

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, June 15, 2016

1. **Call to Order** Chairman Maryfran Leno called the meeting to order at 1:37 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 (1:39 pm)
Rick Robbins, Bensenville Park District
Larry Reiner, Butterfield Park District
Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Cathy Fallon, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park (1:41 pm)
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District (1:41 pm)

Members Absent: None

Staff Present: Rick Poole, Executive Director
Sue Martellotta, Administrative Services Manager
Cathy Marron, Recording Secretary

Guests Present: Montana Werhane, NEDSRA Intern

3. **Introduction of Staff and Guests**

Executive Director Poole introduced NEDSRA's newest intern, Montana Werhane, who is Therapeutic Recreation major at University of Wisconsin, LaCrosse. Intern Werhane will be with NEDSRA until September 2.

4. **Public Comments**

Chairman Leno noted there were no public comments.

5. **Approval of Meeting Minutes**

a. **Board of Trustees Meetings Minutes – April 13, 2016**

Chairman Leno requested a motion to approve the minutes from the Board of Trustees regular meeting of April 13, 2016. Trustee Friedrichs moved to approve the minutes from the Board of Trustees regular meeting of April 13, 2016. Trustee Fallon seconded the motion. Chairman Leno asked for any discussion. There being no further discussion, motion unanimously passed on a voice vote with 9 ayes, no nays.

6. **Comments and Communication**

Executive Director Poole addressed correspondence NEDSRA received from House Speaker Michael J. Madigan, and explained that while discussing this with Trustee Reiner there may be some movement on receiving the grant funding.

7. Consent Agenda – Ratify NEDSRA Financials

Chairman Leno asked for a motion to ratify the Consent Agenda as presented. Trustee Knautz moved to ratify NEDSRA's financials as presented. Trustee Friedrichs seconded the motion. Chairman Leno asked if there were any questions, comments or corrections. Trustee Baum inquired into the involvement and number of payments made to a contract employee. Executive Director explained the contract employee handles all graphics for brochures, publications, flyers, and invitations to events. Chairman Leno asked if there were any further questions or comments. There being no further questions, comments or corrections, the motion passed on a roll call vote – Voting Aye: Trustee Estvanik, Addison Park District, Trustee Robbins, Bensenville Park District, Trustee Reiner, 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, and Chairman Leno, Itasca Park District. Abstaining - Trustee Ellmann, Wood Dale Park District.

- a. Ratified NEDSRA Disbursements for period ending March 31, 2016
- b. Ratified NEDSRA Financials for period ending March 31, 2016
- c. Ratified NEDSRA Disbursements for period ending April 30, 2016
- d. Ratified NEDSRA Financials for period ending April 30, 2016

8. Chairman of the Board Comments

Chairman Leno asked Executive Director to pass along congratulations to staff for a nice evening at Reach for the Stars and thank them for all their hard work.

9. Executive Director Report – June 2016

Executive Director Poole highlighted a few items for June 2016.

a. Email from Judy Heikes

Executive Director Poole explained that staff received an email from Judy Heikes, the parent of Brendan McArdle, who is a 40-year NEDSRA participant. In her e-mail, she expressed her appreciation to NEDSRA staff for everything they have done for Brendan over the years and she would be making some small donations in the future.

b. Audit

Executive Director Poole announced the preliminary audit was performed on April 23, with confirmation letters mailed out to member partners, attorney, and banks. The auditors will be back on June 20, to finish their fieldwork.

c. Day Camps

NEDSRA Day Camps started this week and requests for inclusions at member-partner camps have kept staff busy. Executive Director Poole stated that NEDSRA is prioritizing inclusions with residents taking priority when there are more requests than staff, but staff is working on addressing all requests.

d. Request for a VNS (Vagus Nerve Stimulation)

NEDSRA received a request for accommodating a participant with a Vagus Nerve Stimulation (VNS), which is a magnetic stimulator to help with seizures. Executive Director Poole explained that PDRMA stated this is not a reasonable accommodation and recommended family provide confirmation that this is a nonmedical procedure. Executive Director Poole assured Board members that he is working closely with PDRMA and the family is in the process of obtaining documentation, and at which time there would be training for staff.

9. Executive Director Report: Continued

e. Congratulations

Staffer Tovey's baby, Charlotte Gwendolyn, was born on June 2 and we welcome her to the NEDSRA family.

f. Summer Games

NEDSRA sent 18 of 22 qualified athletes downstate to ISU for the Summer Games. The athletes are residents from Addison, Wood Dale, Villa Park, Lombard, Glendale Heights, Itasca and Bensenville. Our athletes came home with nine gold, 17 silver and two bronze medals. Trustee Friedrichs asked for the names of the athletes so member partners can invite them to their board meetings.

g. Invoices

Executive Director Poole explained that invoices were sent to member partners as a mechanism for budgeting purposes and explained that the Articles of Agreement outline payments of 50% are to be made in two installments. He acknowledged that some partners receive seven and eight installments causing some concerns. Executive Director Poole pointed out that member partner payments could be addressed when reviewing the Articles of Agreement.

h. Contact Information

Executive Director Poole asked member partners to work with Staffer Marron in updating the contact information lists.

i. Resignation of Employee

Executive Director Poole announced that NEDSRA's part-time marketing and social media employee gave his two weeks' notice.

Trustee Reiner proposed an option to the challenges of inclusions to the Board and Executive Director Poole, whereby member partners hire staff member and bill back NEDSRA for the hours used for inclusion. Executive Director Poole stated this was a good idea and recommended studying this option further.

Trustee Reiner voiced that NEDSRA should use caution when accommodating medical procedures for participants, due to liability as well as setting a precedent. Executive Director Poole agreed and stated he has consulted PDRMA and in this instance, the family will provide a letter stating it is a non-medical procedure.

