

BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, March 2, 2022, 1:30 p.m.

1. **Call to Order:** Chairman Ellmann called the meeting to order at 1:32 p.m.
2. **Roll Call:** The following Roll Call was taken:

Members Present: Michael Hixenbaugh, Butterfield Park District
Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Joe McCann, Alternate Lombard Park District
Bruce Baum, Medinah Park District
Cathy Fallon, Oakbrook Terrace Park District (via conference call)
Randy Splitt, Village of Schiller Park
Matt Ellmann, Wood Dale Park District

Members Absent: Leslie DeMoss, Addison Park District
Phyllis Schmidt, Bensenville Park District
Greg Gola, Village of Villa Park

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant/Recording Secretary

Guests Present: None.

3. **Introduction of Guests and Staff.** None.
4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

Chairman Ellmann requested a motion to approve Board of Trustees regular meeting minutes of February 2, 2022, Executive Committee Meeting Minutes of February 2, 2022 and Executive Committee Meeting Minutes of February 17, 2022. Motion to approve all three meeting minutes was made by Trustee Leno and a second 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 McCann, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes and 0 nays.

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

7. **Consent Agenda.**

- a. Chairman Ellmann requested a motion to approve the financial statements for the period ending January 31, 2022. The motion was made by Trustee Leno and the second was made by Trustee Knautz. Chairman Ellmann asked if there was any need for discussion. Executive Director Poole pointed out the Unemployment cost on the financial statements stating that we do not anticipate

any significant costs for unemployment for the remainder of this fiscal year. He also noted that there was an entry error which overstated the cost for Credit Card Fees. Executive Assistant Martellotta explained that this was corrected and will be reflected in the February financial statements. There was also a question on the Telephone account. Ms. Martellotta clarified that the new phone system just began in November 2021. There being no further questions or discussion, Chairman Ellmann called for the vote. On a roll call vote, voting aye: Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee McCann, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.

8. **Agency Report.** Director Poole said NEDSRA continues to interview for the Marketing and Communications Manager position and hopes to find a good candidate in this next round. Superintendent Barton announced that Special Olympics programs have been successful this year. Spring registrations have opened. The Sports Banquet, Theater performance, Easter Egg Hunt and Track Meet are all coming up soon. The Reach for the Stars event will take place each November going forward. Director Poole will be sending out the RFQ to the Board for the Golf Classic. Ms. Martellotta thanked Trustee Fallon for the referral of a contractual person to get the NEDSRA Spring Brochure done.
9. **Chairman of the Board Comments.** Chairman Ellmann would like to move the Executive Director's evaluation up to March/April instead of April/May. The consensus of the Board was in agreement with moving this timeline up.
10. **Unfinished Business. Community Needs Survey.** Director Poole reviewed the progress to date. He referred to the recommendation in the Board Packet. There was discussion on the services received for the price. The Chairman noted that ETC Institute had access to a broad database for comparative data and could present more comprehensive results. He also noted we should be aware of the timeline and the best time to conduct this survey. Chairman Ellmann then requested a motion. The motion was made to approve ETC Institute to conduct the Community Needs Survey in an amount not to exceed \$60,000 by Trustee Knautz and the second was made by Trustee Baum. Chairman Ellmann asked if there was any need for further 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 McCann, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Hixenbaugh, Butterfield Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.
11. **Budget Workshop Presentation.** Director Poole presented an overview of the 2022/2023 NEDSRA Fiscal Year Budget. The feedback from the Board was to pursue a meeting with Addison Park District on the purchase of a new elevator. There was discussion on the budget including the Fund Balance Policy, capital projects and the merit pool. The consensus of the Board was for the Agency to budget for an ending fund balance of \$1.1 million in 2022/2023. Chairman Ellmann noted that if this could not be achieved, it should be brought back to the Board for adjustment.
12. **Closed Meeting to Perform Review on Minutes of Closed Minutes.**
Approval to convene into Closed Session for the purposes of:
 - a. performing semi-annual review on minutes of meeting lawfully closed pursuant to Section 2(c)(21) of the Open Meeting Act
 Chairman Ellmann called for a vote to convene into closed session to perform the review of closed

minutes. The motion was made by Trustee Leno and a second was made by Trustee Splitt. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee McCann, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays. The Board convened into closed session at 3:20 p.m.

13. Closed Meeting.

14. Reconvene Open Meeting

Chairman Ellmann

The Board reconvened to open meeting at 3:25 p.m. to take action on items discussed in Closed Session pursuant to Section 2(c)(21) of the Open Meetings Act. The Board reconvened into open session at 3:25 p.m.

- a. Action taken on semi-annual review of Closed Meeting minutes.

The motion was made by Trustee Leno and the second was made by Trustee Knautz to:

Approval and release, although retain recordings of:

- a. Board of Trustees Closed Meeting Minutes – January 13, 2021
 - b. Board of Trustees Closed Meeting Minutes – February 24, 2021
 - c. Board of Trustees Closed Meeting Minutes – April 14, 2021
 - d. Board of Trustees Closed Meeting Minutes – May 12, 2021
- i. And that the following recordings of the approved and released closed minutes be destroyed now:
- e. Board of Trustees Closed Meeting Minutes – February 5, 2020
 - f. Board of Trustees Closed Meeting Minutes – April 8, 2020
 - g. Board of Trustees Closed Executive Meeting Minutes – April 20, 2020
 - h. Board of Trustees Closed Meeting Minutes – April 27, 2020
 - i. Board of Trustees Closed Meeting Minutes – May 6, 2020

And that the following recording of approved and released closed minutes may be destroyed on or after

April 7, 2022:

- j. Board of Trustees Closed Meeting Minutes – October 7, 2020

And that the remaining approved, unreleased minutes listed as follows remain as confidential non-public records at this time:

- a. Board of Trustees Closed Meeting Minutes; Personnel – May 9, 2016
- b. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
- c. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
- d. Board of Trustees Closed Meeting Minutes; Personnel – May 26, 2016
- e. Board of Trustees Closed Meeting Minutes; Personnel – June 1, 2016
- f. Board of Trustees Closed Meeting Minutes; Personnel – November 9, 2016

Chairman Ellmann asked if there was any further need for discussion and hearing none called for the vote. On a roll call vote, voting aye: Trustee McCann, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 8 ayes, 0 nays.

13. Board of Trustees Comments. Trustee Leno announced Itasca has a new Superintendent of Personnel and Finance, Nathan Kinslinger due to the retirement of Christine Kelly. They also received a \$375,000 grant for the Nature Center. Trustee Baum noted that the Morton Arboretum is giving out Tree Grants for 30 to 40 trees. Trustee Splitt said that Schiller Park is holding a fundraiser to assist Ukrainian refugees and he will be involved in his first budget with Schiller Park. Trustee Fallon said that Oakbrook Terrace is looking for staff.

14. Next Meeting Date: Wednesday, April 6, 2022, 1:30 p.m. at the NEDSRA office.

15. 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 Leno and a second by Trustee Knautz. On a roll call vote, voting aye: Trustee McCann, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Splitt, Village of Schiller Park; 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 8 ayes, 0 nays. The meeting was adjourned at 3:33 p.m.

Respectfully submitted,


Susan Martellotta, Recording Secretary
Matthew Ellmann, Chairman
Greg Gola, Board Secretary