

**BOARD OF TRUSTEES REGULAR MEETING MINUTES**  
**Wednesday, February 1, 2023, 1:30 p.m.**

1. **Call to Order:** Chairman Knautz called the meeting to order at 1:30 p.m.

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

**Members Present:** Phyllis Schmidt, Bensenville Park District  
Michael Hixenbaugh, Butterfield Park District  
Keith Knautz, Village of Glendale Heights  
Maryfran Leno, Itasca Park District (2:09 p.m.)  
Paul Friedrichs, Lombard Park District  
Bruce Baum, Medinah Park District  
Randy Splitt, Village of Schiller Park  
Greg Gola, Village of Villa Park  
Jon Marquardt, Wood Dale Park District

**Members Absent:** Jennifer Hermonson, Addison Park District  
Cathy Fallon, Oakbrook Terrace Park District

**Staff Present:** Rick Poole, Executive Director  
Jerry Barton, Superintendent of Recreation  
Carlos Marroquin, Marketing and Communications Manager  
Ana Salazar, Office Manager, Recording Secretary  
Nicole Kozlowski, Accountant, Lauterbach and Amen

**Guests Present:** Ryan Murray, ETC Institute  
Arnie Biondo, Pro's Consulting  
Matthew Ellmann, previous Executive Director from Wood Dale Park District

3. **Introduction of Guests and Staff.** Chairman Knautz welcomed and introduced Jon Marquardt, Executive Director from Wood Dale Park District.

4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

Chairman Knautz requested a motion to approve the Board of Trustees regular meeting minutes of December 8, 2022, and special meeting minutes of December 15, 2022, December 28, 2022, and January 18, 2023. Trustee Baum motioned to approve the meeting minutes, and Trustee Friedrichs made a second. Without further discussion, the motion passed unanimously on a voice vote with 8 ayes and 0 nays.

**6. Consent Agenda – Financial Reports.**

Chairman Knautz requested a motion to approve the NEDSRA Disbursements and Financial Statements as presented for periods ending November 30, 2022, and December 31, 2022. Trustee Marquardt made the motion, and Trustee Hixenbaugh made the second. Chairman Ellmann asked if there was any need for discussion. There being no further discussion, on a roll call vote, voting aye: Trustee Hixenbaugh, Butterfield Park District; Trustee Marquardt, Wood Dale Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Schmidt, Bensenville Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 8 ayes and 0 nays.

- 7. Agency Report.** Director Poole reported that the state is moving forward with NEDSRA's DCEO Grant, pending additional information they have requested. He also noted that NEDSRA is busy preparing the budget for the following fiscal year. Superintendent Barton announced that he is actively searching for two rooms within our member partners to be used for summer camp and a multipurpose room for the TREC adult program that plans to expand this summer. Accountant Kozlowski reported that the fund balance remains strong, and member partner contribution invoices were mailed out in December.

**8. Unfinished Business.**

- a. Director Poole introduced Ryan from ETC Institute and Arnie Biondo from PROs Consulting, who will present the community needs survey results and action plan recommendations. Ryan relayed in great detail the purpose of the survey and presented the results that assessed familiarity, usage, and needs for a wide range of program offerings. He highlighted the positive results and identified opportunities for NEDSRA to improve leisure and recreation needs. Arnie presented the Action Plan Recommendations that included recommendations to increase marketing and communication efforts, program improvements and expansion by increasing visibility in the communities, reworking and upgrading the organization by creating a program liaison with each member partner, member partner/NEDSRA collaboration with special events and programs. It is also recommended to engage in another shorter communications-only survey in about two years and a complete survey in five years after recommended improvements have been implemented. Trustees requested more specific participant reporting from NEDSRA staff to be provided at a future meeting.

- 9. Comments and Communications.** Matthew Ellmann thanked everyone for the well wishes.

