

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, February 7, 2018

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at
2. **Roll Call:** The following Roll Call was taken:

Members Present: Steve Muenz, Addison Park District
Sara June, Butterfield Park District
Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
John Bealer, Village of Schiller Park (arrived 1:33 PM)
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District

Members Absent: Joe Vallez, Bensenville Park District
Cathy Fallon, Oakbrook Terrace Park District

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant to the Director/HR
Kristen Chereso, Marketing & Communications Manager
Lara Batten, Lauterbach & Amen, Business Services
Sean Tovey, Recreation Coordinator
Amanda Hagen, NEDSRA Intern
3. **Introduction of Guests and Staff:** Superintendent Barton asked Coordinator Tovey to introduce Amanda Hagen, the NEDSRA Winter Intern.
4. **Public Comments:** None
5. **Approval of Meeting Minutes:** Chairperson Friedrichs requested a motion to approve the Board of Trustees meeting minutes of December 7, 2017. Motion to approve was made by Trustee Ellmann and a second made by Trustee Baum. There being no discussion, motion passed unanimously on a voice vote with 9 ayes and no nays.
6. **Comments and Communications:** None.
7. **Consent Agenda – Ratify NEDSRA Financial Statements:** Chairperson Friedrichs requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the periods ending November 30, 2017 and December 31, 2017. The motion was made by Trustee Knautz and seconded by Trustee Gola. On a roll call vote, voting aye: Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District. Abstaining: Trustee Bealer, Village of Schiller Park. Motion Passed with 8 ayes, no nays and 1 abstention.

8. **Chairperson of the Board Comments:** Chairperson Friedrichs noted that NEDSRA “cleaned up” with awards at the state conference. He asked about the NEDSRA IAPD membership and the recent discovery by Director Poole that NEDSRA would not be a voting member as it is made up of other voting members. There was also discussion of the fees for IAPD. Chairperson Friedrichs asked the trustees which of them were members of IAPD. Member partners with IAPD memberships are: Butterfield Park District, Itasca Park District, Lombard Park District, Medinah Park District, Wood Dale Park District. Chairman Friedrichs believes that Bensenville Park District and Oakbrook Terrace Park District are members, but will confirm. Those member partners not holding IAPD memberships are Addison Park District, Village of Glendale Heights, Village of Schiller Park and Village of Villa Park. Director Poole stated that NEDSRA has been paying \$300 per year for a membership. The agency cannot vote at the IAPD meeting, therefore does not require the appointment of an IAPD representative for their meeting.
9. **Agency Report:** Director Poole stated that there has been no further requests for information from DCEO for the current grant and that should be good news. NEDSRA is moving forward with the new budget and has made good progress. There will be a presentation at the March meeting.

Superintendent Barton spoke about the successful Sensory Room Grand Re-opening. He also said that there is an internal staff recruitment committee working on hiring additional part-time staff. The agency is going through the PDRMA Loss Control Review this year and that NEDSRA has met with several companies on new registration software. Superintendent pointed out the list of NEDSRA vans included in the packet and the schedule to replace Tony Vanza.

Marketing Manager Chereso said that Director Poole and she attended a Knights of Columbus dinner which celebrated the Healthy Minds Health Bodies program. On February 25, she will attend another to receive the Knights donation from NEDSRA's participation in the 2017 Tootsie Roll Drive. Manager Chereso announced that Mary Priller has accepted a full-time position, however she continues to fulfil the social media responsibilities. Manager Chereso is compiling a job description for a part-time marketing assistant and plans to have it posted soon. The Spring brochure is on the NEDSRA website and will soon go out in bulk mail. Staff is working on summer now. Rick noted the conference awards stating that they are worth mentioning. Kristen Chereso received the MVP in the marketing section, Colleen Cline was named the Rising Star in the ITRS section and the NEDSRA theater program was named Outstanding Program by IPRA. Director Poole stated he is very proud of the accomplishments.

10. **Unfinished Business:** None.
11. **New Business:** Presentation and approval of Resolution #02-01-2018 to establish policy prohibiting sexual harassment including provisions as required by Public Act 100-554 was made. Chairman Friedrichs and Director Poole stated that the document presented is the resolution and the attorney recommended changes to the NEDSRA personnel policy. A motion was made by Trustee Bealer and a second was made by Trustee Knautz. On a roll call vote, voting aye: Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District. Motion passed with 9 ayes and no nays.

Director Poole presented the results from the auditor RFP completed by NEDSRA. The selected firm would serve as the auditor for fiscal years 2018, 2019 and 2020. Sikich came in with the best proposal and was recommended by the Director. A motion to approve Sikich as the auditor was made by Trustee Knautz and a second was made by Trustee Gola. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee

Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee June, Butterfield Park District;. Motion passed with 9 ayes and no nays.

Director Poole presented an annual calendar for the Board's reference, of NEDSRA Board meetings and special events for informational purposes only. There were no comments.

12. **Board of Trustees Comments:** Trustee June said that Butterfield Executive Director Reiner requested she initiate discussion on the sponsorship of NEDSRA's annual Reach for the Stars (RFTS) event. Director Poole stated Director Reiner had send a letter in which Butterfield Park District has elected not to sponsor the event with additional funds. Chairman Friedrichs stated that Butterfield had in the past sponsored an additional \$2,500 to RFTS. Trustee Bealer said that Schiller Park sponsors \$1,500 and Trustee Knautz stated that Glendale Heights is also a sponsor of \$1,500. Discussion and opinions were expressed on reasons and perspectives of extra giving and sponsorships by member partners. Superintendent Barton said that the event is not clearly defined as a family event or a fund raising event or something else. He stated that in the past RFTS has approximately broke even on the cost. Trustee Leno spoke about how sponsorship recognition is perceived by the individual partner's boards. Chairman Friedrichs and Director Poole stated that it warrants further evaluation. Trustee Knautz requested that in discussion on the added sponsorship issue, member of the board be involved.

Trustee Knautz inquired as to the mailing of the invoices for the second half of the member partner contributions. Lara Batten, Business Services Consultant, stated that the invoices had gone out in December.

Chairperson Friedrichs said that in lieu of the meeting's early adjournment, trustees that have time would be well served in a tour of the Sensory Room.

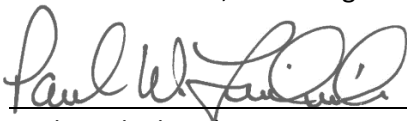
13. **Next Meeting Date:** Wednesday, March 7, 2018 at the NEDSRA offices.

14. **Adjournment:** Chairperson Friedrichs stated that there was no further business before the NEDSRA Board of Trustees and requested a motion to adjourn. A motion was made by Trustee Gola and a second by Trustee Baum. The motion passed unanimously on a voice vote with 9 ayes and no nays. The meeting was adjourned at 2:03 PM.

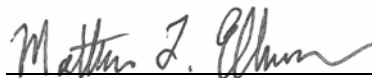
Respectfully submitted,



Susan Martellotta, Recording Secretary



Paul Friedrichs, Chairperson



Matt Ellmann, Board Secretary