



Board Packet

Wednesday, June 9, 2021

1770 West Centennial Place, Addison, Illinois

Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

Our Core Values

Service with Compassion
Excellence and Quality
Integrity ♦ Commitment ♦ Fun

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BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, May 12, 2021
At NEDSRA Offices

1. **Call to Order:** Chairman Baum called the meeting to order at 1:33 p.m.
2. **Roll Call:** The following Roll Call was taken:

Members Present: Leslie DeMoss, Addison Park District
Phyllis Schmidt, Bensenville Park District (Arrived 2:30 p.m.)
Michael Hixenbaugh, 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

Members Absent: Cathy Fallon, Oakbrook Terrace Park District
Randy Splitt, Village of Schiller Park

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant/Recording Secretary
Kristen Seefurth, Marketing/Fund Development Manager
Nicole Kozlowski, Business Services, Lauterbach & Amen

3. **Introduction of Guests and Staff.** None.
4. **Public Comments.** None.
5. **Approval of Meeting Minutes.**
 - a. Chairman Baum requested a motion to approve Board of Trustees regular meeting minutes of April 14, 2021. Motion to approve was made by Trustee Kanutz and a second made by Trustee Ellmann. There being no discussion, motion passed unanimously on a voice vote with 8 ayes and 0 nays.
6. **Consent Agenda.**
 - a. Chairman Baum requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending April 30, 2021. The motion was made by Trustee Friedrichs and a second was made by Trustee Knautz. There being no further discussion, on a roll call vote, voting aye: Trustee Hixenbaugh, 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 DeMoss, Addison Park District. Motion passed with 8 ayes and 0 nays.

- 7. Agency Report.** Director Poole discussed the pre-bid meeting for the bathroom renovation, for which there were fifteen vendors. The bid will be brought to the Board at the June meeting so that the project can begin soon after. The time line was sent to Addison Executive Director Jen Hermonson, as well. He thanked Itasca for the vaccine clinics they have held. NEDSRA is in the process of the forgiveness application on the PPP Loan Second Draft. Butterfield Park District applied for the ADA Project Reimbursement placed in the budget. Trustee Hixenbaugh highlighted some of the items in the project. Staff continues to monitor the status of the State Grant. Superintendent Barton stated that NEDSRA hosted a Zoom meeting with Partners on Inclusion. He asked the Board that if they fill their staffing positions, please refer any extra qualified applicants to NEDSRA. Staff are also planning summer camps and school programs. Coordinator Cline has been trained as a CPI Trainer. She will be training full-time and other staff in Crisis Prevention. He stated that the transition program for School District 108 selected NEDSRA as a donation recipient. Trustee Leno questioned the pay rates for part-time and inclusion staff and said that she is open to pay what is needed to get qualified staff. Director Poole assured the Board that NEDSRA will compensate what is needed. Trustee Knautz agreed with Trustee Leno. Marketing Manager Seefurth said that the new website will be live this week and it includes a “Flip Book” for the brochure. She thanked Trustee Leno and Itasca for holding the vaccine clinic. Director Poole said that NEDSRA has a new elevator service contract. They are Coley and they put NEDSRA on their recipient list for their company donations. Trustee Ellmann asked what the time commitment is for Coordinator Colleen to train. Superintendent Barton said that her training was two days on site and that she will train staff and that training is about one day of on-line and six hours of in person training. She is available to train Member Partner staff, as well.
- 8. New Officers.** Chairman Baum said that new officers would be elected at the June 9, 2021 meeting. As of now, the slate would be for Chairman, Trustee Ellmann; for Vice-Chairman, Trustee Knautz and for Board Secretary, Trustee Gola. Nominations are still open.
- 9. Comments and Communications.** Director Poole stated that there is a DVD for each Member Partner of the NEDSRA Theater performance, “Galaxy News Network.”
- 10. Chairman of the Board Comments.** Chairman Baum stated that we are moving into the Bridge Phase of returning to normalcy coming out of the pandemic.
- 11. Board of Trustees Comments.** Trustee DeMoss said that Addison Park District is still in the running for a grant they applied for. He also requested a list of NEDSRA special events for the year. Manager Seefurth said she will send that out to him. Trustee Knautz said that Glendale Heights is holding a vaccine clinic on May 24. Trustee Leno said the nature center is reopened and suggested that NEDSRA bring some groups there. The water park has also opened. She thanked the volunteers at the vaccine clinic. There is another clinic coming up on Friday for 12 to 15 year old individuals. Itasca will be hiring a new Superintendent of Recreation. Trustee Friedrichs said that Lombard is holding a vaccine clinic for 12 to 15 year old individuals on May 21. Lombard is breaking ground on the OSLAD project. Trustee Gola spoke about development of Lufkin Park, the space that was the Lufkin Pool site. He stated that for any development to occur the village would need grant funding. Trustee Ellmann said that Wood Dale is targeting mid-July for opening the “390 Golf Experience.”
- 12. Motion for Closed Session.** At 2:10 p.m. Chairman Baum requested a motion to convene into Closed Session for the purposes of discussing issues related to the appointment, employment, compensation, discipline, performance of personnel pursuant to section 5 ILCS 120/2(c)(1) of the Open Meetings Act. The motion was made by Trustee Gola and a second was made by Trustee Ellmann. On a roll call vote, voting aye: 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 DeMoss, Addison Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 8 ayes and 0 nays.

