

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, June 9, 2021

At NEDSRA Offices

1. **Call to Order:** Chairman Baum called the meeting to order at 1:31 p.m.

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

Members Present: Leslie DeMoss, Addison Park District
Phyllis Schmidt, Bensenville Park District (Arrived 1:38 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
Cathy Fallon, Oakbrook Terrace Park District
Randy Splitt, Village of Schiller Park
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District

Members Absent: None.

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant/Recording Secretary
Kristen Seefurth, Marketing/Fund Development Manager

3. **Introduction of Guests and Staff.** Randy Splitt introduced himself as the Trustee from Schiller Park.

4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

a. Chairman Baum requested a motion to approve Board of Trustees regular meeting minutes of May 12, 2021. Motion to approve the corrected minutes was made by Trustee Friedrichs and a second made by Trustee Gola. 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. Abstentions: Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park. Motion passed with 8 ayes, 0 nays and 2 abstentions.

6. **Comments and Communications.** Director Poole announced the start of the new Recreation Specialist, Rachel Anderson. Superintendent Barton stated that she had been an intern at NEDSRA in 2019 and has been associated with NEDSRA and its events.

7. **Consent Agenda.** There were no financials presented at this meeting.

- a. Chairman Baum stated that the financial statements will be brought to the next meeting as has been the procedure in prior years. Executive Assistant Martellotta stated that the financials will be sent out during the summer to be ratified at the September meeting.
8. **Chairman of the Board Comments.** Chairman Baum said he along with everyone is looking forward to a great summer with mitigations opening. He thanked the Board and NEDSRA staff for all of their support and hard work during his time as Chairman. He congratulated everyone for the efforts it took to keep things together and moving forward during the past fifteen months of a very trying period.
9. **Agency Report.** Director Poole said that NEDSRA is looking forward to obtaining approval on the permits for the bathroom project. He reached out to the State of Illinois on the grant status and there has been no update. Superintendent Barton said we have new staff for summer and the building is as busy as it has ever been. TREC has returned to the building, as well. He thanked the Member Partners for the pool availability with NEDSRA camps. He highlighted the detailed reports on school programs that were included in the packet. Also included was the inclusion data. Chairman Baum asked Superintendent Barton if he was comfortable with the amount of staff for inclusion services. He affirmed that there were sufficient staff. Trustee Hixenbaugh stated that 9 of the 12 inclusion services on the report for Butterfield are non-residents due to the area that they serve. Marketing Manager Seefurth said that the new NEDSRA website is up and running.

10. Election of New Officers.

- a. Chairman Baum opened the floor for nominations for Chairman. Trustee Friedrichs nominated Trustee Ellmann. Motion to close nominations was made by Trustee Friedrichs and a second was made by Trustee Knautz. 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 Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District. Motion passed with 11 ayes and 0 nays.

Chairman Baum requested a motion to approve the nomination of Trustee Ellmann for NEDSRA Board of Trustees Chairman. The motion was made by Trustee Friedrichs and the second was made by Trustee Knautz. 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 Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District. Motion passed with 11 ayes and 0 nays.

Chairman Ellmann then presided over the meeting.

- b. Chairman Ellmann requested nominations for the office of Vice-Chairperson. The nomination of Trustee Knautz was made by Trustee Friedrichs. There being no further nominations, Chairman Ellmann requested a motion to nominate Trustee Knautz. The motion was made by Trustee Friedrichs and a second was made by Trustee Gola. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee DeMoss,

Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 11 ayes and 0 nays.

Chairman Ellmann entertained a motion to appoint Trustee Knautz as Vice-Chairperson. The motion was made by Trustee Friedrichs and the second was made by Trustee Gola. On a roll call vote, voting aye: Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; 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. Motion passed with 11 ayes and 0 nays.

Chairman Ellmann requested nominations for Secretary of the Board. Trustee Knautz nominated Trustee Gola for Secretary. A motion was made by Trustee Fallon and a second was made by Trustee Hixenbaugh. Hearing no other nominations, Chairman Ellmann accepted a roll call on closing the nominations. Voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee DeMoss, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 11 ayes and 0 nays.

Chairman Ellmann requested a motion to appointment of Trustee Gola as Secretary. The motion was made by Trustee Knautz and a second by Trustee Hixenbaugh. On a roll call vote, voting aye: Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; 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. Motion passed with 11 ayes and 0 nays.

- c. Chairman Ellmann requested a motion to appoint the Treasurer and Recording Secretary of the Board of Trustees. A motion was made to appoint Director Rick Poole as Treasurer and Sue Martellotta as Recording Secretary by Trustee Baum and a second by Trustee Knautz. On a roll call vote, voting aye: Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; 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. Motion passed with 11 ayes and 0 nays.

11. Appointment of Executive Committee.

Trustee Leno stated that the Executive Committee should not include the Executive Director and recommended that the motion be stated to only include Trustees. Trustee Fallon made the motion to appoint the following as the NEDSRA Board of Trustees Executive Committee, Chairman Ellmann, Vice-Chairman Knautz, Secretary Gola and Former Chairman Baum. A second was made by Trustee Leno. On a roll call vote, voting aye: Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; 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. Motion passed with 11 ayes and 0 nays.

- 12. Comments from the Newly Elected Chairperson.** Chairman Ellmann said he is honored to lead this organization out of COVID and looks forward to the task. He said words honoring the past Chairman, Bruce Baum and stated appreciation for leading the organization through the difficult time. Executive Director Poole and he presented Trustee Baum with a token of appreciation from the Board and staff.

Former Chairman Baum thanked everyone stating that he is proud of this agency and holds this group near and dear to him and also appreciates the friendships made over the years.

