

**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 15th DAY OF NOVEMBER 2023 AT 10:30 A.M.**

Chairman Ferraro 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; Erika Strojinc, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Steve Besstee, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Kevin Romejko, Rolling Meadows Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District and Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Bret Fahnstrom, Jeff Janda and Diane Hilgers

Also present: Tracey Crawford, Executive Director; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Tom Draper, Superintendent of Communications and Marketing; Anne Kiwala, Superintendent of Development; Gazmend Meni, Superintendent of Finance; Shannon Herrick, Support Services Coordinator; Andrew Tuszynski, Recreation Specialist and Steve Adams, Attorney and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

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

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated November 15, 2023, Director LaFrener made the motion and Director Fullerton seconded the motion to approve the agenda dated November 15, 2023. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of November 15, 2023. Director Morgan made the motion and Director Buchs seconded the motion to approve the Consent Agenda dated November 15, 2023. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan and Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Program Report

Superintendent Griffin shared a story about a participant and his participation in the swim program and working with behavior team.

Jeff Janda arrived at 10:36 am.

Marketing and PR Report/Outreach

Superintendent Draper informed the Board about Executive Director Crawford's award at NRPA. He also mentioned that Superintendent Hubsch received an award from WILS and that NWSRA and Hoffman Estates Park District received the Best of the Best award. His team is working on the winter spring brochure. The technology update is complete at RMCC and has HPPD next on the list. His staff worked on all the Celebrate Ability marketing and interest videos.

Human Resources Report

Executive Director Crawford reviewed the Human Resources Report with the Board.

SLSF

Superintendent Kiwala reported her wrap up of the Gala hosted on November 3rd, which celebrated 30 years. Thank you to all of you who attended – you really helped make the evening a success. The evening included nearly 200 attendees and brought in over \$90,000 – which included \$15,000 in the impact auction which will go toward renovating the music room at the Rolling Meadows Community Center to create a sensory inclusive environment, purchase new instruments, and accommodate group programming. The holiday luncheon will be immediately following the NWSRA Board Meeting on Wednesday, December 13, 2023, at Chandlers.

Director's Report

Executive Director Crawford spoke to the Board about the Paid Leave Act that goes into effect January 1, 2024, and the fact that SRA's did not get exemption. Staff will spend December planning and figuring out how to track the hours and implementation of the new law. She also had the first UI advisory Board meeting for Therapeutic Recreation. The Executive Committee discussed whether to continue to have Steve Adams, Attorney at all Board Meetings moving forward. The committee agreed to discontinue the practice in FY2024 and will invite him to any meetings that require his attendance.

Old Business

Ratification of Audit

Executive Director Crawford informed the Board that a vote to accept the FY2022 Audit via survey monkey. As of October 12, 2023, 14 of the 17 Board Members have voted yes to accept the audit. Of the remaining Board Members, one abstained and three did not participate. She asked for a motion to ratify the acceptance of the FY2022 NWSRA Audit as presented. Director Janda made the motion and Director Fletcher seconded the motion to ratify the acceptance of the FY2022 NWSRA Audit as presented. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

ABSTAIN: Erika Strojinc and Steve Bessette

The motion carried.

Distinguished Agency

Executive Director Crawford informed the Board that NWSRA passed the DA review with a score of 494/500. The official presentation takes place on November 20, 2023.

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. Director LaFrener would like to include part time staff in the offerings.

Transportation Bids

Superintendent Hubsch reviewed the transportation bids that were included in the packet. Director Strojinc asked for staff to add language (not to exceed) next year for the bidder agree to the same cost for the following year, eliminating the need to go for bid. Superintendent Hubsch then made a recommendation to approve the bid from Grand Prairie Transportation. Director Fullerton made the motion and Director Janda seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Information Action/Items

Personnel Committee Update

Minutes

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

Organizational Chart

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

Full Time Proposed Salary Ranges

Chairman Ferraro asked for a motion to approve the aging factor provided by HR Source. Director Janda made the motion and Director Fullerton, the proposed salary ranges as presented. Director Janda made the motion and Director Fullerton seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Part Time Salary Ranges

Chairman Ferraro asked for a motion to approve the Salary Ranges as presented to the Board in the packet as presented. Director Janda made the motion and Director Talsma seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Salary Pool

