

BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, February 2, 2022, 1:30 p.m. Via Video Conference

1. **Call to Order:** Chairman Ellmann 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 (1:36 p.m.)
Michael Hixenbaugh, Butterfield Park District (1:34 p.m.)
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 (1:34 p.m.)
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

Guests Present: None.

Chairman Ellmann thanked the Board and staff for their flexibility in allowing this meeting to be held remotely due to weather, keeping safety in mind.

3. **Introduction of Guests and Staff.** None.

4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

Recording Secretary Martellotta noted that the December 2, 2021 minutes in the Board Packet said Wednesday, instead of Thursday. That correction was made on the official minutes. Chairman Ellmann requested a motion to approve Board of Trustees regular meeting minutes of December 2, 2021, as corrected, and Executive Committee Meeting Minutes of January 20, 2022. Motion to approve was made by Trustee Leno and a second made by Trustee Friedrichs. 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 Splitt, Village of Schiller Park; Trustee DeMoss, Addison Park District; Trustee Ellmann, Wood Dale Park District. Abstaining: Trustee Fallon, Oakbrook Terrace Park District. Motion passed with 7 ayes, 0 nays and 1 abstention.

6. **Comments and Communications.** None.

7. Consent Agenda.

- a. Chairman Ellmann requested a motion to approve the financial statements for the periods ending November 30, 2021 and December 31, 2021. The motion was made by Trustee Friedrichs and the second was made by Trustee Knautz. Chairman Ellmann asked if there was any need for discussion and hearing none called for the vote. 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 DeMoss, Addison Park District; Trustee Hixenbaugh, Butterfield Park District (indicated on screen comments); Trustee Ellmann, Wood Dale Park District. Motion passed with 10 ayes, 0 nays.

- 8. Agency Report.** Director Poole said that there were two interviews for the open position of the Marketing and Communications Manager, however both had accepted a position at other organizations. Staff will post the position again with the expectation to hire in March. NEDSRA has hired a contractual person, referred by Trustee Fallon, to create the spring brochure. He noted that COVID continues to impact services by a few staff out at various times. Staff continue to finalize the plan for the front office positions of Office Manager, HR Generalist and Registrar. Chairman Ellmann asked about the open Marketing position impacting Fund Development. Director Poole does not believe there should be any significant impact. The Chairman asked for a brief update on the Community Engagement Project. Director Poole said that RFP's were sent out to more than six vendors for the Community Needs Survey. The Committee met and narrowed the choices down to two vendors and is meeting after today's regular meeting to formulate the questions to use in the interview. The interviews are scheduled for February 17, 2022 via video conference. Chairman Ellmann noted that the Committee's plan is to bring a recommendation back to the full Board at the March meeting. Trustee Leno asked if an RFP has been developed to send to golf courses to host the NEDSRA golf outing in September. Director Poole said staff is working on this and a mid-September date for the event remains the plan. Superintendent Barton passed along a thank you from Coordinator Maggie Goode for all of their support. He updated the Board on COVID cases among participants and due to a few cases the respective programs were paused for a week. There are three athletes at the Illinois Special Olympics Winter Games competing in snowshoeing. One of the NEDSRA basketball teams will compete at State and NEDSRA is hosting an ITRS basketball tournament on February 13. He is sending out "Reach for the Stars" invoices to Member Partners. Recreation Coordinator Sean Fritsch was recognized by IPRA as the Professional of the Year. He also pointed out the events listed in the Board Packet in the Agency Report. Chairman Ellmann extended his congratulations to Coordinator Fritsch. Chairman Ellmann pointed out the email that went to the Board with the NEDSRA events listed for the year and asked that Trustees make note of them and convey their interest or ability to assist with any of the events. Recording Secretary Martellotta noted the date change for the Illinois Legislative Conference from May to March.

- 9. Chairman of the Board Comments.** None.

- 10. Unfinished Business.** Community Needs Survey was discussed earlier in the meeting.

- 11. Closed Meeting to Perform Review on Minutes of Closed Minutes.** Deferred due to remote meeting. Tabled until the next in-person meeting.

