Northeast DuPage Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, February 1, 2017

1. **Call to Order** Chairman Leno called the meeting to order at 1:34 p.m. at NEDSRA Administrative Office, 1770 W. Centennial Place, Addison, Illinois.

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

Members Present:
Geri Estvanik, Addison Park District
Joe Vallez, Bensenville Park District (departed 3:07 p.m.)
Sara June, Butterfield Park District
Keith Knautz, Village of Glendale Heights (arrived 1:35 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
Maryfran Leno, Itasca Park District

Members Absent: None

Staff Present:
Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Administrative Services Manager
Jamie Elam, Recreation Coordinator
Megan Siebert, Recreation Specialist
Sean Tovey, Recreation Coordinator
Cathy Marron, Recording Secretary

3. **Introduction of Guests and Staff**
Chairman Leno welcomed Sara June, Superintendent of Recreation for Butterfield Park District, and Joe Vallez from Bensenville Park District.

Superintendent Barton introduced Megan Siebert, NEDSRA's newest recreation specialist, who graduated in May from Illinois State University and interned at Northern Will County Special Recreation Association (NWCSRA). Next, he introduced Jamie Elam, Recreation Coordinator for Youth Programs and Day Camps. Coordinator Elam comes from NISRA (Northern Illinois Special Recreation Association) where she completed her internship and she recently graduated with a master's degree in therapeutic recreation.

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

5. **Approval of Meeting Minutes – December 7, 2016**
Chairman Leno requested a correction be made to the minutes, specifically the removal of a statement attributed to her on page 2, number 8, letter b, …"and the alternate for NEDSRA's Board of Trustees is Bensenville's park board president." Chairman Leno remarked that she did not make this statement and asked that it be removed. Chairman Leno asked for any further questions, comments or corrections. There being no further questions or comments, she asked for a motion. Trustee Ellmann moved to approve the minutes of the Board of Trustees regular meeting of December 7, 2016, as presented with the requested correction. Trustee Gola seconded the motion. There being no further discussion, motion passed unanimously on a voice vote with 11 ayes and no nays.

6. Comments and Communication

Director Poole reported there were no comments or communications at this time.

7. Consent Agenda – Ratify NEDSRA Financials

Chairman Leno asked for a motion to ratify the consent agenda on NEDSRA's Disbursements and Financial Statements for the periods ending November 30, 2016, and December 31, 2016. Trustee Friedrichs moved to ratify NEDSRA's Disbursements and Financial Statements as presented. Trustee Knautz 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 June, 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 Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, Trustee Vallez, Bensenville Park District, and Chairman Leno, Itasca Park District. 11 ayes and no nays.

a. Ratified NEDSRA Disbursements for period ending November 30, 2016
b. Ratified NEDSRA Financials for period ending November 30, 2016
c. Ratified NEDSRA Disbursements for period ending December 31, 2016
d. Ratified NEDSRA Financials for period ending December 31, 2016

8. Chairman of the Board Comments

Chairman Leno welcomed new trustees and new staff.

9. Motion to Amend Agenda

Chairman Leno asked for a motion to amend the Agenda by moving Item 11, under New Business, number c. Presentation and Approval of Van Bid Purchase to the next order of business. Trustee Friedrichs moved to amend the Agenda as requested. Trustee Gola seconded the motion. Chairman Leno asked for any questions or comments. There being no questions, the motion passed on a voice vote of 11 ayes and no nays.

10. Presentation and Approval of Van Bid Purchase

Director Poole reported that on January 23, 2017, NEDSRA received three bids, one alternate, and one no bid in response to the notice for bid. After reviewing the bids and specifications, it is staff's recommendation to purchase the 2017 Starcraft Allstar 15-passenger paratransit bus from Midwest Transit of Kankakee for $63,789. Director Poole stated this was the low bid and the Village of Villa Park is interested in purchasing NEDSRA's 2008 bus for $7,000, so there will not be a trade in with this purchase.