13. Closed Session.

14. Reconvene to Open and Action on Closed Session Items. Open session reconvened at 3:44 p.m. Chairman Baum requested a motion to increase the salary of the NEDSRA Executive Director by \$6,499 as of May 1, 2021. The motion was made by Trustee Leno and seconded by Trustee Ellmann. On a roll call vote, voting aye: Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, 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. Motion passed with 9 ayes and 0 nays.

15. Next meeting date is June 9, 2021 at 1:30 p.m. in person at NEDSRA offices.

16. Adjournment: Chairman Baum 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 Friedrichs and a second by Trustee Gola. There being no discussion, motion passed unanimously on a voice vote with 9 ayes and 0 nays. The meeting was adjourned at 3:48 p.m.

Respectfully submitted,



Susan Martellotta, Recording Secretary

Bruce Baum, Chairman

Keith Knautz, Board Secretary

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Date: June 9, 2021
To: Board of Trustees
From: Rick Poole, Executive Director
Re: Agency Report

Administration Report

Building

Bids for the bathroom project were opened on May 12 with eleven bids received. Bids ranged from \$87,000- \$197,000. The budget for the project is \$125,000. The bids have been reviewed by Mark Price from FGM with a recommendation to be presented at the June 9 Board meeting.

State Grant

Staff continue to communicate with the grant manager for updates. At this time, the funds are budgeted but not yet released. We do expect the funds to be released in June.

PPP Loan

Several months of payroll expenses were accumulated. NEDSRA spent 100% of the \$149,000 PPP Loan on payroll costs. Staff applied for forgiveness on May 6, 2021 and expect to receive confirmation on forgiveness soon.

Covid 19 update

Staff began fielding questions regarding masking after the State of Illinois update in May. An update was sent out to all participants soon after. At this time NEDSRA will continue to require masking at indoor programs. When outdoors, masks will be required when social distancing cannot be maintained. Vaccinated staff are not required to mask while in administrative areas of the building.

Recreation

Summer Program Update

As of June 1 there are 121 unique individuals enrolled in programs for a total of 535 registrations. Service numbers will continue to grow as we accept registrations for extended school year programs, the Fiesta and Healthy Minds Healthy Bodies. In addition, NEDSRA is currently addressing over 30 waitlisted registrations for various programs.

Camp

Masking and distancing guidelines remain in place for camp until further notice. Enrolled campers have completed online questionnaires and in-person assessments. Camps are located at the Sports Hub in Glendale Heights, Deer Grove Leisure Center in Bensenville and Indian Trail School (Addison School District 4). Camp runs June 17 through August 6 with extended camp running through August 13.

Extended School Year Programs (ESY)

Cooperative Association for Special Education (CASE)

- June 8 – July 15, morning and afternoons.
- Each morning and afternoon class is assigned an author for the summer. The NEDSRA staff implement a 30-minute art activity with each class once per week. The activity relates to the author or book assigned to the classroom.
- NEDSRA utilizes one full-time staff and four part-time staff to service classrooms ranging from early childhood through 8th grade.
- Approximately 275 students served.

North DuPage Special Education Cooperative (NDSEC)

- June 21 – July 15, mornings only.
- NEDSRA staff work with the administrators and educators to plan one activity and special event for each class.
- NEDSRA utilizes one full-time staff to service classrooms ranging from early childhood through transition.
- Approximately 140 students served.

