

BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, April 3, 2019

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:36 p.m.
2. **Roll Call:** The following Roll Call was taken:

Members Present: 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
Cathy Fallon, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District

Members Absent: Jen Hermonson, Addison Park District

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:** None
4. **Public Comments:** None
5. **Approval of Meeting Minutes:**
 - a. Chairperson Friedrichs requested a motion to approve Board of Trustees regular meeting minutes of March 6, 2019. Motion to approve was made by Trustee Knautz and a second made by Trustee Leno. There being no discussion, motion passed unanimously on a voice vote with 10 ayes and 0 nays.
6. **Comments and Communications:** Director Poole noted that there were flyers for the Reach for the Stars event and the BBQ Bash both taking place in June.
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 February 28, 2019. The motion was made by Trustee Gola and seconded by Trustee Ellmann. 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 Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District. Motion passed with 10 ayes and 0 nays.

8. **Chairperson of the Board Comments:** Chairperson Friedrichs wished everyone a happy Easter. He requested that all trustees make their best effort to attend the May meeting for the Executive Director's evaluation, or that they send their alternate if they were unable to attend.
9. **Agency Report:** Director Poole updated the Board on building repairs which includes a new sump pump. He noted that staff is preparing the next quarter of the grant report for the state grant. Superintendent Barton spoke on the new registration software and stated that the week of April 29 is designated for on-site training. Marketing Manager Chereso highlighted the upcoming happenings and fund-development events. She requested the Board members RSVP for Reach for the Stars with their table requests.
10. **Unfinished Business:**
 - a. Presentation, discussion and approval of 2019/2020 NEDSRA Budget. Director Poole reviewed the proposed budget and pointed out items that the Board recommended using funds to improve such as the Capital items including the rooftop heater unit, AC in Centennial gym, parking lot lighting, parking lot asphalt repair, and other miscellaneous building upkeep. This would also include spending a projected \$16,528 from the capital account towards a new ADA accessible van; this would be added to the remainder of the funds in the restricted vehicle fund account bringing that account to \$0. Chairperson Friedrichs requested a motion to approve the NEDSRA Budget for Fiscal Year 2019/2020. The motion was made by Trustee White and seconded by Trustee Knautz. On a roll call vote, voting aye: 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 Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Schmidt, Bensenville Park District. Motion passed with 10 ayes and 0 nays.
 - b. Discussion of Inclusion Reimbursement Procedure. Board members reviewed and discussed the Inclusion Request Guidelines and the Inclusion Services Request form. There was debate on whether it was required to complete this form for every program or every season. Trustees recommended that the wording "Estimated amount of hours" be added to the form to cover that issue.
11. **New Business:**
 - a. Inclusion reimbursement invoice from Butterfield Park District. There was discussion on the amounts included and that moving forward member partners are required to complete the form in the Inclusion Reimbursement Procedure. Chairperson Friedrichs requested a motion to approve the reimbursement to Butterfield Park District for Inclusion Services facilitated by Butterfield Park District Staff with the contingency that the amount not exceed \$7,357.25. The motion was made by Trustee Ellmann and seconded by Trustee White. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Schmidt, Bensenville Park District; Trustee White, Butterfield Park District. Motion passed with 10 ayes and 0 nays.
 - b. Director Poole distributed the NEDSRA Conflict of Interest form and asked that trustees sign it and return it to Recording Secretary Martellotta.
12. **Board of Trustees Comments:** None.

13. **Motion to Convene into Closed Meeting.** Chairperson Friedrichs requested a motion to convene to Closed Session for the purposes of performing semi-annual review on minutes of meetings lawfully closed pursuant to Section 2(c)(21) of the Open Meetings Act. A motion was made by Trustee Knautz and a second by Trustee Bealer. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Schmidt, Bensenville Park District; Trustee White, Butterfield Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 10 ayes and 0 nays.

14. The Board convened into closed meeting at 3:35 p.m.

15. The Board reconvened into open meeting at 3:41 p.m. Chairperson Friedrichs requested a motion to take action on what was discussed during closed session. Trustee Knautz made a motion that

having this date conducted the semi-annual review of its closed meeting minutes authorize the destruction of the recordings on or after April 3, 2019, but not the release, of the following closed meeting minutes which had been approved at the September 5, 2018 meeting:

- a. Board of Trustees Closed Meeting Minutes; Personnel – November 9, 2016
- b. Board of Trustees Closed Meeting Minutes; Personnel – May 10, 2017
- c. Board of Trustees Closed Meeting Minutes; Personnel – July 27, 2017
- d. Board of Trustees Closed Meeting Minutes; Personnel – September 6, 2017

And that the following NEDSRA Board of Trustees approved closed meeting minutes and recordings require continued maintenance as confidential non-public records at this time:

- a. Board of Trustees Closed Meeting Minutes; Personnel – May 2, 2018
- b. Board of Trustees Closed Meeting Minutes; Personnel – June 14, 2018

and that the remaining approved, unreleased minutes listed as follows remain as confidential non-public records at this time.

- a. Board of Trustees Closed Meeting Minutes; Personnel – December 9, 2015
- b. Board of Trustees Closed Meeting Minutes; Personnel – January 6, 2016
- c. Board of Trustees Closed Meeting Minutes; Personnel – April 13, 2016
- d. Board of Trustees Closed Meeting Minutes; Personnel – May 9, 2016
- e. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
- f. Board of Trustees Closed Meeting Minutes; Personnel – May 26, 2016
- g. Board of Trustees Closed Meeting Minutes; Personnel – June 1, 2016
- h. Board of Trustees Closed Meeting Minutes; Personnel – June 13, 2016
- i. Board of Trustees Closed Meeting Minutes; Personnel – June 15, 2016
- j. Board of Trustees Closed Meeting Minutes; Personnel – June 20, 2016
- k. Board of Trustees Closed Meeting Minutes; Personnel – September 7, 2016

A second was made by Trustee Gola. On a roll call vote, voting aye: Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Schmidt, Bensenville Park District; Trustee White, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District. Motion passed with 10 ayes and 0 nays.

16. **Next Meeting Date:** Chairman Friedrichs stated that the next meeting is Wednesday, May 8, 2019, 1:30 PM at the NEDSRA office.

17. **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 Goal and a second by Trustee Bealer. The motion passed unanimously on a voice vote with 9 ayes and no nays. The meeting was adjourned at 3:46 p.m.

Respectfully submitted,



Susan Martellotta, Recording Secretary



Paul Friedrichs, Chairperson



Matthew Ellmann, Board Secretary