

**MINUTES OF THE PERSONNEL COMMITTEE OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
ON THE 19TH DAY OF JUNE 2024 AT 10:30 A.M.**

Chairman Curcio called the meeting to order at 10:00 a.m. Recording Secretary Jessica Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Ben Curcio, Elk Grove Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Kevin Romejko, Bartlett Park District; Tony LaFrener, Schaumburg Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Steve Bessett

Also present: Tracey Crawford, Executive Director Crawford; Darleen Negrillo, Superintendent of Administrative Services; Nicolae Gere, Superintendent of Finance; and Jessica Vasalos, Administrative Manager as recording secretary.

Proposed Salary Ranges

Chairman Curcio would like to discuss the Comp Study. The Executive Director explained that the salary ranges were frozen for 4 years due to COVID-19, and the agency knew we would be contracting the compensation study again. The ranges came in low again and assumed the new wage FLSA laws. HR Source explained that they do not consider the laws until 2025. Director LaFrener asked if they adjust based on our current ranges. Director Crawford replied they were given all the information. They use all this information to base the ranges and include more SRAs in the calculations.

Director Fullerton asked if we should have them break out the higher-level managers because they are higher-level staff and harder to find. This is something that the committee will have to review in the future. Director Crawford also mentioned that there are cortiles for these positions as well to help account for years of service. In the packet, there are comparisons to the park district levels and NWSRA staff. Further discussion was had explaining the ranges and the compression that the agency is experiencing. Director Talsma asked about the salary comparison that was made vs park district staff and NWSRA staff. He explained that we didn't compare them correctly as some of the staff positions outlined are coordinators. Director Crawford explained that you cannot compare them by title alone. NWSRA coordinators are performing job duties that your managers are performing and NWSRA managers are performing job duties that park district superintendents are performing. When doing the comparison, we reviewed job descriptions to try and get as close as possible. She also mentioned that the committee lowered the salary ranges last year because you were not comfortable with some of the ranges. This has created a compression between the levels. She then reviewed the starting salaries of our Recreation Staff versus Recreation Supervisor Staff salaries at the park district.

Director Crawford is confident that the current budget can absorb any movement including moving the specialists to \$43,888. It was also discussed that the overtime that staff are doing would be more costly to the agency if it was hourly. We are constantly hiring staff because staff are leaving to go to your park districts. After all, you are paying more than we are. If the salaries

got to the proposed \$58,656, the agency would have an issue. Director Talsma asked if we were paying for lunch. If we go hourly, they would be punching out. Director Crawford explained that we have the data and have the software to track all this information. There was some discussion, Director Curcio asked the committee to come back to the topic of the Compensation Study and ensure that those ranges are appropriate. We also need to remember that all the NWSRA staff are certified and CDL Licensed.

Director Buchs recommended that we wait not start the pay ranges at \$39,000. Director Curcio expressed concern that several of our staff are not near the mid-range of salaries. Director Talsma reminded the staff that NWSRA does not have to start the new hires higher than the starting range figures. Director Crawford reminded the committee that we can't do that because the staff that have been in the positions would make less than staff that are newly hired.

Director Jarog suggested having HR Source come to the Committee meetings when these discussions happen so they can justify their calculations. Director Talsma and Director LaFrenere agreed with Director Crawford to move and adjust all the staff outlined in the proposal. Director Talsma completely disagrees with the \$58,656 it is not a law.

Director Crawford stated to the committee that if the range is approved, staff will calculate where staff should be within the range and the budget. Director Buchs reminded the committee that once the range is approved, staff moving throughout the range is operations and not up to the Board and Director Fullerton agreed.

Director Talsma recommended that when staff present the salary pool to the committee in the fall as well as a recommendation to the committee about an additional pool for COLA or decompression. Director LaFrenere informed staff that they need to push HR Source to reach the ranges they should be.

Director Crawford will ask HR Source the following:

- Why have the pay grades changed?
- Why are all the supers in the same grades and not the managers?

The meeting was adjourned at 11:02 am.



