



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

November 19, 2025
10:00 a.m. Regular Meeting
Park Central Board Room
3000 W. Central Road
Rolling Meadows, IL

AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests
 - A. Diane Dawson, 4D Advising
 - B. Michelle Binns, Director, PFM Asset Management
 - C. Kaila Robinson, Manager of Collaborative Services
 - D. Danielle Olson, Manager of Collaborative Services

- III. Public Comment

- IV. Approval of Agenda

- V. Approval of Consent Agenda
 - A. Approval of Minutes – September 24, 2025
Motion to approve the September 24, 2025 minutes.
 - B. NWSRA Financial Reports
 1. September 2025
 - a. Income Statement
 - b. Monthly Account Snapshot
 - c. Warrant \$524,813.92
 2. October 2025
 - a. Income Statement
 - b. Monthly Account Snapshot
 - c. Warrant \$842,717.14
 - C. ADA Compliance Projects
 1. Hoffman Estates Park District
 - a. Cipri Park | \$100,000.00
 - b. Hunters Ridge Playground | \$115,000.00
 - c. Triphahn Center | \$8,095.52
 - d. Vogelei Park | \$171,520.00
 2. Palatine Park District
 - a. Falcon Park | \$48,485.43
 - b. The Grove Park | \$99,233.54
 - c. Wally Degner | \$72,091.82
 3. Prospect Heights Park District
 - a. Mini Bus | \$87,000.00
 - b. Lions Park | \$11,361.80

- VI. Correspondence

- A. Written
 - B. Oral
- VII. Staff Reports
- A. Program Report
 - B. Marketing and P/R Report
 - C. Financial Report
 - 1. 3rd Quarter FY 2025 Budget Variance Explanations
 - 2. 3rd Quarter FY 2025 Income Statement
 - D. SLSF Report
 - E. Directors Report
- VIII. Old Business
- A. Ratification of Minivan Purchase via Sourcewell
- IX. New Business
- A. Strategic Planning Presentation
 - B. NWSRA Investment Presentation
 - C. Proposed Changes to the Board & Admin Manual
 - Motion for NWSRA Board to approve changes to the NWSRA Board & Admin Manual as provided.*
 - 1. Redlined Board & Admin Manual
 - D. 2026 Member Park District Recreation Offerings
 - 1. NWSRA Recreation Benefits to Member Park Districts
 - 2. 2026 Member Park District Recreation Benefits Grid
- X. Information/Action Items
- A. 2026 Day Camp Transportation Bid
 - Motion for NWSRA Board to reject Day Camp Transportation Bids due to being outside of targeted budget.*
 - B. Personnel Committee
 - 1. Minutes, October 8, 2025
 - Motion to approve the October 8, 2025 minutes.*
 - 2. Personnel Committee *Information Items*
 - a. Strategic Planning Information
 - b. IMRF Contribution Information
 - c. Full-time Salary Ranges & Salary Survey Information
 - 3. Personal Committee Motion Items
 - a. Organizational Chart
 - Motion for NWSRA Board to approve the 2026 Organizational Chart as presented.*
 - i. Organizational Chart
 - b. Proposed FY 2026 Part-time Staff Pay Scale
 - Motion for NWSRA Board to approve the 2026 Part-Time Staff Pay Scale.*
 - i. 2025 Part-time Pay Scale
 - ii. Proposed 2026 Part-time Pay Scale
 - c. Proposed FY2026 Health Benefits Budget Approval
 - d. Proposed 2026 Full-time Staff Merit
 - e. Proposed changes to the Employee Manual
 - Motion for the NWSRA Board to approve changes to the NWSRA Employee Manual as presented.*
 - i. Redlined Employee Manual

- C. Finance Committee
 - 1. Minutes, October 31, 2025
 - Motion to approve the October 31, 2025 minutes.*
 - 2. Proposed Budget Documents
 - a. PYE 2025 Budget Variance Explanation Report
 - b. Proposed FY 2026 Budget Summary
 - c. Proposed FY 2026 Budget Assumptions
 - d. PYE 2025 Capital Budget Variance Explanations
 - e. Proposed 5 Year Rolling Capital Budget FY 2026 -2030 Summary
 - f. Proposed FY 2026 Capital Budget Assumptions
 - g. Proposed FY 2026 SLSF Grant to NWSRA
- D. Recommendation of New Financial Software
 - Motion to approve BS&A as the new financial software vendor for NWSRA with a 2026 budget impact of \$42,750.00.*
- E. Approval of Audit Contract
 - Motion to approve Sikich LLP as auditor for NWSRA for fiscal years ending 12/31/2025, 12/31/2026, and 12/31/2027.*
- F. Updates to Part-time Paid Leave for All Policy
 - Motion for NWSRA Board to approve changes to the NWSRA Part-time Paid Leave for All Policy as presented*
 - 1. Current Paid Leave for All Policy
 - 2. Proposed Paid Leave for All Policy
- G. 2026 Board Meeting Schedule
 - Motion to approve the Board of Directors Meeting Schedule for 2026.*
- H. 2026 Member Park District Event Sponsorship
- I. Day Programming Presentation
- J. Election of Board Officers

XI. Adjournment