

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT PARK CENTRAL
3000 CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 22nd OF MAY 24, 2024, at 10:31 am**

Chairman Talsma called the meeting to order at 10:31 a.m. Administrative Manager, Jessica Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Kevin Romejko, Bartlett Park District; Erika Strojinc, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Ben Rea, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda and Adam Vasquez, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling

Steve Bessette arrived at 10:57 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Tom Draper, Superintendent of Marketing and Communications; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Anne Kiwala, Superintendent of Development; Kaila Robinson, Tess Haug, Gianna Mendoza, Caitlin, Cron.

Introduction of Guests

Tracey Crawford, Andrea Griffin and Rachel Hubsch. Each guest gave a brief introduction of themselves.

Public Comment

None

Approval of Agenda

Chairman Talsma asked for a motion to approve the May 22, 2024 agenda with the correction of moving the FLSA discussion into Closed Session as 11. Closed Session item B Personnel. Director LaFrener made the motion and Director Romejko seconded the motion. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Talsma called for a motion to approve the Consent Agenda of May 22, 2024, with the removal of the financial reports under section B. Director LaFrener made the motion and Director Fahnstrom seconded the motion to approve the Consent Agenda dated May 22, 2024 with the removal of the financial reports under section B. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Adam Vasquez, Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Superintendent Hubsch shared a report regarding the Lightning Athletes and State Games. NWSRA currently has 276 athletes that compete in various sports. Director Morgan informed the Board that So. Barrington will have new Pickleball Courts ready for use.

Marketing and PR

Superintendent Draper reported that his department is very busy running the 50th Anniversary campaigns. This year we have hosted 2 of the 4 open houses. During these tours, stake holders learn about NWSRA offerings. Laptops have been purchased and distributed to staff. This action represented budget savings, as it replaced 14 desk tops and upgraded staff to docking stations. Our IT Manager, John Dufford attended a free IT conference in Chicago.

SLSF

Superintendent Kiwala reported on what is happening in the SLSF Department regarding Sponsors, and Golf Outings. Director LaFrenere asked about the collaboration with the Schaumburg Hoffman Rotary. Mrs. Kiwala explained. It was asked that the attorney review this collaboration to ensure that ADA Funds can be used for the golf outings.

HR Reports

Superintendent Negrillo reported that the turnover rate is improving. NWSRA is fully staffed in all areas except Inclusion. The application rates are also increasing.

Directors Report

Executive Director Crawford informed the Board that she is currently working on the SLSF strategic plan after staff met in January. Using the Development Plan as an outline and using focus group stakeholder input. NWSRA had a state grant approved for \$250,000. The funds have been received and are earmarked to offset Inclusion salary expenses in 2023. Executive Director Crawford hosted a DEI workshop with Schaumburg Park District doing the same presentation that was used with the Small Business Association. She is also judging at Special Olympics, meeting with Little City to discuss a possible collaboration, and met with Clearbrook as Willow Creek is interested in doing an Adult Day Program on their campus.

Old Business

Paid Leave for all Workers Act

Superintendent Negrillo and Executive Director Crawford unveiled the policy to the Board and will bring it back to the Board for approval once the attorney reviews it. Several part-time staff have inquired about using this time off and full-time staff have had their PLWA bucket pre-loaded from their existing vacation time.

New Business

Audit

The Audit was presented during the Meeting of the Whole. Chairman Talsma asked for the audit to be reviewed by the Finance Task Force consisting of Nicole Hopkins, Hoffman Estates Park District; Steve Burgess, Schaumburg Park District; Jason Meyers, Arlington Heights Park

District and John Short, Buffalo Grove Park District. Chairman Talsma would like the task force to review the 2023 financials and audit and the first half of 2024. Upon approval of these financials by the Task Force, staff were instructed to bring the financials back to the Board in July for approval.

HR Report: FLSA

Moved to Closed session.

Finance Report/Internal Control Report

Superintendent Gereia reviewed the Internal Report with the Board and ensured that his department has taken a hard look at the financials and processes of the agency. He has found no deficiencies and is firmly committed to the security of the agency's financial status. He looks forward to talking with the Finance Task Force. He also mentioned that he would like to open a payroll checking account to help ease the transaction flow in the operating account. Director Crawford informed the Board that she plans to open these accounts when the new Executive Director is hired for Rolling Meadows Park District because they are the Treasurer of the Agency. Chairman Talsma requested that the signing of checks or anything that is financially feasible be moved away from the Board now that there is a financial staff in place in the agency with possibly moving away from that practice. Director Crawford will review this and report to the Board later.

Chairman Talsma informed the Board that he would like the financials to be reviewed by the Finance Task Force. He wants to ensure that the financials are correct and the accounts are being utilized as they should. He expressed concerns about the financials and how the agency classifies some of the expenses. A long discussion was had, and Directors Strojinc, Romejko, Rea, and Fullerton expressed concerns that the Board is now getting involved with day-to-day operations as this is a Policy Board. The Board agreed to allow the Task Force to review the financials and to follow the recommendations made by the Finance Task Force. The financials and the audit will be brought back to the Board in July for acceptance of the Audit and approval of the FY2023 year-end financials as well as the 1st and 2nd quarter financials.

Informational/Action Items

Annual Information Update

Director Crawford informed the Board that the Annual Information Update forms will be sent out to the Board this week. She reminded the Board that they will be verifying the most updated EAV and the Gross Population numbers for their perspective districts.

2023 PDRMA Annual Report

Superintendent Negrillo reported to the Board the findings of the PDRMA Annual Report. She also reviewed the PDRMA NWSRA Snapshot with the Board.

Closed Session

Chairman Talsma asked for a motion to move into a closed session. Director Fullerton made the motion and Director Fahnstrom seconded the motion to move to a closed session for the Review of Executive Session minutes. Upon Voice Vote the motion passed.

Action as a result of Closed Session

Chairman Talsma asked for a motion to approve Resolution R2024-1 indicating that no closed session minutes will be released. Director Janda made the motion and Director Fahnstrom seconded the motion to approve Resolution R2024-1 indicating that no closed session minutes will be released. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Talsma called for a motion to adjourn. Director Romejko made the motion and Director Janda seconded the motion to adjourn the May 22, 2024 meeting at 12:07 p.m. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.



Secretary