

## BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, March 1, 2017

1. **Call to Order** Chairman Leno called the meeting to order at 1:34 p.m. at NEDSRA's Administrative Office, 1770 W. Centennial Place, Addison, Illinois.
2. **Roll Call** The following Roll Call was taken:  
  
**Members Present:** Joe Vallez, Bensenville Park District (departed at 3:40 p.m.)  
Tim White, Butterfield Park District  
Keith Knautz, Village of Glendale Heights  
Paul Friedrichs, Lombard Park District  
Bruce Baum, Medinah Park District  
Cathy Fallon, Oakbrook Terrace Park District  
Matt Ellmann, Wood Dale Park District  
Geri Estvanik, Addison Park District  
Maryfran Leno, Itasca Park District  
  
**Members Absent:** John Bealer, Village of Schiller Park  
Greg Gola, Village of Villa Park  
  
**Staff Present:** Rick Poole, Executive Director  
Jerry Barton, Superintendent of Recreation  
Sue Martellotta, Administrative Services Manager  
Cathy Marron, Recording Secretary
3. **Introduction of Guests and Staff**  
Chairman Leno welcomed Tim White, Superintendent of Parks and Facilities for Butterfield Park District.
4. **Public Comments**  
Chairman Leno noted there were no public comments.
5. **Approval of Meeting Minutes – February 1, 2017**  
Chairman Leno requested a motion for approval of the Board of Trustees regular meeting minutes of February 1, 2017. Trustee Ellmann moved to approve the minutes of the Board of Trustees regular meeting of February 1, 2017, as presented. Trustee Friedrichs seconded the motion. There being no discussion, motion passed unanimously on a voice vote with 9 ayes and no nays.
6. **Comments and Communications**  
Director Poole announced that the three 40-year NEDSRA participants, Andy Cole, Brendan McArdle and Mary Knoll, were featured in brochures to celebrate NEDSRA's 40th anniversary.  
  
Superintendent Barton communicated that NEDSRA's Track & Field Meet is Saturday, May 20, and distributed "Save the Date" cards. He announced opening ceremonies were at 9:00 a.m. and invited everyone to attend.
7. **Ratify NEDSRA Financials for Period Ending January 31, 2017**  
Chairman Leno asked for a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending January 31, 2017. Trustee Knautz moved to ratify NEDSRA's Disbursements and Financial Statements as presented. Trustee Friedrichs seconded the motion. Chairman Leno asked if there were any questions, comments or corrections. There being no questions or comments, the motion passed on a roll call vote – Voting Aye: Trustee Estvanik, Addison Park District, Trustee Vallez, Bensenville Park District, Trustee White, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Fallon, Oakbrook Terrace Park District, Trustee Ellmann, Wood Dale Park District, and Chairman Leno, Itasca Park District.

**7. Ratify NEDSRA Financials for Period Ending January 31, 2017: Continued**

- a. Ratified NEDSRA Disbursements for period ending January 31, 2017
- b. Ratified NEDSRA Financials for period ending January 31, 2017

**8. Chairman of the Board Comments**

Chairman Leno announced that Trustee Gola's father recently passed away and offered condolences to him and his family and confirmed a condolence gift was sent.

**9. Agency Report**

a. State Grant Update

Director Poole reminded Board members that NEDSRA received the check from the State for the recent grant.

b. Part-time Marketing Position

Director Poole updated Board members that the part-time marketing position was posted on the IPRA website and he received some interest, but asked if any members were interested in sharing this position to let him know.

c. Upcoming Events

Director Poole highlighted some of the upcoming events and fundraisers such as; the BBQ Bash and Bags Tournament, Golf Marathon 100-Hole Challenge and Reach for the Stars.

d. Recreation Department Updates

Superintendent Barton reviewed the Healthy Minds/Healthy Bodies program information, as requested by the Board.

Superintendent Barton reported on inclusions through December 31, which included providing services to 48 separate individuals in 72 different park district and village programs. He also highlighted some of NEDSRA's more recent programs. Superintendent Barton thanked Addison Park District for use of its pool for NEDSRA's pool school program.

Trustee Knautz had some questions regarding Healthy Minds/Healthy Bodies and how NEDSRA is monitoring this program. A brief discussion followed, with Superintendent Barton answering several questions.

Chairman Leno requested an update on the Jeena Greenwalt Scholarship Award and the amount of the fund balance. Director Poole stated information regarding the award was included in the spring brochure and they would look into the fund balance and report to the Board.