12. **Board of Trustees Comments.** Trustee Friedrichs congratulated the Itasca Park District on the Young Professional of the Year award. Trustee Splitt said he is working on his first budget process. He asked if NEDSRA needed any volunteers for the basketball tournament. Trustee Knautz thanked the group for their work on the survey and Glendale Heights continues to complete work on the OSLAD grant project. Trustee Baum congratulated Itasca Park District. Trustee Leno and said they were very happy for Erika Rubo's selection as Young Professional of the Year. Itasca is fully staffed, however they have a finance position that will be open as of May due to the retirement of Christine Kelly. Trustee Schmidt congratulated Itasca Park District, and said Bensenville is working on summer programs. She brought up the grant for reimbursement from DuPage County for COVID expenses under the American Recovery Act. Trustee Friedrichs said it is a grant program and the details are not confirmed. Chairman Ellmann stated that Wood Dale Park District has updated its ADA Transition Plan and wished everyone a Happy Groundhog's Day. He reiterated that the Executive Committee is meeting at 2:30 p.m. following this meeting.

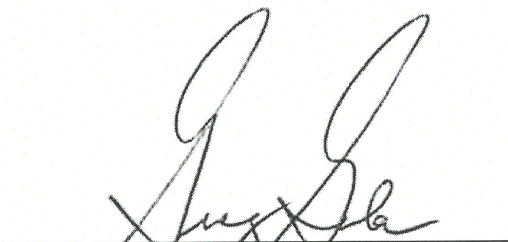
13. **Next Meeting Date:** Wednesday, March 2, 2022, 1:30 p.m. at the NEDSRA office.

14. **Adjournment:** Chairman Ellmann stated that there being no further business before the NEDSRA Board of Trustees, he would entertain a motion to adjourn. The motion was made by Trustee Knautz and a second by Trustee Splitt. 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 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; Chairman Ellmann, Wood Dale Park District. Motion passed with 11 ayes, 0 nays. The meeting was adjourned at 2:02 p.m.

Respectfully submitted,


Susan Martellotta, Recording Secretary


Matthew Ellmann, Chairman


Greg Gola, Board Secretary

Board of Trustees – Executive Committee Meeting Minutes
February 2, 2022, 2:30 p.m., Via Video Conference

Call to Order: Chairman Ellmann called the Executive Committee Meeting to order at 2:35 p.m.

Roll Call: The following Roll Call was taken:

Members Present: Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Bruce Baum, Medinah Park District
Greg Gola, Village of Villa Park
Matthew Ellmann, Wood Dale Park District

Members Absent: None.

Staff Present: Rick Poole, Executive Director

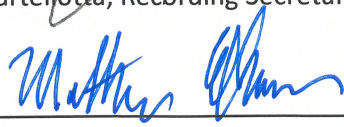
Guests Present: None.

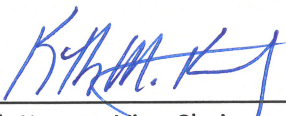
Chairman Ellmann called the Executive Committee Meeting for the Community Survey Project to order at 2:35 p.m. Chairman Ellmann stated that the goal of this meeting was to develop the questions to pose to the selected vendors being considered for engagement. He gave samples of questions he had used in the past for a similar project. The Committee discussed the purpose and objective of the survey and what interview approach to take and what questions would best determine which vendor would effectively achieve that end. Questions and format for the interview were compiled. The timeline and how the cost will be included in the budget was also discussed.

A motion to adjourn was made by Trustee Gola and seconded by Trustee Knautz. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Baum, Medinah Park District; Trustee Gola, Village of Villa Park; Trustee Knautz, Village of Glendale Heights; Trustee Ellmann, Wood Dale Park District. Motion passed with 5 ayes and 0 nays. The meeting was adjourned at 3:38 p.m.

Respectfully submitted,


Sue Martellotta, Recording Secretary


Matthew Ellmann, Chairman


Keith Knautz, Vice-Chairman