District 45 Extended School Year (D45 ESY)

- June 7 – 25, mornings only.
- NEDSRA staff work with the administrators and educators to plan one activity for each classroom.
- NEDSRA utilizes one full-time staff to service classrooms ranging from early childhood through 8th grade.
- Approximately 100 students served.

Schiller Park School District 81 Extended School Year (D81 ESY)

- June 9 (tentative)
- NEDSRA staff work with the administrators and educators to plan one activity for each classroom.
- NEDSRA utilizes one full-time staff to service classrooms ranging from early childhood through 8th grade.
- Approximately 15 students served.

TREC

NEDSRA's adult day program has returned to an in-person schedule five days per week. Each day participation ranges from 5-8 participants with a waitlist in place for Wednesday. All but one part-time employee returned to the program and hiring is under way to fill the vacancy.

Training

In May Coordinator Cline began inclusion and behavior management training with camp staff at Partner districts and villages. Training will continue through the week of June 7.

NEDSRA full-time recreation staff received Crisis Prevention Intervention (CPI) and CPR training the week of May 24. All inclusion staff will receive CPI training the week of May 31 and all camp staff will receive CPI and CPR training the week of June 7.

Recreation Staff

Rachel Anderson joined NEDSRA, filling the open Recreation Specialist position. Rachel started June 7, having completed her internship with NEDSRA in 2019 and graduating from Illinois State University with an emphasis in Therapeutic Recreation.

Coordinator Cline, as part of the ITRS Inclusion Committee, has been invited to present at NRPA later this year. She, along with colleagues, will present "Return to Play: Post COVID Challenges."

Inclusion Update

- March Part-time specialist hired. Assists Coordinator and works 35 hours per week. Hiring of inclusion staff began.
- April Zoom meeting held for inclusion contacts at NEDSRA's Member Partners. Staff from eight Partners attended.
- May Inclusion and behavior management training started with Partner staff. Nine Partners confirmed training.
- NEDSRA onboarding and training of part-time inclusion staff began. Bensenville camp started.
- June Remaining Partner camps begin June 1 through June 14. Staff training continues for Partner staff and NEDSRA inclusion staff.

Requests for Services as of June 1

| | |
|---------------|----|
| Bensenville | 1 |
| Butterfield | 12 |
| Itasca | 1 |
| Lombard | 1 |
| Oakbrook Ter. | 1 |
| Villa Park | 1 |
| Wood Dale | 1 |

Staffing Resources

- 12 active leisure buddies
- 1 part-time inclusion specialist
- Staff assigned as 1:1, or to work with multiple children based on needs and abilities
- Hiring and training continues as needed

Support Provided

- Observations and assessments
- Access to information via Google Classroom
- Modified equipment
- Schedules and sensory items
- Staff Training – behavior management, disability
- 1:1 aide (leisure buddy)

Marketing/Fund Development

Website

The NEDSRA new ADA accessible website has been live now for one week. A marketing plan is underway to inform the public of the new features and highlights.

Golf Marathon

The 2021 Golf Marathon/100-Hole Challenge has been postponed. A revamping of the 100-Hole Challenge is in process and the hope is that it can be held at the new Wood Dale “390 Golf Experience.” Dates are pending.

Brighter Future

NEDSRA has distributed NEDSRA sunglasses to participants and staff as we look towards a “brighter future.” This is part of a marketing effort to bring participants back to in-person programs. A new item will be distributed each season.

Upcoming Events

| | |
|---------------------|--|
| NEDSRA Track Meet | Due to the unavailability of the Glenbard East facility, along with the current mask and distancing guidelines, the Meet has been cancelled for 2021. Staff plan to bring this event back in 2022. |
| BBQ Bash | Date and location TBD. |
| Golf Classic | September 15, White Pines Golf Course, Bensenville. |
| Reach for the Stars | Revised format, moved to Wednesday, November 10, 2021. |

MEMO

Date: June 9, 2021
To: NEDSRA Board of Trustees
From: Bruce Baum, Chairman
Re: Nomination of Officers (As discussed at the May 2021 meeting.)

In keeping with the Articles of Agreement, NEDSRA's Board of Trustees is tasked with electing officers to serve in various positions. It has been recommended that the following individuals be nominated as NEDSRA's officers and official positions for fiscal year 2021/2022.

Elected Positions:

| | |
|---------------|-----------------|
| Chairman | Matthew Ellmann |
| Vice Chairman | Keith Knautz |
| Secretary | Greg Gola |

Recommended Motion for Chairman:

I move to elect Trustee Matthew Ellmann as Chairman of NEDSRA's Board of Trustees for the fiscal year 2021/2022.

