

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
REGULAR BOARD MEETING ON THE 26<sup>th</sup>  
DAY OF JULY 2023 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: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District, Joe Zimmerman, Buffalo Grove Park District, Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Nick Troy, Mount Prospect Park District; Nick Troy, Mount Prospect 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; Tony LaFrenere, Schaumburg Park District; Jay Morgan, So. Barrington Park District;

Absent: Bret Fahnstrom, Robert Dowling

Also present: 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; Darleen Negrillo, Superintendent of Administrative Services; Steve Adams, via zoom and Jessica Vasalos, Administrative Manager as recording secretary.

Jeff Janda, Streamwood Park District arrived at 10:35 am  
Mike Clark, Palatine Park District arrived at 10:40 am

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated July 26, 2023. Director LaFrenere made the motion and Director Fullerton 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 26, 2023. Director O'Brien made the motion and Director Janda seconded the motion to approve the Consent Agenda dated July 27, 2023. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Joe Zimmerman, Ben Curcio, Bob O'Brien, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Correspondence

NONE

## Staff Reports

### Program and Outreach Report

Superintendent Griffin gave a short report regarding a participant at PURSUIT and his growth through his time at program, using communication tiles. Director LaFrenere gave major kudos to Inclusion Manager Victoria Gonzalez regarding a difficult situation with one of the families in Schaumburg programs.

### Marketing and P/R Report

Superintendent Draper informed the Board that the Newsletter went out with success stories about participants that have graduated from Harper College. Implemented Knowb4...for cyber security. NWSRA will be implementing a new phone system. On the SLSF side of things informed the Board that sponsor information continues to be sent out and the Gala invite will go out soon.

### SLSF Report

Superintendent Negrillo reported that revenues are on track as budgeted. The women's golf outing and the Buffalo Grove golf outing are projected to sell out. Sponsorship dollars raised will cover food costs. Camps are doing a fun pasta fundraiser with the winners getting an ice cream party, this fundraiser has already seen an increase of 25% over last year. The Bear Family will be hosting a softball tourney with 100% of the proceeds being donated to SLSF.

### Human Resources Report

Superintendent Negrillo reported that the turnover rate is looking good and is considered low by the national average. NWSRA had 500 employees as of last week for the first time in four years. Applications to hires (inclusion) is less but increased for (camp). She also reported that NWSRA has attended a few job fairs as well. The Schaumburg job fair resulted in five new hires. We will be in the High Schools as our next attempt at getting staff.

### 2<sup>nd</sup> Quarter Financial Report

Superintendent Meni reported to the Board that we will be cutting ties with Lauterbach and Amen in the middle of August. Upon completion of their contract, all financial reports will be done in-house. An accounting clerk will be hired and will handle day-to-day operations. He also informed the board that we will be moving to AccuFund for our financial accounting software. There were no questions.

### 2<sup>nd</sup> Quarter Goals/Director Work Plan Update

Executive Director Crawford outlined the goals update and her director's plan updates and highlights. Mr. Baker is looking forward to getting DSP certifications in junior colleges as the high school program is starting. Director Crawford also outlined the reasons for the termination of L&A contract for financial services. She also updated the Board regarding the 941-tax penalties and interest. Steve Adams (attorney) also reported to the Board his discussions with L&A regarding the amount of breach of contract that has occurred.

## Old Business

### Project Updates

Superintendent Griffin informed the Board about the Hydroponic towers that are currently growing veggies. Phase one starts this fall.

### Intergovernmental Agreement between Rolling Meadows Park District and NWSRA for IT Services Manager

Superintendent Draper explained that NWSRA and Rolling Meadows Park District sat down and discussed the facts that we share too much to not collaborate on hiring an IT Manager. He reviewed the determination and asked the Board if there were any questions. Director Talsma

asked the Board to include a 30-day clause because we do not want NWSRA to be stuck with the other portion of the agreed upon salary. Superintendent Draper asked for a motion to approve the Intergovernmental agreement as presented. Director LaFrenere made the motion and Director Buchs seconded the motion to approve the Intergovernmental Agreement as presented. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Joe Zimmerman, Ben Curcio, Bob O'Brien, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### ADA Transition Plan Update

Superintendent Negrillo informed the Board of the status of the ADA Transition Plan. The NWSRA ADA Transition plan regarding the two floors that NWSRA owns is complete. The remaining items are the joint items that will be completed in conjunction with RMPD. Steve Adams would like to have the condo agreement revisited to ensure that % portions are current.

#### NWSRA Audit Acceptance

Director Talsma informed the Board that he reviewed the draft of the audit. The Audit will be corrected and will be sent out to the Board once received. The Board will then accept it via Survey Monkey.

#### New Business

##### MDAA

Executive Director Crawford presented and explained the Member District Annual Assessment Packet for FY2024. She reviewed the MDAA packet with the Board and explained that staff are requesting an MDAA increase of 2%. Director Crawford called for a motion to approve the MDAA as presented. Director Talsma made the motion and Director Fletcher seconded the motion to approve the MDAA as presented. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Joe Zimmerman, Ben Curcio, Bob O'Brien, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, 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 O'Brien made the motion and Director Janda 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:

AYA: Carrie Fullerton, Rita Fletcher, Joe Zimmerman, Ben Curcio, Bob O'Brien, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Information/Action Items

None

Closed Session

None

Action as a result of Closed Session

NONE

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Janda made the motion and Director Romejko seconded the motion to adjourn the July 26, 2023, meeting at 11:36 am. Upon voice vote the agenda was approved.

The motion carried.

A handwritten signature in blue ink, reading "Tracey Magforat", is written over a solid black horizontal line. The signature is cursive and extends above and below the line.

Secretary