10. Unfinished Business

Chairman Leno stated there was no unfinished business.

11. New Business

a. Review and Approve 2016-17 Annual Work Plan

Chairman Leno explained that the Executive Committee recommended merging two documents and an updated version of the 2016-17 Annual Work Plan was emailed to Board members. Executive Director Poole presented the work plan initiatives to the Board and after some discussion it was recommended that under Fundraising, paragraph 4, change "events" to initiatives. Also, under Administrative Functions, paragraph 4, change (September 2017) to (September 2016).

Chairman Leno requested a motion to approve the 2016-17 Annual Work Plan, with the recommended changes. Trustee Ellmann moved to approve the 2016-17 Amended Annual Work Plan as modified in the meeting today. Trustee Knautz seconded the motion. The motion passed unanimously on a voice vote with 11 ayes, no nays.

b. Presentation and Election of Officers for 2016-17

Executive Director Poole recommended electing the candidates for offices as they currently stand. Chairman Leno commented this is a Board decision, but agreed with staff's recommendation due to all the transitions. Trustee Bealer inquired if the office holders were in agreement with serving another term. Since they were, Trustee Bealer motioned to approve the election of NEDSRA officers for fiscal year 2016-17 as recommended. Trustee Robbins seconded the motion. The motion passed unanimously on a voice vote with 11 ayes, no nays.

NEDSRA Officers for fiscal year 2016-17:

Board Chairman, Maryfran Leno, Itasca Park District
Vice Chairman, Paul Friedrichs, Lombard Park District
Secretary, Bruce Baum, Medinah Park District
Treasurer, Rick Poole, Executive Director
Recording Secretary, Cathy Marron

c. Presentation and Approval of Additional Board Meeting Dates

Executive Director Poole presented the meeting dates for the remainder of 2016, including new dates for July, August and October. Chairman Leno asked for any discussion and several Board members shared conflicts and new dates. Trustee Ellmann moved to approve the meeting calendar as proposed and modified today. Trustee Baum seconded the motion. The motion passed unanimously on a voice vote with 11 ayes, no nays.

Additional Dates

Tuesday, July 12, 2016, at 1:30 p.m.
Wednesday, August 10, 2016, at 1:30 p.m.
Wednesday, October 19, 2016, at 1:30 p.m.

d. Presentation and Discussion of NEDSRA Financial Policies and Procedures

Executive Director Poole summarized the recommended changes to the NEDSRA Financial Policies and Procedures, with most changes being necessary as general housekeeping. He explained the most substantial item was the fund balance policy, which included a funding formula for three months. Administrative Services Manager Martellotta presented specific areas of changes including banking, titles, and tax collection, and changes recommended by NEDSRA's accountants.

Upon reviewing the Budget timelines in the Policies, Board members were in agreement that those dates were unnecessary. Chairman Leno recommended changing the wording to preliminary draft of the budget in February and March.

Chairman Leno interjected that Item K, referring to hiring ranges and position caps needs to be reviewed further, possibly during reviewing the Personnel Policy. Executive Director Poole recommended removing this item from the Financial Policies and moving it to the Personnel Policies. It was the consensus of the Board to make this change.

Trustee Ellmann asked about the memorial policy. Administrative Services Manager Martellotta responded that this does not happen very often. After a brief discussion, Executive Director Poole asked Trustee Reiner in his experience how often this occurred. Trustee Reiner responded that an escrow account should be set up to take care of a permanent memorial.

11. New Business: Continued

d. Presentation and Discussion of NEDSRA Financial Policies and Procedures: Continued

Administrative Services Manager Martellotta advised that the DuPage County Statement of Economic Interest was added to Disclosure of Conflict of Interest. It was also recommended to remove the Whistleblower item from the Financial Policies and move it to Personnel Policies.

Chairman Leno directed staff to make the necessary changes and forward the document to NEDSRA's attorney for review before bringing it back to the Board.

e. Presentation and Discussion of SRA Levy Policy

Executive Director Poole explained that a committee worked hard to present a policy for NEDSRA on the SRA Levy. He asked NEDSRA's attorney to review and make recommendations and their proposals. After a brief discussion, Chairman Leno recommended the committee and Executive Director Poole meet with the attorney before bringing this policy back to the Board for a vote. Committee members stated it was their intent to put the responsibility back on the member partner and not on NEDSRA.

12. 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 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 Friedrichs motioned to adjourn from the regular meeting of the Board of Trustees to Closed Meeting at 3:11 p.m. Trustee Knautz seconded the motion. On a roll call vote – Voting Aye: Trustee Estvanik, Addison Park District, Trustee Robbins, Bensenville Park District, Trustee Reiner, 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, and Chairman Leno, Itasca Park District. Voting Nay: None. The motion passed unanimously with 11 ayes and no nays.

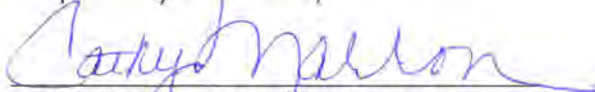
13. Return to Open Meeting - Take Action, if any.


At 4:28 p.m., the Board of Trustees returned to Open Meeting, with Chairman Leno announcing the following Trustees not returning, Trustees Robbins and Knautz. She announced that a Special Meeting of the Board of Trustees was scheduled for Monday, June 20, 2016, 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 Reiner moved to adjourn at 4:29 p.m. Trustee Bealer seconded the motion. The motion passed unanimously with 11 ayes and no nays.

Respectfully submitted,


Cathy Marron, Recording Secretary


Maryfran Leno, Chairman


Bruce Baum, Secretary