

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT PARK CENTRAL
3000 CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 25th OF MAY 25, 2022, at 10:30 am**

Chairman Ferraro called the meeting to order at 10:47 a.m. Administrative Manager, Jessica Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights 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; Donelda Danz, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Patti Mitchell, River Trails Park District; Kevin Romjeko, 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; Jan Buchs, Wheeling Park District

Absent: Rita Fletcher, Robert Dowling

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Tom Draper, Superintendent of Marketing and Communications; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Anne Kiwala, Superintendent of Development; Jessica Tanksi, Nyterrius Williams, Lexi Brandlin, Megan O'Brien, Michele Paradise and Josh Griffin (Renaissance Communications).

Introduction of Guests

Darleen Negrillo, Rachel Hubsch, and Tracey Crawford introduced the guests and Chairman Ferraro read the recognitions of Megan O'Brien and Michele Paradise. Josh Griffin from Renaissance Communicationws was introduced and informed everyone present that he was there to witness the presentation of the Main Office Cabling Bid.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated May 25, 2022. Trustee Janda made the motion and Trustee 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 May 25, 2022. Trustee O'Brien made the motion and Trustee Fullerton seconded the motion to approve the Consent Agenda dated May 25, 2022. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Trustee Talsma wanted the minutes to reflect that the financials be adjusted to no longer reflect a monthly budget amount but reflect an annual budget amount/percentage of completion.

Correspondence

Executive Director Crawford read the following correspondence: Thank you from Darleen Negrillo for the memorial flowers sent for her uncles passing. Thank you from Michele Paradise for the fruit arrangement sent as a get well for her husband.

Staff Reports

Superintendent Griffin shared a story about an Inclusion training that was being held with about 40 new staff. She spoke about the importance of relationships between staff and participants.

Marketing and PR

Superintendent Draper reported that his department is very busy working on marketing materials for NWSRA as well as SLSF events. His department has been working diligently on the opening of Vogelei House as well as the technology needs of all other programming spaces and the Administrative Offices.

SLSF

Superintendent Kiwala reviewed the fundraising, sponsorship, grants, and additional fund raising efforts that SLSF staff has been working on as well as gearing up for the remaining summer events/golf outings that start next month. She also outlined that the fundrasing efforts for Vogelei house has raised \$655,000 for the \$900,000 project. She also thanked Trustee Talsma and the Hoffman Estates Parks Foundation for their donation of \$50,000.

1st Quarter Goals

Superintendent of Hubsch outlined the efforts that NWSRA has done to reach out to former participants to make personal connections with inactive participants to spark any possible interest to return to programming. She also reported that a meeting with Chime, has occurred in the hopes to get some music programming up and running and to fulfill the dream of a full music program.

Directors Report

Executive Director Crawford informed the Board that she was asked to be the commencement speaker for the Recreational Therapy and Child Life graduates at the University of Iowa. WILS had their Women's Conference. 90 attendees were present and she gave kudos to NWSRA staff that currently sit on the WILS Board. She is also pleased and excited to announce the DEI Committee developed their Diversity Statement, Core Values and their 2022 Goals.

Director Crawford also announced that she completed another succession planning process with two manager positions that became available due to promotions to Superintendent at another park district and the birth of a brand new NWSRA baby. This opens the coordinator professional development plans.

Superintendent Hubsch had the opportunity to host a parent meeting to discuss programming for the PIVI population that we are hoping to roll out in the fall. This meeting was attended by staff and Silvia Campone (wife of SLSF Board Member Tom Campone).

Old Business

NWSRA Programming Updates

Superintendent Griffin reported on the status for the programming spaces at Hoffman Estates Park District – Vogelei House (257 on the interest list with 90 ready to be served), currently assessing clients for the vacancies as well as waiting on the final approval to occupy the space. Looking at PURSUIT plus program to move participants for the senior population that would be hosted in the programming sites as well as programming spaces (for senior programs). At this time, not looking to open any additional sites as the goal was to always have a site in each of the regions to program. The Wheeling Park District – Green House is moving along with plans and grants for sustainable plants.

Director Crawford informed the Board that SB3972 has passed and is officially signed by Governor Pritzker. Will be working with Rolling Meadows High School to develop the program.

Minutes Adjustment

Trustee O'Brien informed the Board that there was an error on the Finance Committee minutes from October 2021. Director Crawford asked for a motion to approve the minutes adjustment as presented to the Board. Trustee LaFrenere made the motion and Trustee Romejko seconded the motion. Upon Voice Vote the motion passed.

New Business

Budget Adjustment

Kyle Nichol and Bob Tannehill informed the Board of some errors that were discovered during their internal review of the financials. During this review an \$81,000 error was discovered and this was in favor of NWSRA and reduced the SLSF contribution rate.

