

**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 26th OF MARCH, 2025, at 10:30 am**

Chairman Talsma called the meeting to order at 10:31 a.m.

Superintendent of Development Kiwala took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Kevin Romejko, Barlett Park District (arrived 10:35 a.m.); 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; Katie Waszak, Palatine Park District; Christina Ferraro, Prospect Heights Park District (arrived 10:36 a.m.); Bret Fahnstrom, River Trails Park District; Nick Troy, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Rob Ward, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; and Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Inverness Park District

Also present: Paul Friedrichs, NWSRA Interim Executive Director; Andrea Griffin, Superintendent of Recreation; Tom Draper, Superintendent of Marketing and Communications; Patrice East, Registrar; Alexis Smith, Marketing Specialist; Nick Eckleberry, Accounting Clerk; Steve Adams, Attorney; and Anne Kiwala, Superintendent of Development as recording secretary

Introduction of Guests

Tom Draper introduced Patrice East and Alexis Smith.

Public Comment

None

Approval of Agenda

Chairman Talsma asked for a motion to approve the agenda dated March 26, 2025. Director Janda made the motion and Director Fahnstrom seconded the motion to approve the agenda dated March 26, 2025. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Talsma called for a motion to approve the Consent Agenda of March 26, 2025. Director Fahnstrom made the motion and Director Janda seconded the motion to approve the Consent Agenda dated March 26, 2025. Upon roll being called the vote was as follows:

AYA: Erika Strojinc, Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Katie Waszak, Bret Fahnstrom, Nick Troy, Diane Hilgers, Rob Ward, Jay Morgan, Jeff Janda, Jan Buchs, Carrie Fullerton

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Program Report

Superintendent Griffin highlighted three participants and the impact NWSRA has on their families through their involvement with Inclusion, Athletics, long trips, and PURSUIT.

Marketing and PR

Superintendent Draper reported that an NWSRA athlete attended World Games in Italy and won gold and silver in snowshoe. Lightning athletics Flag Football won first place in Special Olympics Regional Tournament in Tennessee. Marketing is hosting D14 intern and just published the 2025 Day Camp Brochure. Day camps is on a waitlist now. Superintendent Griffin responded to board question regarding the waitlist stating that we could offer a second camp, but we do not have the facility space at this time.

SLSF

Superintendent Kiwala reported that the SLSF Gold Medal Fashion Show raised a record amount this year. The St. Patrick's Day Dinner event was cancelled and replaced with an online raffle that was successful. The collaborative fundraiser with the Windy City Bulls and Bear Family McDonald's raised close to \$6,000 for the foundation. Sponsorships have increased drastically from 2018-2024 and over \$31,000 in sponsorship has come in with the launch of the golf season campaign.

Directors Update

Interim Executive Director Friedrichs reported nothing outside of Friday updates that are regularly sent to the Board.

Old Business

FY 2025 Budget Approval

Interim Executive Director Friedrichs stated that NWSRA Staff worked on the budget prior to his arrival to take nearly \$300,000 out of the deficit previously presented. Ultimately the budget was reworked to \$66,000 profit from operations. Budget presented shows some increase in fees and a restructured organizational chart. Fees had not been raised in years, there are no drastic increases proposed. Positions eliminated from the organizational chart had been open and responsibilities reallocated. A secondary email was sent to the Board regarding salary recommendations that have been included in the proposed budget. Chairman Talsma asked for a motion to approve the FY 2025 Budget as presented. Director Romejko made the motion and Director Jarog seconded the motion to approve the FY 2025 Budget as presented. Upon roll being called the vote was as follows:

AYA: Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Katie Waszak, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Rob Ward, Jay Morgan, Jeff Janda, Jan Buchs, Carrie Fullerton, Kevin Romejko, Erika Strojinc

NAY: None

The motion carried.

Wheeling Greenhouse Update

Superintendent Griffin announced that there will be an Open House for the Accessible Greenhouse at the Wheeling Park District during the park district Earth Day event on April 27th, 11am-1pm with a ribbon cutting at 11:15am.

New Business

Buffalo Grove Park District Lease

Superintendent Griffin reported that the lease for the PURSUIT site at the Buffalo Grove Fitness is up. The site serves 22 clients Monday through Friday. Addendum to the lease with Buffalo Grove Park District states NWSRA will have an additional 5 years for \$30,900 per year with the ability to renew after those 5 years. Chairman Talsma asked for a motion to approve the Buffalo Grove Park District Lease as presented. Director Fullerton made the motion and Director Buchs seconded the motion to approve the Buffalo Grove Park District Lease as presented.

