

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
REGULAR BOARD MEETING ON THE 27th
DAY OF JULY 2022 AT 10:30 A.M.**

Chairman Ferraro called the meeting to order at 10:30 a.m. Recording Secretary Jessica Vasalos took roll call. The following members of the Board were present: Brian Meyer, Arlington Heights 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; Nick Troy, Mount Prospect Park District; Mike Clark, Palatine 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; Steve Burgess, Schaumburg Park District; Jay Morgan, So. Barrington Park District; Steve Muenz, Streamwood Park District

Absent: Rita Fletcher, Ryan Risinger, Robert Dowling

Also present: Kadison Mills and Logan Drill Coordinators; Tracey Crawford, Executive Director Crawford; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Tom Draper; Superintendent of Marketing and Communications; Anne Kiwala, Superintendent of Development; Wes Levy, Accounting; and Jessica Vasalos, Administrative Manager as recording secretary

Jan Buchs, Wheeling Park District arrive at 10:34 a.m.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated July 27, 2022. Director Fahnstrom made the motion and Director Talsma seconded the motion. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of July 27, 2022. Director Muenz made the motion and Director O'Brien seconded the motion to approve the Consent Agenda dated July 27, 2022. Upon roll being called, the vote was as follows:

AYA: Ben Curcio, Bob O'Brien, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jay Morgan, Steve Muenz, Jan Buchs

NAY: None

Abstain: Brian Meyer

The motion carried.

Correspondence

NONE

Staff Reports

Program and Outreach Report

Superintendent Hubsch shared photos from Camp and spoke about the work the team have been doing with the National Williams Syndrome Convention and in that was able to attract new participants and highlighted 2 new campers that have been participating and utilizing transportation. She also spoke about several special events that were held during camp.

Marketing and P/R Report

Superintendent Draper Informed the Board about all the happenings in his department including all the marketing and public relations for Vogelei House as well as the marketing materials that have come out of his department during the summer months. Comcast has approved the construction to get internet capability at Vogelei House. The cabling project at the main office will start very soon. The final step in the CIVI system of the financial portion has been started and will be completed soon.

SLSF Report

Superintendent Kiwala highlighted the Foundations report as follows the end of the second quarter, SLSF has brought in over \$190,000 in total revenue, with just over half of that being brought in from events. Also, secured over 50% of our budgeted sponsorship amount. We are still very much in the middle of golf season and are preparing for the remaining 5 golf outings. We hosted two events in past 2 months. In June, SLSF hosted the Palatine Hills Golf Classic and had 85 golfers on the course to help raise over \$20,000 for NWSRA Athletics programs. SLSF is proud to announce that we also recently hosted a first-time family event at Top Golf with 80 individuals participating. The event brought together NWSRA families, staff, and sponsors to spend a Sunday together while supporting the foundation. SLSF staff also volunteered along the NWSRA Lighting Booster Club to run a dessert booth at the Frontier Days Festival to help spread awareness and raise funds for the Booster club. SLSF is currently running a fundraising competition with the Summer Camps to see which age group can sell the most fun shaped pasta. So far, they've sold of \$1600 in pasta in the attempts to win an ice cream party for their group.

Human Resources Report

Executive Director Crawford reviewed the new Human Resources Report showing all applicants and the status of those applicants including; if they were hired, if they trained, and if they did not show up. She also reported the new summer Wellness Program that NWSRA is allowing full time staff to participate in. She gave major kudos to the Inclusion department on handling all the demand despite being down two full time staff and a manager (on maternity leave).

2nd Quarter Financial Report

Wes Levy, (Lauterbach and Amen – Finance Department) reviewed the financial report and the quarterly financial reports. There were no questions.

2nd Quarter Goals/Director Work Plan Update

Superintendent Hubsch reviewed the 2nd quarter goals update and stated the program Development Team will be meeting next week to develop focus groups (regionally) to utilize and identify the possible collaborations in the community. This action will include tapping into the CTRS staff for possible ideas for programs. Staff will also be looking for a Swim Coach that will be able to coach the abilities vs. focusing on the strokes of swim themselves as well as looking at what the “senior” status looks like, to see which participants would be recognized for that category. She also mentioned the transportation hub system that NWSRA will be developing. With this hub system, NW will be looking to possibly partner with PACE bus system to allow more routes for participants. Scholarships have been advertised in different areas of the

brochure to ensure that parents/guardians are aware that financial status should never be a deterrent to participate. Executive Director Crawford developed a hub system that split each member district into a region. Superintendent Griffin and Executive Director Crawford authored an Inclusion chapter for the Inclusive Leisure textbook. Executive Director Crawford was interviewed regarding DEI in each of the districts.

Executive Director Crawford reviewed her Directors Work Plan with the Board, highlighting senior programs, transportation services, fleet management and the collaboration with Clearbrook. She also included the breakdown of the group home model that currently exists and how NWSRA and Clearbrook can continue to provide services. She also outlined the COVID protocol that Clearbrook is conducting. Some discussion was had regarding COVID protocol at Park Districts and NWSRA. Director Crawford will keep the Board apprised of any COVID information. There were no further questions.

