

Normal Township Special Board Meeting Minutes

Tuesday, June 30, 2026

5:00 PM

Normal Township, 304 E. Mulberry Street, Normal, Illinois 61761

1. The meeting was called to order at 5:00 PM by Supervisor Able.
2. Roll Call was conducted by Supervisor Able:

Trustee Tanner Starr	Present
Trustee Jodie Slothower	Present
Trustee Dylan Hile-Broad	Present
Trustee Natasha Syed	Present
Supervisor Krystle Able	Present

Others Present:

Elicsha Sanders, ARC Executive Director
Chrissy Fernandez, Normal Township HR Manager
Jenni Grigsby-Rogal, Normal Township Youth Committee

3. Trustee Starr moved to discuss a Resolution for Appointment of Recording Secretary.

Second: Trustee Hile-Broad.

The motion was approved with a unanimous voice vote, 5-0.

As the resolution states, Supervisor Able explained when the Clerk or Deputy Clerk are unable to attend meetings, the Open Meetings Act allows for a recording secretary to be appointed by the Normal Township Board. The current Normal Township Clerk is on temporary leave. A discussion was held and determined that a different recording secretary may be appointed as needed. Any appointed recording secretary must be a non-voting member of the township board, a township employee, or someone who serves on a township volunteer committee.

Trustee Able accepted two friendly amendments to change the word “apply” to “comply” and to add the language “This person will be paid at the standard rate for the Deputy Clerk.”

Trustee Starr moved to adopt the resolution as amended.

Second: Trustee Hile-Broad.

The resolution was adopted as amended by a unanimous voice vote, 5-0.

A full copy of the resolution as amended and signed is attached to these minutes.

Jenni Grigsby-Rogal, Township Youth Committee member, assumed the role of Recording Secretary for this meeting.

4. Executive Session was delayed until the completion of New Business.

5. New Business

5-a. Adoption of Amended Vacation Accrual Policy

Trustee Starr moved to open the floor for discussion of the Vacation Accrual Policy. Second: Trustee Hile-Broad.

Motion was approved by a unanimous voice vote, 5-0.

Discussion included how this policy adoption would go into effect immediately. There may be some negative balances initially. This is a “use it or lose it” policy, and it does not change rate for hours/days of accrual. The maximum carryover is 5 days for all employees.

Trustee Starr moved to adopt the vacation accrual policy as amended.

Second: Trustee Syed

The amended policy was adopted by a unanimous roll call vote, 5-0.

Trustee Starr YES

Trustee Slothower YES

Trustee Hile-Broad YES

Trustee Syed YES

Supervisor Able YES

5-b. Acceptance of Letter of Resignation from Molly Stauch

Trustee Syed moved to accept the letter of resignation from Molly Stauch.

Second: Trustee Starr

The motion passed with a unanimous voice vote, 5-0.

Per her letter, Ms. Stauch is committed to assisting with the transition of her responsibilities until her final day on July 10, 2026. Discussion included how her payouts are being worked on, her start date was May 11, 2004, and there is a plan to hold a luncheon with staff and then a cake reception with members at 1 pm on Friday, July 10th.

5-c. Approval of Offer Letter for Assistant to the Executive Director

Trustee Starr moved to approve the offer letter for Joshua Taylor to the position of Assistant to the Executive Director.

Second: Trustee Hile-Broad

The motion passed with a unanimous voice vote, 5-0.

If he accepts, Mr. Taylor is expected to start on July 8, 2026. Both staff and trustees voiced positive views on Mr. Taylor's qualifications, interview process, professional experience with many different groups and commitment to the objectives of the ARC.

5-d. Approval of Offer Letter for Programs and Communications Director

Trustee Syed moved to approve the offer letter for Emily Raschke to the position of Director of Programming and Communications.

Second: Trustee Starr

The motion passed with a unanimous voice vote, 5-0.

If she accepts, Ms. Raschke's start date is scheduled for July 20, 2026. Both staff and trustees expressed positive views on Ms. Raschke's qualifications, experience with a variety of events, programming and community collaborations along with commitment to the objectives of the ARC.

5-e. Approval of Job Description Change for Management Assistant to Department Assistant

Trustee Starr moved to approve job description change from Management Assistant to Department Assistant.

Second: Trustee Hile-Broad.

The motion passed with a unanimous voice vote, 5-0.

5-f. Approval of Offer Letter for the Department Assistant

Trustee Syed moved to approve the offer letter for Kristen Chimack to the promoted position of Department Assistant.

Second: Trustee Starr

The motion passed with a unanimous voice vote, 5-0.

The start date for this position is to be determined. Both staff and trustees voiced support for this promotion and discussed how Ms. Chimack has much experience and institutional knowledge to share.

5-g. Approval of Budget Amendment for Senior Center Salaries in the Amount of \$51,000 for FY26/27

Trustee Hile-Broad moved to amend the budget for Senior Center salaries in the amount of \$51,000 for FY26/27.

Second: Trustee Starr

The motion passed with a unanimous voice vote, 5-0.

Supervisor Able explained that this amount of change in the budget is low enough to not require a budget hearing. Discussion also included where these funds would be transferred from: \$35,000 that has been unused from instruction/contracts; \$5,000 from program supplies; and, \$11,000 from contingencies. The expectation is that ongoing changes also positively align with these adjustments, including renewed efforts at gaining program sponsorships.

6. Executive Session

Trustee Syed moved to go into Executive Session at 6:00 PM.

Second: Trustee Starr

The motion passed with a unanimous voice vote, 5-0.

Trustee Syed moved to return to open session at 6:36 pm.

Second: Trustee Hile-Broad.

The motion passed with a unanimous voice vote, 5-0.

7. Board Good and Welfare

Trustee Slothower has patriotic art on display at the ARC.

Supervisor Able mentioned an Employee Appreciation Event is being planned for the Fall. It will potentially be in late September or mid-October. The hope is to give staff a new experience.

Trustee Syed shared that she has been walking dogs with the Humane Society and inquired if the ARC has done any programming with them. Executive Director Sanders mentioned a few past events with the most successful being outside on the patio. Supervisor Able noted that a “Dog Days” event may go over well with serving hotdogs and popcorn, for example.

8. Adjournment

Trustee Starr moved to adjourn the meeting.

Second: Trustee Syed

The motion passed with unanimous voice vote, 5-0.

Jenni Grigsby-Rogal,

Normal Township Recording Secretary – 6/30/26 Submitted:

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