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## BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, May 10, 2017

1. **Call to Order** Chairman Leno called the meeting to order at 1:35 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  
Rory Joyce, Bensenville Park District (1:36 p.m.)  
Sara June, Butterfield Park District  
Keith Knautz, Village of Glendale Heights  
Paul Friedrichs, Lombard Park District  
Bruce Baum, Medinah Park District  
Greg Gola, Village of Villa Park  
Matt Ellmann, Wood Dale Park District (1:55 p.m.)  
Maryfran Leno, Itasca Park District  
  
**Members Absent:** Cathy Fallon, Oakbrook Terrace Park District  
John Bealer, Village of Schiller 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 Alternate Rory Joyce from the Bensenville Park District to the meeting.
4. **Public Comments**  
Chairman Leno remarked there were no public comments.
5. **Approval of Meeting Minutes – April 5, 2017**  
Chairman Leno asked for a motion to approve the Board of Trustees regular meeting minutes of April 5, 2017. Trustee Friedrichs moved to approve the minutes of the Board of Trustees regular meeting of April 5, 2017, as presented. Trustee Knautz seconded the motion. There being no discussion, motion passed unanimously on a voice vote with 8 ayes and no nays.
6. **Comments and Communications**  
Chairman Leno reported there were no comments or communications.
7. **Consent Agenda - Ratify NEDSRA Financials for Period Ending March 31, 2017**  
Chairman Leno asked for a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending March 31, 2017. Chairman Leno asked if there were any questions, comments or corrections to the financials. After a brief discussion, a request for a correction to the check detail was made. Trustee Gola moved to ratify NEDSRA's Disbursements and Financial Statements, with the change as requested. Trustee Baum seconded the motion. On a roll call vote – Voting Aye: Alternate Joyce, 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 Gola, Village of Villa Park, Trustee Estvanik, Addison Park District and Chairman Leno, Itasca Park District. Motion unanimously passed with 8 ayes and no nays.
  - a. Ratified NEDSRA Disbursements for period ending March 31, 2017
  - b. Ratified NEDSRA Financials for period ending March 31, 2017

**8. Chairman of the Board Comments**

Chairman Leno reminded Board members that the upcoming June meeting is considered the Agency's annual meeting and it will include election of new officers. She recommended the following individuals to serve two-year terms and asked if anyone else was interested, to please email her.

Recommendation

Trustee Paul Friedrichs – Chairman  
Trustee Bruce Baum – Vice Chairman  
Trustee Matt Ellmann – Secretary  
Executive Director Rick Poole – Treasurer

**9. Agency Report**

Director Poole thanked Board members for their support of the Golf Marathon 100-Hole Challenge on May 4, where 16 golfers participated and raised money for the vehicle transportation fund. He acknowledged Trustee Ellmann, Wood Dale Park District and staff at Salt Creek Golf Club for sponsoring the event, preparing the course and having TopGolf ready as an alternative in case of rain.

Director Poole highlighted the BBQ Bash fundraiser on April 22. Approximately 215 individuals were in attendance and this was well above last year's number. New additions to the event included 17 bags teams competing in a tournament and Church Street Brewery. Anticipated revenue for this event was \$5,000 and we are over \$7,500.

He reported that NEDSRA's auditor, Sikich, LLC, started its preliminary work on the audit, which included staff interviews. Fieldwork is scheduled for the week of June 19, and work on the audit is progressing smoothly.

Director Poole announced NEDSRA has 18 athletes who qualified for the Special Olympics Summer Games at Illinois State University. Our athletes leave on June 9 and return June 11. Jeff Grams, NEDSRA's custodian, qualified in shot put by a wide margin and we wish him and all our athletes good luck.

Director Poole commented that the Reach for the Stars dinner is June 7.

a. Recreation Department Updates

Superintendent Barton reminded Board members that NEDSRA's Annual Track & Field event is Saturday, May 20 at Glenbard East High School. It is anticipated that 200 athletes will participate along with the same number of volunteers assisting at this event. He invited Board members to attend any part of the day, with opening ceremonies from 8:30 a.m. to 10:00 a.m. and competition and lunch from 10:00 a.m. until 2:00 p.m.

Chairman Leno asked for an update on the Jeena Greenwalt Scholarship Award process. Superintendent Barton there have been very few applicants and staff is currently soliciting more. Chairman Leno reminded Superintendent Barton that this is a Board award and Board members would like to review the applicants and make its recommendation to staff. Superintendent Barton remarked that once he received more applications he would forward them to the Board.

**10. Unfinished Business**

Chairman Leno stated there was no unfinished business.

**11. New Business**

a. Approval of Revisions to NEDSRA's Financial Management and General Operations Policies

Director Poole informed Board members that updates were made to Illinois Compiled Statutes, specifically 105 ILCS 5/10-20.21, pertaining to the threshold for awarding contracts. Under this revision, it raised the threshold requiring Board approval from \$20,000 to \$25,000. As NEDSRA adheres to these statutes, staff recommends revising NEDSRA's Financial Management and General Operations Polices, specifically Section I General and Administration: C. Purchasing; number 3. Quotes, Bids and Contracts.

