



BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, November 9, 2016

1. **Call to Order** Chairman Maryfran 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
Rick Robbins, Bensenville Park District (departed 2:15 p.m.)
Keith Knautz, Village of Glendale Heights
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Cathy Fallon, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park (arrived 1:38 pm)
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District
Maryfran Leno, Itasca Park District

Members Absent: Larry Reiner, Butterfield Park District

Staff Present: Rick Poole, Executive Director
Sue Martellotta, Administrative Services Manager
Karen Lesniak, Director of Fund Development
Cathy Marron, Recording Secretary

Guests Present: Jerry Barton
Greg James, Laner Muchin, Ltd.

3. **Introduction of Staff and Guests**

Executive Director Poole introduced Jerry Barton, who just joined the NEDSRA team as its new Superintendent of Recreation. Barton's first day is Monday, November 14. Chairman Leno welcomed him to the NEDSRA family.

4. **Public Comments**

Chairman Leno noted there were no public comments.

5. **Approval of Meeting Minutes**

- a. Amended Board of Trustees Special Meeting Minutes – June 1, 2016; and Board of Trustees Regular Meeting Minutes – September 7, 2016

Chairman Leno requested a motion to approve the amended minutes from the Board of Trustees Special Meeting of June 1, 2016, and the minutes from the Board of Trustees Regular Meeting of September 7, 2016. Trustee Friedrichs moved to approve the minutes as presented. Trustee Knautz seconded the motion. Chairman Leno asked for any questions, comments or corrections. There being no further discussion, the motion passed unanimously on a voice vote with 9 ayes and no nays.

6. **Comments and Communication**

Director Poole informed Board members he recently met with Representative Winger and included her acknowledgment letter in the packet. He followed up with the news article, "Caregivers in Crisis," which ran in the Daily Herald on October 5, 2016.

7. Consent Agenda – Ratify NEDSRA Financials

Chairman Leno asked for a motion to ratify the Consent Agenda as presented. Trustee Robbins moved to ratify NEDSRA's financials as presented. Trustee Friedrichs 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 Robbins, Bensenville 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, and Chairman Leno, Itasca Park District. Absent - Trustee Reiner, Butterfield Park District.

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

8. Chairman of the Board Comments

Chairman Leno welcomed everyone to the meeting and reminded Board members of the upcoming December meeting, which starts at 4:00 p.m. and will be held at Glendale Lakes Golf Club.

9. Closed Meeting

Chairman Leno asked that the Executive Session be moved up on the agenda and requested 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); and for the purposes of reviewing minutes of meetings lawfully closed pursuant to Section 2(c)(21). Trustee Friedrichs moved to adjourn from the regular meeting of the Board of Trustees to Closed Meeting at 1:40 p.m. Trustee Knautz seconded the motion. On a roll call – 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 Robbins, Bensenville Park District, and Chairman Leno, Itasca Park District. The motion passed unanimously with 10 ayes and no nays.

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

At 2:18 p.m., the Board of Trustees returned to Open Meeting, with Chairman Leno stating Trustee Robbins left after the Closed Meeting at 2:15 p.m.

- a. Chairman Leno then requested a motion that the NEDSRA Board of Trustees, having this date conducted its review of closed meeting minutes dated December 9, 2015, January 6, 2016, April 13, 2016, June 1, 2016, June 15, 2016, June 20, 2016, and September 7, 2016, and hereby approve said closed meeting minutes as stated. Further it is determined that the closed meeting minutes are found to require confidentiality and should not be released, including all closed meeting minutes or parts thereof, which the Board previously determined require continued confidentiality.

Trustee Knautz moved to approve, but not release, the closed meeting minutes as presented. Trustee Gola seconded the motion. Chairman Leno asked if there were any questions comments or corrections. There being no comments or corrections, the motion passed unanimously on a voice vote with 9 ayes and no nays.

11. Agency Report – November 2016

Executive Director Poole highlighted a few items from the Agency Report.

- a. Member Partner Holiday Party – December 7, 2016

Director Poole advised Board members they received invitations at the beginning of the meeting to the Holiday Party, December 7. He reminded them the location for the Board meeting and event following has changed from Salt Creek Golf Club to Glendale Lakes Golf Club.

11. Agency Report – November 2016: Continued

- b. DCEO Grant
Director Poole received notification that a \$243,800 state grant was approved for the Agency. He and Administrative Services Manager Martellotta have been working on the prequalification process and hope to receive the funds in 2017, during this budget year.
- c. 25th Annual Golf Classic
Director of Fund Development Lesniak summarized the 25th Annual Golf Classic for member partners, with gross revenue of \$93,546 and net revenue exceeding 2015 by \$5,495. She acknowledged the Roesch family and member partner support, which contributed to the event's success.
- d. Member Partner SRA Levy Use Notification
As requested, Director Poole explained he emailed Board members the SRA Levy Use Notification sheet, which lists member-partner capital projects and the portion of SRA Levy funds applied. After a brief discussion, staff was directed to send the SRA Levy Notification form to all Board members.

