

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, April 4, 2018

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:32 p.m.
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
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District (1:34 pm)

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
Sean Tovey, Recreation Coordinator
3. **Introduction of Guests and Staff:** Sean Tovey, Recreation Coordinator. Chairman Friedrichs requested that Item #11, a. Van Purchase, be moved up to Item # 5. c. as Coordinator Tovey needs to leave early. There were no objections. Director Poole introduced Coordinator Sean Tovey, who was there to make a presentation.
4. **Public Comments:** None
5. **Approval of Meeting Minutes:**
 - a. Chairperson Friedrichs requested a motion to approve the Board of Trustees' Executive Committee Meeting Minutes for February 26, 2018. Motion was made by Trustee Baum and a second made by Trustee Leno. There was no discussion. Motion passed unanimously on a voice vote with 8 ayes and no nays.
 - b. Chairperson Friedrichs requested a motion for Board of Trustees regular meeting minutes of March 7, 2018. Motion to approve was made by Trustee Gola and a second made by Trustee Kanutz. There being no discussion, motion passed unanimously on a voice vote with 8 ayes and no nays.
11. **New Business (moved up as requested)**
 - a. Director Poole presented the van bid that was opened on March 23, 2018. NEDSRA received three purchase bids and one lease bid. Staff is recommending to purchase the 2018 El Dorado Advantage 240 bus from Central States Bus in the amount of \$60,723 after trade in. Trustee Leno asked how this

price compares to the last purchase, if NEDSRA has used this company in the past and if there is a warranty. Superintendent Barton and Coordinator Tovey said that the prior van purchase for a bus this size was over \$63,000, that we have used Central States previously and there is a warranty. Chairman Friedrichs requested a motion to approve the recommendation, contingent upon the approval of the 2018/2019 Budget. There being no further discussion, a motion to approve the purchase of a 2018 El Dorado Advantage 240, 14-Passenger Paratransit bus from Central States Bus, in amount of \$60,723, after trade-in, as presented, contingent upon passage of the 2018/2019 budget was made by Trustee Knautz and a second made by Trustee Baum. On a roll call voting aye: 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 Estvanik, Addison Park District Trustee June, Butterfield Park District. Motion passed with 8 ayes and no nays.

6. **Comments and Communications:** Director Poole pointed out the flyers in the Board Packet; Chipotle Fundraiser, BBQ Bash, Golf Marathon and the Board of Trustees Directory. The Director noted that the amount of golfers for the Marathon has continued to decrease over the years and he asked for help in promoting the event. Chairman Friedrichs invited everyone to join him at Chipotle on April 10. Trustee Ellmann corrected the email address in the Wood Dale Park District information.
7. **Consent Agenda – Ratify NEDSRA Financial Statements:** Chairperson Friedrichs requested a motion to ratify NEDSRA’s Disbursements and Financial Statements for the periods ending February 28, 2018. The motion was made by Trustee Ellmann and seconded by Trustee Gola. Lara Batten, Accountant from Lauterbach & Amen noted that on the balance sheet the amount in the ADA Funds are not included in the general fund balance. 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 Estvanik, Addison Park District. Motion Passed with 8 ayes and no nays.
8. **Chairperson of the Board Comments:** None.
9. **Agency Report:** Director Poole said that he had received another communication to complete a survey for the DCEO grant and will do so at the earliest opportunity. Superintendent Barton spoke about the Reach for the Stars event coming up in June, the attendance and the recognition process. Staff will inform the Board on the names of the award winners. Coordinator Cline and he have reached out to other organizations for pay scale information on inclusion staff. There will be another Inclusion Committee meeting soon. Trustee Leno asked for the balance of the Jeena Greenwalt Scholarship account. Staff will gather that information. Manager Chereso said she is using media to recruit applicants for the scholarship and volunteers for the track meet.
10. **Unfinished Business:**
 - a. Director Poole presented the proposed 2018/2019 NEDSRA Budget. He thanked staff for their efforts on this budget and the input from the Board. The Director pointed out the sections in the budget book that was handed out to the Trustees. A significant source of revenue in 2017/2018 is the grant of \$232,180 from DCEO. The Booster Club has also made some noteworthy revenues to offset costs of wrapping the mini-van in 2017/2018 and Special Olympics participant fees in 2018/2019. Trustee Leno asked that a separate restricted balance sheet account be set up for the Jeena Greenwalt Scholarship Fund. Director Poole stated that projected in 2017/2018 NEDSRA will be in a positive net position of \$139,037. He also noted some repair costs that were unanticipated in the 2017/2018 fiscal year. It was stated that a letter was received from Larry Reiner to say NEDSRA was included in the Illinois

