

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT CHANDLERS' BANQUETS
ON THE 7TH DAY of DECEMBER 2022 AT 10:30 A.M.**

Chairman Ferraro called the meeting to order at 10:33 a.m. Administrative Manager Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ben Curcio, Elk Grove Park District; Bob Obrien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mt. Prospect Park District; Mike Clark, Palatine 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, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling

Ryan Risinger arrived at 10:35 a.m.

Also present: Tracey Crawford, Executive Director and Jessica Vasalos, Administrative Manager as recording secretary

Introduction of Guests

Steve Adams, Robbins Schwartz (via Zoom)

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated December 7, 2022. Director Janda made the motion and Director O'Brien seconded the motion. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of December 7, 2022. Director Fahnstrom made the motion and Director Fullerton seconded the motion to approve the Consent Agenda dated December 7, 2022. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Correspondence

None

Staff Reports

None

Old Business

2023 Board Meeting Schedule

Executive Director Crawford asked for a motion to approve the 2023 NWSRA Board Meeting schedule as presented in the Board packet. Director Clark made the motion to approve 2023 Board meeting schedule as presented. Director Fahnstrom seconded the motion. Upon voice vote the motion was carried.

Board Retreat Follow Up

Board & Admin Staff Retreat Follow Up

Chairman Ferraro emailed the report and Pledge prepared by Attorney Adams to all board members and these were distributed to all Board members at today's meeting. Attorney Adams gave a synopsis of the October 13, 2022, Board and Admin Staff and reviewed ~~the documents~~ the report and pledges. He provided several suggestions regarding communication and mutual respect. He also suggested team building events held outside of the office in a social setting. He suggested a workplan be developed to address the strains that may still be lingering, ie. finance staffing. He also suggested establishing a Board/staff stability panel to address issues and promote a healthy environment. He thanked the Board for allowing him to facilitate the Retreat. Director LaFrener, as he is appointed by his Board, questioned the validity of the Pledge. Attorney Adams responded that the Pledge is to develop a set of principles that relieve some of the issues that the group has faced. The idea is not to create a contract, but to have a center on concepts and promises that create a proper atmosphere at meetings. Director Curcio asked the Board if they felt that the Pledge is relevant. Director Talsma asked if staff could put together a "Code of Conduct" that is part of the policy manual or administrative manual. Attorney Adams agreed that this is a great alternative to an actual pledge and that the board does not need to be committed to a document but committed to the principles in the document, and a Code of Conduct is a great alternative.

Director Clark cautioned that with the Mission and target audience that park district Codes of Conduct may not fit the profile. Executive Director Crawford asked for park district Codes of Conduct samples to be sent to her and staff to develop and be included in the Administrative Manual for staff and Board. Director Fullerton also recommended to use some of the material in the DEI (Diversity, Equity, and Inclusion) statement of AAPRA (American Academy for Park and Recreation Administration) as well. Director Clark suggested that any other thoughts about the statement be sent to Tracey to be included. He also thanked Attorney Adams for all his work on this topic.

New Business

Appointment of Executive Director

Chairman Ferraro asked why this appointment is necessary. DA requires the proof of appointment one time if you are not under contract. After some discussion, the Chairman Ferraro made a motion to table the discussion for future discussion. Director Clark made the motion to table the appointment of Executive Director. Director Risinger seconded the motion. Staff will gather information and bring the findings to the Board. Upon voice vote the motion was carried.

Appointment of Legal Counsel

Chairman Ferraro asked for a motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd as legal counsel for one year for NWSRA. Director Fahnstrom made the motion and Director Fletcher seconded the motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd as legal counsel for one year for NWSRA. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Informational/Action Items

Accident/Injury Summary 2022

Executive Director Crawford reviewed the Accident Incident summary report for 2022. With the return of participants our behavior team has been busy with the returns following COVID. All staff are going through retraining to ensure that everyone remembers what the policies are after returning to the office.

Closed Session

Chairman Ferraro asked for a motion to move into closed session at 11:12 am. Director Fullerton made the motion and Director Romejko seconded the motion. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Return in Open Session

Chairman Ferraro requested motion to return to open session at 11:47am. Director O'Brien made the motion and Director Fahnstrom seconded the motion. Steve Adams, Attorney, was still in attendance via zoom. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Action as a result of Closed Session

Executive Board will meet with Tracey on Monday December 12, 2022, at 12 noon to discuss her annual performance review and compensation The Board approves a merit increase of 4%. This information will be relayed to the staff following the performance review. Upon roll being called the vote was as follows:

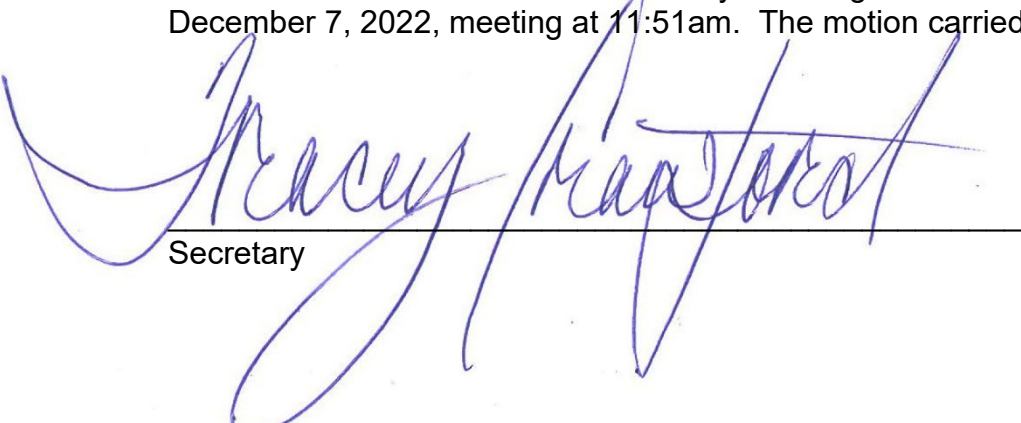
AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Janda made the motion and Director Ryan Risinger seconded the motion to adjourn the December 7, 2022, meeting at 11:51am. The motion carried with voice vote.



Secretary