12. Unfinished Business

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

13. New Business

- a. Review and Approve 2017 Board Calendar
Chairman Leno commented the next item was review and approve the 2017 Board Calendar. Trustee Ellmann mentioned there was a typo in the December 2017 meeting date and asked that a correction be made. Chairman Leno requested a motion to approve the 2017 Board Calendar, with the recommended correction. Trustee Ellmann moved to approve the 2017 Board Calendar with the recommended correction. Trustee Baum seconded the motion. Chairman Leno asked if there were any further questions, comments or corrections. Trustee Friedrichs inquired if staff had reviewed the dates for any conflicts, and Director Poole replied they had. Chairman Leno stated there being no further questions or comments, the motion passed unanimously on a voice vote, with 9 ayes and no nays.
- b. Review and Approve Employee Benefits – Health Insurance 2017
Director Poole summarized staff's recommendations of employee benefits for health insurance for 2017. After a brief discussion, Chairman Leno requested that in the future staff include dollar amounts with the percentages, and include employee contributions to the charts when presenting information to the Board. Chairman Leno requested a motion approving the health plan offerings. Trustee Friedrichs moved to approve the health plan offerings to include a PPO with a \$1,500 deductible, \$1,250 HRA and an HMO with the recommended increases to employee rates, including revisions to employee vision contribution and increase in the employee life insurance benefit. Trustee Knautz seconded the motion. Chairman Leno asked if there was any further discussion. On a roll call – Voting Aye: 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 Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, and Chairman Leno, Itasca Park District. The motion passed unanimously with 9 ayes, no nays.
- c. Review and Discussion ONLY of NEDSRA Personnel Policies
Director Poole reported that as part of the Work Plan, NEDSRA's Personnel Policies were scheduled to be reviewed and staff's recommendations were included in the packet. He explained most of the revisions were due to compliance with the Fair Labor Standards Act (FLSA), and he outlined some of the changes. Administrative Services Manager Martellotta summarized the current vacation day accrual policy and staff's recommended changes.

13. New Business: Continued

c. Review and Discussion ONLY of NEDSRA Personnel Policies; Continued

A lengthy discussion followed pertaining to employees' vacation accrual, discretionary days, holidays, jury duty stipends, sick days and the sick day bank. Trustee Ellmann inquired about the position of Assistant to the Director listed on page 10, which he understood was eliminated and he recommended staff make that correction and check the rest of the policy. Trustee Baum interjected there was no rush to complete the Personnel Policies and recommended Board members take some time to go over staff's recommendations. At this time, Chairman Leno directed a committee be established to review the Policies, and the following Trustees were appointed to the Personnel Committee: Trustees Knautz, Fallon and Gola. Chairman Leno directed them to review staff's revisions and recommendations to NEDSRA's Personnel Policies, compare it to member partner offerings, and bring back their recommendations to the Board.

d. Four-Month Financial Status

Chairman Leno asked Director Poole for the Four-Month Financial Status. Director Poole briefly highlighted figures from the Financial Report ending September 30, 2016, explaining revenue over expenses, less the ADA contributions, which showed we are down about \$155,000 from the same time last year. He commented on several accounts that were over budget, including legal services. Chairman Leno requested NEDSRA's projected fund balance for April 30, 2017, and Director Poole replied that he would provide this to the Board. Trustee Friedrichs asked Director Poole where he and staff were with the upcoming budget and the Board's directive to have a break-even budget. Director Poole remarked staff is just beginning the budget process with their goal to have a break-even budget for Fiscal Year 2017/2018.

14. Board of Trustees Comments

Chairman Leno stated there were no comments.

15. Next Regular Meeting

Chairman Leno reminded Board members the next regular meeting of the Board of Trustees is December 7, 2016, at 4:00 p.m., and will be held at the Glendale Lakes Golf Club.

16. Adjournment:

Chairman Leno stated there was no further business before the Board of Trustees and requested a motion to adjourn. Trustee Fallon moved to adjourn the meeting at 3:09 p.m. Trustee Estvanik seconded the motion. The motion passed unanimously on a voice vote with 9 ayes and no nays.

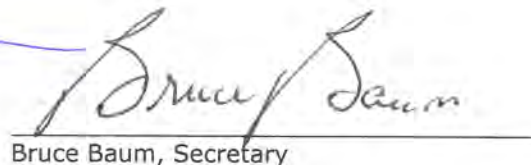
Respectfully submitted,



Cathy Marro, Recording Secretary



Maryfran Leno, Chairman



Bruce Baum, Secretary