

Minutes
NWSRA Open Board Meeting
February 5, 2025

The board meeting was called to order on Wednesday, February 5, at 2:05 p.m.

Roll Call – Carrie, Kevin, Erica, Ben, Jim, Ben, Christine, Nick, Diane, Tony, Jay, Jeff, Craig, Jan (zoom), corporation counsel Steve Adams.

1. Approval of Agenda- motion and second. Motion carried.

Motion to move into closed session in accordance with OMA for Personnel 5 ILCS 120 2(c)(1) regarding the appointment, employment, discipline, performance or dismissal of specific employees, independent contractors or volunteers. Motion and second.

Roll Call – 14-0

Back in regular session -2:41 p.m.

2. Appointment of Executive Director – motion to appoint Paul Friedrichs as interim Executive Director as an employee of NWSRA for \$80/hr or \$3200/wk. At will/no benefits. Motion and second.

Roll call – 14-0. Motion carried.

3. MGT – previously GovHR. Agreement for search for Executive Director. This will include nationwide search, advertising, qualifying the candidates, initial interview and recommendations for final interviews. Cost is \$30,000.

Discussion of the breakdown of cost per park district is less than \$2,000.

Motion and second to accept proposal from MGT.

They will meet with board and see job description.

Nick will obtain job description and distribute it to board via email so all can review.

Question regarding what we are looking for – someone with a heavy TR background or someone who can come in and run the agency from a business perspective? All of the issues have been business-related. The board will have a say in the job posting/description and it can be as TR heavy or business heavy as it should be.

Are MGT local people? – asking regarding travel expenses. Contract says not to exceed \$1500.

Roll call. Motion carried.

4. Internal Audit – suggestion to let Paul get started and then decide how to move forward. He has been told he can use HE Parks staff, Jason M, and any other member district finance staff.
5. NWSRA staffing communication letter – review.
Discussion of who to have people contact with questions.

Discussion on how to begin the letter.
Kevin was nominated to edit letter and put finishing touches on it.

Ann (SLSF) is very passionate about SLSF – she feels that SLSF should hear any news before anyone else.

Attorney Adams recommends that the SLSF Board should have a meeting to appoint someone as chair. Or, they could appoint Paul as the interim chair. Consensus to have Paul do this – it will provide three months of time to figure this out. The by-laws say that the ED for NWSRA is the President of the Board for SLSF.

Summary – Kevin will write two letters – one to SLSF Board and one to NWSRA participants. He will also call the SLSF Chairperson this week. Send letters to SLSF this week. Nick will verify who at NWSRA has access to the participant emails and can do a mail merge.

6. IMRF Authorized Agent

Darlene was the most recently appointed agent. Should we make Andrea the agent now? Nick agrees. (Does she need training?)

Motion to approve resolution 2025-01 Notice of Appointment of Authorized Agent to IMRF to name Andrea Griffin the IMRF Agent for NWSRA. Motion and Second. Jay and Jeff.
Roll call – 14-0

7. Mission Square – should this be Andrea instead of Nicolae?

Motion for Resolution 2025-02 for Mission Square Retirement to name Andrea Griffin as plan sponsor contact and the administration contact and Rachel as additional administrative contact. Motion and second (Erica and Kevin) – Roll Call 14-0.

8. PDRMA Contacts – Andrea – she is already benefits/wellness and safety coordinator – would also be assigned voting member.

Motion to name Andrea Griffin the PDRMA contact for health/wellness/safety and health & P&C membership assembly representative. Motion and second. (Ben and Carrie) – Motion carried by voice vote.

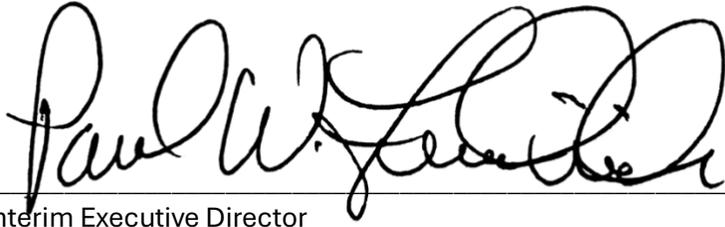
9. Nick found Jessica’s job description and will send to Attorney Adams. She is listed as a manager but does not have any direct reports.

10. Discussion regarding compensating Andrea for additional responsibilities, as well as a few others who have “stepped up” – mentioned Ann, Rachel, Tom. This is not a salary increase, but a bonus. \$3,500 for Andrea. \$2,000 for other three. This should happen after Paul begins and ADP is brought in.

11. Discussion about the number of open positions. Paul can review these and decide if there is a hiring freeze and/or how many of these positions are necessary.

12. Discussion about coordinating the summer hiring surge, and possibly training Amy Diaz to do the onboarding.

13. Motion to adjourn (3:28pm) – motion and second.

A handwritten signature in black ink, appearing to read "Paul W. [unclear]". The signature is written in a cursive style with large, sweeping loops. It is positioned above a horizontal line.

Interim Executive Director