

**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD VIA ZOOM VIDEO CALL  
ON THE 18<sup>TH</sup> OF NOVEMBER, 2020**

Chairman Risinger called the meeting to order at 10:34 a.m.

Those present were: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Barlett Park District; Ryan Risinger, Buffalo Grove Park District; Bob O'Brien Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mt. Prospect Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, So. Barrington Park District; Jeff Janda, Streamwood Park District and Jan Buchs, Wheeling Park District

Absent were: Ben Curcio, Elk Grove Park District; Robert Dowling, Inverness Park District; Mike Clark, Palatine Park District

Also present were: Tracey Crawford, Executive Director; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Brian Selders, Superintendent of Communications and IT; Darleen Negrillo, Superintendent of Administrative Services; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Katrina Weigand, Manager of Collaboratives, Lauren Jevaney, Manager of Collaboratives, Megan Quant, Support Services Coordinator, Michelle Bins, PFM Investments and Jessica Vasalos, Administrative Manager, as recording secretary.

Mike Clark, Palatine Park District arrived at 10:36 a.m.

Introduction of Guests

Chairman Risinger read the recognitions for Megan Quant, Katrina Weigand and Lauren Jevaney. Superintendent Negrillo introduced Michelle Bins from PFM Investments.

Public Comment None

Approval of the Agenda

Chairman Risinger amended the agenda to move Michelle Bins presentation of the PFM Investment Portfolio to right after the agenda was approved. Chairman Risinger asked for a motion to approve the agenda with the change of order as mentioned. Trustee Janda made the motion and Trustee LaFrener seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

### PFM Investment Update

Michelle Bins, PFM Investments reviewed the NWSRA portfolio with the Board and gave the projections for the upcoming year. Mrs. Bins, indicated that for the foreseeable future it is in NWSRA's best interest to look into longer term CD's.

### Correspondence

Director Crawford reviewed the correspondence.

### Approval of Consent Agenda

Chairman Risinger asked for a motion to approve the Consent Agenda as presented. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motions. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

### Staff Reports

Superintendent Griffin reviewed her report that was included in the Board packet. She highlighted participant Susie and informed the Board of her impairments and how NWSRA programs have helped her live a more main stream life especially during COVID-19 as Susie is high risk. Susie was struggling with the isolation that COVID brings to people with disabilities, however, NWSRA virtual programs brought Susie happiness and joy.

Superintendent Selders reviewed his Marketing and PR report that was included in the Board Packet. His department is currently working on the 2021 Program Brochure and Open House materials. Buffalo Grove signage is up in the programming space.

Superintendent Splett reviewed her report and mentioned that due to COVID the in person Holiday Luncheon will not take place this year. The staff will still be honoring Member District Boards, Donors and Volunteers by driving to recognition awardees and handing out their plaques and giving gift certificates. This appreciation is extremely important and will be shared on the website and social media. Director Crawford added that she and Mrs. Splett will be completing hand written Thank You cards as well to add that extra personal touch.

Executive Director Crawford informed the Board that another Full Time staff member has resigned making the staff count 36. Liz Thomas, NWSRA Senior Manager will be moving to the Foundation. She is extremely happy about this opportunity and cannot wait to start. Director Crawford informed the Board that the agency moved to Phase 3 on November 1, prior to the Governor announcing the mitigations, to make the transition easier for participants and families. Director Crawford reported to the Board that NWSRA received an OSHA complaint. This was immediately reported to the Executive Team and dealt with and she is happy to report that she has heard from OSHA and the complaint has been withdrawn with no further action needed.

#### Old Business

##### Health Survey Update

Director Crawford updated the Health Survey Update and they are all posted on the Directors Site.

##### COVID Update

At this time, Executive Director Crawford, Superintendent Selders, Superintendent Negrillo, Superintendent Griffin and Superintendent Hubsch presented the COVID-19 Update presentation, outlining all that staff have done during the pandemic including revenue and expenses.

##### Park District Staff Member Benefits Usage/NWSRA Member District Staff Benefits

Superintendent Griffin reviewed the Park District Staff Member Benefit offerings with the Board. She informed the Board that NWSRA staff will make their home park district selections in January and that Member District will be notified at that time.

##### Tax Ramifications of Member District Benefits

Superintendent Negrillo reviewed an issue that was brought to the Human Resources group she belongs to regarding tax ramifications from fringe benefits. Mainly day camps and preschools, etc. She asked the Board of their policy's regarding this. After some discussion regarding employees being informed of the law, Trustee Talsma reported to the Board he would send out more information.

#### New Business

##### Surplus Ordinance

Superintendent Selders reviewed Surplus Ordinance O2020-3, and asked for a motion to approve the Ordinance as presented. Trustee Clark moved the motion and Trustee Talsma seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Information Action Items

Personnel Committee Update

Personnel Committee Chair Ferraro reviewed the Personnel Committee Meeting information with the Board. Some discussion was had regarding Salary Ranges, with no changes to the proposed. Chairman Ferraro asked for a motion to approve the staff updates as presented. Trustee O'Brien moved the motion and Trustee Fullerton seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenerre, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Chairman Ferraro asked for a motion to approve carry the Full Time Salary Ranges from FY2020 to FY2021 as presented. Trustee Talsma moved the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenerre, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Chairman Ferraro asked for a motion to approve the Proposed Part-Time Salary Ranges. Trustee Fullerton moved the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenerre, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Chairman Ferraro asked for a motion to approve the Proposed Health Insurance recommendations as presented. Trustee Risinger moved the motion Trustee O'Brien seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

