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## BOARD OF TRUSTEES REGULAR MEETING MINUTES

**Wednesday, April 5, 2017**

- 1. Call to Order** Chairman Leno called the meeting to order at 1:30 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  
Larry Reiner, Butterfield Park District  
Keith Knautz, Village of Glendale Heights (1:32 p.m.)  
Paul Friedrichs, Lombard Park District  
Bruce Baum, Medinah Park District  
Mike Gianatasio, Oakbrook Terrace Park District  
John Bealer, Village of Schiller Park  
Greg Gola, Village of Villa Park  
Michele Silver, Wood Dale Park District  
Maryfran Leno, Itasca Park District  
  
**Members Absent:** Joe Vallez, Bensenville Park District  
  
**Staff Present:** Rick Poole, Executive Director  
Jerry Barton, Superintendent of Recreation  
Sue Martellotta, Administrative Services Manager  
Cathy Marron, Recording Secretary  
Colleen Cline, Recreation Coordinator  
Beth Corso, Senior Recreation Coordinator  
Jamie Elam, Recreation Coordinator  
Sean Fritsch, Recreation Specialist  
A. Maggie Goode, Recreation Coordinator  
Carrie Henry, Recreation Coordinator  
Nora Sandoval, Administrative Assistant/Registrar  
Megan Siebert, Recreation Specialist  
Jason Stubbeman, Coordinator Synergy Adaptive Athletics
- 3. Introduction of Guests and Staff**  
Chairman Leno welcomed Trustee Reiner back and noted Alternates Gianatasio, Oakbrook Terrace Park District and Silver, Wood Dale Park District, were in attendance.  
  
Director Poole introduced NEDSRA staff in attendance, Colleen Cline, Beth Corso, Jamie Elam, Sean Fritsch, Maggie Goode, Carrie Henry, Megan Siebert, Jason Stubbeman, and Nora Sandoval.
- 4. Public Comments**  
Chairman Leno remarked there were no public comments.
- 5. Approval of Meeting Minutes – March 1, 2017**  
Chairman Leno requested a motion to approve the Board of Trustees regular meeting minutes of March 1, 2017. Trustee Friedrichs moved to approve the minutes of the Board of Trustees regular meeting of March 1, 2017, as presented. Trustee Knautz seconded the motion. There being no discussion, motion passed unanimously on a voice vote with 10 ayes and no nays.

**6. Comments and Communications**

Director Poole reported that longtime participant, Timothy Zielski, recently moved to Rolling Meadows and his parents wrote a nice letter thanking NEDSRA and staff for the encouragement and support the family was given over the years. He announced that Trustee Fallon gave birth to a daughter and he received an email from her thanking the NEDSRA Board for the nice gift she received.

Director Poole mentioned the meeting minutes from the Personnel Committee were included in the packet and thanked everyone on the committee for their time. In addition, he reminded Board members of the upcoming Reach for the Stars event on June 7, 2017.

**7. Consent Agenda - Ratify NEDSRA Financials for Period Ending February 28, 2017**

Chairman Leno asked for a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending February 28, 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. Trustee Friedrichs asked for further explanation from Administrative Services Manager Martellotta regarding the two PDRMA payments. Administrative Services Manager Martellotta explained these were health insurance payments made to PDRMA. Chairman Leno asked if there were any further questions or comments. There being no further questions or comments, the motion passed on a roll call vote – Voting Aye: Trustee Reiner, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Gianatasio, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Silver, Wood Dale Park District, Trustee Estvanik, Addison Park District and Chairman Leno, Itasca Park District. Motion passed with 10 ayes and no nays.

- a. Ratified NEDSRA Disbursements for period ending February 28, 2017
- b. Ratified NEDSRA Financials for period ending February 28, 2017

**8. Chairman of the Board Comments**

Chairman Leno informed Board members they would be receiving an email with an evaluation tool and timeline for the annual review of the executive director.

**9. Agency Report**

Director Poole reminded Board members of several upcoming matters, including their Statements of Economic Interest due May 1. He asked if any Board member wished to attend the Track Meet on May 20, to let him know, so that proper introductions could be made at the event.

a. Recreation Department Updates

Superintendent Barton highlighted a couple of events and programming, including the Synergy basketball team recently attending the Nationals tournament, placing 5th out of 16 teams. He highlighted the upcoming travel trip April 20, "The Great Outdoors," with nine participants heading to Pennsylvania, Maryland and West Virginia.

Superintendent Barton announced that he and Coordinator Cline would be reaching out to member partner staff regarding inclusion training, which will be hosted here or at the member partner districts. They will be discussing inclusion services with full-time staff and offering training to member partner part-time staff and camp counselors on inclusion.

**10. Unfinished Business**

a. Approval of NEDSRA's Personnel Policy

Director Poole stated that Personnel Policy presented before the Board was reviewed by the Agency's attorney. He continued by explaining a few recommended changes requested by Trustee Ellmann, who was unable to attend the meeting. Trustee Silver further expanded on those recommendations. Chairman Leno stated each recommendation would be reviewed and discussed before moving on.

