

BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, March 6, 2019

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:32 p.m.
2. **Roll Call:** The following Roll Call was taken:

Members Present: Jen Hermonson, Addison Park District
Phyllis Schmidt, Bensenville Park District
Tim White, Butterfield Park District
Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
John Bealer, Village of Schiller Park
Matt Ellmann, Wood Dale Park District

Members Absent: Cathy Fallon, Oakbrook Terrace Park District
Greg Gola, Village of Villa Park

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant to the Director/HR
Kristen Chereso, Marketing & Communications Manager
Lara Batten, Accountant, Lauterbach & Amen, Business Services
3. **Introduction of Guests and Staff:** Chairman Friedrichs introduced Attorney Heidi Katz, who represents NEDSRA.
4. **Public Comments:** None
5. **Approval of Meeting Minutes:**
 - a. Chairperson Friedrichs requested a motion to approve Board of Trustees regular meeting minutes of February 6, 2019. Motion to approve was made by Trustee Ellmann and a second made by Trustee Baum. There being no discussion, motion passed unanimously on a voice vote with 9 ayes and 0 nays.
6. **Comments and Communications:** Director Poole noted that there was a packet for each Trustee to take which included an updated Calendar of Events, the NEDSRA Board of Trustees Directory, Communications between NEDSRA and Butterfield Park District received since the emailing of the packet and a copy of the Budget Power Point that will be presented at this meeting. Marketing Manager Chereso spoke on the Chipotle fundraiser for which a flyer was included in the packet. Director Poole noted that Attorney Katz is retiring and thanked her for her representation of NEDSRA the past eight years. She thanked everyone and said that it has been a great experience to be a part of NEDSRA.
7. **Consent Agenda – Ratify NEDSRA Financial Statements:**
 - a. Chairperson Friedrichs requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending January 31, 2019. The motion was made by Trustee Leno and seconded by Trustee Baum. On a roll call vote, voting aye: Trustee Schmidt, Bensenville Park District; Trustee White, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District;

Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Bealer, Village of Schiller Park; Trustee Ellmann, Wood Dale Park District; Trustee Hermonson, Addison Park District. Motion passed with 9 ayes and 0 nays.

8. **Chairperson of the Board Comments:** None.
9. **Agency Report:** Director Poole said that NEDSRA staff continues to work on the budget. Superintendent Barton said NEDSRA is moving forward with the new registration software and anticipates it will be operational for Fall registrations. Manager Chereso noted that there is an upcoming Sensory Station open house and that she and other volunteers will be out at the Addison Jewel/Osco taking donations to put towards the purchase of a new ADA Van. Accountant Batten and Executive Assistant Martellotta both stated that they continue work on the 2019/20 budget document.
10. **Unfinished Business:** None.
11. **New Business:** Request of Butterfield Park District Director for information.
 - a. Chairman Friedrichs recommended that Attorney Katz address the issues of why one of the emails with Butterfield Park District would be a FOIA request and the issue of providing sensitive data to the member partner. Attorney Katz stated that her firm represents seven other SRA's and that there is no specific government or municipal code that would apply to these issues. Most SRA's do consider personal information of participants as private. She said that Director Poole made her aware of what types of information was typically shared between NEDSRA and a Member Partner for programs such as inclusion and based on that conversation, Attorney Katz determined that the request of Director Reiner from Butterfield Park District was an unusual request and that it would not be appropriate to release personal information such as participant's name, addresses and disabilities. She stated that FOIA has a specific exception to requests of names and identities and are "withholdable" in this situation. Butterfield Director Reiner ultimately accepted this decision regarding the personal information requested. Trustee White explained why this information was requested. He said that Director Reiner and he wanted the information to take to their Board to show that involvement with NEDSRA was valuable. Trustee Leno asked how these stipulations of private information relate to when the NEDSRA staff request, via fax, a residency verification on a participant. Attorney Katz stated that she was not aware of these requests and asked if there was another method to check the residency. Chairman Friedrichs stated that the county should have this information by looking up the address. Attorney Katz recommended NEDSRA look into another method. Trustee Leno asked if it would be beneficial for NEDSRA to have a statement in the policy and procedures stating what information requests may be fulfilled. She said that Itasca had requested this same type of information 15 years ago and had received the information to review what types of programs Itasca participants were enrolled in at NEDSRA. Attorney Katz believes it would be in NEDSRA's best interest to have it in writing in a policy. Trustee Leno suggested that annual reports be provided to the member partners regarding participation in aggregate without divulging individual's information. Director Poole added that the difficulty with categorizing a participants disability is that many of NEDSRA participants have more than one disability. There was discussion regarding the hand out of the participation report from Northwest Suburban Special Recreation (NWSRA). Trustee White requested that the Board redact one of the emails between NEDSRA and Butterfield Park District, because it had information which could possibly identify the participant and to remain consistent with the current discussion. He then asked if there was any further discussion on this matter. There was none. Chairman Friedrichs said that he had received a call inquiring why these email discussions were disclosed. He said that it was at Attorney Katz's recommendation that they be provided in the Board packet to the Trustees, because there was language in them referring to a member possibly leaving the consortium which would affect all members. Chairman Friedrichs asked if there were any further