13. New Business.

- a. **Bid for second floor bathroom renovation.** Director Poole stated the overview of the project and that there were eleven bidders submitting. After review by FGM Architects, the recommendation was to bring on G. Fisher as the contractor for the NEDSRA toilet room renovation. There was some discussion on the "alternate costs". Chairman Ellmann entertained a motion to approve the recommended bid. Trustee Friedrichs made a 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. A second was made by Trustee Knautz. On a roll call vote, voting aye: Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; 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 Fallon, Oakbrook Terrace Park District. Motion passed with 11 ayes and 0 nays.
- b. **NEDSRA Vision Plan.** Director Poole spoke on his vision for NEDSRA. He had three main topics. The first was to evaluate and improve communication to and from participants in order to answer the question, "Who is NEDSRA to you?" This can be obtained through the feedback from communities, partners, participants and potential participants. He said that the question of "why do current people participate in NEDSRA?" must also be addressed. It is important to know what is being done right and build on that. This information will be used to target agency resources and determine opportunities. The efforts to accomplish this could include focus group, surveys, phone calls, meetings and stronger attendance at community events. A marketing research firm may also be commissioned to develop the surveys and compile the information, as well as give direction on using the information to move forward.

The second is to provide high quality inclusion services. NEDSRA continues to dedicate resources to Inclusion services. These services have a variety of unique challenges as well as recruitment of staff and communication with partners and participants. Staff will determine any service delivery issues that currently exist in order to discover resources and practices to generate the most beneficial inclusion services that NEDSRA is able to provide. Some of the steps to accomplish this goal would include developing effective staffing strategies, using technology such as "inclusion portals," and continually reviewing procedures for opportunities to improve.

The third is preparing for leadership and Board transition. Over the next several years NEDSRA expects to have substantial staff and Board transition. For the Board, the plan is to enhance Board

orientation material and develop an updated Trustee manual. NEDSRA will define staff and position responsibilities to create timelines for staffing transitions now and in the future. This information would also help in instituting succession planning when required and feasible.


He also said NEDSRA would like to find a home for the TREC program and look into whether or not the transportation now provided is adequate for the participants or should be expanded in some way. Chairman Ellmann thanked Director Poole and reiterated for the Board that this was meant to be an overview. He then asked for feedback or conversation from the Board. Trustee Schmidt asked what this type of survey would look like with so many communities involved. Trustee Leno thought that it might be good to concentrate on disabilities that NEDSRA may not know of. She is in support of diving into a comprehensive survey. She feels that this should be a priority and would like to know if there are new trends to start, old trends to end, etc. Trustee Leno believes that the third point is administrative and does not need to be included in a vision plan. Chairman Ellmann appreciated the input. Trustee Baum thought this may just be focusing on 12 months. Chairman Ellmann believes this to be more than 12 months considering all the steps and where NEDSRA wants to put their resources. Director Poole said that he will need to add staff in the upcoming year. The transportation issue and others would depend on survey results. Trustee Kanutz said he is in favor of moving forward as soon as possible. Trustee Friedrichs recommended that the Executive Committee meet to put together a proposal. The consensus was that NEDSRA put together an RFP, work with the Executive Committee and bring results back to the September Board meeting. Regarding the third item, the consensus was that staff should move forward on those items and let the Board know what might be required from them.

14. **Board of Trustees Comments.** Trustee Hixenbaugh said the Butterfield pool is open and they are busy. Trustee Gola said the Villa Park pool is open and they had 450 people both Saturday and Sunday. He also thanked Trustee Baum for his leadership the past two years and that he looks forward to Chairman Ellmann's leadership in the future. Trustee DeMoss said that there is no new information on the joint facility roof. He said that he was here and saw the NEDSRA softball team playing. He said it was a wonderful game and that he was so moved to see the players so happy and the spectators enjoying the game. Trustee Leno thanked volunteers for their help with the most recent vaccine clinic. She said the pool is open and the new bath house is ready. There is a lab coat program run by Jewel/Osco to help children get used to going to pharmacist or doctor. Right now she has no Superintendent of Recreation and has the position posted for applicants. Trustee Knautz said his pool is also open. Glendale Heights has had their last COVID vaccine clinic for a while. They are going to do a "Medical Mission at Home" through Amita Health-Glen Oaks at Glendale Heights and ICNA, a similar organization, is looking to do the same thing. It is a free clinic for those who need care. Trustee Friedrichs is finishing up the last Lombard vaccine clinic. They are going through the CAPRA Accreditation from NRPA and the Lombard pool will open on Saturday. Chairman Ellmann commended those Trustees on the vaccine clinics that they ran in their districts. Trustee Fallon said that the Oakbrook Terrace Park renovation is almost complete. Trustee Splitt said the Schiller Park pool opens on June 19. He said he was happy to be here and that Special Recreation is near and dear to him. Trustee Schmidt said that Bensenville camps are underway, the pool is open and she is happy that summer has begun. She said that weddings are booked at White Pines, as well. Chairman Ellmann said their pool is open and Wood Dale is focused on the "390 Golf Experience" opening. Trustee Baum said that Medinah is getting bids for playground projects.


15. **Next meeting date** is September 1, 2021 at 1:30 p.m. in person at NEDSRA offices. Chairman Ellmann wished everyone a successful summer.

16. **Adjournment:** Chairman Ellmann 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 Friedrichs. There being no discussion, motion passed unanimously on a voice vote with 11 ayes and 0 nays. The meeting was adjourned at 3:02 p.m.

Respectfully submitted,



Susan Martellotta, Recording Secretary



Matthew Ellmann, Chairman



Greg Gola, Board Secretary