## **10. Unfinished Business: Continued**

### **a. Approval of NEDSRA's Personnel Policy: Continued**

After discussing proposed changes and several other areas of the policy, Chairman Leno asked for a motion approving NEDSRA's Personnel Policy as presented. Trustee Knautz moved to approve NEDSRA's Personnel Policy as presented. Trustee Reiner 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 Gianatasio, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Silver, Wood Dale Park District, Trustee Estvanik, Addison Park District, Trustee Reiner, Butterfield Park District, and Chairman Leno, Itasca Park District. Motion passed with 10 ayes and no nays.

### **b. Approval of 2017/2018 Budget**

Chairman Leno asked Director Poole to review the 2017/2018 Budget with Board members. He discussed some of the most recent changes made and addressed some important components, including EAV increases, CPI growth, and inclusion services that continue to grow.

Trustee Silver inquired if there were sufficient funds for public relations to support fundraising initiatives. Director Poole answered that different methods of communication are in place and he is looking for a part-time marketing person. After a brief discussion, Trustee Knautz suggested changing the description of the account might better clarify this issue.

Trustee Friedrichs asked for clarification on fees and charges and the differences from 2015-16 to 2016-17 and projections for 2017-18. The budget reflects that in 2015-16, we collected \$352,000 and for 2017-18, we are projecting \$295,000. Trustee Friedrichs asked why fees and charges were up from 2014-15 by \$68,000 in 2015-16 and then in 2015-16 were down by \$58,000 and now projections are up by \$10,000 for 2017-18. Superintendent Barton explained that there were a large number of previously uncollected fees that Administrative Assistant/Registrar Sandoval was able to collect. Trustee Friedrichs complimented Sandoval on a nice job.

Director of Fund Development Lesniak summarized her area by outlining positive results in most categories, which exceeded goals. She reviewed the challenges for next year including obtaining more corporate sponsors. Chairman Leno raised some questions about Reach for the Stars and registration fees. A brief discussion followed this inquiry.

Superintendent Barton briefly reviewed programs and recreation, including the number of individuals served, inclusions, fees and charges, and part-time wages. He stated that changes are being implemented in order to provide more accurate numbers, track registrations, and prepare detailed and individualized information for each member partner district. A brief discussion followed with comments related to future capital improvements, inclusion services and moving forward.

Director Poole proceeded by addressing the restricted account on page 17, vehicle purchases, and proceeded to discuss the Agencies beginning fund balance for 2017-18 at \$805,848, which is above the fund balance policy of \$600,000.

Chairman Leno asked for a motion to approve the 2017/2018 Budget as presented. Trustee Friedrichs moved to approve the 2017/2018 Budget as presented. Trustee Knautz seconded the motion. Chairman Leno asked if there were any further questions or comments. The motion passed on a roll call vote – Voting Aye:; Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Gianatasio, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Silver, Wood Dale Park District, Trustee Estvanik, Addison Park District, Trustee Reiner, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, and Chairman Leno, Itasca Park District. Motion passed with 10 ayes and no nays.

## **11. New Business**

Chairman Leno stated there was no new business before the Board.

**12. Board of Trustees Comments**

Trustee Gola thanked everyone for the condolences.

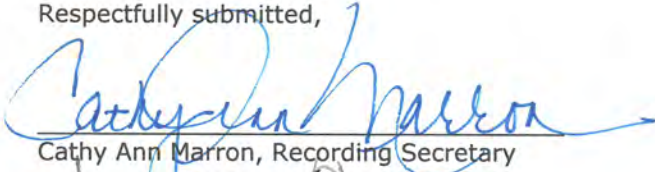
**13. Next Regular Meeting**

Chairman Leno reminded Board members the next regular meeting of the Board of Trustees is Wednesday, May 10, 2017, at 1:30 p.m. at NEDSRA's Administrative office.

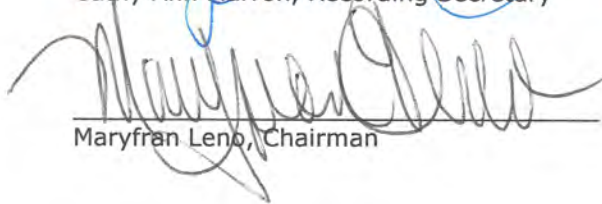
**14. Adjournment:**

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 2:55 p.m. Trustee Baum seconded the motion. The motion passed unanimously on a voice vote with 10 ayes, no nays.

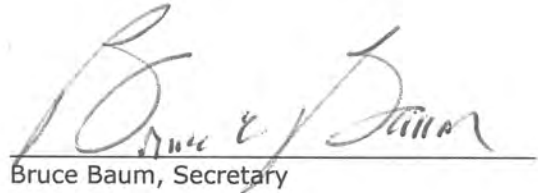
Respectfully submitted,



Cathy Ann Marron, Recording Secretary



Maryfran Leno, Chairman



Bruce Baum, Secretary