Upon roll being called the vote was as follows:

AYA: Steve Bessett, Craig Talsma, Jim Jarog, Katie Waszak, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Rob Ward, Jay Morgan, Jeff Janda, Jan Buchs, Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio

NAY: None

The motion carried.

Transportation Fee Increase

Superintendent Griffin reviewed the memo to increase transportation fees and stated that of NWSRA's 26 vehicle fleet, 12 are used for PURSUIT. NWSRA solely offers program pick up and drop off for clients. NWSRA has never charged for this service previously. Staff are recommending fee structure of \$10.25 per ride to address expenses for transportation program. Additionally, staff are recommending an increase to the Rise and Shine program fee to a \$15 flat fee. Chairman Talsma stated that these changes are included in the FY 2025 Budget that was approved by the Board. No vote taken.

HRIS, Payroll, Time and Attendance Software

Interim Executive Director Friedrichs reported that staff met with ADP, UKG, paylocity, Paycom, and paychex to evaluate software. ADP, EKG, Paylocity would charge even if staff was not on payroll for that week, which would not be ideal to enter into agreement like this. Left with Paycom and paychex. After paychex demonstration, staff unanimous in going with Paycom which is more expensive by about \$1,000/month. Members of consortium already use Paycom and highly recommended it. Looking for approval to move forward with Paycom time and attendance as proposed. Staff did negotiate with PayCom to bring the expense down by \$16,000 and are confident this is the lowest possible quote. Chairman Talsma asked for a motion to approve the HRIS, Payroll, Time and Attendance Software as presented. Director Romejko made the motion and Director Fahnstom seconded the motion to approve the HRIS, Payroll, Time and Attendance Software as presented.

Upon roll being called the vote was as follows:

AYA: Steve Bessett, Craig Talsma, Jim Jarog, Katie Waszak, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Rob Ward, Jay Morgan, Jeff Janda, Jan Buchs, Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio

NAY: None

The motion carried.

Other

None

Informational/Action Items

None

Closed Session

Chairman Talsma moved to enter a closed session to discuss Personnel 5ILCS 120/2 (c)(1) and Closed Session Minutes 5ILCS 120/2 (c)(21) . Director Jarog made the motion and Director Fullerton seconded the motion to enter into closed session at 11:16 am.

Upon roll being called the vote was as follows:

AYA: Craig Talsma, Jim Jarog, Katie Waszak, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Rob Ward, Jay Morgan, Jeff Janda, Jan Buchs, Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio, Steve Bessett

NAY: None

The motion carried.

Action as a result of Closed Session

Approval of Separation Agreement for NWSRA Superintendent of Finance

Chairman Talsma asked for a motion to approve the Separation Agreement for NWSRA Superintendent of Finance. Director Fahnstrom made the motion and Director Janda seconded the motion to approve the Separation Agreement for NWSRA Superintendent of Finance.

Upon roll being called the vote was as follows:

AYA: Steve Bessett, Craig Talsma, Jim Jarog, Katie Waszak, Christina Ferraro, Bret Fahnstrom, Nick Troy, Diane Hilgers, Rob Ward, Jay Morgan, Jeff Janda, Jan Buchs, Carrie Fullerton, Kevin Romejko, Erika Strojinc, Ben Curcio

NAY: 0

The motion carried.

Approval, but not release due to confidentiality, Closed Session Minutes Dated November 20, 2024, December 18, 2024, December 23, 2024, January 29, 2025, and February 5, 2025.

Chairman Talsma asked for a motion to approve the Approval, but not release due to confidentiality, Closed Session Minutes Dated November 20, 2024, December 18, 2024, December 23, 2024, January 29, 2025, and February 5, 2025. Director Ward made the motion and Director Fullerton seconded the motion to approve the Approval, but not release due to confidentiality, Closed Session Minutes Dated November 20, 2024, December 18, 2024, December 23, 2024, January 29, 2025, and February 5, 2025.

Upon roll being called the vote was as follows:

AYA: 15

NAY: 0

The motion carried.

Adjournment

After no further business, Chairman Talsma called for a motion to adjourn. Director Janda made the motion and Director Curcio seconded the motion to adjourn the March 26, 2025 meeting at 11:23 a.m. Upon voice vote the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul W. Friedrichs". The signature is fluid and cursive, with the first name "Paul" being the most prominent.

Paul Friedrichs
Interim Executive Director