

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, November 14, 2018

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:30 p.m.

2. **Roll Call:** The following Roll Call was taken:

Members Present: Waseem Kahn, Addison Park District
Tim White, Butterfield Park District
Doug Sieder, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Cathy Fallon, Oakbrook Terrace Park District
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District

Members Absent: Joe Vallez, Bensenville Park District
Keith Knautz, Village of Glendale Heights
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:** None

4. **Public Comments:** None

5. **Approval of Meeting Minutes:**

- a. Chairperson Friedrichs requested a motion to approve Board of Trustees regular meeting minutes of September 5, 2018. 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 8 ayes and 0 nays.
- b. Chairperson Friedrichs requested a motion to approve Board of Trustees, Executive Committee meeting minutes of October 3, 2018. 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 8 ayes and 0 nays.
- c. Chairperson Friedrichs requested a motion to approve Board of Trustees, Closed Session meeting minutes of September 5, 2018 sent to the Board under separate cover. Motion to approve was made by Trustee Ellmann and a second made by Trustee Baum. On a roll call vote, voting aye: Trustee Kahn, Addison Park District; Trustee White, Butterfield Park District; Trustee Sieder, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Ellmann, Wood Dale Park District;. Abstaining: Trustee Gola, Village of Villa Park. Motion passed with 7 ayes, 0 nays and 1 abstention.

6. **Comments and Communications:** Director Poole invited the Board to attend the Holiday Party with Santa on December 1 and stated that it is an excellent event. The Director mentioned that the BBQ Bash was moved to June and to Oakbrook Terrace. He also highlighted that the Member Party Holiday Party is Thursday, December 6 at Sugar Creek in Villa Park.
7. **Consent Agenda – Ratify NEDSRA Financial Statements:** Chairperson Friedrichs requested a motion to ratify NEDSRA's Disbursements and Financial Statements (unaudited) for the periods ending August 31, 2018 and September 30, 2018. The motion was made by Trustee Gola and seconded by Trustee Fallon. On a roll call vote, voting aye: Trustee White, Butterfield Park District; Trustee Sieder, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Kahn, Addison Park District. Motion passed with 8 ayes and 0 nays.
8. **Chairperson of the Board Comments:** Chairperson Friedrichs wished everyone safe travel for the holiday and a happy Thanksgiving.
9. **Agency Report:** Director Poole spoke on the state grant and stated that there is a slightly different process in that NEDSRA is reporting as the expenses occur instead of getting reimbursed for the entire year after the fact. Director Poole stated that the rooftop HVAC unit is not working. He received two quotes, the lowest being \$14,000 to replace the unit. He feels this is an emergency situation and requires quick action. After discussion among the Trustees, the Board agreed that Director Poole proceed with replacing the unit. Chairperson Friedrichs recommended that during the next budget planning, funds be set up for emergency capital projects. Director Poole reminded the Board that the next meeting was on Thursday, December 6 and the Holiday Gathering takes place afterwards. Superintendent Barton spoke about the PDRMA Loss Control Review status. The Superintendent pointed out the registration statistics he included and will continue to include for each season. He also spoke on the inclusion information that is included in the Agency Report. Superintendent Barton pointed out the information on the Wheelchair Basketball Tournament. He also spoke about a vehicle accident with a van and it is currently being repaired. There were no injuries. Marketing Manager Chereso spoke about Giving Tuesday, the new Fundraiser Calendar and the Website developer RFP's. She also spoke about a local business, Ancona Jewelers in Addison, setting up a donation event to have a portion of proceeds go to NEDSRA. Manager Chereso reported on the 2018 Golf Classic and distributed a handout with the numbers, which included past years. Trustee Ellmann asked if NEDSRA has performed any evaluations of the event from golfers. He recommended it may be a good idea.
10. **Unfinished Business:** Director Poole reported that he met with the Executive Director of WDSRA and together they set up a meeting on December 12 with four additional SRA's to discuss setting up an expanded cooperative for the Synergy program in an effort to reduce the NEDSRA subsidy amount. He is hopeful this can be accomplished. Trustee Ellmann said he appreciates these efforts. Director Poole noted some of the counterpoints that had been brought up from other agencies. Director Poole will send any notable updates to the Board via email in the time before the next Board meeting in February. He stated that his objective is to have a consensus to move forward as a contractual agreement. There was lengthy discussion on this matter between the Executive Director and Trustees, all agreeing that this was the right direction for Synergy.
11. **New Business:**
 - a. Review and approve the Annual Board Calendar for 2019. Chairperson Friedrichs requested a motion to approve the 2019 Board Meeting calendar. A motion was made by Trustee Baum and a second by Trustee Fallon. Director Poole stated that there needs to be discussion on the location of the December Board meeting and the Holiday Gathering for 2019. Trustees conferred on past locations and will decide possibly at the next meeting. The motion passed unanimously on a voice vote with 8 ayes and no nays.

- b. Review and approve employee benefits; health insurance. Director Poole presented the information that was in the report in the Board Packet noting the increase in the Vision Plan benefit from \$400 to \$600 annual reimbursement; and the recommendation for 2019 employee health coverage. There was discussion on the partner survey on benefits and Director Poole stated that the detailed survey is available upon request. Chairperson Friedrichs requested a motion to approve employee health benefits for 2019. The motion was made by Trustee Ellmann and seconded by Trustee Baum. On a roll call vote, voting aye: Trustee Sieder, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Kahn, Addison Park District; Trustee White, Butterfield Park District. Motion passed with 8 ayes and 0 nays.
- c. Review and approve NEDSRA Capitalization and Investment Policies. Director Poole noted that these policy templates were created by our accounting firm and that they had not yet be submitted for attorney review. He said that since they are standard polices use by government agencies he did not expect significant revisions and therefore he requested that they be approved pending attorney review. Chairperson Friedrichs requested a motion to approve the NEDSRA Capitalization and Investment Policies contingent upon attorney review. The motion was made by Trustee Ellmann and seconded by Trustee Gola. On a roll call vote, voting aye: Trustee Sieder, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Kahn, Addison Park District; Trustee White, Butterfield Park District. Motion passed with 8 ayes and 0 nays.
12. **Board of Trustees Comments:** Trustee White asked for clarification on a regular Board meeting versus an Executive Committee meeting. Executive Director Poole explained that the Executive Committee was made up of four members consisting of the current chairperson, vice-chairperson, secretary and the former chairperson. These meetings are open to any members. Chairperson Friedrichs asked if Sara June's replacement has been hired yet. Trustee White stated that they had hired a replacement. Her name is Anne Popek. Director Poole stated that staff is working on an updated Board orientation and he would be scheduling meetings for new Board members or any that are interested in a review. Trustee Kahn announced that Addison Park District has hired a new Executive Director, Jennifer Hermonson from Streamwood Park District coming on board December 4, 2018.
13. **Next Meeting Date:** Thursday, December 6, 2018 at Sugar Creek Golf Club, Villa Park, 4:00 pm, followed by the Member Partner Holiday Gathering.
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 Fallon. The motion passed unanimously on a voice vote with 8 ayes and no nays. The meeting was adjourned at 2:40 p.m.

Respectfully submitted,


Susan Martellotta, Recording Secretary


Paul Friedrichs, Chairperson


Matthew Ellmann, Board Secretary