budget for the next fiscal year. There was discussion of the IMRF rates and staff is investigating further explanation from IMRF, there is more detailed explanation in the budget document for all areas, there are some capital projects in the budget which are listed in the document and the marketing and fund-development budget has more detail to compare revenue and expenses. Revenue and expense codes have been added to the general ledger to provide better tracking. Superintendent Barton spoke to the funds budgeted for inclusion staffing and supplies. Superintendent Barton noted that some additional funds allotted to the growing veteran's HMHB programing. This program is anticipating increased participation and the coordinator is reporting her time in more detail. Synergy expenses are below anticipated year-end amount and is expected to remain steady. Trustee Gola thanked staff for all the added details and asked for clarification on some fund-development revenue items, which was explained by Director Poole. Trustee Leno had a question on the type of incentives put into the budget for inclusion. Superintendent explained that there was approximately \$7,000 to \$8,000 added. Trustee Leno expressed concern that if future findings regarding inclusion needs indicate more money, the current budget would not sustain it. Superintendent did not feel it was only a matter of pay rates and that staff continue to recruit for inclusion. Director Poole stated that staff is addressing the needs during the school year, which indicates that is where the focus should be. Trustee Knautz asked for clarification on the money budgeted to achieve inclusion coverage. Director Poole and Superintendent Barton discussed how the numbers were arrived at for inclusion. Trustee Knautz would like to be sure there is sufficient funds put into inclusion. Chairman Friedrichs stated that there is a commitment from the NEDSRA Board of Trustees to allow more money to be added to inclusion if requested by staff. There was discussion on net revenues from fund-development for year-end 2017/2018. Director Poole explained that the budget has more account separation to increase clarity. Manager Chereso showed how these are broken down in both revenue and expenses. Chairman Friedrichs applauded her efforts. Manager Chereso pointed out the page in the budget that shows history of NEDSRA fund raising events revenue and expenses. The value of the efforts spent on the Direct Mail campaign was discussed. Fund-development event tracking was discussed. Manager Chereso described the process of getting a new web site design, which will also integrate with the new registration software. She also pointed out the new account number and savings she has implemented and the website surveys. The accounts have also been defined further to track restricted donations in more detail. Trustee Baum asked if there would be other capital improvement needs. Director Poole explained that he performed his due diligence and determined that the registration software is the main capital expense. Trustee Baum asked what dollar amount is considered a capital expense. Executive Assistant Martellotta stated that the auditors consider a minimum of \$5,000 as a capital expense. Trustee Ellmann inquired as to how the raise pool was determined and Chairman Friedrichs gave the results of a survey staff conducted among member partners and other SRA's. The average raise pool for member partners was 2.75% (with six responding to the survey) and SRA's was 2.95%. Chairman Friedrichs and Superintendent Barton spoke of the increases for part-time staff. There was discussion on what is included in accounts such as equipment, computers and on-line registration systems. Director Poole stated that staff and he gave their best efforts to put together a comprehensive, detailed budget for NEDSRA.

There being no further discussion, Chairperson Friedrichs thanked staff for all their work on the budget and requested a motion to approve the NEDSRA 2018/2019 Budget as presented. A motion was made by Trustee Ellmann 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 Estvanik, Addison Park District. Motion Passed with 8 ayes and no nays.

11. **New Business:**

- b. The annual NEDSRA Conflict of Interest form was distributed to Trustees for their completion. Executive Assistant Martellotta explained that this is an internal form for NEDSRA and the DuPage County Economic Interest is also due on May 1.

12. **Board of Trustees Comments:** Trustee Estvanik thanked staff for their work on budget. Trustee Ellmann asked for the Board's support on a park district grant by voting on line. Trustee Gola express his thanks for staff's work on the budget. Chairman Friedrichs said that he will send to Board members the forms for the Executive Director's review on April 13. The evaluation will take place on the May 2, 2018 Board meeting. The Chairman expressed concern on the Trustees that have been absent.

13. **Next Meeting Date:** Wednesday, May 2, 2018. 1:30 pm 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 Baum and a second by Trustee Knautz. The motion passed unanimously on a voice vote with 8 ayes and no nays. The meeting was adjourned at 3:30 PM.

Respectfully submitted,



Susan Martellotta, Recording Secretary



Paul Friedrichs, Chairperson



Matt Ellmann, Board Secretary