

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD VIA ZOOM VIDEO CALL
ON THE 17th OF MARCH, 2021, at 10:30 am**

Chairman Fahnstrom called the meeting to order at 10:33 a.m.

Executive Director Crawford 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; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount 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

Ben Curcio, Elk Grove Park District arrived at 10:40 am

Jim Jarog, Mt. Prospect Park District left at 11:08 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Rachel Hubsch, Superintendent of Recreation; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Trisha Palmieri, Collaborative Coordinator and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Bret Fahnstrom read Trisha Palmieri's 5 Year Recognition.

Public Comment

None

Approval of Agenda

Chairman Fahnstrom asked for a motion to approve the agenda dated March 17, 2021. Trustee Janda made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion was carried. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, 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.

Approval of Consent Agenda

Chairman Fahnstrom called for a motion to approve the Consent Agenda of March 17, 2021. Trustee Janda made the motion and Trustee Fullerton seconded the motion to approve the Consent Agenda dated March 17, 2021. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, 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

Executive Director Crawford read the following correspondence: Thank you from the Griffin Family for the memorial flowers sent for her grandmothers passing, Thank you from the DeKeyser (Rachel Hubsch) family for the memorial flowers sent for her grandfather's passing, Thank you from District 214, for allowing one of their students to be an intern, Thank you from the Tobias family for everything NWSRA/SLSF/PURSUIT did for their son.

Staff Reports

Superintendent Griffin reviewed and shared a PURSUIT update highlighting programs involving meditation, nutrition and goal setting.

Superintendent Hubsch asked the Board if they were planning on hosting interns this summer and if they would like this Virtual Park District Visitation Day for Interns. The consensus was that they would like the Day for interns to happen. Superintendent Hubsch informed the Board she would host this some time in July and would bring it to the Superintendents meeting.

Chairman Fahnstrom congratulated NWSRA staff for the ITRS Outstanding Program of the Year Dream Lab award that NWSRA received.

Marketing and PR

Superintendent Selders reported that his department is very busy with month to month registration. He highlighted webinars and training staff have received. He also informed the Board that the Survey for the 2021 Strategic Plan will go out in April.

SLSF

Superintendent Splett reported that the IDOT vehicle for 2018 was recently delivered. The Virtual Gold Medal Fashion Show was a large success! She thanked the Board for their attendance and support. There were 240 registrations and grossed over \$33,000, which will net SLSF around \$29,000. Family members that live out of state were so delighted to finally see their family members in this amazing event. Trustee Risinger gave major kudos to staff regarding the event and added how much he really enjoyed it. Trustee O'Brien also echoed those comments.

Directors Report

Executive Director Crawford informed the Board that by April 7th, 82% of the staff will be fully vaccinated. NWSRA will not report to any concerned party's the percentages of staff that are vaccinated. Continuing DA preparations. NWSRA will go through Distinguished Agency review in 2022. Staff are developing a virtual ADA Compliance Submittal video to ensure any new staff are aware of the procedure and deadlines.

Old Business

Finance Task Force Committee Meeting

Trustee Romejko reviewed the minutes from the Finance Task Force Meeting that took place on Wednesday, February 10th. He summarized the main topics of discussion during the meeting and reiterated that once the budget is approved, any expenditure in the budget does not need Board approval. He also informed the Board that Tony LaFrener, Craig Talsma and Kevin Romejko will be working on an Ebb and Flow Chart for the next meeting. He also informed the Board that he, Mike Clark and NWSRA staff are working on updating the Capital Plan to reflect all new and upcoming Capital Expenditures as well as expanding the existing Capital Plan. He also informed the Board that he, Craig Talsma and staff will be working on drafting an updated Fund Balance Policy that the Finance Task Force will review before bringing it to the full Board. Trustee O'Brien asked if the Finance Task Force report would be brought to the Finance Committee before the Board. Trustee Talsma responded that the Finance Committee is part of the Task Force, therefore it would just be brought to the Board for approval.