- 10. Chairman of the Board Comments.** Chairman Knautz thanked everyone for their support, saying he looks forward to working with the staff, and reminded everyone of Sue Martellotta's retirement party at 4:30 p.m.

- 11. New Business.** None.

**12. Motion to Convene into Closed Meeting.** Chairman Knautz requested a motion to convene into Closed Session for the purposes of:

- a. Performing semi-annual review of minutes of meeting lawfully closed pursuant to Section 2(c) (21) of the Open Meetings Act;  
And
- b. Discussing issues related to the appointment, employment, compensation, discipline, and performance of personnel pursuant to section 5 ILCS 120/2(c)(1) of the Open Meetings Act. Trustee Leno made the motion, and Trustee Friedrichs made a second. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Marquardt, Wood Dale Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 9 ayes and 0 nays.

**13. Closed Meeting.** The Board convened into Closed Session at 2:41 p.m.

**14. Reconvene Open Meeting.** The Board reconvened into Open Meeting with the nine members present at 3:20 p.m. to take action on items discussed in the Closed Session related to performing a semi-annual review on minutes of meeting lawfully closed pursuant to Section 2(c) (21) of the Open Meetings Act.

- a. Action was taken on the semi-annual review of Closed Meeting minutes.  
Trustee Friedrichs made the motion, and Trustee Gola made the second to:  
Approval and release, although retain recordings of:
  - a. Board of Trustees Closed Meeting Minutes – March 2, 2022

And approve, do not release and retain recordings of:

- a. Board of Trustees Closed Meeting Minutes – April 6, 2022
- b. Board of Trustees Closed Meeting Minutes – December 8, 2022
- c. Board of Trustees Closed Meeting Minutes – December 15, 2022

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 Knautz asked if there was further need for discussion; hearing none, he called for a vote. On a roll call vote, voting aye: Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Splitt, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Schmidt, Bensenville Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Marquardt, Wood Dale Park District; Trustee Leno, Itasca Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 9 ayes and 0 nays.

**15. Board of Trustees Comments.** Trustee Splitt reported that Schiller Park is hiring a Generalist Park Supervisor. Trustee Hixenbaugh announced that Butterfield's day camp opened up today with a positive response. Trustee Schmidt is finalizing the summer brochure and attending many job fairs to fill many positions. She relayed that Bensenville is having its Sweetheart Ball this weekend. Trustee Baum reported that Medinah park district partnered with National Fitness Campaign, and along with that came a grant from Blue Cross Blue Shield to help offset those costs. Trustee Friedrichs congratulated Director Poole on recent events. Trustee Marquardt stated that Wood Dale Park District is hiring a Director of Finance. Finally, Trustee Gola hopes to break ground on the new recreation center in June and is finishing up Sugar Creek Golf Course's renovation project.

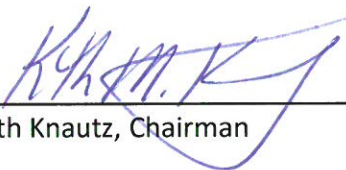
**16. Next Meeting Date.** Wednesday, March 1, 2023, at 1:30 p.m., NEDSRA

**17. Adjournment.** Chairman Knautz wished everyone well, then stated that he would entertain a motion to adjourn without further business before the NEDSRA Board of Trustees. The motion was made by Trustee Gola and a second by Trustee Friedrichs. Without further discussion, the motion passed unanimously on a voice vote with 9 ayes and 0 nays. The meeting adjourned at 3:28 p.m.

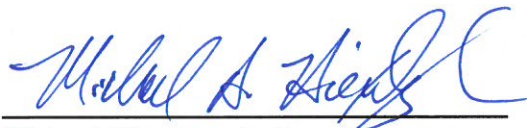
Respectfully submitted,



\_\_\_\_\_  
Ana Salazar, Recording Secretary



\_\_\_\_\_  
Keith Knautz, Chairman



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Michael Hixenbaugh, Board Secretary