Following a brief discussion, Chairman Leno asked for any further questions or comments. There being no further discussion, she asked for a motion to approve the purchase. Trustee Bealer moved to approve the purchase of the 2017 Starcraft Allstar 15-passenger paratransit bus from Midwest Transit of Kankakee for $63,789. Trustee Knautz seconded the motion. The motion passed unanimously 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 Vallez, Bensenville Park District, Trustee June, Butterfield Park District, and Chairman Leno, Itasca Park District. 11 ayes and no nays.

11. Agency Report

a. Recognition

Director Poole recognized Coordinator Tovey for all his hard work putting together the bid specifications for the bus purchase and all his extra efforts as the Agency's fleet manager.

Director Poole also thanked Board Members for allowing staff to attend State Conference.

11. Agency Report: Continued

b. State Grant Update

Director Poole updated Board Members on the progress of the State grant; specifically we are waiting for a letter of confirmation from the IRS that NEDSRA is in good standing as a non-profit.

c. Part-time Marketing Staff

Director Poole announced that NEDSRA's part-time marketing staff resigned to take a full-time position. He reached out to Board members asking if they knew of any part-time marketing staff that may be interested in working with NEDSRA and asked if they would call him.

d. Upcoming Meetings with Member Partners

Director Poole announced he will be reaching out again to member partners in order to schedule meetings with their staff and elected officials. He referred to the new NEDSRA Ambassador/Liaison List provided for Board members and remarked that Board members and their staff can expect to receive calls to arrange meetings with their ambassador/liaison shortly. Please share this information with your superintendents and staff so these meetings can scheduled.

f. General Updates

Superintendent Barton updated Board members on a few recreation programs and announced NEDSRA's theater production group will be performing, "Jolly Roger and the Mermaid Princess," on Friday March 24, and a matinee show on Saturday, March 25. The production is held at the Mario Parente Theater in Oakbrook Terrace and everyone is invited.

Our annual Reach for the Stars event is scheduled for June 7, and will end our 40th anniversary celebrations.

Superintendent Barton highlighted some budget items, including inclusions and the Synergy program. Chairman Leno requested a breakdown of inclusion fees for each member partner district be reported during the budget process.

Trustee Friedrichs asked if more meetings are scheduled with SEASPAR (South East Association for Special Parks and Recreation) and if there were any updates from meetings with NWSRA (Northwest Special Recreation Association) regarding the Synergy Program. Director Poole reported that he did meet with Tracey Crawford, NWSRA's executive director, and received some positive feedback, but he did not have any new information to report. Director Poole will continue working with both agencies and advise the Board of any new developments.

Trustee Ellmann confirmed the date of the BBQ Bash as April 22, from 5:00 to 8:00 p.m. He also confirmed the date of the Golf Marathon 100-Hole Challenge as May 4.

12. Unfinished Business

a. Presentation and Discussion of Healthy Minds/Healthy Bodies (HM/HB)

Superintendent Barton made a presentation to Board members and disseminated the trifold on the HM/HB program created at NEDSRA for service veterans from any department of the armed forces. His presentation outlined how the veteran goes through the program, how a hosting facility operates within the program, and the role of the coordinator. Superintendent Barton outlined his recommended changes for the program that are to be implemented in the next fiscal year. A lengthy discussion followed with several Board members asking questions pertaining to licensing fees and membership criteria. Chairman Leno requested a fact sheet be prepared, outlining all the details of the Healthy Minds/Healthy Bodies program.

b. Presentation and Discussion of Personnel Policy

Director Poole presented information on the process of updating NEDSRA's Personnel Policy, including a survey sent and a committee formed. He sent the preliminary Policy to the Agency's attorney on January 10. Since that time, the attorney recommended significant revisions and several Board members asked for additional information.

12. Unfinished Business: Continued

b. Presentation and Discussion of Personnel Policy: Continued

Director Poole informed Board members that he has not received the attorney's revisions and with the additional information requested, another survey was sent to member partners and five SRAs. He would like to present the final policy to the Board at the March meeting. Chairman Leno recommended Board members return surveys so the information can be compiled and reviewed by both the Committee and the Agency's attorney. A brief discussion followed and Chairman Leno thanked the Committee and staff for their work.

