

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT NWSRA ADMINISTRATIVE OFFICES AT  
3000 CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 16<sup>th</sup> DAY OF NOVEMBER 2022 AT 10:30 A.M.**

Chairman Ferraro called the meeting to order at 10:31 a.m. Superintendent Griffin took Roll Call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Kevin Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Steve Muenz, Streamwood Park District and Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Mike Clark, Jay Morgan and Bret Fahnstrom

Also present: Tracey Crawford, Executive Director; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Tom Draper, Superintendent of Communications and Marketing; Anne Kiwala; Darleen Negrillo, Superintendent of Administrative Services; Mike Davis and Bob Tannehill, Lauterbach and Amen; Steve Adams, Attorney; Courtney Risinger, Collab Coordinator; Christian Guenter, Lexi Brandlin, Jillian Trentadue, Recreation Specialists and Jenay Harrington, Intern

Introduction of Guests

Chairman Ferraro introduced the guests and each one gave a brief introduction. This included Sam Sing – Safeway Bus Transportation – attending for the Transportation Bid results.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated November 16, 2022, Director O'Brien made the motion and Director Talsma seconded the motion to approve the agenda dated November 16, 2022. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of November 16, 2022. Director Fullerton made the motion and Director LaFrenere seconded the motion to approve the Consent Agenda dated November 16, 2022. 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

## Correspondence

None

## Staff Reports

### Program Report

Superintendent Hubsch shared a story about NWSRA Social Clubs. She reported that numbers are starting to increase. We are not offering as many Social Clubs as we did in 2019, the 2022 numbers are starting to surpass what we had in 2019. We have 67 participants that have registered for the "Friendsgiving" event. The participants are so excited to see all of their friends.

### Marketing and PR Report/Outreach

Superintendent Draper reported he and his staff have been hard at work on the Winter/Spring brochure. A post card hiring mailing was sent to over 1500 homes in three of the surrounding areas to try and attract staff. His team had a great time at the Gala and are now gearing up for Gold Medal Fashion show as well as the Strategic Plan and the Annual Report. The cabling project will be starting in the next few weeks and the transition from Excal Tech to SNI has started with the hopes that there will be no major issues. Director Risinger asked if NWSRA has looked into Geofencing to attract staff. Mr. Draper responded that we have looked into Geofencing and are looking at using this avenue.

### SLSF

Superintendent Kiwala reported her wrap up of the Gala with \$81,000 in revenue. Sponsors have really showed events a lot of support and in most areas have exceeded the budget. The impact auction brought in \$14,000. The holiday luncheon will be immediately following the NWSRA Board Meeting on Wednesday, December 7, 2022, at Chandlers.

### Director's Report

Executive Director Crawford thanked all the Member District HR staff that have reached out to assist in recruitment. The hiring page has been updated and she encourages the Member Districts to visit the website. She also reported that she hosted a DEI training at Elk Grove Park District to start their DEI Efforts. Working with the Academy and IRPA to start their DEI efforts as well.

### Old Business

#### Health/Merit Survey

Director Crawford informed the Board that the survey has been updated and is in the packet.

### Board Retreat

Attorney Adams informed the Board that a follow up report with specific recommendations will be ready for the Board meeting in December allowing the Board to deliberate about future action and steps, this will include possible pledge documents. Director LaFrene expressed concerns about being limited on time at that meeting. Attorney Adams indicated that he wants to ensure that the Board has the documents.

### New Business

#### Park District Staff Member Benefits

Superintendent Griffin reviewed the Member District benefits and will be sending it out to NWSRA staff in the next month for them to elect a member district.

### Audit Bids

Superintendent Negrillo reviewed the Audit Bids again with the Board and indicated that there is no other company's that will be bidding at this time. Seldon Fox will freeze their rates and that rate does include the GASB filing. Chairman Ferraro asked for a motion to approve the Audit Bid with Seldon Fox as presented in the packet. Director Romejko made the motion and Director Jarog seconded the motion to approve Seldon Fox. 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

### Transportation Bids

Superintendent Hubsch reviewed the transportation bids that were included in the packet. She then made a recommendation to approve the bid from Safeway Transportation. Chairman Ferraro asked for a motion to approve the Safeway Transportation. Director LaFrenere made the motion and Director Risinger 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

### Financial Software

Superintendent Negrillo reviewed the financial software information provided in the packet. The software needed to include needs that the Foundation has as well as general financial software needs. She made a recommendation to approve AccuFund as the NWSRA Financial Software system. Chairman Ferraro asked for a motion to approve AccuFund as the Financial Software system for NWSRA, pending the approval of the attorney. Director LaFrenere made the motion and Director Fletcher seconded the motion to approve AccuFund as the Financial Software for NWSRA pending the approval of the attorney. Director Talsma requested a reduction in the computers line item for the months that we are not using as well as the attorney to review the contract. 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

Information Action/Items

Personnel Committee Update

Minutes

Director O'Brien asked for a motion to approve the Personnel Committee Minutes as presented. Director Romejko made the motion and Director Fullerton seconded the motion. Upon Voice Vote, the motion carried.

Staff Updates

Director O'Brien asked for a motion to approve the Organizational Chart as presented. Director LaFrenere made the motion and Director Risinger seconded the motion. Upon Voice Vote, the motion carried.