During the Finance Committee Meeting, a large discussion was had regarding staff salaries being frozen, indicating that staff would not receive an increase in salary for approximately two years. Director Crawford informed the Board of the discussions/increases that are happening in other districts and asked the Board to reevaluate salary freezes. Trustee Clark asked if increases could be kept in the budget but deferred until COVID no longer poses a risk. Some Districts are giving one time bonuses in lieu of a raise, some are giving merit increases as normal, some are splitting their pools in half and awarding increases from the remaining pool and some are deferring in 2020 and giving in 2021. She asked the Board for input on what their own districts are planning. She also relayed her concerns with vacancies that the agency currently has and without a raise for two years, current staff may starting look elsewhere.

Trustee Talsma reported to the Board that Hoffman Estates did a hybrid increase authorizing 2% for hourly employees with salaried employees receiving nothing. Trustee Clark reported that Palatine capped increases and deferred awarding them until 2021 or the impact of COVID decreases. Director Crawford asked for clarification on Hoffman Estates hourly employees, in which he elaborated that these staff are the ones running programs and not supervising staff, non-exempt staff. Trustee Fletcher asked if staff received an increase in 2020, and if not then they should receive an increase. Director Crawford indicated no employees received merit increases after March 2020. Trustee Clark indicated that a two year freeze is extreme and did not think that is what the Board should approve. Trustee O'Brien also agreed and is facing the same issue at Hanover Park Park District. Trustee Risinger also reminded the Board that NWSRA increases are given on anniversary dates and not all at once. Trustee Clark made the recommendation to budget for increases in 2021 and withhold increases until COVID is under control, as well as withholding from employees that may have already received

an increase in 2020. Trustee Fullerton asked if there are raises budgeted in the FY2021 budget. Director Crawford cut out the budgeted increases in the Amended COVID Budget and it was also not included in FY2021. Trustee Fullerton replied that she would like to see increases included in the FY2021. Trustee Talsma encouraged NWSRA to move all anniversary dates to fiscal year and award a 2% increase in January 2021. Trustee Fahnstrom indicated that NWSRA should do what works best for NWSRA. Trustee Fullerton also stated that NWSRA should do what works for them, but indicated that Arlington Heights is in the process of moving all increases to the first of the fiscal year. Director Crawford indicated that NWSRA will revisit allocation of increases at one time. Trustee Ferraro asked that the Board move on to the Finance Committee findings to continue this discussion as the discussion actually happened during the Finance Committee Meeting.

#### Finance Committee Update

Finance Committee Chair Fahnstrom reviewed the Finance Committee Meeting findings with the Board. Trustee Talsma elaborated that his concerns in the FY2021 Budget indicate NWSRA's increase in revenue vs. the increase in salaries does not add up. He is not concerned about the amount in salaries and wages. He is supportive of everything that NWSRA has done to combat the pandemic and is not concerned about expenses. His main concern is having a \$1.6 million dollar surplus and is recommending a rebate of any surplus. Further discussion was had and Trustee LaFrene asked if expenses outlined in the Net Surplus Memo are in the FY2021 budget. Director Crawford replied no, they were removed it from the original approved budget when a request was made to develop an Amended COVID Budget stripping out as many expenditures as possible. Director Crawford needs for the expenditures still exists and made the recommendation was made to use the surplus dollars. Several Board Members agreed that should be added back in the budget. Trustee Talsma engaged in a lengthy discussion still feeling that there would be healthy surplus and wanted the Board to deliberate his concept of a rebate.

Trustee Fletcher recommended that this discussion would be more suited for Director Crawford and the Finance Committee to discuss this topic at a separate meeting. Trustee Risinger agreed and stated that the Finance Committee will discuss this and bring back to the Board their recommendation for approval. Trustee Talsma informed the Board that he would then accept the recommendation of the Finance Committee, the rest of the Board agreed. Trustee Fullerton indicated that she felt NWSRA's fund balance should reflect 50%. Trustee O'Brien and Trustee Clark agreed. Trustee Clark reminded the Board that that was the original intent upon creation of the Fund Balance Policy.

Director Crawford will set up a Finance Committee Meeting and bring to the Committee the new budget with all expense suggestions added into the FY2021 budget. Chairman

Fahnstrom tabled the approval of the Amended FY2020 COVID Budget as well as the FY2021 Budget until the December Board Meeting.

IMRF Contribution Rate

Superintendent Negrillo reported the IMRF FY2021 Contribution Rate, which is budgeted for FY2021.

NWSRA 2021 Committees

Director Crawford presented the committee assignments and thanked Trustee Talsma for being the 2021 Personnel Committee Chairman.

NWSRA 2021 Board Meeting Schedule

Director Crawford presented the Board Meeting Schedule for FY2021.

Personnel Committee Chairman Ferraro asked for clarification on a final decision for staff increases. After discussion, Director Crawford will put increases in the 2021 budget but will not award them until COVID-19 is in a decline.

Adjournment

Chairman Risinger asked for a motion to adjourn the November 18, 2020 NWSRA Board Meeting at 12:34 pm. Trustee Fahnstrom moved the motion and Trustee O'Brien seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

  
Secretary