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

June 20, 2024
10:00 A.M., Personnel Committee Meeting
Park Central Conference Room
Rolling Meadows, IL

Agenda

- I. **Proposed Salary Ranges**
 - A. 2023 Full-Time Salary Ranges
 - B. NWSRA Proposed FT 2025 Salary Ranges

- II. **FLSA Proposed Scenarios**
 - A. Plan A – FLSA Remains at \$43,888.00 as of January 1, 2025
 - 1. All current exempt employees remain exempt using the NWSRA Proposed FT 2025 Salary Range

 - B. Plan B – FLSA Moves to \$58,656.00 as of January 1, 2025
 - 1. Recreation Specialists move to hourly with a pool of 260 hours of overtime annually using NWSRA Proposed FT 2025 Salary Ranges
 - 2. Coordinators, Managers and Superintendents adjust salaries using NWSRA Proposed FT 2025 Salary Ranges and the FLSA amount of \$58,656.00
 - 3. Proposed FLSA Special Assessment

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • www.nwsra.org

Date: June 20, 2024

To: NWSRA Personnel Committee

From: Tracey Crawford, Executive Director
Darleen Negrillo, Superintendent of Administrative Services
Nicolae Gere, Superintendent of Finance

Re: **Proposed NWSRA FT Salary Ranges FY2025**

In October 2023, the Personnel Committee approved a full salary comprehensive study to be conducted in 2024 for the FY 2025 budget. HR Source currently creates the IPRA Parks and Recreation Salary Study as well as many Special Recreation Associations. The Job Descriptions, roles and responsibilities have all been reviewed and approved by HR Source and can continue to be used for NWSRA.

Staff directed HR Source to adjust the Proposed FY2025 Salary Ranges to reflect the July 1, 2024, salary adjustments using the new base wage of \$43,888.00. However, HR Source did not recommend that agencies adjust their salary ranges at this time. The NWSRA Proposed FT 2025 Salary Ranges represents the current market value of the positions. According to the HR Source Representatives, the market has not adjusted to reflect the impact of the FLSA newly proposed ruling. HR Source does not anticipate that the market will catch up to the FLSA wage increases until the third quarter of 2025. Based on this recommendation, the NWSRA staff do not recommend adjusting the Proposed FT 2025 Salary Ranges until next year when planning for the FY2026 budget.

One employee will fall under the new minimum range for their position according to the NWSRA Proposed FT Salary Ranges for 2025. The budget impact would be \$2,219.95 to move this employee into the range.

Approval:

Approve the proposed NWSRA FT Salary Ranges FY2025 as presented by HR Source.

Approve the \$2,219.95 salary increase for one employee to be moved into the minimum range identified for the employees position according to the NWSRA Proposed FT Salary Ranges for FY2025.

Full-Time Salary Ranges 2023

HR Source Recommendations

As of 3/27/2023

Pay Grade	Position Title	FLSA	Minimum				Midpoint			Maximum 2022
			2022	13%	25%	37%	2022	75%		
10	Receptionist	N-E	16.01	16.53	17.06	17.58	18.10	19.19	20.27	
11	Registrar	N-E	17.87	18.87	19.87	20.87	21.87	24.09	26.30	
11	Recreation Specialist	E	41,031.00	42,170.75	43,310.50	44,450.25	45,590.00	50,149.00	54,708.00	
11	Recreation Specialist - Day Camp	E	42,031.00	42,031.00	42,031.00	44,243.61	46,456.21	51,101.83	55,747.45	
11	Program Coordinator	E	44,722.80	46,534.49	48,346.18	50,157.86	51,969.55	56,982.31	61,995.08	
12	Graphic and Communications Coordinator	E	44,722.80	46,534.49	48,346.18	50,157.86	51,969.55	56,982.31	61,995.08	
12	Events Coordinator	E	44,722.80	46,534.49	48,346.18	50,157.86	51,969.55	56,982.31	61,995.08	
12	Office Coordinator	N-E	21.50	22.37	23.25	24.12	24.99	27.40	29.81	
12	Collaborative Coordinator	E	44,722.80	46,534.49	48,346.18	50,157.86	51,969.55	56,982.31	61,995.08	
12	Inclusion Coordinator	E	44,722.80	46,534.49	48,346.18	50,157.86	51,969.55	56,982.31	61,995.08	
12	Support Services Coordinator	E	44,722.80	46,781.43	48,840.06	50,898.68	52,957.31	57,476.20	61,995.08	
13	Operations Coordinator	E	46,237.75	49,127.74	52,017.73	54,907.71	57,797.70	63,577.68	69,357.65	
13	IT Services Coordinator	E	46,237.75	49,127.74	52,017.73	54,907.71	57,797.70	63,577.68	69,357.65	
13	Recruitment Coordinator	E	46,237.75	49,127.74	52,017.73	54,907.71	57,797.70	63,577.68	69,357.65	
13	Manager of Special Recreation	E	46,237.75	49,127.74	52,017.73	54,907.71	57,797.70	63,577.68	69,357.65	
13	Manager of Support Services	E	46,237.75	49,127.74	52,017.73	54,907.71	57,797.70	63,577.68	69,357.65	
13	Manager of Inclusion Services	E	46,237.75	49,127.74	52,017.73	54,907.71	57,797.70	63,577.68	69,357.65	
13	Manager of Collaboratives	E	46,237.75	49,127.74	52,017.73	54,907.71	57,797.70	63,577.68	69,357.65	
13	Foundation Manager	E	46,237.75	49,127.74	52,017.73	54,907.71	57,797.70	63,577.68	69,357.65	
14	Administrative Manager	N-E	51,423.23	54,637.12	57,851.01	61,064.89	64,278.78	70,706.56	77,134.33	
15	Finance Manager	E	57,189.88	60,764.06	64,338.23	67,912.41	71,486.58	78,635.44	85,784.30	
17	Superintendent of Finance	E	70,734.25	75,155.08	79,575.90	83,996.73	88,417.55	97,259.20	106,100.85	
17	Superintendent of Marketing & Communication	E	70,735.25	75,156.08	79,576.90	83,997.73	88,418.55	97,260.20	106,101.85	
17	Superintendent of Development	E	70,735.25	75,156.08	79,576.90	83,997.73	88,418.55	97,260.20	106,101.85	
17	Superintendent of Recreation	E	70,735.25	75,156.08	79,576.90	83,997.73	88,418.55	97,260.20	106,101.85	
17	Superintendent of Administrative Services	E	70,735.25	75,156.08	79,576.90	83,997.73	88,418.55	97,260.20	106,101.85	
22	Executive Director	E	120,344.23	127,865.68	135,387.13	142,908.58	150,430.03	165,472.93	180,515.83	