Lauterbach and Amen Contract

Director O'Brien asked for a motion to approve the Lauterbach and Amen contract as presented in the packet to the Board. Director Fullerton made a motion to approve, and Director Buchs seconded the motion to approve the Lauterbach and Amen contracted as presented. 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

Proposed Salary Ranges

Director O'Brien asked for a motion to approve the aging factor of 2.5% provided by HR Source. Director LaFrenere made the motion and Director Romejko, the proposed salary ranges and the market pay adjustments as presented. Director LaFrenere made the motion and Director Risinger 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

Director O'Brien asked for a motion to approve the Salary Ranges as presented to the Board in the packet as presented. Director Risinger made the motion and Director Fullerton 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

#### Salary Adjustments

Director O'Brien asked for a motion to approve the salary adjustments as presented to the Board in the packet. Director Fletcher made the motion and Director Risinger 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

#### Salary Pool

Director O'Brien asked for a motion to approve the salary merit pool of 3.7% as presented to the Board in the packet. Director Risinger made the motion and Director Morgan 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

#### Part Time Salary Ranges

Director O'Brien asked for a motion to approve the proposed part time salary ranges as presented to the Board in the packet. Director Fletcher made the motion and Director Talsma 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

#### Health Insurance

Director O'Brien asked for a motion to approve the proposed health insurance plan layed out in the packet as presented. Director Talsma made the motion and Director Risinger 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

Director O'Brien asked for a motion to approve the employee contribution rates layed out in the packet as presented. Director Fullerton made the motion and Director Talsma 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

#### Finance Committee Update

##### Minutes

Director Talsma asked for a motion to approve the minutes from the Finance Committee minutes as presented. Director O'Brien made the motion and Director Risinger seconded the motion. Upon Voice Vote, the motion carried

#### Proposed Budget Documents and Assumptions

Director Talsma reviewed the budget documents and gave a brief overview of the assumptions for each line item. He thanked the staff for all the hard work. He thanked the staff for working this morning to make the budget balance. Staff made a few adjustments. Increased interest by 50,000.00, increased sale of fixed assets by \$15,675.00, lowering salaries by about \$30,000 and decreasing the expense of QuickBooks by \$10,000. Staff will be able to present a balance budget. If any expenses or income items fall short that is supported. Director Talsma asked for a motion to approve the FY2023 budget as presented with the changes outlined above. Director Risinger made the motion and Director Ferraro seconded the motion to approve the budget as presented with changes mentioned above.

Director LaFrenere thanked staff for answering the questions he asked. He is happy about the task force and hopes for all staffing issues to be resolved to get a sound budget for those line items. Director O'Brien asked for a motion to approve the proposed health insurance plan layed out in the packet as presented. Director Talsma made the motion and Director Risinger 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

#### IMRF Contribution Rate

Superintendent Negrillo reviewed the IMRF Contribution rate and informed the Board that the rate will be lower for FY2023.

#### Committees

Chairman Ferraro informed the Board that with the discussions of Board Decorum and the Board Retreat outcomes still being discussed as well as some historical information being formulated an MDAA Task Force being formulated as well as an EEOC complaint, it is in the best interest of the Board to freeze all members in their current positions. Chairman Ferraro made a motion to freeze the FY2022 committees as they stand with the addition of Mike Clark for the MDAA Task Force and Jan Buchs for the Historical Information Committee. Director Risinger made the motion and Director Buchs seconded the motion to approve freezing the committees as they stand. Director O'Brien asked for a motion to approve the proposed health insurance plan layed out in the packet as presented. Director Talsma made the motion and Director Risinger 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

The motion carried.

#### Member District Sponsorship

Superintendent Griffin outlined the sponsorship information and what districts will be supported in FY2023.

#### 2023 Board Meeting Schedule

Director Crawford reviewed the NWSRA Board meetings for 2023. This schedule will be presented at the December meeting for official approval.

#### Closed Session

Chairman Ferraro made a motion to enter closed session at 11:37 am. Director Fletcher made the motion and Director Risinger seconded the motion to enter closed session. 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, Christina Ferraro, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz and Jan Buchs

NAY: None

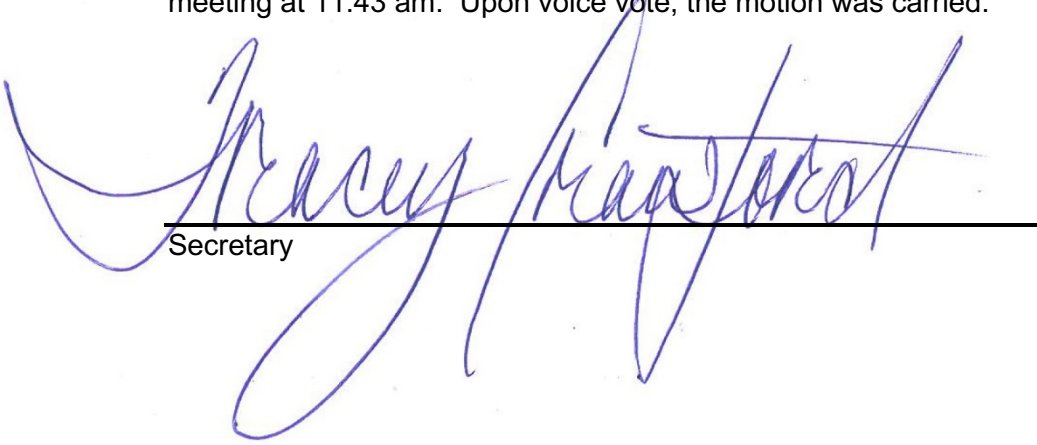
The motion carried.

#### Reconvene into open Session

Chairman Ferraro asked for a motion to reconvene into open session at 11:43 am.

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Risinger made the motion and Director Talsma seconded the motion to adjourn the November 16, 2022 meeting at 11:43 am. Upon voice vote, the motion was carried.



Secretary