Craig Talsma left at 11:15 am.

Old Business

Project Updates

Superintendent Griffin informed the Board that the Fire Marshall came out and listed three items to fixed prior to opening, as well as the Dept. of Human Services coming out to inspect next week. Looking to host an Open House on August 23, 2022, at Hoffman Estates Park District, Vogelei House.

NWSRA Manual Approval

Benefits Manual

Executive Director Crawford clarified the changes that occurred in the manual. There were no further questions. Director Crawford asked for a motion to approve the Employee Benefit Manual as presented. Director Clark made the motion and Director Romejko seconded the motion to approve the Benefits Manual as presented. Upon roll being called, the vote was as follows:

AYE: Brian Meyer, Ben Curcio, Bob O'Brien, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jay Morgan, Steve Muenz, Jan Buchs

NAY: None

The motion carried.

Pandemic Return to Work Manual

Director Crawford asked for a motion to approve the Pandemic Return to Work Manual as presented. Director Fahnstrom made the motion and Director Muenz seconded the motion to approve the Pandemic Return to Work Manual. Upon roll being called, the vote was as follows:

AYE: Brian Meyer, Ben Curcio, Bob O'Brien, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jay Morgan, Steve Muenz, Jan Buchs

NAY: None

The motion carried.

Resolution R2022-3

Chairman Ferraro reviewed the Closed Session Minutes during the May 25, 2022, with the Board of Directors. However, voting on Resolution R2022-3 was omitted from the open session. Chairman Ferraro called for a motion to approve Resolution R2022-3 indicating no Action will be taken at this time. Director Clark made the motion and Director Romejko seconded the motion to approve Resolution R2022-3. Upon roll being called, the vote was as follows:

AYA: Ben Curcio, Bob O'Brien, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jay Morgan, Steve Muenz, Jan Buchs

NAY: None

Abstain: Brian Meyer

The motion carried.

New Business

MDAA

Executive Director Crawford and Wes Levy presented and explained the Member District Annual Assessment Packet for FY2023. NWSRA will remain flat in the MDAA ask, but the EAV and Gross Population numbers have been unfrozen at for the 2023 fiscal year. The Special Recreation Recommendation page will be updated to the actual percentage that the Member District levy's rather than the assumption of 4%. Mr. Levy outlined the changes in EAV and Gross Population and highlighted the Member District Contributions. Director Clark asked if all the capital needs and staffing needs will be covered if the agency remains flat with no increase in the MDAA ask? Executive Director Crawford responded that NWSRA will be ok for 2023. However, additional scenarios will be presented to the Board soon. Director Crawford called for a motion to approve the MDAA as presented. Director Burgess made the motion and Director Clark seconded the motion to approve the MDAA as presented. Upon roll being called, the vote was as follows:

AYE: Brian Meyer, Ben Curcio, Bob O'Brien, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jay Morgan, Steve Muenz, 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 Clark made the motion and Director O'Brien 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: Brian Meyer, Ben Curcio, Bob O'Brien, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jay Morgan, Steve Muenz, Jan Buchs

NAY: None

The motion carried.

Information/Action Items

Summer Gardening Projects

Superintendent Griffin thanked Arlington Heights for the accessible garden plots and thanked Elk Grove Park District for the vegetables donated for the sensory garden.

Closed Session

At 11:40 am, Chairman Ferraro asked all in attendance, except for Official Directors of the Board, to excuse themselves from the meeting. Ferraro requested motion to return to open session at 12:15pm. Director Buchs made the motion and Director Clark seconded the motion to return to open session. Upon roll being called the vote was as follows:

AYA: Mike Clark, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jan Buchs, Christina Ferraro, Ben Curcio, Bob O'Brien, Jay Morgan

NAY: none

Action as a result of Closed Session

NONE

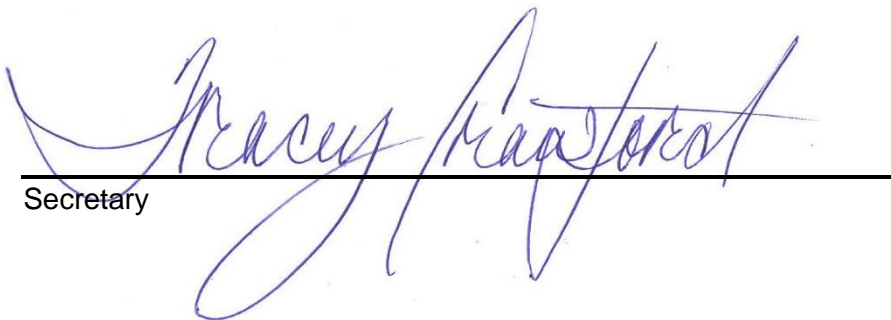
Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Clark made the motion and Director O'Brien seconded the motion to adjourn the July 27, 2022, meeting at 12:20pm. Upon roll being called the vote was as follows:

AYA: Mike Clark, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jan Buchs, Christina Ferraro, Ben Curcio, Bob O'Brien, Jay Morgan

NAY: none

The motion carried.



Tracye Rappaport

Secretary