Full-Time Salary Ranges 2025

HR Source Recommendations

As of 10/3/2023

Previous Pay Grade	New Pay Grade	Position Title	FLSA	Minimum	13%	25%	37%	Midpoint	75%	Maximum
10	11	Receptionist	N-E	16.73	17.78	18.82	19.87	20.91	23.00	25.09
11	12	Registrar	N-E	18.79	19.97	21.14	22.32	23.49	25.84	28.19
11	12	Recreation Specialist	E	39,085.00	41,477.75	43,870.50	46,263.25	48,656.00	53,641.50	58,627.00
11	12	Recreation Specialist - Day Camp	E	39,085.00	41,477.75	43,870.50	46,263.25	48,656.00	53,641.50	58,627.00
11	12	Program Coordinator	E	39,085.00	41,477.75	43,870.50	46,263.25	48,656.00	53,641.50	58,627.00
12	13	Graphic and Communications Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
12	13	Events Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
12	13	Collaborative Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
12	13	Inclusion Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
12	13	Support Services Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
13	14	Operations Coordinator	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
13	14	Office Manager	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
13	14	Recruitment Coordinator	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
13	14	Manager of Special Recreation	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
13	14	Manager of Support Services	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
13	14	Manager of Inclusion Services	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
13	14	Manager of Collaboratives	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
13	15	Foundation Manager	E	55,391.00	58,852.75	62,314.50	65,776.25	69,238.00	76,162.00	83,086.00
14	15	Administrative Manager	N-E	55,391.00	58,852.75	62,314.50	65,776.25	69,238.00	76,162.00	83,086.00
	16	Information Technology Manager	E	62,218.00	62,218.00	62,218.00	69,995.00	77,772.00	85,549.00	93,326.00
17	18	Superintendent of Finance	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00
17	18	Superintendent of Marketing & Communication	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00
17	18	Superintendent of Development	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00
17	18	Superintendent of Recreation	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00
17	18	Superintendent of Administrative Services	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00

Date: June 20, 2024

To: NWSRA Personnel Committee

From: Tracey Crawford, Executive Director
Darleen Negrillo, Superintendent of Administrative Services
Nicolae Gereu, Superintendent of Finance

Re: **FLSA Exempt Standards Updates**

In January of 2024, HR Source was contacted to complete NWSRA's Comprehensive Salary Survey; however, upon completion of the survey, the Department of Labor announced the possibility of changes to the FLSA Exempt Standards. These changes were anticipated to be announced in April of 2024. The changes were divided into two stages of wage adjustments. The first wage adjustment would occur on July 1, 2024. The notice for the July 1st ruling from the U.S. Department of Labor is below:

NOTICE: On April 23, 2024, the U.S. Department of Labor (Department) announced a final rule, Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees, which will take effect on July 1, 2024. The final rule updates and revises the regulations issued under section 13(a)(1) of the Fair Labor Standards Act implementing the exemption from minimum wage and overtime pay requirements for executive, administrative, and professional (EAP) employees. Revisions include increases to the standard salary level and the highly compensated employee total annual compensation threshold, and a mechanism that provides for the timely and efficient updating of these earnings thresholds to reflect current earnings data.

