
BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, September 7, 2016

1. **Call to Order** Chairman Maryfran Leno called the meeting to order at 2:30 p.m., at NEDSRA's Administrative Office, 1770 W. Centennial Place, Addison, Illinois.

2. **Roll Call** The following Roll Call was taken:

Members Present: Geri Estvanik, Addison Park District (2:32 p.m.)
Rick Robbins, Bensenville Park District
Keith Knautz, Village of Glendale Heights (2:37 p.m.)
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 (2:31 p.m.)
Maryfran Leno, Itasca Park District

Members Absent: Larry Reiner, Butterfield Park District

Staff Present: Rick Poole, Executive Director
Lori Miller, Recreation Manager
Cathy Marron, Recording Secretary

Guests Present: Brian LeFevre, Sikich, LLP

3. **Public Comments**
Chairman Leno noted there were no public comments.

4. **Amend Agenda**
Chairman Leno asked to amend the Agenda by moving Item a. under New Business, Presentation and Approval of Annual Financial Report, to immediately after the Chairman of the Board Comments. Trustee Friedrichs moved to amend the Agenda as requested. Trustee Gola seconded the motion. Motion passed unanimously on a voice vote.

5. **Approval of Meeting Minutes – August 10, 2016**
Chairman Leno requested a motion to approve the minutes from the Board of Trustees' Regular Meeting of August 10, 2016. Trustee Friedrichs moved to approve the minutes from the Board of Trustees' Regular Meeting of August 10, 2016. Trustee Robbins seconded the motion. Chairman Leno asked for any questions, comments or discussion. There being no questions, on a voice vote, the motion passed with Trustees Estvanik, Fallon and Gola abstaining.

6. **Comments and Communication**
Executive Director Poole explained the thank you letter from the Erickson's was for the dedication service of "Nikki's Garden" in memory of their daughter and NEDSRA participant Nicole Waitkus.

7. Consent Agenda – Ratify NEDSRA Financials

Chairman Leno asked for a motion to ratify the Consent Agenda for NEDSRA's financial reports for the period ending July 31, 2016. Trustee Ellmann moved to ratify NEDSRA's financials as presented. Trustee Gola seconded the motion. Chairman Leno asked if there were any questions, comments or corrections. Trustee Baum inquired after those bank accounts showing zero balances. Director Poole remarked those were legacy CD accounts, which were transferred to the MaxSaver account. Chairman Leno asked for any further questions, comments or corrections. On a Roll Call vote – Voting Aye: Trustee Robbins, Bensenville 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 Estvanik, Addison Park District, and Chairman Leno, Itasca Park District. Vote: 9 Ayes, No Nays.

- a. Ratified NEDSRA Disbursements for period ending July 31, 2016
- b. Ratified NEDSRA Financials for period ending July 31, 2016

8. Chairman of the Board Comments

Chairman Leno reminded everyone of the Golf Classic next week, Wednesday, September 14.

9. Presentation of Annual Financial Report

Chairman Leno introduced NEDSRA's auditor Mr. Brian LeFevre from Sikich, who presented the Annual Financial Report for Fiscal Year Ending April 30, 2016. Mr. LeFevre thanked the Board for inviting Sikich to present its report. Mr. LeFevre directed the Board's attention to page 1, which outlines their opinions using two standards followed in preparing the Annual Financial Report. The independent auditor's report follows and includes new standards required by GASB this year as it related to pensions. Mr. LeFevre continued reviewing the Annual Financial Report for Board Members, with recommendations for the Board to review restricted accounts and streamline those along with adopting a Fund Balance Policy. He proceeded to new information reporting for pensions this year and now they can start building 10-year schedules under GASB 68 for the pension standards.

Chairman Leno asked about the Member Partners' pension liability and if Mr. LeFevre thought this year's audit went more smoothly than last year. Mr. LeFevre remarked that since the pension liability was paid, it is no longer in the report. He stated progress was being made, but there were still some issues between staff and external accountants. The accounting software is date sensitive and he found that when the external accountant reconciled the bank accounts for April 30, 2016, the cash balances did not reflect the same amount. He stated that as outlined in the report, this area needs to be tightened up or a "soft close" could be performed. Trustee Friedrichs asked if this issue was corrected? Administrative Services Manager Martellotta said this item had not been explained and she will work with the accountants to correct the issue. She then interjected that the restricted accounts are being streamlined along with updating the Financial Policies. Director Poole thanked Mr. LeFevre, staff and Administrative Services Manager Martellotta for all their hard work.

Chairman Leno asked for a motion to approve the Annual Financial Report for Fiscal Year Ending April 30, 2016. Trustee Friedrichs moved to approve the Annual Financial Report for Fiscal Year Ending April 30, 2016, as presented. Trustee Knautz seconded the motion. On a Voice Vote the motion passed unanimously with 10 Ayes and No Nays.

