

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT PARK CENTRAL;
3000 CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 19th OF NOVEMBER, 2025, at 10:00 am**

Chairman Talsma called the meeting to order at 10:00 a.m.

Superintendent of Recreation Hubsch took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Kevin Romejko, Barlett Park District; Erika Strojinc, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Steve Bessett, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Ben Rea, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Nick Troy, 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; and Jan Buchs, Wheeling Park District

Absent: Bret Fahnstrom and Robert Dowling

Also present: Andrea Griffin, Executive Director; Rachel Hubsch, Superintendent of Recreation; Anne Kiwala, Superintendent of Development; Sara Carey, Manager of Human Resources; Nick Eckelberry, Manager of Finance; Danielle Olson and Kaila Robinson, Managers of Collaborative Services; Diane Dawson, 4D Advising and Michelle Bins, PFM Asset Management

Introduction of Guests

Rachel Hubsch introduced Danielle Olson and Kaila Robinson. Andrea Griffin introduced Diane Dawson and Michelle Bins.

Public Comment

Chairman Talsma asked for public comments. Director Troy asked staff and board members for a moment of silence to honor Rita Fletcher.

Approval of Agenda

Chairman Talsma informed board members that Diane Dawson and Michelle Bins would move on the agenda from New Business to after Correspondence. Chairman Talsma asked for a motion to approve the agenda. Director Janda made the motion and Director LaFrenere seconded the motion to approve the agenda. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Talsma called for a motion to approve the Consent Agenda as amended for November 19, 2025. Director Fullerton made the motion and Director Curcio seconded the motion to approve the Consent Agenda. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Presentation from Diane Dawson, 4D Advising

Director Griffin introduced Diane Dawson, sharing that she was the owner of 4D Advising and whom the staff were moving forward with for the agency's strategic plan. Ms. Dawson shared her background, information on 4D Advising, and informed board members of the strategic planning process, that the agency will go through beginning in 2026.

Presentation from Michelle Bins, PFM Asset Management

Manager Eckelberry introduced Michelle Bins, sharing that she would be giving an update on NWSRA investments. Ms. Bins shared that NWSRA's Investment Account portfolio is well positioned with CDs maturing through Spring 2026. All principal and interest on these CDs are FDIC insured. The Capital Reserve Account is invested in the liquid Illinois Portfolio, IPDLAF+ Class and is available for use anytime NWSRA needs. Manager Eckelberry stated that typically, staff and PFM would present balances as of the most recent month-end in this presentation. Since NWSRA had some CD maturities and purchases in October in the Investment Account, and withdrew \$195,000 in the Capital Reserve Account, staff and PFM wanted to present the most up to date information available and dated the data as of October 22, 2025. In September, the Fed delivered its first rate cut of 2025, lowering the federal funds target range to 4.00% - 4.25%. Fed Chair Jerome Powell described it as a "risk management cut" reflecting growing concerns over the labor market. The median forecast from the Fed's September "dot plot" showed an additional 50 basis points (bps) of rate cuts this year, 25 bps more than its June projections. As the Fed cuts rates, short-term investment rates will likely move lower as well which will affect NWSRA's interest income moving forward.

Staff Reports

Recreation

Superintendent Hubsch shared that third quarter program statistics are on the NWSRA website.

Marketing and Communications

Director Griffin reported that online registration will take place when registering for winter programs in December. SLSF will transition from their own website to a landing page on the new NWSRA website.

Finance

Manager Eckelberry reported on third quarter Budget Variance explanations and the third quarter Income Statement.

SLSF

Superintendent Kiwala recapped the Celebrate Ability Gala and reminded board members to RSVP for the upcoming Holiday Luncheon on December 10, 2025.

Director Report

Director Griffin reviewed the third quarter agency goals.

Old Business

Ratification of Minivan Purchase via Sourcewell

Director Griffin asked for a motion to ratify the minivan purchase approved in the September 2025 board meeting. Director Janda made the motion and Director Rea seconded the motion for ratification of the minivan purchase via Sourcewell. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

New Business

Board Admin Manual

Chairman Talsma asked for a motion to approve proposed updates to the Board and Admin Manual as presented. Director LaFrenere made the motion and Director Fullerton seconded the motion to approve the proposed updates to the Board and Admin Manual as presented. Conversations occurred regarding the guidelines that are outlined in the Admin and Board Manual for staff Purchasing Authority. Director Griffin will change Purchasing Authority to Check Signing. Under Purchasing Card Accounts (P-Cards) Director Griffin will list out limits by all staff positions. Director Romejko suggested on page 77 of the board packet, under Board Governance Responsibility, to change "Check co-signing requirements" to "Legal Bid Limit" and above \$30,000 for an additional signature of the NWSRA Organizational Treasurer. Director Talsma suggested that under Executive Committee, the ability for the committee to act on behalf of the full board be removed. Upon voice vote, the motion was carried.

2026 Member Park District Recreation Benefits

Superintendent Hubsch shared the discounts on programs and services that NWSRA offers to Member Park District staff. While reviewing the benefits that each Member Park District offers NWSRA full-time staff.

Information/Action Items

2026 Day Camp Transportation

Superintendent Hubsch requested a motion to reject Day Camp Transportation Bids due to being outside of targeted budget. Director Romejko made the motion and Director Janda seconded the motion to reject Day Camp Transportation Bids due to being outside of targeted budget. Director Fullerton asked if we would go out to bid again, Superintendent Hubsch updated board members that we will be going back out to bid. Upon voice vote, the motion was carried.

