

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
REGULAR BOARD MEETING ON THE  
24<sup>th</sup> DAY OF JULY 2024 AT 10:30 A.M.**

Chairman Talsma called the meeting to order at 10:35 a.m. Recording Secretary Jessica Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Kevin Romejko, Bartlett Park District, Ben Curcio, Elk Grove Park District; Steve Bessett, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; George Geise, Mount Prospect Park District; Colleen Palmer, Palatine Park District; Ray Doerner, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Connor Cahill, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Steve Burgess, Schaumburg Park District; Jeff Janda, Streamwood Park District; Tim McCabe, So. Barrington Park District; Jan Buchs, Wheeling Park District

Absent: Erika Strojinc, Robert Dowling

Also present: Tracey Crawford, Executive Director Crawford; Andrea Griffin, Superintendent of Recreation; Tom Draper; Superintendent of Marketing and Communications; Anne Kiwala, Superintendent of Development; Darleen Negrillo, Superintendent of Administrative Services; Nicolae Gereaa, Superintendent of Finance; Cassidy Henry and Caitlin Cron, Recreation Specialists; Ed Tracy, Seldon Fox; Steve Adams, via zoom and Jessica Vasalos, Administrative Manager as recording secretary.

Public Comment

None

Approval of Agenda

Chairman Talsma asked for a motion to approve the agenda dated July 24, 2024, with the following changes; Update the May minutes to reflect the approval of Resolution 2024-1 Closed Session, update the minutes to adjourn the meeting at 12:15 pm, items 5B1, B2, and B3 are tabled to allow the finance team to rebuild the allocations, test the mapping and reclass and reconcile the general ledger, item 7E. Finance Report – 1<sup>st</sup> and 2<sup>nd</sup> Quarterly has been tabled until the September Board meeting, and Old Business item 8C. Paid Leave for All Workers Policy is tabled until the attorney reviews the vacation policy. Director Fahnstrom made the motion and Director Janda seconded the motion. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Talsma called for a motion to approve the Consent Agenda of July 24, 2024. Director Romejko made the motion and Director Janda seconded the motion to approve the Consent Agenda dated July 24, 2024. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Kevin Romejko, Ben Curcio, Steve Bessett, Craig Talsma, George Geise, Colleen Palmer, Ray Doerner, Bret Fahnstrom, Connor Cahill, Diane Hilgers, Steve Burgess, Jeff Janda, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

## Correspondence

NONE

## Staff Reports

### Program and Outreach Report

Superintendent Griffin gave a short report regarding a participant who resides at Little City. It was their first time in camp, and they did so well and had the experience of a lifetime.

### Marketing and P/R Report

Superintendent Draper informed the Board that in District 214 NWSRA was recognized as an industry leader. He read a letter from one of the interns who worked with NWSRA in the summer expressing her gratitude and reflecting on her positive experience at NWSRA. A grant was received from the state of \$250,000 reimbursing NWSRA for Inclusion expenses that were incurred for staff during FY2023. He spoke about the 50-year celebration that continues at the agency and let the Board know about the new Talking with Tricia TV/podcast.

### SLSF Report

Superintendent Kiwala reported on the first two-quarters of SLSF. They are coming in lower than budgeted but have five more events throughout the summer. Snoop Dog and Dr. Dre will sponsor Moretti's Golf Outing. She informed the Board about the upcoming Bingo night and the Viper Car Show. The Bear family will be hosting another McDonalds event in which Tracey will be working the event.

### Human Resources Report

Superintendent Negrillo reported about current staffing. The turnover rate is higher than average as we are starting to terminate staff that do not return. There are still a few job fairs for the rest of the year that will target internships and any open positions available at that time.

### 2<sup>nd</sup> Quarter Goals/Director Work Plan Update

Executive Director Crawford outlined the goals update and her director's plan updates and highlights. She explained that the focus right now is on the 50<sup>th</sup> anniversary of NWSRA. The open houses have brought in a lot of new participants. Focusing on the heart of the community and using transportation that allows all to recreate.

## Old Business

### Project Updates

Superintendent Griffin informed the Board that the greenhouse building is starting to take shape. The trees are gone, and the foundation will be poured. She presented a slide rendering of the greenhouse. The potential opening for the greenhouse will be the end of the fall. As part of the OSLAD grant Director Talsma informed the Board that the Vogelei house will also get a greenhouse.