**10. Unfinished Business**

a. Review and Approval of NEDSRA's Personnel Policy

Director Poole thanked the personnel committee, Trustees Knautz, Fallon and Gola, along with Chairman Leno for all the time they spent on this monumental task. Director Poole highlighted some of the recommended changes, both by the committee and the attorney. Chairman Leno explained changes to the nepotism portion of the Policy. Trustee Ellmann inquired about staff longevity and staff awards. Discussion followed, with Board members making several changes to the Policy and direction for staff to send back to the attorney for review with their changes.

Director Poole presented the committee's three options for employee vacation accrual as outlined in his memo. He stated the committee was unable to reach a consensus and he was looking to the Board for direction. After some discussion, Chairman Leno asked for a consensus from Board members and the majority chose option 2.

Chairman Leno asked for a motion approving NEDSRA's Personnel Policy, with the recommended changes. Trustee Knautz moved to approve NEDSRA's Personnel Policy, with the recommended changes. Trustee Friedrichs seconded the motion. On a voice vote, the motion passed unanimously with 9 ayes and no nays.

Chairman Leno called for a recess at 2:31 p.m. The meeting resumed at 2:35 p.m.

## **11. New Business**

### **a. Budget Workshop**

Director Poole presented his PowerPoint on the 2017-18 Budget, which depicted a five-year history and the challenges for producing a balanced budget. He explained that over the last five years, expenses were reduced by 18.9%, staffing positions were cut and member partner contributions decreased. Director Poole illustrated that inclusion services saw a significant increase to the budget of 198.3% over the same period. Director Poole stated if the trend continues in inclusion services a more serious review by Board members for future funding would be needed.

Director Poole continued with other alternatives for savings or changes to legacy programs, Healthy Minds/Healthy Bodies and Synergy, making cuts to employee continuing education, IT improvements and other areas. Trustee White said his understanding was that some of the grant money NEDSRA receives was to include money specifically for veterans and wheelchair sports programs. Discussion followed including updating metrics for specific programs and allocation of grant money. Director Poole reiterated these were not staff's recommendations, but were presented to show where further cuts would come from in order to achieve a balanced budget, as directed by the Board. Director Poole communicated that even with the cuts there would still be a deficit, so further cuts would come from staffing. In addition, the budget did not include any capitals. Director Poole explained that last year the Board put in place a fund balance policy, which requires a three-month fund balance of approximately \$550,000 and currently there is a small surplus. At this time, he is looking for direction from the Board.

Chairman Leno asked about inclusion services and the amount being budgeted, since there was a big increase. Director Poole expressed that staff wanted time to review this area and the costs before recommendations were made. Chairman Leno recommended that a small committee be formed to work with staff and make a recommendation to the Board within the first six months of the next fiscal year, since funding ties into the Articles of Agreement.

Trustee Vallez departed at 3:40 p.m.

Director Poole reiterated that he could present a balanced budget and he was outlining what the extremes would be, including cutting staff. Board members discussed whether there should be a balanced budget this year or drawing from the fund balance and then requiring a balanced budget next year. Trustee Ellmann felt that staff could do more trimming, but recommended no cuts to Healthy Minds/Healthy Bodies and Synergy. Trustee Fallon asked if NEDSRA had a capital improvement plan. Discussion followed with Chairman Leno recommending that \$5,000 to \$10,000 be built into the budget for capital improvements.

Chairman Leno stated the consensus of the Board was for staff to work with the approximate deficit, but they wanted more tightening before the budget is presented at the next meeting. Chairman Leno directed staff to provide Board members with a copy of the budget by March 27.

## **12. Board of Trustees Comments**

Trustee Ellmann announced that they have new phone numbers and he will provide his direct line. NEDSRA staff will update list and forward new list to Board members.

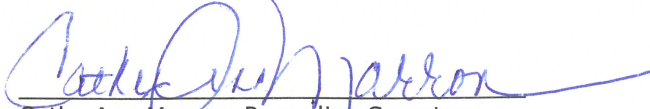
## **13. Next Regular Meeting**

Chairman Leno reminded Board members the next regular meeting of the Board of Trustees is Wednesday, April 5, 2017, at 1:30 p.m. at NEDSRA's Administrative office.

## **16. Adjournment:**

Chairman Leno stated there was no further business before the Board of Trustees and requested a motion to adjourn. Trustee Baum moved to adjourn the meeting at 4:03 p.m. Trustee Knautz seconded the motion. The motion passed unanimously on a voice vote with 8 ayes, no nays.

Respectfully submitted,



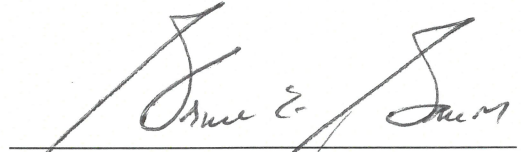
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Cathy Ann Marron, Recording Secretary



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Maryfran Leno, Chairman



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Bruce Baum, Secretary