 5-0.
 - c. Commissioner Bryant motioned to approve the declaration of surplus items and Commissioner Holliday seconded the motion. Commissioner Nyquist asked whether the 1980 tractor was the ball crew tractor. Staff responded that it was not. President Young asked what we do with the items once they are declared surplus. Superintendent Emken responded that the District will try to sell, trade or auction what things still can be sold and will throw away things that no longer work. Motion carried by roll call vote, 5-0
- X. Commissioner Bryant motioned to approve the invoices for payment and Commissioner Holliday seconded the motion. Commissioner Bryant asked about wire glass and whether it was legal to use it. Todd responded that it could be used in the small areas that the District is using it. Motioned carried by roll call vote, 5-0.
- XI. Committee & Staff Reports
- a. Ellwood House – Director Mangum reported a victory with the zoning and planning commission from the city, resulting in 8 additional parking spots rather than the 20 that the city was initially requesting. The spots will be added using TIF funds. President Young reported that it will be in two sections of 4 parking spots.
 - b. Planning Commission – Commissioner Nyquist did not attend the meeting, but the meeting was covered by the Daily Chronicle. The meeting was televised and future meetings will also be televised. Superintendent Doll did attend the meeting and reported that the prospective new owners are proposing various upgrades to the University Village apartment complex, including some small “tot lot” playgrounds, replacement of the swimming pool with a splash pad, and some additional amenities. The residents of the apartment complex have asked the new owners to consider some sort of community space.
 - c. Trails and Trees Committee – Nyquist has received a draft of a tree protection plan. President Young mentioned that he did not receive the draft. A meeting will be scheduled in the near future.
 - d. Staff Reports- Commissioner Nyquist asked a staff to talk about how Foot Golf will be laid out. Superintendent Huber responded that the holes are shorter so they can lay out 18 holes on the course. He reported that it should play faster than regular golf. Commissioner Holliday asked whether the course would be closed to everyone else during Foot Golf. Superintendent Huber responded that it would not, but staff would pick slower times for the course to allow play.

President Young asked a question about the new lights put up around the maintenance campus. Superintendent Emken reported that this was a test or a demo model.

Commissioner Irving thanked whoever put up the decorations at the Ellwood House and thought they were beautiful.

President Young thanked the staff for the holiday party.

- XII. Adjournment – A motion to adjourn was made by Commissioner Irving, and seconded by Commissioner Holiday. Motion carried by voice vote.

Meeting adjourned at 7:35 pm.