

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, March 7, 2018

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:31 p.m.
2. **Roll Call:** The following Roll Call was taken:

Members Present: Geri Estvanik, Addison Park District (1:33 pm)
Sara June, Butterfield Park District
Keith Knautz, Village of Glendale Heights (1:48 pm)
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Greg Gola, Village of Villa Park
Mike Huber (Alternate), Wood Dale Park District

Members Absent: Joe Vallez, Bensenville Park District
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, Executive Assistant to the Director/HR
Kristen Chereso, Marketing & Communications Manager
Lara Batten, Accountant, Lauterbach & Amen, Business Services
3. **Introduction of Guests and Staff:** No additional staff.
4. **Public Comments:** None
5. **Approval of Meeting Minutes:** Chairperson Friedrichs requested a motion to approve the Board of Trustees meeting minutes of February 7, 2018. Motion to approve was made by Trustee Gola and a second made by Trustee Baum. There being no discussion, motion passed unanimously on a voice vote with 7 ayes and no nays.
6. **Comments and Communications:** Director Poole noted the flyers included in the Board packet. He stated that he had received a letter from Larry Reiner regarding the next state grant. Kristen Chereso, Marketing and Communications Manager announced that she had printed posters and flyers for each trustee to take back to their community.
7. **Consent Agenda – Ratify NEDSRA Financial Statements:** Chairperson Friedrichs requested a motion to ratify NEDSRA’s Disbursements and Financial Statements for the periods ending January 31, 2018. The motion was made by Trustee Baum and seconded by Trustee Gola. On a roll call vote, voting aye: Trustee June, Butterfield Park District; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Gola, Village of Villa Park; Trustee Huber, Wood Dale Park District; Trustee Estvanik, Addison Park District.
Motion Passed with 7 ayes and no nays.

8. **Chairperson of the Board Comments:** None.

9. **Agency Report:** Director Poole is presenting the Budget Workshop. He also stated that the invitation to bid on a new van was published as a public notice and mailed to prospective vendors. Superintendent Barton noted a few programs. Those being a couple leisure programs for special education students in NEDSRA area school districts taking place at Stardust Bowl in Addison, Recreation Coordinator Colleen Cline is presenting at the School Age and Day Camp Committee in Glendale Heights. In the inclusion area, NEDSRA was able to remove the leisure buddy in Itasca, because the child was making progress and the buddy was no longer required. More staff were placed in other partner agencies. Staff continue to work on recruitment for more qualified leisure buddies. Manager Chereso noted the Chipotle fundraiser and the Knights of Columbus dinner she had attended. The Knights presented NEDSRA with a check for \$2,000 from the 2017 Tootsie Roll Drive and also presented HMHB with a check for \$1,000. Director Poole added that anyone interested in attending any of the upcoming events listed in the agency report, please call him so that we have seats, or for the Track Meet we have the name in the parade line-up.

10. **Unfinished Business:** None.

11. **New Business:**
 - a. **NEDSRA 2018/2019 Budget Workshop:** Director Poole presented the NEDSRA 2018/2019 Budget Workshop, beginning with a PowerPoint presentation. He noted the impact of the DCEO State grant. The agency expects to have a net position of \$140,000, revenue over expenses at year-end 2017/2018. The restricted vehicle fund should end at approximately \$95,000. The Boosters supporting NEDSRA Special Olympics will have about \$12,000 at year-end. Funds sitting in the respective member partner ADA funds are not included in any fund balance numbers. Director Poole stated that with the current trend, 2018/2019 will be the last fiscal year the dollars in the vehicle fund will cover the purchase of a new van at 100%. The Golf Marathon does not generate sufficient funds to support that account. A new van is approximately \$70,000. He also noted the purchase schedule for the vans in the PowerPoint. Trustee Leno requested that a report be presented to the Board with a five year history of the vans and the Golf Marathon revenue. Trustee Gola inquired as to where NEDSRA has the vans serviced and the cost. Superintendent Barton and Director Poole responded that those costs may vary. Trustee Gola suggested that possibly Villa Park can perform basic maintenance on NEDSRA vans. Director Poole explained that since Larry Reiner's correspondence stated that NEDSRA would be in the state budget for 2018/2019 and that it would be included in the revenue for the agency budget. The director is recommending capital projects that would keep the fund balance in compliance with the NEDSRA policy. Chairman Friedrichs asked which projects would be a priority, understanding that building repairs may be necessary. He asked about the registration software that is needed. Director Poole listed some of the other program and building projects. Trustee Esvanik stated that there are some shared Centennial gym repairs that may impact NEDSRA. Trustee Leno talked about other future high cost projects and using fund balance money. Director Poole stated he plans on bringing in a third party to conduct a building audit for capital repairs and preparing a schedule depending on needs. The Director addressed the question of the cost of events without additional member partner support. He presented a report with those figures showing a loss of \$7,958 for Reach for the Stars event when member partner donations are not included. Staff is working on how donations are recognized and Trustee Leno pointed out that the Executive Committee had met and staff will present the recommendations at an upcoming Board of Trustees meeting. Director Poole informed the Board that the detailed expenses and revenue per event will be shown in the back-up documentation in the budget. He noted that NEDSRA has events to raise money and some for community relations.