Chairman Leno thanked Mr. LeFevre for all his hard work and excused him from the rest of the meeting at 2:55 p.m.

10. Agency Report – September 2016

Director Poole advised Board Members NEDSRA's Annual Service Reports were available for each member to take back to their districts. Also available were their shirts for the upcoming Golf Classic to wear on the day of the event. He stated there are 188 golfers registered to date and we continue to take registrations.

10. Agency Report – September 2016; Continued

- a. Recreation
Director Poole updated the Board on the purchase of a van, with expectations of delivery in the spring. He remarked that fall programs are underway and interviews for interns were conducted.
- b. Legislative
Director Poole informed Board Members he recently met with Representative Winger and has meetings scheduled with Representatives Willis and McAuliffe at the end of the week. These meetings are introductory in nature and have offered him the opportunity to thank them for their past support.
- c. 2016/17 Work Plan
Director Poole explained that computer training for staff, as listed in the Work Plan, is moving forward, with upcoming workshops planned for October. Also, staff had several meetings regarding the fund-raising software and plan on implementing new tools available to them.
- d. 40th Anniversary
Director Poole announced that he and staff have been busy working on upcoming 40th anniversary events and one concept is to incorporate the anniversary into the BBQ Bash.
- e. Member Partner Events
Director Poole reminded Board Members he will continue attending their events and listed several that he recently visited, along with an upcoming Oktoberfest planned in Villa Park and Itasca. He asked Board Members to advise him of any future events because he would like to attend.
- f. Synergy Boccia Tournament
Trustee Ellmann asked about the upcoming Synergy boccia ball tournament. Director Poole informed him that boccia is one of the bigger sports for tournaments and to be able to host this tournament is huge in many ways, including fundraising opportunities up to \$10,000. The tournament is early summer of 2017, and Synergy put in a bid to host and is looking for one other boccia court. Trustees Gola and Bealer stated they have courts and Director Poole thanked them and said he would pass the information along.
- g. Health Minds/Healthy Bodies
Chairman Leno inquired about finalization on the Healthy Minds/Healthy Bodies program. Director Poole stated he met with Coordinator Allen and he is still reviewing the information provided. Chairman Leno stated more information should be provided on a regular basis, including who pays for what including trainers and what certain grants cover. Trustee Ellmann commented that Board Members are looking for a tutorial of the program structure and key aspects, as well as an annual summation of the program. Trustee Ellmann remarked that more members might participate if they had a better understanding of the program. After a brief discussion, the Board directed staff to place Health Minds/Healthy Bodies on the November agenda and present the schematics of the program and the plan moving forward.
- h. Synergy Program
Trustee Friedrichs asked for an update on the Synergy program and those follow-up items discussed at the April Board meeting, such as: meetings with other SRA directors to join the cooperative, grants, etc. Director Poole stated that he has three meetings and discussed changes to the program. WDSRA informed him of a \$10K grant received for equipment, which met goals. Synergy Coordinator Stubbeman evaluated this program and reduced expenses. After some discussion, it was recommended to look into this further.
- i. Transition Plan
Trustee Bealer requested an update to the transition plan. Director Poole advised Board Members that staff have stepped up and are filling in where needed, but this means there is a lot of extra work for them.

11. Unfinished Business

a. Review and Approve SRA Levy Policy

Director Poole presented the revised SRA Levy Policy, with the recommended changes from the Board at the last meeting. After a brief discussion, Chairman Leno asked for a motion to approve the SRA Levy Policy. Trustee Ellmann moved to approve the policy on member partner use of SRA levy funds. Trustee Baum seconded the motion. Chairman Leno asked for any further discussion, questions or comments. Trustee Ellmann reminded Board Members that it was their responsibility to fill out the form and forward to NEDSRA, and he recommended that a simple tracking system be put in place for reporting to the Board the use of SRA levy funds. Chairman Leno asked if there were any further questions or comments. There being no further questions or comments, on a Roll Call vote – Voting Aye: Trustee Knautz, Village of Glendale Heights, 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 Estvanik, Addison Park District, Trustee Robbins, Bensenville Park District, and Chairman Leno, Itasca Park District. Vote: 10 Ayes, No Nays.

b. Review and Approve Amended Articles of Agreement

Director Poole explained the process for approving the changes to the Amended and Restated Articles of Agreement. Trustee Friedrichs interjected that if anyone noticed on the last page, Exhibit A, it referenced the new contribution base approved in 2013. Director Poole stated he recommended leaving it as a historical note for moving forward. After some discussion, Chairman Leno asked for a motion to approve the Amended and Restated Articles of Agreement. Trustee Friedrichs moved to the approve Resolution #09-01-2016 to Approve the Amended and Restated Articles of Agreement. Trustee Knautz seconded the motion. 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 Estvanik, Addison Park District, Trustee Robbins, Bensenville Park District, Trustee Knautz, Village of Glendale Heights, and Chairman Leno, Itasca Park District. Vote: 10 Ayes, No Nays.

