

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD VIA VIRTUAL BOARD MEETING, <https://zoom.us/j/94254258444>
CALL IN NUMBER: 1(312) 626-6799, MEETING ID: 942 5425 8444
ON THE 26th DAY OF MAY 2021 AT 10:30 A.M.**

Chairman Fahnstrom called the meeting to order at 10:32 a.m. Recording Secretary, Jessica Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romjeko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Mike Clark

Mike Clark arrived at 10:38 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Rachel Hubsch, Superintendent of Recreation; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Annie Heggeland, Megan Wise, Abigale Downey, Brianna White, Interns; Matt Beran, Lauterbach and Amen; Michelle Bins, PFM Investments and Jessica Vasalos, Administrative Manager as recording secretary

The corresponding supervisory Superintendent conducted introductions of guests.

Public Comment

None

Approval of Agenda

Chairman Fahnstrom informed the Board that the Audit presentation and PFM Investment Update would be moved to occur immediately following the approval of the Agenda. Chairman Fahnstrom asked for a motion to approve the agenda dated May 26, 2021 with the changes that were mentioned. Trustee Janda made the motion and Trustee O'Brien seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Presentation of Audit

Chairman Fahnstrom introduced Matt Beran, with Lauterbach and Amen. Mr. Beran presented the audit and recognized NWSRA in the "modified opinion" rating, the highest rating Lauterbach and Amen award. He reviewed the Audit document provided in the packet. Trustee LaFrener asked if the Fund Balance is high for the agency. Mr. Beran agreed and suggested that the agency shift to having a dedicated Capital Fund specific to what future capital projects will be. This will allow for actual Operating expenditures and Capital expenditures to be more clearly defined for the audit. Mr. Beran indicated in splitting the funds agency's will typically land the agency to start a year with 25% to 50% of the budgeted expenditures, starting a year with more than that is not normally seen with other agencies. He also indicated that 2020 was not a normal year for any agency. Mr. Beran also stated that having the Capital expenditures mixed with Operating expenditures causes the Fund Balance to look very high, which is not the actual case. Executive Director Crawford informed Trustee LaFrener that all the ideas that the Board has brought forth to the Finance Task Force as well as Mr. Beran, Ms. Bins and Trustee Romejko.

Trustee Talsma asked for clarification on General Fund. Mr. Beran responded that the The General Fund is the main Operating Fund of the Agency.

Mr. Beran asked for additional questions regarding his presentation. No questions were raised. Executive Director Crawford asked if the overages reported were based on the COVID budget that was developed. He responded that the overages were based on the COVID Budget not the original budget that started FY2020.

Chairman Fahnstrom asked for a motion to accept the audit as presented by Lauterbach and Amen. Trustee Janda made the motion and Trustee Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

Abstain: Craig Talsma

The motion carried.

Trustee LaFrener asked why Trustee Talsma asked for more clarification and why he abstained. Trustee Talsma may still have questions regarding the Fund Balances and because some of his calculations not matching the audit. He also mentioned this has nothing to do with staff and the way things have been done, things will be further discussed in the Finance Task Force.

PFM Investment Update

Chairman Fahnstrom introduced Ms. Michelle Bins, PFM Investments. Michelle Bins, PFM, presented the status of NWSRA's portfolio. 94.1% of the portfolio remains in FDIC insured CD's. Due to COVID-19 many of the funds have been fluctuating. The CD's are in a ladder approach and remain strong. Reinvestment rates are anticipated to be challenged, but as always will get input from staff when CD's mature. PFM will expect to maintain an accommodative stance of monetary policy until 2% over time and longer-term inflation

expectations remain will anchored at 2%. PFM find value in the market when possible and will capitalize on higher rates when can. Trustee LaFrener asked about the funds held at PFM with regard of the Capital Fund. Trustee Romejko informed the Board that questions regarding PFM and Capital Fund will be reviewed later in the agenda.

Approval of Consent Agenda

Chairman Fahnstrom called for a motion to approve the Consent Agenda of May 26, 2021. Trustee Risinger made the motion and Trustee Janda seconded the motion to approve the Consent Agenda dated May 26, 2021. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Correspondence

Thank you from Anne Schultz with Young Professionals Networking for Tracey speaking on Diversity.

Staff Reports

Staff reports were included in the packet. Each Administrative Team member reported highlights for their departments. Accounting Manager Woodard reported that the financials are on track for the 1st quarter. Director Crawford reminded the Board that NWSRA is still working with an amended COVID budget, however starting to see the end of the tunnel. No questions were raised.

Old Business

NWSRA Project Updates and Programming Spaces Update

Superintendent Griffin informed the Board that the sensory garden in Hanover Park is complete and looking forward to the open house in July. Looking at becoming a Butterfly Sanctuary and release hundreds of Monarch Butterflies this summer. Many donations were planted from area nurseries and garden clubs. Superintendent Griffin also reported that the programming space at Hoffman Estates Park District is on track. Staff have met with Hoffman Estates staff to get the bid process completed and looks forward to the process and receiving costs for the projects.

