

**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 JANUARY, 2022, at 10:30 am**

Chairman Ferraro called the meeting to order at 10:33 a.m.

Executive Director Crawford took roll call. The following members of the Board were present: Rita Fletcher, Bartlett 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; Steve Burgess, Schaumburg Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Carrie Fullerton, Ryan Risinger, Robert Dowling, Mike Clark and Jay Morgan

Mike Clark arrived at 11:00 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Tom Draper, Superintendent of Marketing and Communications; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Anne Kiwala, Superintendent of Development and Miranda Woodard, Accounting Manager

Introduction of Guests

Rachel Hubsch introduced spoke about the out of state intern Dinah Matthews, from North Carolina and Jasper Shorr the in person intern, from Eastern Illinois University.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated January 19, 2022. Director Janda made the motion and Director Fahnstrom seconded the motion to approve the agenda dated January 19, 2022. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of January 19, 2022, with the correction in the minutes that the meeting was held at Chandlers in Schaumburg. Director O'Brien made the motion and Director Fahnstrom seconded the motion to approve the Consent Agenda dated January 19, 2022. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Correspondence

Tracey Crawford read the correspondence from WINGS.

Staff Reports

Superintendent Griffin reported on 2021 Year End Statistics including Program and Participant Statistics and Facility Statistics. She indicated that trends to report that programs and services are getting back to more normalized numbers. Superintendent Griffin asked Board Members to refer to the Board Packet as well as the Directors' site for Park District specific information.

Marketing and PR

Superintendent Draper reported that the Marketing and PR department has been extremely busy working on the Gold Medal Fashion Show, and internal documents to keep the requests for work more detailed and on track. The technology department is getting more organized with Devin Morrison, IT Services Coordinator for taking control of the technology capital assets at the agency.

SLSF

Superintendent Kiwala reported that the Gold Medal Fashion Show will be featured in a hybrid format. We have higher than expected registration for this event and have approximately 60 registrations for the virtual option. She also outlined Revenue and Expenses for end of FY 2021.

Old Business

Hoffman Estates Vogelei House

Superintendent Griffin informed the Board that staff are excited to get into the space. Furniture for the space will be ordered in the next month and construction is moving on schedule. Hoping to open in April.

Wheeling Park District Sensory Room

Superintendent Griffin reported that the sensory room is installed and there are minor kinks that need to be worked out. Once this is complete, hoping to have Wheeling Park District tour the space.

New Business

PCard Resolution R2022-1

Superintendent Negrillo reported to the Board that NWSRA will be switching from BMO Harris to Fifth Third Consortium for our Purchasing Card needs. This change is due to ongoing issues with BMO and will allow for an increase in the rebate percentage. Director Talsma suggested looking into Captial One in the future. Chairman Ferraro asked for a motion to approve Resolution R2022-1. Director Fahnstrom made the motion and Director Fletcher seconded the motion to approve Resolution R2022-1. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Strategic Plan

Executive Director Crawford reviewed the strategic plan. She highlighted needs that were revealed in the plan. These included PURSUIT needs, Programming needs and staff needs. The agency will be focusing on the training and programming needs over the next few years. Chairman Ferraro asked for a motion to approve the Strategic Plan. Director O'Brien made the motion and Director Janda seconded the motion to approve the Strategic Plan as presented. Upon voice vote the motion carried.

Mission, Vision and Values

Executive Director reviewed the strategic plan results highlighting PURSUIT and programming needs. Staff reviewed the results and developed the Mission, Vision and Values that are being presented to the Board. Staff will be drafting a new Value Statement in 2022 because it was brought to staffs attention that NWSRA should include a DEI statement as one of the NWSRA Values. The NWSRA DEI Committee will work on the development of the statement – which will be updated later in 2022. Chairman Ferraro asked for a motion to approve the Mission, Vision and Values as presented. Director Janda made the motion and Director Fletcher seconded the motion to approve the Mission, Vision and Values as presented. Upon voice vote the motion carried.

Chairman Ferraro reported that discussion have been had on the Executive Committee as well as in the Personnel Committee about Board decorum and Board relationships. The Executive Committee will be planning a Board retreat or a Board inservice. This will be a goal of the Executive Committee and during the March meeting will try and have a date in April for retreat/inservice.

Resolution R2022-2 for Appreciation of Service for State Senator and United States Congressman Harris W. Fawell

Director Crawford read the Resolution honoring Harris W. Fawell. Chairman Ferraro asked for a motion to approve Resolution R2022-2. Director Clark made the motion and Director Janda seconded the motion to approve Resolution R2022-2 Appreciation of Service. Upon voice vote the motion carried.

Informational/Action Items

COVID Update

Executive Director Crawford reviewed the return to work plan regarding COVID. She also reported that participants will sending vaccination cards and photos to the office to have in our system, as families were not comfortable sending the actual cards with their participants. At this time NWSRA is not mandating vaccination and will continue to weekly test for non-vaccinated staff. NWSRA will continue to follow the guidance of the CDC and IDPH.

2021 Year in Review/2022 Goals

Executive Director Crawford and the NWSRA Administrative Team presented the Year in Review for 2021. Superintendent Hubsch presented the 2021 Goals review and presented the 2022 Goals and new Core values set forth by the strategic plan.

Other

None

Closed Session

None

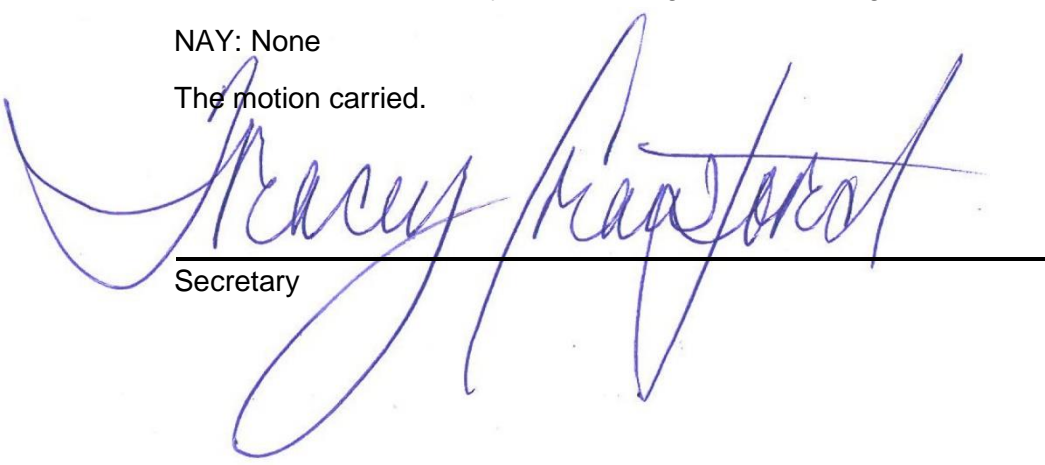
Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Janda made the motion and Director Talsma seconded the motion to adjourn the January 19, 2022 meeting at 11:40 a.m. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jeff Janda and Jan Buchs

NAY: None

The motion carried.



Secretary