New Business

NWSRA Project Updates

Superintendent Griffin updated the Board on the status of the programming space at the Vogelei House in Hoffman Estates, outlining the space and the updates that will take place. She highlighted that during the pandemic, NWSRA having its own dedicated space was a gift as participants still had a safe place to recreate.

Superintendent Griffin and Executive Director Crawford reviewed the lease agreement between Hoffman Estates Park District and NWSRA for the sixth programming space. This space will house the PURSUIT Adult Day Program, STAR Academy and allow for dedicated space for programming. Trustee Talsma informed the Board of the offerings at the space and reiterated the happiness that Hoffman Estates Park District has with this joint effort. Trustee Fletcher raised concerns about spending additional money on programming spaces, instead of capital projects. Director Crawford reiterated that the original plan was always six programming spaces, one in each quadrant of programming. She also reiterated to the Board that all these expenses were budgeted in the Capital Plan and why NWSRA has been lean on expenses for several years. She also informed the Board of the outlook of Clearbrooks Day Programs and the influx of need for this population. She also outlined how the State of Illinois pays Clearbrook and how NWSRA is paid for each participant in the PURSUIT program. Trustee LaFrener also added that the waitlist for the programs shows the need for this space as well as keeping in mind the residents each space serves. Director Crawford reviewed the clients and their needs and abilities. Staff are reviewing space analysis as well as looking at altering program times to allow for additional clients to partake in the program.

Director Crawford asked for a motion to approve the Hoffman Estates Lease Agreement for the sixth and final (for the foreseeable future) programming space that meets the Strategic Planning Goal. Trustee Risinger made the motion and Trustee O'Brien 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, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Clearbrook Agreement

Superintendent Griffin reviewed the Clearbrook Agreement with the Board and outlined the two changes to the agreement. The first change is in the financial area of the agreement, outlining that both agencies will be fiscally responsible in the event of unforeseen circumstances such as natural disasters or pandemic which results in nonpayment of fees from the State of Illinois. The second change is a title change for Sheila Lullo with Clearbrook. She will now be Vice President of Program Services. Chairman Fahnstrom called for a motion to approve the Clearbrook Agreement as presented. Trustee Romejko made the motion and Trustee 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, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

NSSEO Facility Use Agreement

Superintendent Hubsch outlined the Facility Use Agreement with NSSEO and reminded the Board that this agreement has existed since 1981 and will be in place until June of 2024. The agreement is for space at Kirk School, Sunrise Outdoor Education Center, Miner School and Timber Ridge School along with the NWSRA Programming Spaces are used for NWSRA Day Camps. The only change is a 3% increase due to use of all of their spaces. Superintendent Hubsch called for a motion to approve the NSSEO Agreement as presented. Trustee Talsma made the motion and Trustee Janda 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, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Surplus Ordinance O2021-1

Superintendent Selders outlined the surplus items as presented in the packet. Trustee Talsma asked for the dollar amounts of the items to be changed to \$0.00 if the items are truly going to be disposed of. The Board agreed. Superintendent Selders called for a motion to approve Surplus Ordinance O2021-1 as presented with the dollar amounts at \$0.00. Trustee O'Brien made the motion and Trustee LaFrener 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, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Park Central Building Updates

Director Crawford reviewed the plans and revisions for the building updates that have been discussed with Trustee Romejko. Superintendent Negrillo reviewed the HVAC updates and fixes that have occurred. Director Crawford updated the Board on the plans to upgrade the cubicals for staff. This is in the plans due to the pandemic and safety concerns that need to be addressed. Superintendent Negrillo will be meeting with office space planners that will help address the issues with the HVAC system placement may pose.

Informational/Action Items

None

Other

None

Closed Session

None

Adjournment

After no further business, Chairman Fahnstrom called for a motion to adjourn. Trustee Janda made the motion and Trustee Fletcher seconded the motion to adjourn the March 17, 2021 meeting at 11:28 a.m. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.



Secretary