13. New Business

a. Discussion and Approval of Potential Amended 2017 Board Calendar

Chairman Leno communicated that a trustee reached out to Director Poole because they would be unable to attend the scheduled meetings from February through May. She stated the May meeting will have to be changed because it conflicts with the Legislative Conference in Springfield, but recommended that the meetings stay the same with alternates attending. Trustee Vallez agreed with Chairman Leno and moved to leave the meeting dates for March and April as scheduled. Trustee Ellmann seconded the motion. After a brief discussion, the motion passed unanimously on a voice vote, 11 ayes and no nays.

Chairman Leno next reviewed the May meeting and recommended Wednesday, May 10, 2017, at 1:30 p.m. Trustee Friedrichs moved to change the May meeting as recommended. Trustee Ellmann seconded the motion. Chairman Leno asked for any questions or comments. There being no discussion, the motion passed unanimously on a voice vote, 11 ayes and no nays.

b. Presentation and Approval of Disposal of Property Resolution #02-01-2017

Director Poole presented Resolution #02-01-2017 Authorizing the Sale of Conveyance of Certain Personal Property, specifically the 2008 Ford Van and allowing the Executive Director to sell or trade-in said vehicle. Trustee Friedrichs moved to approve Resolution Authorizing the Sale or Conveyance of Certain Personal Property as presented. Trustee Knautz seconded the motion. A brief discussion followed with the Village of Villa Park agreeing to purchase said vehicle for $7,000. Chairman Leno asked if there were any further questions or comments. There being no further discussion, the motion passed on a roll call vote – Voting Aye: Trustee Vallez, Bensenville Park District, Trustee June, 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 Bealer, Village of Schiller Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, and Chairman Leno, Itasca Park District. Abstaining: Trustee Gola, Village of Villa Park. The motion passed with 10 ayes, no nays and 1 abstention.

Trustee Vallez exited the meeting at 3:07 p.m.

c. Presentation and Approval of Allowable Travel Expense Policy Resolution #02-02-2017

Director Poole next presented Resolution #02-02-2017 Approving Policy to Regulate Travel, Meal and Lodging Expenses, in order to comply with the Local Government Travel Expense Control Act. A brief discussion followed with questions related to rental vehicles and insurance being addressed. Chairman Leno asked for any further questions or comments. There being no further questions or comments, Trustee Gola moved to Approve Resolution #02-02-2017 Approving Policy to Regulate Travel, Meal and Lodging Expenses as presented. Trustee Knautz seconded the motion. The motion passed 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 June, Butterfield Park District, and Chairman Leno, Itasca Park District. The motion passed with 10 ayes, no nays and 1 absent.

14. Board of Trustees Comments

a. Wood Dale Park District Celebrating its 50th Anniversary
Trustee Ellmann announced that Wood Dale Park District is celebrating its 50th anniversary and will be hosting a party on the day of its organization, November 18, 2017. Save the date cards and invitations will be mailed at a later and all are invited.

b. IAPD Credentials
Trustee Friedrichs inquired about the IAPD Annual Meeting and what happened with NEDSRA's credentials because he noticed another SRA was unable to vote for the same reason. Staff responded they were not sure and made calls to rectify the matter.

c. Appreciation
Trustee Bealer thanked the NEDSRA Board for the arrangement while he was out for surgery in November.

d. Executive Committee Meeting
Chairman Leno informed Board members that an Executive Committee Meeting is planned and she will send an agenda once the date and time are confirmed.

15. Next Regular Meeting

Chairman Leno reminded Board members the next regular meeting of the Board of Trustees is Wednesday, March 1, 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 Friedrichs moved to adjourn the meeting at 3:23 p.m. Trustee Knautz seconded the motion. The motion passed unanimously on a voice vote with 10 ayes, no nays and 1 absent.

Respectfully submitted,

Cathy Ann Marron, Recording Secretary

Maryfran Leno, Chairman

Bruce Baum, Secretary