12. New Business

a. Presentation and Review of 2015-16 Annual Service Report

Director Poole thanked Manager Miller for all her hard work in preparing this publication and asked her to give a presentation to the Board. Manager Miller remarked that this publication is important for the agency and used in various presentations throughout the year and mailings to donors, contacts and legislators. She stated that the cover design may be familiar and was part of a "series" with other publications. Manager Miller thanked Graphic Designer Andrews and Medinah Park District.

b. Discussion of Three-Month Financial Status

Director Poole referenced Page 2 of the Financial Report for period ending July 31, 2016, giving a brief synopsis of member partner contributions, explaining fees and charges and other areas of our bottom line. He explained we are on track, but there will be some expenses related to the transition, health insurance is up and this affects the bottom line. Chairman Leno stated that the Board should review health insurance policies before they are presented to staff. She asked for staff recommendations to be presented at the November meeting.

c. Discussion of RFP for Strategic Plan

Director Poole reminded the Board that an RFP for a strategic plan was one of the goals mandated for this year, in order to budget for this in the upcoming year. He informed Board Members that he spoke to Tod Stanton at Public Research Group and referenced the letter he received, which outlined components for the RFP. Director Poole asked for input for the scope and scale of this project. Trustee Ellmann suggested examining existing data from other agency strategic plans, determine specific number of stakeholder meetings, focus groups, etc., and break the surveys out from this RFP and do it separately. After discussing this matter, it was the consensus of the Board not to move forward with an RFP at this time, but to continue with pricing for pursuing a project of this depth.

12. New Business: Continued

d. Presentation and Discussion of Agency Organizational Chart

Director Poole addressed his memorandum and new organizational chart for moving forward with the many transitions. It was his intent to streamline responsibilities and utilize staffs' strengths, along with how it affects the budget. A lengthy discussion followed, including salary ranges for various positions, new overtime regulations and inclusion services.

13. Board of Trustees Comments

Trustee Ellmann announced that as part of their new branding, Wood Dale Park District will have a new domain name, which is wdparks.org.

Trustee Ellmann asked if there was further information regarding the new HVAC for the Centennial Place gym. Trustee Estvanik commented they are in the preliminary stage and are still working on the statistics. She will update everyone once they have everything compiled.

Trustee Baum thanked Director Poole for coming out to Medinah's Family Fest on August 27, and said appreciates his support.

14. Closed Meeting

Chairman Leno asked for a motion to adjourn from the regular meeting of the Board of Trustees and commence to a Closed Meeting, for the purposes of reviewing minutes of meeting lawfully closed under the Open Meetings Act, 5 ILCS 120/2(c)(21); and for purposes of discussing personnel pursuant to 5 ILCS 120/2(c)(1). Trustee Friedrichs moved to adjourn from the regular meeting of the Board of Trustees to Closed Meeting at 4:15 p.m. Trustee Knautz seconded the motion. On a Roll Call – 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 Estvanik, Addison Park District, Trustee Robbins, Bensenville Park District, Trustee Knautz, Village of Glendale Heights, and Chairman Leno, Itasca Park District. Voting Nay: None. The motion passed unanimously with 10 ayes and no nays.

15. Reconvene to Open Meeting – Take Action, if any:

At 4:32 p.m. Chairman Leno reconvened to open meeting. She asked for a motion to approve but not release the minutes of the Board's closed meetings held on May 18, 2016, and May 26, 2016. Trustee Knautz moved to approve but not release the minutes of the Board's closed meeting held on May 18, 2016, and May 26, 2016. Further, that all closed meeting minutes, or parts thereof, which the Board previously determined to continue to require confidentiality and should not be released at this time. Trustee Gola seconded the motion. Chairman Leno asked for any questions, comments or discussion. There being no discussion, on a Voice Vote – 9 Ayes, No Nays and No Abstentions. Motion passed unanimously.

16. Next Meeting Date

Chairman Leno advised that the next meeting of the Board of Trustees was Wednesday, November 9, 2016, at 1:30 p.m.

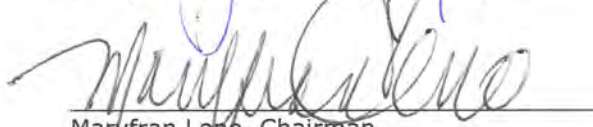
17. Adjournment:


Chairman Leno stated there was no further business before the Board of Trustees, and requested a motion to adjourn. Trustee Friedrichs moved to adjourn at 4:33 p.m. Trustee Gola seconded the motion. The motion passed unanimously with 9 ayes and no nays.

[SIGNATURE PAGE TO FOLLOW]

Respectfully submitted,


Cathy Marron, Recording Secretary


Maryfran Leno, Chairman


Bruce Baum, Secretary