Superintendent Barton said that last year it was difficult to gather data on program participation, which caused him to budget lower on revenue. The anticipated year-end revenue number will be above budget. He has worked with Lara Batten to create new GL codes for revenue to accurately evaluate specific program area revenue. Part-time wages will increase due to paid internships and adding staff to enhance the quality of programs. Inclusion costs are under what was anticipated, because Coordinator Cline trained member partner staff and there were occasions when we were unable to secure staff for the inclusion. Superintendent Barton also said that NEDSRA is working with Addison Park District on a shared cleaning schedule for Centennial Gym. Trustee Leno asked what happens with the child if no leisure buddy is staffed. Superintendent Barton replied that staff works with the park district. He stated that staff work with partners and the child for the best plan that is possible. Director Poole stated that NEDSRA is actively pursuing all possible sources to recruit leisure buddy staff. Trustee Leno stated that she believes inclusion is a high priority and asked what the plan is with the growing trend of inclusion numbers. She specified that the Inclusion Committee had discussed the pay rates of inclusion staff. Trustee Knautz said he is concerned that some children may not receive service and a pay scale investigation is warranted. Superintendent Barton said that many SRA's struggle with this same issue. He also said scheduling is an issue, because it is an hour at one place then they go to another for another hour. Trustee Leno furthered the discussion on possible pay rate increases for qualified inclusion staff. There was discussion on levels of skills for a leisure buddy. Trustee Friedrichs asked what the training entails and that possibly the agency recruit staff that need training, as well. Alternate funding of the inclusion program was discussed. Trustee Friedrichs asked the Inclusion Committee what the status was of their work. Trustee Leno replied that they need to meet again soon and they were still working on this. Trustee Gola added that Villa Park hires from agencies to fill some positions and that may work for inclusion. Director Poole stated that NEDSRA covers at least 93% of inclusion requests. He said that this is ongoing and staff definitely will continue to look at this issue and provide possible solutions.

Director Poole asked the Board to decide if they will be comfortable with the amount of the general fund balance. Trustee Friedrichs reiterated that the state grant money reimburses expenditures. Trustee Knautz stated that he is comfortable with the fund balance until the possibility that the grant may stop. He asked if the agency had a fund balance policy. Executive Assistant Martellotta noted that NEDSRA does have a policy. Trustee Friedrichs read the policy which states that the unrestricted fund balance may not be less than three months of general operating costs. Director Poole said that staff has a plan for costs if the grant stops. Trustee Leno asked about investigating the cost of performing a survey for an agency with eleven member partners. She also asked if credit card fees and user fees are incorporated into the cost of going to on-line registration. Trustee Baum said that his costs increased significantly.

Trustee Friedrichs thanked staff for the budget workshop. Trustee Huber asked that a copy of the PowerPoint presentation be emailed to him and Trustee Leno asked if it could be emailed to all Board members.

- b. **Waiver of Law Firm Conflict:** School District 45 uses the same attorney as NEDSRA and the attorney asked that this be signed. A motion was made by Trustee Knautz to approve the attorney's Waiver of Conflict with School District 45 and NEDSRA. The motion was seconded by Trustee Baum. 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 Huber, Wood Dale Park District; Trustee Estvanik, Addison Park District. Motion Passed with 8 ayes and no nays.

12. **Board of Trustees Comments:** None.
13. **Next Meeting Date:** Wednesday, April 4, 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 Knautz and a second by Trustee Huber. The motion passed unanimously on a voice vote with 8 ayes and no nays. The meeting was adjourned at 2:55 PM.

Respectfully submitted,


Susan Martellotta, Recording Secretary


Paul Friedrichs, Chairperson


Matt Ellmann, Board Secretary