

NEDSRA EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, February 28, 2024, 2:30pm

1. **Call to Order:** Chairman Knautz called the meeting to order at 2:30pm.

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

Members Present:

Michael Hixenbaugh, Butterfield Park
District Maryfran Leno, Itasca Park District
Keith Knautz, Village of Glendale Heights

Staff Present:

Jerry Barton, Executive Director
Rosario Lopez, H.R. Generalist

Members Absent: Greg Gola, Village of Villa Park

3. **PLAWA Review:** Director Barton reviewed parameters of the Paid Leave for All Workers Act, including accrual rates, process for requesting, termination and re-hiring. Generalist Lopez reviewed the payout and carryover options, and employer's ability to deny requests. Barton reviewed the potential accrual and financial impact for the current fiscal year and next fiscal year. Trustee Leno reminded staff to include FICA and other expenses in financial impact, which includes substitute staff either part-time or full-time. Lopez and Barton clarified calculations for the financial impact for next year and that time is being tracked in payroll software. Trustee Knautz encouraged Barton to discuss this at the upcoming legislative breakfast. Trustee Leno suggested updates to the letter drafted for local legislators. Discussions continued regarding current legislation, appropriate people to contact and continued advocacy. Barton shared draft policies and asked for clarification on when to bring a proposed policy to the Board. Trustee Knautz asked for policy review and potential approval at the April Board meeting.

4. **Purchasing Policies:** Director Barton reviewed the pre-approval limits and purchasing threshold. Barton suggested changing pre-approval limits and discussed single limit transactions for staff purchasing cards. Trustees suggested moving the pre-approval limit to a range of \$500-\$1,999 from a direct supervisor. Trustees discussed the processes to track adherence to the policy. Trustees directed Barton to continue with additional pre-approval

limits for department heads and administrative staff and update the current \$25,000 to \$30,000 matching park district code.

5. **Capital Projects:** Director Barton reviewed the roof walk-through and bid opening both in February. Barton shared the bid results and gave history on the project and expenses for NEDSRA and Addison Park District, including items in addendums 1-4. The low bid was \$1,650,000. Barton reviewed the addendums and NEDSRA portion, with an initial determination that NEDSRA's expense may be around \$360,000. Barton will contact Addison to confirm the cost and Addison's plan to accept or reject the bid. Trustee Knautz suggested a more formal written understanding of building, maintenance, construction impacting both agencies.

Director Barton gave an update on an elevator modernization project being explored as part of the next fiscal year. Barton has been working with the State of Illinois and does have access to a \$75,000 capital grant. Trustee Leno shared her experience with a similar project at Itasca Park District. There was discussion regarding the use of Sourcewell or Omnia for quotes and bids.

Barton then shared information about other projects and capitals for the 2024-2025 fiscal year and the NEDSRA fund balance policy.

Trustee Leno asked for an update on the gym and track. Barton did not have details regarding the current status of the track. Trustee Knautz asked about the roof, AC and HVAC. Barton provided detail on the HVAC replacement history and confirmed gym AC is part of the roof bid.

Trustees discussed NEDSRA's involvement in Addison Park District's playground project at Centennial, expected to start in 2025, including accessible and inclusive components and signage.

6. **Other Business:** None

7. **Adjournment:** Chairman Knautz said he would entertain a motion to adjourn without further business before the NEDSRA Executive Committee. The motion was made by Trustee Leno and a second by Trustee Hixenbaugh. Without further discussion, the motion passed unanimously on a voice vote with 3 ayes and 0 nays. The meeting adjourned at 3:35 pm.

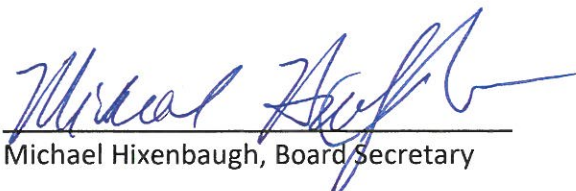
Respectfully submitted,



Jerry Barton, NEDSRA Executive Director



Keith Knautz, Chairman



Michael Hixenbaugh, Board Secretary