### NWSRA Audit Acceptance

Director Talsma informed the Board that he reviewed the draft of the audit. Auditor Tracy informed the Board of changes he made upon recommendations from Director Talsma. He spoke about recognizing the grant from IDEA as received in deferred revenue. Recognized misc. income difference of the held IRS money and reflected in the current year. Review IMRF as a net pension asset as this year is showing as a liability. Director Talsma made a motion to accept the audit as presented. Director Fullerton made the motion and Director Fahnstrom seconded the motion to accept the FY2023 Audit as presented. Upon voice vote the agenda was approved.

### Paycheck Advancement Policy

Executive Director Crawford reviewed the policy and explained the need to have such a policy. She then made a motion to approve the policy as presented. Director Janda made the motion and Director Bessett seconded the motion to approve the Paycheck Advancement Policy as presented. Upon voice vote the agenda was approved.

### New Business

#### MDAA

Executive Director Crawford presented and explained the Member District Annual Assessment Packet for FY2025. She reviewed the MDAA packet with the Board and explained that staff are requesting an MDAA increase of 2.5% which included personnel changes. Director Curcio asked if going over the ceiling was allowed. Director Crawford explained that the policy will be updated to reflect the language to say, "or as otherwise approved by the Board". She then made a motion to approve the MDAA package at 2.5% for FY2025 as presented. Director Janda made the motion and Director Buchs seconded the motion to approve the MDAA as presented. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Kevin Romejko, Ben Curcio, Steve Bessett, Craig Talsma, George Geise, Colleen Palmer, Ray Doerner, Bret Fahnstrom, Connor Cahill, Diane Hilgers, Steve Burgess, Jeff Janda, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Executive Director Crawford called for motion to approve the MDAA to be taken to their perspective Boards for approval. Director Janda made the motion and Director Buchs seconded the motion to approve the MDAA to be taken to each perspective Park District Board for approval. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Kevin Romejko, Ben Curcio, Steve Bessett, Craig Talsma, George Geise, Colleen Palmer, Ray Doerner, Bret Fahnstrom, Connor Cahill, Diane Hilgers, Steve Burgess, Jeff Janda, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

### Printer/Copier RFQ Approval

Superintendent Draper reviewed Printer/Copier RFQ that was presented in the packet. Chairman Talsma called for a motion to approve the RFQ as presented. Director Fullerton made the motion and Director Romejko seconded the motion to approve the Printer/Copier RFQ as presented. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Kevin Romejko, Ben Curcio, Steve Bessett, Craig Talsma, George Geise, Colleen Palmer, Ray Doerner, Bret Fahnstrom, Connor Cahill, Diane Hilgers, Steve Burgess, Jeff Janda, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Mission Square Benefit Addition Resolution 2024-2

Superintendent Negrillo presented on the addition of withdrawal of 457 money in the individual employee account. Currently, this is not allowed with Mission Square. Director Talsma called for a motion to approve Resolution 2024-2. Director Fahnstrom made the motion and Director Buchs seconded the motion to approve Resolution 2024-2. Upon roll being called, the vote was as follows:

AYE: Carrie Fullerton, Kevin Romejko, Ben Curcio, Steve Bessett, Craig Talsma, George Geise, Colleen Palmer, Ray Doerner, Bret Fahnstrom, Connor Cahill, Diane Hilgers, Steve Burgess, Jeff Janda, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Information/Action Items

Personnel Committee

Director Curcio presented the minutes and discussions that occurred during the Personnel Committee meeting that occurred on June 19, 2024. He informed the Board of the decision of the Personnel Committee to make a motion to approve adjusting the Recreation staff salary ranges to a minimum of \$43,888. Director Jarog suggested to have HR Source at the committee meetings to explain their findings. Director Buchs reminded the committee that once the range is approved, staff moving throughout the range is an operational task and not a Board decision, to which Director Fullerton agreed. Director Talsma recommended that staff present the salary pool to the committee at the next Personnel Committee meeting as well as recommend to the committee an additional pool for COLA or decompression. Director LaFrenere informed staff that they need to push HR Source to reach the ranges that staff should be in. Director Curcio made a motion to approve the moving of exempt employees to the FLSA \$43,888. Director Janda made the motion and Director Fullerton seconded the motion to move the exempt staff to the FLSA starting \$43,888. Upon Voice Vote the motion was approved.

Closed Session

None

Action as a result of Closed Session

NONE

Adjournment

After no further business, Chairman Talsma called for a motion to adjourn. Director Fullerton made the motion and Director Romejko seconded the motion to adjourn the July 24, 2024, meeting at 11:26 am. Upon voice vote the agenda was approved.

The motion carried.

  
Secretary