The second wage adjustment is to occur on January 1, 2025, raising the FLSA Exempt Wage to \$58,656.00. However, more than a dozen business, groups, and a company have already filed a lawsuit seeking to block the U.S. Department of Labor's Final Rule to raise the Exempt Wage Threshold. Also, at this time HR Source does not believe the second increase will occur in January. However, they do recommend that each agency prepares for the possibility of the second FLSA Exempt Wage increase occurring in January 2025.

To prepare for the potential salary increase, MDAA preparation, and the FY2025 Budget impact, staff are presenting the following Plans to comply with the U.S. Department of Labor's Final Rulings for July 1, 2024, and January 1, 2025.

Plan A- July 1 Exempt Status Changes to \$43,888.00

Plan A is based on the assumption that the U.S. Department of Labor **will not** follow through with the second increase scheduled for January 1, 2025 @ \$58,656.00. All employees would remain exempt using the July FLSA exempt Wage adjustment of 43,888.00. The FY2025 budget assumptions are as follows:

- All current exempt employees would remain exempt.
- Recreation Specialists' salaries would be adjusted to reflect the July 1, 2024, FLSA Exempt Wage Adjustment to \$43,888.00.
- The total budget impact as presented and approved at the May 2024 NWSRA Board Meeting is in the amount of \$8,846.02.

Plan B – January 1, 2025 Exempt Status Changes to \$58,656.00

Plan B is based on the assumption that the U.S. Department of Labor **will** follow through with the second increase scheduled for January 1, 2025 @ \$58,656.00. The FY2025 budget assumptions are as follows:

- Coordinators, Managers and Superintendents will remain exempt employees.
- The total FY2025 Budget impact of \$410,647.23 for the various employee categories is as follows:

Recreation Specialists

- The Recreation Specialists will no longer be exempt and will move to an hourly rate of pay based on the \$43,888.00. The FY2025 total budget impact will be \$104,168.47. This includes 5 hours of overtime a week for each Recreation Specialists including IMRF and FICA costs.

Coordinators

- The FY2025 total budget impact to adjust all the Coordinators to the FLSA Exempt Wage threshold of \$58,656.00 would be \$208,423.25. This includes IMRF and FICA expenses.

Managers

- The FY2025 total budget impact of \$78,101.42 (which includes IMRF and FICA) is the expense needed to adjust the Managers at Pay Grade 14 above the Coordinators at \$58,656.00 their new FLSA Wage.
- No adjustments are needed for the Managers in Pay Grades 15 and 16.

Superintendents

- The FY2025 total budget impact of \$19,954.23 is the expense needed to adjust the Superintendents. This includes IMRF and FICA expenses.

The total budget impact for FY2025 is outlined in the grid below:

FLSA Plan B - Increase Budget Assumptions

Group	Current FY 2024	Jan FLSA FY2025 Estimated Increases	Difference between FY2004 & FY2025	FICA Total	IMRF Total	FLSA Total Increase Impact
Specialists	\$438,880.00	\$533,578.61	\$94,698.61	\$7,244.44	\$2,225.42	\$104,168.47
Coordinator	\$810,706.22	\$1,000,181.90	\$189,475.68	\$14,494.89	\$4,452.68	\$208,423.25
Manager	\$365,309.69	\$436,310.98	\$71,001.29	\$5,431.60	\$1,668.53	\$78,101.42
Superintendent	\$512,577.79	\$530,718.00	\$18,140.21	\$1,387.73	\$426.29	\$19,954.23
	\$2,127,473.70	\$2,500,789.49	\$373,315.79	\$28,558.65	\$8,772.92	\$410,647.37

To prepare for the mandated, January 1, 2025 FLSA Exempt Salary Adjustment approval by the Department of Labor, NWSRA staff has prepared the first Special Assessment in the history of NWSRA for \$410,647.37. A preliminary grid has been created to illustrate each member district's portion of the special assessment, based on the percentage of their MDAA contribution. Please see attachment below:

NWSRA Proposed FLSA Special Assessment

Member Park District	Proposed FLSA Special 410,000
Arlington Heights	52,293.11
Bartlett	23,289.02
Buffalo Grove	31,893.57
Elk Grove	29,750.26
Hanover Park	13,194.56
Hoffman Estates	30,851.11
Inverness	3,213.84
Mt. Prospect	32,869.04
Palatine	43,653.93
Prospect Heights	7,178.07
River Trails	10,024.24
Rolling Meadows	16,017.97
Salt Creek	3,763.52
Schaumburg	63,891.81
South Barrington	6,320.46
Streamwood	17,264.77
Wheeling	24,530.72
Total	410,000.00