Personal Committee

Chairman Talsma asked for a motion to approve the Personal Committee minutes from October 8, 2025. Director Romejko made the motion and Director Curcio seconded the motion to approve the Personal Committee minutes from October 8, 2025. Upon voice vote, the motion was carried.

Personal Committee Information Items

Strategic Plan

Director Griffin reviewed the Strategic Plan with 4D Advising, sharing the cost of \$17,000. Director Fullerton asked what the term of the plan was, Director Griffin shared that the plan itself was 3 years. Director Fullerton asked that we focus on our financial information.

IMRF Contribution

Manager Carey shared the IMRF contribution with the board members.

Full-Time Salary Ranges

Director Griffin informed board members that staff will be using HR Source for a salary survey at the beginning of 2026. Director Griffin also shared that current salary ranges were used for the 2026 budget.

Personal Committee Action Items

Organizational Chart

Chairman Talsma asked for a motion to approve the 2026 Organizational Chart as presented from the updated email and board packet. Director LaFrenere made the motion and Director Curcio seconded the motion to approve the 2026 Organizational Chart as presented from the updated email and board packet. Upon voice vote, the motion was carried.

Part-Time Pay Scale

Chairman Talsma asked for a motion to approve the proposed 2026 part-time staff pay scale. Director LaFrenere made the motion and Director Rea seconded the motion to approve the proposed 2026 part-time staff pay scale. Upon voice vote, the motion was carried.

2026 Health Benefits

Chairman Talsma asked for a motion to approve the proposed 2026 health benefits as proposed through the budget process. Director Rea made the motion and Director LaFrenere seconded the motion to approve the proposed 2026 health benefits as proposed through the budget process. Upon voice vote, the motion was carried.

Full-Time Merit Pool

Chairman Talsma asked for a motion to approve the proposed 2026 full-time staff merit pool through the budget process. Director Fullerton made the motion and Director Rea seconded the motion to approve the proposed 2026 full-time staff merit pool through the budget process. Upon voice vote, the motion was carried.

Employee Manual

Chairman Talsma asked for a motion to approve the proposed changes to the Employee Manual. Director Janda made the motion, and Director Troy seconded the motion to approve the proposed changes to the Employee Manual. Upon voice vote, the motion was carried.

Finance Committee

Chairman Talsma asked for a motion to approve the Finance Committee minutes from October 31, 2025. Director Rea made the motion, and Director Troy seconded the motion to approve the Finance Committee minutes from October 31, 2025. Upon voice vote, the motion was carried.

2026 Proposed Budget

Chairman Talsma asked for a motion to approve the tentative form of the 2026 Budget and 2025 Budget Variance. Director Rea made the motion and Director LaFrenere seconded the motion to approve the tentative form of the 2026 Budget and 2025 Budget Variance. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Finance Software

Chairman Talsma asked for a motion to approve the BS&A as the new financial software vendor for NWSRA with a 2026 budget impact of \$42,750. Director Janda made the motion and Director LaFrenere seconded the motion to approve the BS&A as the new financial software vendor for NWSRA with a 2026 budget impact of \$42,750. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Audit Contract

Chairman Talsma asked for a motion to approve Sikich LLP as auditor for NWSRA for fiscal years ending December 31, 2025, December 31, 2026, and December 31, 2027. Director LaFrenere made the motion and Director Rea seconded the motion to approve Sikich LLP as auditor for NWSRA for fiscal years ending December 31, 2025, December 31, 2026, and December 31, 2027. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Nick Troy, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Part-Time Paid Leave

Chairman Talsma asked for a motion to approve the changes to the NWSRA Part-Time Paid Leave for All Policy as presented. Director Rea made the motion and Director Fullerton seconded the motion to approve the changes to the NWSRA Part-Time Paid Leave for All Policy as presented. Upon voice vote, the motion was carried.

NWSRA Board Schedule

Chairman Talsma asked for a motion to approve the 2026 NWSRA Board of Directors meeting schedule. Director Janda made the motion and Director Rea seconded the motion to approve the 2026 NWSRA Board of Directors meeting schedule. Upon voice vote, the motion was carried.

2026 Member Park District Event Sponsorship

Superintendent Hubsch shared the Member Park Districts that were sponsored by SLSF and NWSRA for community events that took place throughout 2025. Superintendent Hubsch also shared the Member Park Districts that will be sponsored in 2026.

Day Program Presentation

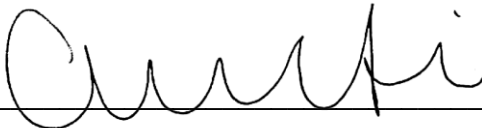
Superintendent Hubsch and Manager Robinson presented to the board members on adult day programming.

Election of Board Officers

Chairman Talsma opened the floor for nominations for the NWSRA Board Chair beginning January 1, 2026 through December 31, 2027. Director Ferraro nominated Director Janda for Board Chair. Upon voice vote, Director Janda was named Chair for the NWSRA Board of Directors January 1, 2026 through December 31, 2027. Chairman Talsma opened the floor for nominations for the NWSRA Board Vice-Chair beginning January 1, 2026 through December 31, 2027. Director Jarog nominated Director Curcio for Board Vice-Chair. Upon voice vote, Director Curcio was named Vice-Chair for the NWSRA Board of Directors January 1, 2026 through December 31, 2027.

Adjournment

After no further business, Chairman Talsma called for a motion to adjourn. Director LaFrenere made the motion and Director Troy seconded the motion to adjourn the November 19, 2025 NWSRA Board of Directors meeting at 12:19 p.m. Upon voice vote the meeting was adjourned.

Secretary: 

Date: 12/11/2025