**11. New Business: Continued**

- a. Chairman Leno requested a motion to revise NEDSRA's Financial Management and General Operations Policies as recommended by staff. Trustee Baum moved to revise the NEDSRA purchasing threshold requiring Board of Trustees' approval from \$20,000 to \$25,000. Trustee Gola seconded the motion. Chairman Leno remarked that this policy was followed by all member agencies and 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 Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Gola, Village of Villa Park, Trustee Estvanik, Addison Park District, Alternate Joyce, Bensenville Park District, Trustee June, Butterfield Park District, and Chairman Leno, Itasca Park District. Motion passed with 8 ayes and no nays.
- b. Approval of Revision to Board of Trustees' Manual  
Director Poole explained that in order to remain consistent with recent revisions made to financial and personnel procedures and to eliminate duplicative language, it was suggested to review and recommend revisions to the Board of Trustees' Manual. Director Poole recommended the Board further deliberate on these items, especially with the Board's job descriptions, in order to ensure changes are consistent with their vision of operations and interactions. Chairman Leno interjected she contacted Director Poole with concerns of moving forward with approving just these areas without looking at everything as a whole. Another concern is the explanation of the executive committee, which the Board should spend more time reviewing this area, as well as other areas of the manual.

Chairman Leno recommended tabling this item and having the executive committee review and make recommendations, have the attorney review and then bring it back for final approval. After a brief discussion, it was the consensus of the Board to table this item until a draft has been prepared.

**12. Board of Trustees Comments**

Chairman Leno noted there were no trustees' comments, but welcomed Trustee Ellmann to the meeting at 1:55 p.m.

**13. Closed Meeting**

Chairman Leno requested a motion to adjourn from the regular meeting of the Board of Trustees and commence to Closed Meeting, for the purposes of discussing issues related to the appointment, employment, compensation, discipline, performance of personnel, pursuant to the Open Meetings Act, 5 ILCS 120/2(c)(1). Trustee Baum moved to adjourn from the regular meeting of the Board of Trustees to Closed Meeting at 1:56 p.m. Trustee June seconded the motion. On a roll call – Voting Aye: Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Gola, Villa of Villa Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, Alternate Joyce, Bensenville Park District, Trustee June, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, and Chairman Leno, Itasca Park District. Motion passed unanimously with 9 ayes and no nays.

**14. Return to Open Meeting - Take Action, if any.**

At 3:48 p.m., Chairman Leno reconvened to open meeting and requested a motion to approve to increase the compensation of the executive director by 2.5%. Trustee Baum moved to approve to increase the compensation of the executive director by 2.5%. Trustee Gola seconded the motion. On a roll call – Voting Aye: Trustee Baum, Medinah Park District, Trustee Gola, Villa of Villa Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, Alternate Joyce, Bensenville Park District, Trustee June, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, and Chairman Leno, Itasca Park District. Motion passed unanimously with 9 ayes and no nays.

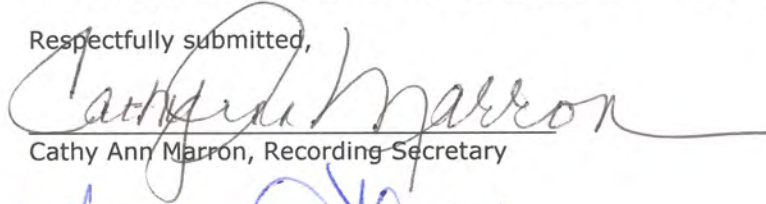
**15. Next Regular Meeting**

Chairman Leno reminded Board members the next regular meeting of the Board of Trustees is Wednesday, June 14, 2017, at 1:30 p.m. at NEDSRA's Administrative office.

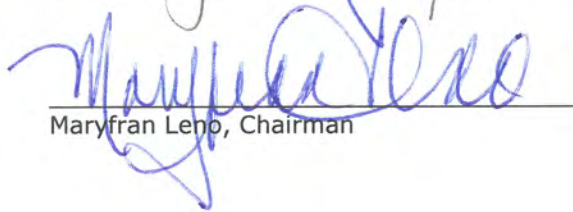
**14. Adjournment:**

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 3:50 p.m. Trustee Knautz seconded the motion. The motion passed unanimously on a voice vote with 9 ayes and no nays.

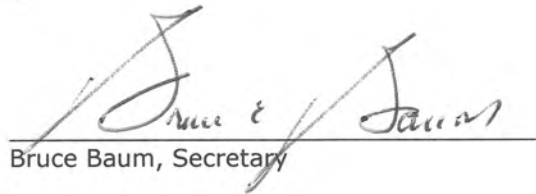
Respectfully submitted,



Cathy Ann Marron, Recording Secretary



Maryfran Leno, Chairman



Bruce Baum, Secretary