MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF NORTHWEST SPECIAL RECREATION ASSOCIATION HELD AT PARK CENTRAL 3000 CENTRAL ROAD, ROLLING MEADOWS, IL ON THE 20th OF FEBRUARY, 2025, at 2:00 pm

Chairman Talsma called the meeting to order at 2:00 p.m.

The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Kevin Romejko, Barlett Park District; 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; Ben Rea, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Nick Troy, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, 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, Jay Morgan South Barrington Park District

Also present: Paul Friedrichs, NWSRA Interim Executive Director, Steve Scholten, MGT, Steven Adams, Attorney

Comments from the Audience
None

Approval of Agenda
Chairman Talsma asked for a motion to approve the agenda dated February 20, 2025. Director Romejko made the motion, and Director Fahnstrom seconded the motion to approve the agenda dated February 20, 2025. Upon voice vote, the motion was carried.

Motion to Allow Remote Attendance
Motion to approve remote attendance via Zoom for Diane Hilgers and Christina Ferraro was made by Director Janda and seconded by Director Fullerton. Upon voice vote, the motion was carried unanimously.

MGT Presentation
Chairman Talsma make sure everyone in attendance had the proposal from MGT as well as the Executive Director search timeline. He then introduced Steve Scholten who in turn provided an overview of MGT Services regarding this project including the benchmark dates that the Board needs to be aware of.

Mr. Scholten also discussed that the job announcement for the position would begin on March 10 and be available through Aprill 11. He discussed where the positions were going to be advertised. He reminded the Board that if they felt there was a potential candidate to forward their contact information to MGT. He stated that Joe Deluce would be partnering with him from MGT for the project.

Mr. Scholten further described MGT's interview process and the final report of Tier 1 and Tier 2 candidates which would be forwarded on to the Board.

Either Steve or Joe will sit in on the interviews when they take place. They will not ask the candidates questions but will be there to answer questions should they come up from the Board during the process.

After the entire process is completed, MGT will reach back to the candidates who were not chosen to provide them with any appropriate feedback.

It was decided by the Board that MGT would survey the lower levels of full-time staff regarding their opinions and ideas regarding the characteristics of the best candidate for NWSRA. The completed surveys would be provided to their managers. MGT would then meet with the managers in a group setting and then meet with the department heads individually.

After discussion, the Board decided that the full Board would meet with MGT to discuss the Teir 1 and Teir 2 candidates and would direct the Personnel Committee to conduct the first round of interviews with the chosen candidates. After those initial interviews, the Personnel Committee would choose two or three individuals to move on to the second round of interviews with the entire Board.

Review of Executive Director Job Description

After discussing the job description, a discussion ensued regarding the type of college degree the Board felt was necessary to become the Executive Director. It was the consensus of the Board that a TR degree was not necessary, however a bachelor degree would be required, and a master's degree would be a plus. Familiarity with special recreation would be a positive but not necessarily a deal breaker if they do not have that knowledge.

The Board discussed the salary range for the position and agreed that the starting salary of $150,000 would be appropriate.

Steve Scholten left the meeting at 2:56 pm.

Closed Session

At 2:57 p.m., a 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 was made by Director Romejko and seconded by Director Fullerton.

AYES: Carrie Fullerton, Arlington Heights Park District; Kevin Romejko, Barlett Park District; 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; Ben Rea, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Nick Troy, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; and Jan Buchs, Wheeling Park District15

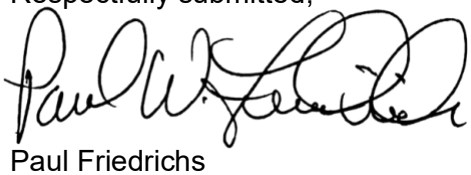
NAYS: None

The Board returned from the Closed Session at 3:31 p.m., and noted no action had been taken in the Closed Session or needed to be made at this time.

Adjournment

After no further business, Chairman Talsma called for a motion to adjourn. Director Romejko made a motion and Director Fullerton seconded the motion to adjourn the February 20, 2025 meeting at 3:31 p.m. Upon voice vote the meeting was adjourned.

Respectfully submitted,



Paul Friedrichs
Interim Executive Director