Finance Task Force Update

Chairman Romejko reported to the Board a snapshot of what the staff have been working on for the Task Force. The Task Force will be looking forward to recommending moving to two funds: Operating Fund and a Capital Fund. The Capital Fund - majority of funds being housed with PFM. The Task Force is also looking at consolidating accounts to make the accounting more manageable. Conversations have been had regarding the Fund Balance Policy and that will be reviewed and rewritten with the help of Trustee Clark. The MDAA will be reviewed for a possible freeze of two years to help alleviate the COVID impacts to Member Districts. Chairman Romejko asked if there were any questions. Trustee LaFrener asked for a clarification on the percentage for the two funds to start any fiscal year. Director Crawford informed the Board that staff are reviewing starting the year with 5% of budgeted expenses in the Operating Fund.

Trustee LaFrenere is happy with the report and is looking forward to the Task Force working out all the finer details.

New Business

FSA Amendment

Superintendent Negrillo reviewed the FSA Amendment, which allows employees to make changes throughout the year in 2021 to the Health or Child Care FSA. Director Crawford and various admin team members presented the COVID-19 update presentation. Chairman Fahnstrom asked if there were any further questions. There were none. Chairman Fahnstrom asked for a motion to approve Resolution R2021-2 FSA Amendment Dependent Care Flexible Spending as presented. Trustee Talsma made the motion and Trustee O'Brien seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Chairman Fahnstrom asked for a motion to approve Resolution R2021-3 FSA Amendment Health Flexible Spending as presented. Trustee Clark made the motion and Trustee Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Information Action Items

Annual Information Update

Director Crawford asked the Board to watch for the AIF to be emailed out in June or as soon as the County releases the information. This will also reflect each Member District choosing a payment plan.

Strategic Planning Update

Director Crawford reviewed the process of the Strategic Plan and asked all the Board members to please schedule a time to talk with Jarrod privately to discuss what is going on in their communities and their thoughts on what they would like to see with NWSRA. Superintendent Selders reviewed the memo and timeline of the Strategic Planning Process. Trustee LaFrenere gave kudos to the way the process was laid out and conducted.

Closed Session

At 11:52 am, this time Chairman Fahnstrom asked for a motion to move into closed session. Trustee Talsma made the motion and Trustee Fullerton seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Chairman Fahnstrom asking for a motion to resume in to open session. Trustee O'Brien made the motion and Trustee Janda seconded the motion.

Those present were as follows:

Bob O'Brien, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

Action as a result of Closed Session

Chairman Fahnstrom asked for a motion to approve Resolution R2021-1 with a detailed list of released session minutes. Trustee LaFrener made the motion and Trustee Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Bob O'Brien, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAYS: None

The motion carried

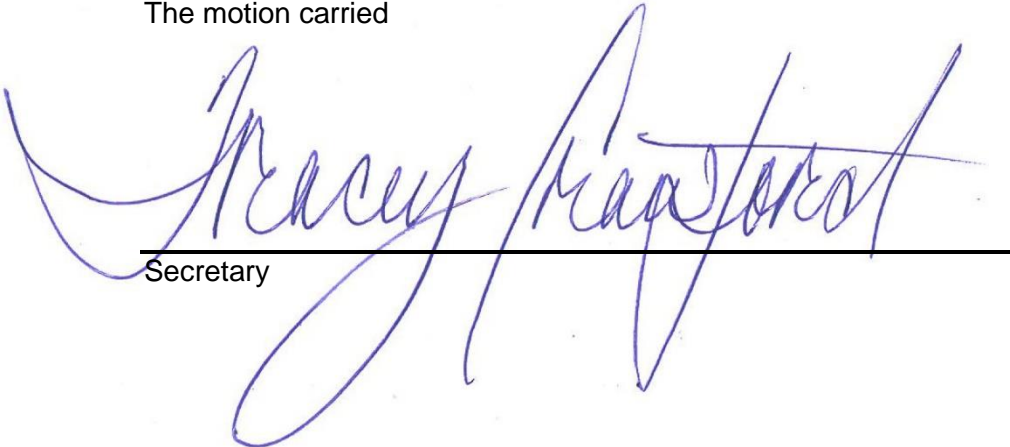
Adjournment

After no further business, Chairman Fahnstrom called for a motion to adjourn. Trustee Morgan made the motion and Trustee LaFrener seconded the motion to adjourn the May 26, 2021, Board meeting at 12:13p.m. Upon roll being called, the vote was as follows:

AYA: Bob O'Brien, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAYS: None

The motion carried



Secretary