

NWSRA Personnel Committee Minutes
October 8, 2025, 10:30 a.m.

Director Talsma called the meeting to order at 10:33 a.m.

Present: Brian Meyer, Arlington Heights Park District; Kevin Romejko, Bartlett Park District; Craig Talsma, Hoffman Estates Park District; Ben Rae, Palatine Park District; Nick Troy, Rolling Meadows Park District; Tony LaFrenere, Schaumburg Park District; Jeff Janda, Streamwood Park District; Sara Carey, NWSRA; Nick Eckelberry, NWSRA; Andrea Griffin, NWSRA.

Director Talsma pointed out that the agenda was not posted. Meeting was recorded but roll call was taken throughout the meeting. Minutes reflect the conversations.

I. Staff Update

Director Griffin reviewed the organizational chart; the committee reviewed the open positions and had a discussion if “part-time” positions should be on the organizational chart in addition to titles of specific positions. A consensus was reached to bring the organizational chart with updated title changes to the NWSRA Board.

II. Proposed 2026 Merit Pool

Director Griffin reviewed the results of the merit pool survey from NWSRA’s 17 Member Park Districts in addition to the results of the SRA survey with the Committee. Director Griffin explained that a 3% merit was included in the proposed salary. Consensus was reached to bring a 3% merit pool and a 1% director discretionary fund to the NWSRA Board.

III. Proposed Salary Ranges

Director Griffin shared that she would like to bring HR Source in early 2026 to look at pay grades. Director Griffin explained that currently within the pay grades there are Coordinators and Managers in same grades, with Managers having more responsibilities than Coordinators. Director Griffin stated that having HR Source compare pay grades/salary ranges against job descriptions would provide data points and give the leadership team a better idea of where jobs should fall. She stated this would help going into 2027 budget preparation, unless there were findings that came out of HR Source that staff would be able to implement halfway through 2026. Director Talsma stated that he went back to see the last time HR Source looked at all NWSRA positions and it was in 2021/2022.

Consensus was reached to bring HR Source in for 2026 to review job descriptions and salary ranges, while leaving the current full-time salary ranges as is for 2025, to the NWSRA Board.

IV. Health Insurance

Human Resource Manager Carey explained that staff were informed by PDRMA health that NWSRA will see an increase of 20% in addition to the yearly PDRMA rate increases for 2026. Manager Carey shared that NWSRA will keep its health offerings in 2026 same as what is currently offered for 2025.

Director Talsma informed the Board that he at Hoffman Estates is looking at developing employee portions based on employee pay grades. Staff agreed to explore this and then bring to the NWSRA Board what staff felt was best for NWSRA in 2026. Manager Carey shared that the leadership team at NWSRA has started to contact brokers to look at health insurance options outside of PDRMA starting in 2027. Director Griffin updated committee members on PDRMA informing NWSRA that they do not need to wait to leave at the 3-year period, NWSRA is able to leave PDRMA at any point. Manager Carey shared that the percentages staff pay into insurance went down by 2% for 2026 and that though there is a decrease in percentages, staff will be paying more into health insurance in 2026. Consensus was reached for staff to evaluate employee paying portions based on pay grades in 2026 in addition to the proposed 2% reduction in staff health payments to offset the 20% increase, bringing staff's recommendation from the two options to the NWSRA Board.

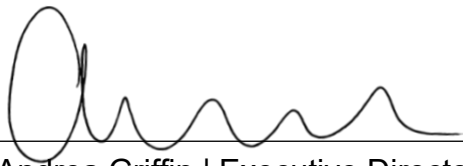
V. Part-Time Salary Ranges

Manager Carey explained that in 2026 NWSRA was going to a minimum, middle and maximum range for part-time salaries, in addition to creating a training rate for 2026. Manager Carey will provide final approval for part-time pay rates for employees. Consensus was reached to bring the proposed 2026 part-time salary ranges to the NWSRA Board.

VI. Policy Changes

Director Griffin shared that the Employee Manual was reviewed and updated. The biggest change was made to job titles throughout the manual. In addition, the "Welcome Letter" from the Director was updated, and the core value of diversity was added under Core Values. Updates were made to the Personal Information Changes, Time Records and Mileage Reimbursement to reflect the correct steps to take within our new HR and payroll system, Paycom. Under Compensation, changes were made to reflect the 2026 evaluation updates to all evaluations being completed in March for full-time staff. Nepotism was changed to state that relatives and domestic partners of the Executive Director would not be allowed to be supervised by the Executive Director. Fair Play and The Behavior Code of Conduct was updated to reflect the Fair Play policy, approved in 2020. Lastly, Director Griffin shared that the Incident Response Plan was updated to reflect the correct positions of those staff on the Incident Response Team. Consensus was reached to bring the proposed Employee Manual changes to the NWSRA Board.

The meeting adjourned at 11:47 a.m.

A handwritten signature in black ink, consisting of a large initial 'A' followed by a series of loops and a final upward stroke.

Andrea Griffin | Executive Director

11/19/2025

Date