NWSRA Audit Acceptance

Trustee Talsma reviewed the audit presentation with the Board. The audit presentation took place during the Finance Committee meeting prior to the Board Meeting on May 25, 2022 at 9:30 am. Trustee Talsma asked for a motion to approve the recommendation of the Finance Committee is to accept the NWSRA 2021 Audit as it was presented. Trustee LaFrenere made the motion and Trustee O'Brien seconded the motion to accept the Audit for FY 2021 as presented. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Unassigned Balance

Trustee Talsma reviewed the unassigned balance discussion that was had during the Finance Committee Meeting. Based on the net balance and the Fund Balance policy that is in place at NWSRA, there are three options for the remaining net balance:

1. Reduce the final installment of the Member District Annual Assessment (MDAA) payment for each Member District. Any reduction will be calculated based on the MDAA percentage calculator.
2. Transfer to Capital Reserve for future capital beyond the current CIP
3. Any other purposes as approved by the Board of Directors

The Finance Committee discussed all the options and agreed to present to the Board a COVID rebate of 20% of the FY2022 MDAA. This will be a reduction of the final payment of the FY2022 MDAA. The balance will be left as unassigned Fund Balance. Chairman Ferraro asked for a motion to approve the plan for the unassigned fund balance as presented. Trustee Talsma made the motion and Trustee Romejko seconded the motion to approve the COVID rebate of 20% of the FY2022 MDAA as a reduction of the final payment of the FY2022 MDAA.

Trustee LaFrenere stated that his thoughts are that the percentage of rebate should be higher due to all the changes that have taken place and recommended that capital budgeting should be changed. He did not think that budgeting for such large inflation would be needed.

Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

IDOT Resolution R2022-1

Superintendent of Development informed that Board that SLSF will once again be applying for the IDOT grant. This grant has been put on hold during the pandemic and has recently been reopened. Chairman Ferraro asked for a motion to approve IDOT Resolution R2022-1. Trustee Risinger made the motion and Trustee Janda seconded the motion to approve IDOT Resolution R2022-1. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Main Office Cabling Bid

Superintendent Draper reviewed the cabling bid with he Board outlining each of the bids and highlighting the differences between each company that bid for the cabling project at the NWSRA Main offices as well as the satellite programming spaces. Trustee Talsma asked if NWSRA is subject to prevailing wage laws? Superintendent Draper responded that yes, this will be a prevailing wage project and the NWSRA attorney has made an addendum to the bids that each bidder has signed. Superintendent Draper called for a motion to approve B&B Networks Inc. bud for the NWSRA's Main Office Cabling Project, not to exceed \$77,789.16 as presented. Trustee Risinger made the motion and Trustee Janda seconded the motion to approve the cabling bud with B&B Networks Inc not to exceed \$77,789.16. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Informational/Action Items

Manual Approval

Director Crawford reviewed with Trustee Talsma to table the Benefit Manual and the Return to Work Policy due to some further explanation. Director Crawford will reach out to the attorney to get the proper wording or language for the manual. Director Crawford asked for a motion to approve the Board & Admin Manual as presented to the Board. Trustee Fullerton made the motion and Trustee Risinger seconded the motion to approve the Board & Admin Manual as presented to the Board. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Director Crawford asked for a motion to approve Employee Manual Appendix I as presented. Trustee Risinger made the motion and Trustee O'Brien seconded the motion to approve the Employee Manual Appendix I as presented. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

NWSRA DEI Committee Update

Director Crawford reported to the Board the NWSRA now has an official DEI Committee and that committee has been working very hard in developing the Diversity Statement, Diversity, Core Values and the DEI Committee 2022 Goals. She then reviewed each of those items. Director Crawford asked for a motion to approve the NWSRA DEI Statement, Value Statement and the Goals for the committee. Trustee LaFrenere made the motion and Trustee O'Brien seconded the motion to approve the NWSRA DEI Statement, Value Statement and Goals as presented. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Annual Information Update

Director Crawford reminded the Board to look out for the email from Jessica Vasalos. This email will go out as soon as the Cook County Assessors office releases the information.

Closed Session

Chairman Ferraro asked for a motion to move into closed session. Trustee Morgan made the motion and Trustee Talsma seconded the motion to move to closed session for the Review of Executive Session minutes as well as Personnel. Upon Voice Vote the motion passed.

Action as a result of Closed Session

None

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Trustee Morgan made the motion and Trustee Talsma seconded the motion to adjourn the May 25, 2022 meeting at 11:36 a.m. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Donelda Danz, Christina Ferraro, Patti Mitchell, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.


Secretary