

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT NWSRA ADMINISTRATIVE OFFICES AT
3000 CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 17th DAY OF NOVEMBER, 2021 AT 10:30 A.M.**

Chairman Fahnstrom called the meeting to order at 10:31 a.m.. Administrative Manager 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 Curcio, 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 Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District;

Jan Buchs arrived at 10:35 am

Absent: Robert Dowling and Mike Clark

Also present: Tracey Crawford, Executive Director; Tom Draper, Superintendent of Communications and Marketing; Anne Kiwala; Andrea Griffin, Superintendent of Recreation; Darleen Negrillo, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; and Jessica Vasalos, Administrative Manager as recording secretary

Introduction of Guests

Chairman Fahnstrom introduced the guests and each one gave a brief introduction.

Public Comment

None

Approval of Agenda

Chairman Fahnstrom asked for a motion to approve the agenda dated November 17, 2021, with the change of moving Michelle Bins to immediately following the approval of the agenda and omit the bus bid from the agenda. Director Janda made the motion and Director O'Brien seconded the motion to approve the agenda dated November 17, 2021. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Fahnstrom called for a motion to approve the Consent Agenda of November 17, 2021. Director Fullerton made the motion and Director Risinger seconded the motion to approve the Consent Agenda dated November 17, 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, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Program Report

Superintendent Griffin shared a story about NWSRA participants in regarding a PUNS night that was hosted by District 15. She reported about two families that she connected with when she explained our programs and services to them. She informed these family's about the transportation services and scholarship opportunities that NWSRA offers and the philosophy of NWSRA is that no-one will be denied opportunities due to the inability of being able to pay.

Marketing and PR Report/Outreach

Superintendent Draper reported he and his staff had a great time at the Gala and are now gearing up for Gold Medal Fashion show as well as the Strategic Plan and the Annual Report. He gave major kudos to Erika and Devin for their hard work during the Gala. He also mentioned that the printed brochure will be going out in the next few weeks.

SLSF

Superintendent Kiwala reported her wrap up of the Gala with \$61,000 in revenue. Sponsors have really showed events a lot of support and in most areas have exceeded the budget. Events have raised \$242,000 in 2021. Community outreach has been a big goal this year. The holiday luncheon will be immediately following the NWSRA Board Meeting on Wednesday, December 8, 2021.

Director's Report

Executive Director Crawford informed the Board that NWSRA is finalizing the FY2021. Most time has been focused on fundraising. Staff have met at the Voegeli House to imagine and dream. The video that was shown at the Gala will be shown again after a little tweaking at the Holiday Luncheon. She also reported that staff are looking at how we can service participants that are having issues wearing masks.

Old Business

Health/Merit Survey

Director Crawford informed the Board that the survey has been updated and is in the packet.

New Business

Park District Staff Member Benefits

Superintendent Griffin reviewed the Member District benefits and will be sending it out to NWSRA staff in the next month for them to elect a member district.

Surplus Ordinance

Superintendent Draper reviewed the items on the Surplus Ordinance. Chairman Fahnstrom asked for a motion to approve Surplus Ordinance R2021-1. Director LaFrenere made the motion and Director 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, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Transportation Bids

Superintendent Griffin reviewed the transportation bids that were included in the packet. She then made a recommendation to approve the bid from Grand Prairie Transit. Chairman Fahnstrom asked for a motion to approve the Grand Prairie Transit bid. Director O'Brien made the motion and Director Janda 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, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Information Action/Items

Personnel Committee Update

Minutes

Director Talsma asked for a motion to approve the Personnel Committee Minutes as presented. Director LaFrener made the motion and Director Janda seconded the motion. Upon Voice Vote, the motion carried

Staff Updates

Director Talsma asked for a motion to approve the Organizational Chart as presented. Director LaFrener made the motion and Director Fullerton seconded the motion. Upon Voice Vote, the motion carried.

Proposed Salary Ranges

Director Talsma asked for a motion to approve the adjusted HR Source report, the proposed salary ranges and the market pay adjustments as presented. Director LaFrener made the motion and Director 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, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Part Time Salary Ranges and Market Adjustment

Director Talsma asked for a motion to approve the proposed part time salary ranges with the tiered and the market adjustment as presented. Director Romejko made the motion and Director LaFrenerese 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, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenerese, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Health Insurance

Director Talsma asked for a motion to approve the proposed health insurance plan layed out in the packet as presented. Director O'Brien made the motion and Director 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, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenerese, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Merit Pool

Director Talsma asked for a motion to approve the proposed merit pool at 3% as presented. Director Fullerton made the motion and Director 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, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenerese, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Finance Committee Update

Minutes

Director Ferraro asked for a motion to approve the minutes from the Finance Committee minutes as presented. Director Morgan made the motion and Director Romejko seconded the motion. Upon Voice Vote, the motion carried

Proposed Budget Documents and Assumptions

Director Crawford reviewed the budget documents and gave a brief overview of the assumptions for each line item. She then reviewed the collaborative agreement with regards to

how payment is made to Clearbrook from the State of Illinois. She informed the Board that regardless of a participant being registered in our PURSUIT program, if that participant goes to another program, those funds follow the participant. Virtual programs, at this time, are not recognized as the same as an in person program and are only funded at 25%. There will not be any payback of invoices that are outstanding because the funds went with the participant; therefore, the state has already paid for the programming. Director LaFrenere asked a question regarding the non-program revenue budgeted for FY2022 and why NWSRA anticipated \$900,000 in revenue. Director Crawford explained that the budget was based on FY2019 and are based on two programming sites. She will also reach out to all board members to breakdown the Non-Program Revenue line item.

Director LaFrenere asked about the unassigned fund balance projections that were shown to the Board in July. Director Talsma reiterated that any unassigned fund balance will be addressed in Fund Balance Policy.

NWSRA Policy Update

Capital Policy

Director Romejko explained the Capital Policy and gave kudos to staff, Director Talsma and Director Clark for laying out a through plan that includes a tiered system. Thresholds have been adjusted to \$1,000 on all Capital items to allow for consistency. Director Ferraro asked for a motion to approve the Capital Policy as presented. Director LaFrenere made the motion and Director 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, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Fund Balance Policy

Director Romejko reviewed the Fund Balance Policy and how each account will be funded moving forward as well as in the event of an unassigned fund balance at the end of an audited year three options are available:

- Reduce the MDAA
- Transfer to Capital
- Other options approved by the Board

Director Romejko asked for a motion to approve the Fund Balance Policy as presented. Director Risinger made the motion and Director LaFrenere 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, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

IMRF Contribution Rate

Superintendent Negrillo reviewed the IMRF Contribution rate and informed the Board that the rate will be lower for FY2022.

NWSRA Committees

Director Crawford informed the Board that Bob O'Brien will be stepping into the Personnel Committee Chair role. Christina Ferraro will be Chair and Craig Talsma will be Vice Chair and Finance Chair. Ben Kutscheid, from Mt. Prospect, and Ian Pickett, from Streamwood, will be on the ADA Compliance Committee.

2022 Board Meeting Schedule

Director Crawford reviewed the NWSRA Board meetings for 2022.

Adjournment

After no further business, Chairman Fahnstrom called for a motion to adjourn. Director Janda made the motion and Director Fullerton seconded the motion to adjourn the November 17, 2021 meeting at 11:45 am. Upon voice vote, the motion was carried.



Secretary