

## BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, September 6, 2017

1. **Call to Order** Chairperson Friedrichs 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  
Sara June, Butterfield Park District  
Keith Knautz, Village of Glendale Heights  
Maryfran Leno, Itasca Park District  
Bruce Baum, Medinah Park District  
Paul Friedrichs, Lombard Park District  
Greg Gola, Village of Villa Park  
John Bealer, Village of Schiller Park (Arrived at 1:36 p.m.)

**Members Absent:**

Joe Vallez, Bensenville Park District  
Cathy Fallon, Oakbrook Terrace Park District  
Matt Ellmann, Wood Dale Park District

**Staff Present:**

Rick Poole, Executive Director  
Jerry Barton, Superintendent of Recreation  
Sue Martellotta, Administrative Services Manager (ASM)  
Cathy Marron, Recording Secretary

Chairperson Friedrichs asked if there were any objections to moving Agenda Item #11, Audit Presentation, to Item # 5. There were no objections.

3. **Introduction of Guests and Staff**

Brian LeFevre, Sikich LLP

4. **Public Comments**

None

5. **New Business (Moved up by Board from Agenda Item # 11)**

- a. Presentation and Approval of Annual Financial Report Year Ending April 30, 2017.

Chairperson Friedrichs asked ASM, Sue Martellotta to introduce Brian LeFevre from Sikich LLP Auditing Firm. Sue ascertained that all Board members had copies of the audit. Brian stated that the Sikich opinion is on the first pages of the document. He said that their firm follows two sets of standards, Auditing Standards governed by AICPA and Financial Reporting Standards. Mr. LeFevre announced that the firm of Sikich LLP is pleased to present an unmodified opinion, which is the highest level that is presented. He stated that the Executive Summary prepared by NEDSRA, which is a GASB requirement, is consistent with the Sikich findings. He also explained that the net position includes all assets and liabilities. Brian went through more details of the audit, including how restricted accounts were combined per board direction from last year. There was a question from Trustee Leno to clarify that the net fund balance does not include ADA money that NEDSRA holds for partners. Director Poole added any other restricted monies are also not in that fund balance number. Trustee Leno also inquired if there are any current or former employees that could buy back any more service years. Director Poole and ASM Martellotta replied that there might be some from a former employee. Trustee Leno asked Brian if any processes or procedures of the agency should be changed or updated. Mr. LeFevre recommended the tracking of partner ADA reimbursement monies be recorded differently at year-end. Director Poole clarified that in the monthly financial statements presented to the Board, the funds show as separate amounts. Brian stated that recommendations in prior audits had been implemented and the agency showed significant progress in the past three years. He said that Sue and staff were very prepared and on time with documents and requests.

Trustee Leno noted that the budget process on page 28 of the audit stating that there is a Committee review is no longer performed. Ms. Martellotta took note and stated that it will be corrected. Chairperson Friedrichs requested a motion to approve the Annual Financial Report for year ending April 30, 2017 as presented. A motion was made by Trustee Leno and a second by Trustee Knautz. There being no further discussion, on a roll call vote – voting aye: Trustee Estvanik, Addison Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Baum, Medinah Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee June, Butterfield Park District; and Chairperson Friedrichs, Lombard Park District. Motion passed with 8 ayes, no nays.

Brian LeFevre was dismissed from the meeting.

**6. Approval of Meeting Minutes**

Chairperson Friedrichs requested a motion to approve the Board of Trustees Special Meeting minutes of August 16, 2017. Trustee Leno motioned to approve the minutes. Trustee Knautz seconded the motion. There being no discussion, motion passed unanimously on a voice vote with 8 ayes and no nays.

**7. Comments and Communications**

Rick Poole pointed out the highlight of NEDSRA participant Michael Klufetos in a Ray Graham article along with other articles, sighting the work of the new part-time Marketing staff. He also mentioned the basket for a raffle that NEDSRA supplied to Medinah Park District for their event.

**8. Consent Agenda - Ratify NEDSRA Financials**

Chairperson Friedrichs asked for a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending July 31, 2017. Trustee Baum moved to ratify said disbursements and statements and Trustee Gola seconded the motion. On a roll call vote – voting aye: Trustee Estvanik, Addison Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Baum, Medinah Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee June, Butterfield Park District; and Chairperson Friedrichs, Lombard Park District. Motion passed with 8 ayes, no nays.

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

**9. Chairperson of the Board Comments**

Chairperson Friedrichs welcomed back Trustee Estvanik and noted that Steve (Muenz) did a great job in her absence.

**10. Agency Report**

Director Poole noted progress on the upcoming Golf Classic. He is seeking sponsorship for the NEDSRA Homecoming Dance from community groups. Superintendent of Recreation, Jerry Barton noted a bump in the Inclusion area during summer season. NEDSRA offered a post-camp this summer, which was successful. The mini-van that was purchased was delivered. Staff is meeting with the Booster Club to secure sponsorship for the graphics to be painted on the mini-van. Superintendent Barton also highlighted grants that have been applied for and that staff were present to receive an \$800 grant check from the Villa Park Rotary Club. Executive Director Poole mentioned the ads for the Marketing and Business positions placed on IPRA and NRPA.

**11. Unfinished Business**

There was none.

**13. Board of Trustees Comments**

Trustee Knautz thanked Superintendent Barton and Executive Director Poole for helping with "bumps in the road" this summer. Trustee Baum congratulated Trustee Leno and Chairperson Friedrichs for the award nomination at NRPA to be announced at the national conference. Trustee Estvanik thanked NEDSRA and the Board for the get-well flowers.

**14. Motion to Convene into Closed Meeting**

At 2:15 p.m., Chairperson Friedrichs requested a motion to convene into closed meeting for the purposes of discussing the issues related to the appointment, employment, compensation, discipline, performance or dismissal of personnel pursuant to the Open Meetings Act, 5ILCS120/2(c)(1). Trustee Gola moved to convene into closed meeting. Trustee Knautz seconded the motion. On a roll call vote – Voting Aye: Trustee Leno, Itasca Park District; Trustee Baum, Medinah Park District; Trustee Estvanik, Addison Park District; Trustee June Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, and Chairperson Friedrichs, Lombard Park District. Motion passed with 8 ayes and no nays.

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

At 2:46 p.m., Chairperson Friedrichs reconvened to open meeting and stated there was no action.


**16. Next Regular Meeting**

The next regular meeting of the Board of Trustees is Wednesday, November 1, 2017.

**17. Adjournment**

Chairperson Friedrichs stated there was no further business before the Board of Trustees and requested a motion to adjourn. Trustee Leno made the motion to adjourn and Trustee Knautz seconded the motion. The motion passed unanimously on a voice vote with 8 ayes and no nays. The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

  
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Susan Martellotta, Recording Secretary

  
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Paul Friedrichs, Chairperson

  
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Bruce Baum, Vice Chairperson