Recommended Motion for Vice-Chairman and Secretary:

I move to elect Trustee Keith Knautz for Vice Chairman and Trustee Greg Gola for Secretary for the fiscal year 2021/2022.

Appointed Positions:

| | |
|---------------------|-------------------------------|
| Treasurer | Executive Director Rick Poole |
| Recording Secretary | Susan Martellotta |

Recommended Motion for Appointment of Treasurer and Recording Secretary:

I move to appoint Executive Director Rick Poole as Treasurer and Susan Martellotta as Recording Secretary for the fiscal year 2021/2022.

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MEMO

Date: June 9, 2021
To: NEDSRA Board of Trustees
From: Bruce Baum, Chairman
Re: Appointment of Executive Committee for NEDSRA Board of Trustees

It has been the practice of the NEDSRA Board of Trustees to appoint five members to its Executive committee. The current officers and the outgoing Chairman would continue to fill this committee.

Listed are the names as discussed at the May 2021 meeting for the purposes of this memo and may be subject to revision.

| | |
|-----------------|-----------------|
| Chairman | Matthew Ellmann |
| Vice-Chairman | Keith Knautz |
| Secretary | Greg Gola |
| Treasurer | Rick Poole |
| Former Chairman | Bruce Baum |

Recommended Motion:

I move to appoint the following as the NEDSRA Board of Trustees Executive Committee, Chairman Ellmann, Vice-Chairman Knautz, Secretary Gola, Treasurer Rick Poole and Former Chairman Baum.

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MEMO

Date: June 9, 2021
To: NEDSRA Board of Trustees
From: Bruce Baum, Chairman
Re: NEDSRA Toilet Room Renovation

On May 19, staff opened bids from 11 vendors for the renovation of the second floor bathrooms at NEDSRA offices. Following is the list of bids received.

| Contractor | Base Bid | Alternates #1 | Alternates #2 | Allowances (Included in Base Bid) |
|--|-----------------|----------------|---------------|-----------------------------------|
| Tandem Construction | \$162,800 | \$1,000 | | \$14,800 |
| Workmasters, Inc. | 169,000 | | | \$13,142 |
| Efraim Carlson & Sons | \$149,800 | | | \$13,360 |
| Master Design Build | \$151,112 | | | \$12,809 |
| Orbis Construction | \$129,500 | (\$4,400) | | \$12,950 |
| FBG Corporation | \$197,296 | | | \$17,936 |
| Ruddy Brothers, Inc. | \$134,550 | | | \$12,000 |
| Bee Liner Lean Services | \$115,650 | | | \$11,565 |
| Yad Construction LLC | \$87,000 | | | \$8,700 |
| Toler Construction, Inc. | \$117,900 | \$5,330 | | \$10,352 |
| G. Fisher Commercial Construction | \$98,000 | \$7,375 | | \$9,800 |

Budget for this project is \$125,000. FGM Architects recommends G. Fischer as the lowest, qualified bidder with a base bid of \$98,000 and alternate floor option cost of \$7,375. Staff will work with G. Fisher to develop a timeline for construction that is expected to begin in June and last approximately four weeks. Staff has put a plan in place to minimize any impact to programs and services during this work.

Suggested Motion

Motion to approve G. Fisher Commercial Construction in the amount of \$98,000 with alternate of \$7,375 for the construction of NEDSRA toilet rooms.

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FGMARCHITECTS

May 24, 2021

Mr. Rick Poole
Executive Director
Northeast DuPage Special Recreation Association

Re: NEDSRA Toilet Room Renovations
FGM# 21-3094.01

Dear Mr. Poole:

Bids for this project were received on May 19, 2021. The apparent lowest qualified bidder is G. Fisher Commercial Construction Inc. of Illinois.

FGM Architects has reviewed the qualifications, mandatory pre-bid attendance record and references provided by G. Fisher Commercial Construction Inc. and find that they are a responsible bidder and therefore see no reason not to recommend contract award. Reference checks were performed with the Bolingbrook Fire Department, Village of Bolingbrook, and Village of Homewood. All references checked out with a positive and attenuative review of G. Fisher Commercial Construction Inc.

Please let us know your decision at your earliest convenience. Upon your direction, FGM Architects will draft a construction contract for signatures and issue Notice of Intent letter to the contractor to proceed with the project.

If you have any questions or comments, please do not hesitate to call me.

Sincerely,



Mark Price, AIA
Architect

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