Chairman Ferraro asked for a motion to approve the salary merit pool of 3.7% as presented to the Board in the packet. Director LaFrener made the motion and Director Talsma seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Health Insurance

Chairman Ferraro asked for a motion to approve the proposed health insurance plan laid out in the packet with the increase of employee portion percentages as presented. Director Talsma made the motion and Director Janda seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Finance Committee Update Minutes

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

Proposed Budget Documents and Assumptions

Director Talsma reviewed the budget documents and gave a brief overview of the assumptions for each line item. He thanked the staff for all their hard work in presenting a balanced budget. Director Crawford reviewed the Projected Year End numbers and how staff determined the budgeted numbers for FY2024. The only variances in the budget that are worry sum are the increasing van costs and the new law for part-time staff vacation. Director LaFrener reported to the board that he is happy to be over budget as that indicates the need and reiterated that if more money is needed because Schaumburg is over budget that NWSRA should come back to the district for additional funds. The Board will officially vote on the budget at the December 13, 2023, Board Meeting.

IMRF Contribution Rate

Superintendent Negrillo reviewed the IMRF Contribution rate and informed the Board that the rate will be lower for FY2024.

Committees

Executive Director Crawford reviewed the committee assignments and how each Board Member is placed on each committee. The Executive team suggested that member districts can send their Superintendents of HR or Finance to the committee meeting in their places or in addition allowing for Professional Development. Executive Director Crawford asked for a motion to approve the FY2024 NWSRA Committees as presented. Director Romejko made the motion and Director Janda seconded the motion to approve the Committees as presented. Upon voice vote the motion passed.

2024 Board Meeting Schedule

Director Crawford reviewed the NWSRA Board meetings for 2024. The Executive Team is asking for the Board to move the January meeting to the 31st and the March meeting to the 27th. There was some discussion and one opposition to the changes but overall, the Board agreed to the changes.

Member District Sponsorship

Superintendent Griffin reviewed the member district sponsorships for FY2024 and indicated that SLSF will be supporting Elk Grove, Buffalo Grove, Schaumburg, Streamwood and Salt Creek Park Districts.

Closed Session

Chairman Ferraro made a motion to enter closed session at 11:38 am. Director Talsma made the motion and Director Romejko seconded the motion to enter closed session. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

Reconvene into Open Session

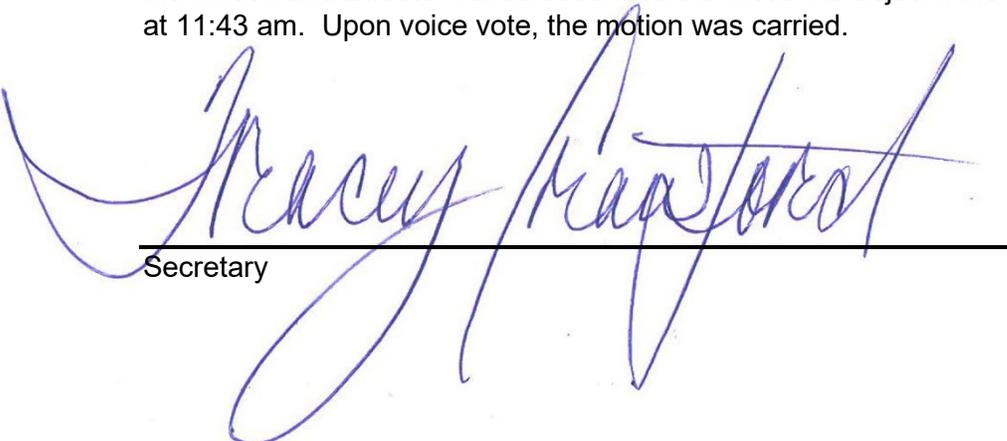
Chairman Ferraro asked for a motion to reconvene into open session at 11:42 am.

Action as a result of closed session

Chairman Ferraro asked for a motion to approve Resolution R2023-2 Determining the Confidentiality of Closed Session Minutes reflected no release of minutes. Director Clark made the motion and Director Buchs seconded the motion to approve Resolution R2023-2 Determining the Confidentiality of Closed Session Minutes reflected no release of minutes. Upon Voice Vote the motion passed.

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Clark made the motion and Director Janda seconded the motion to adjourn the November 15, 2023, meeting at 11:43 am. Upon voice vote, the motion was carried.



Secretary