questions on this and there were none. He then went on to talk about the most recent communication between Butterfield Director Reiner, Trustee Leno as the former NEDSRA Board Chairperson and himself as the current NEDSRA Board Chairperson. The three of them will meet in person in the next week. Chairman Friedrichs expects to call an Executive Committee meeting in the near future to discuss this matter. Chairman Friedrichs said that the responsible parties would be included in the Executive Committee meeting. He commented that this is not a situation of NEDSRA staff versus Butterfield staff and that NEDSRA did not withhold information as they followed the legal advice of the NEDSRA attorney, nor does he believe that it is unreasonable for a member partner to receive basic information from NEDSRA regarding their residents participation in NEDSRA programming. He said that Lombard and Itasca had requested similar information 15 years ago and that it would be prudent to develop a policy/procedure to remain consistent with these requests. Trustee Knautz questioned whether there could be a motion to then further redact the email from page 69 of the Board Packet as discussed earlier. Attorney Katz said that this would be appropriate and allowable. A motion was made by Trustee Knautz, Village of Glendale Heights and a second by Trustee Leno, Itasca Park District to further redact the first two paragraphs of the email on page 69 of the Board Packet. The motion passed with 9 ayes and 0 nays. Chairman Friedrichs directed NEDSRA staff to further redact that email.

b. Memo and discussion of Inclusion Reimbursement Procedure draft.

Superintendent Barton directed the Board to the draft included in the packet and noted the details in the draft of reimbursement requests and procedures. He pointed out the forms currently used and the added information in the presented draft. Superintendent Barton reiterated that this is preliminary before any invoice would be issued. Trustee Leno asked where is it stated in writing that after the potential inclusion participant has been observed whether the person meets or does not meet the criteria to receive inclusion services from NEDSRA. She stated that this should be documented so that NEDSRA would not be responsible for fees if the participant did not meet the inclusion criteria, however if they did meet it, the Member Partner could use one of their staff if a NEDSRA staff is not available and invoice NEDSRA or use their ADA funds. Trustee Knautz and Trustee Ellmann concurred. There was further discussion and recommendations from the Board. Trustee Leno also said that the wages for Inclusion must include FICA and any other benefits that may apply. Discussion also followed regarding the hourly rate that Inclusion staff would be paid and if there was any stipulations on the maximum dollar amount. Trustee Knautz suggested the wording "mutually agreed upon" be added to the document. Superintendent agreed to revise the document and have it ready for the April Board meeting.

c. Discussion of NEDSRA 2019/20 preliminary budget.

Director Poole began by saying that the March workshop is to give an overview of where the Agency is going with the budget in the next year. He then presented a power point (a hand out of the slides was distributed) showing the changes in the Agency fund balance and that it has continued to grow, which is due in a large part to receipt of the DCEO grant. He showed how the Restricted Vehicle Fund has continued to decrease and will no longer support the purchase of a new ADA van. It was clarified that the Golf Marathon is the main event funding this account. Manager Chereso noted that she is working on new events to bring in revenue and described some of the ideas. She has also submitted to receive additional grants from other sources. The Director highlighted vehicles NEDSRA owns and that the fund will be at \$0 at the end of 2019/20. Trustee Leno questioned why there needs to be a separate "fund" for vehicles and if it was worth it to hold the Golf Marathon with the diminished attendance at the event. There was discussion on the pros and cons of keeping both or either of these items. The Director pointed out capital items needed throughout the building, some of which will have to be implemented before the end of the current fiscal year. Trustee Baum recommended using the money in the fund balance to make these repairs since the fund balance is so healthy. The Board requested that the projects be prioritized and brought back to the Board with the Budget proposal in April. Trustee Leno asked about

the Centennial Gym air conditioning project with Addison Park District. Director Poole said that he had just recently received the information that the total cost would be \$400,000, so NEDSRA's portion would be \$200,000. There has been no final decision yet. Trustee Hermonson said that she is waiting for final documentation before she moves forward with the project. She said the cost range could be \$200,000 to \$400,000. The Director also highlighted other operational impacts in salaries, program expenses, synergy and increases in revenue. The CPI was showing at 2.2%, but needed to be corrected to 1.9%. Director Poole then requested input from the Board. The Board agreed that the capital projects needed to be completed and that a draw on the fund balance is recommended to have the Agency run efficiently. The Board requested to see a copy of the Salary Survey that was conducted and the Director will have that sent out to them via email.

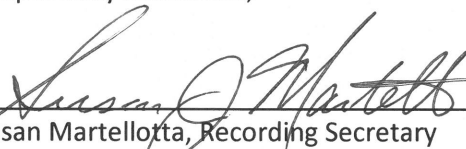
12. **Board of Trustees Comments:** None.

13. **Closed Session to Review Closed Meeting Minutes.** A motion to table this item was made by Trustee Knautz and a second was made by Trustee Bealer. The motion to table the closed session minutes review was passed unanimously with 9 ayes and 0 nays.

14. **Next Meeting Date:** Wednesday, April 3, 2019, 1:30 PM at the NEDSRA office.

15. **Adjournment:** Chairperson Friedrichs stated that there was no further business before the NEDSRA Board of Trustees and requested a motion to adjourn. A motion was made by Trustee Knautz and a second by Trustee Baum. The motion passed unanimously on a voice vote with 9 ayes and no nays. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,



Susan Martellotta, Recording Secretary



Paul Friedrichs, Chairperson



Matthew Ellmann, Board Secretary