

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD VIA VIRTUAL BOARD MEETING, <https://us02web.zoom.us/j/83891039567>  
CALL IN NUMBER: 1(312) 626-6799, MEETING ID: 838 9103 9567  
ON THE 22<sup>nd</sup> DAY OF JULY, 2020 AT 10:30 A.M.**

Chairman Risinger called the meeting to order at 10:35 a.m. Recording Secretary Jessica Vasalos 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 Romjeko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling

Ben Curcio arrived at 10:42 am

Also present: Tracey Crawford, Executive Director Crawford; 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; and Jessica Vasalos, Administrative Manager as recording secretary

Public Comment None

Approval of Agenda

Chairman Risinger asked for a motion to approve the amended agenda dated July 22, 2020. Trustee Janda 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, 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 Risinger called for a motion to approve the Consent Agenda of May 27, 2020. Trustee Janda made the motion and Trustee Fullerton seconded the motion to approve the Consent Agenda dated May 27, 2020. 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

1. Donation from Micki and Ron Coppel to SLSF for the NWSRA Programming during the Pandemic Stay at Home Order.
2. Email from Al Crook SLSF Board Member acknowledging Juneteenth at Zurich North America.
3. Email from Senator Dick Durbin, thanking NWSRA for contacting his office regarding protections (PPE) for essential workers during COVID-19.
4. Thank you card email from staff member Jordan Ross for the arrangement sent in memory of his grandfather.

#### Staff Reports

Staff reports were included in the packet. Superintendents Griffin, Selders and Splett reported on their departments. No questions were raised. Superintendent Negrillo and Accounting Manager Woodard reported the 2<sup>nd</sup> Quarter Financials. Superintendent Hubsch and Executive Director Crawford reported on the status of 2<sup>nd</sup> Quarter Goals as well as the Trustees Work Plan.

#### Old Business

##### Project Updates

Superintendent Griffin informed the Board that the sensory garden has been planted and it looks amazing. On the final stages, and reaching out to some garden clubs to see if they would be interested in planting while observing social distancing. Participants are utilizing the garden space, watering, and weeding. We do have a participant utilizing the sensory garden as part of his therapy. Executive Director Crawford recognized the donation of plants from the Elk Grove Park District, which were planted in the sensory garden.

The Wheeling Programming Space as well as the Buffalo Grove Programming Space are being used for social distance programming and camp. Superintendent Griffin outlined reactions of participants to the new spaces.

##### COVID Update

Executive Director Crawford and all the Superintendents reviewed the COVID Update Presentation with the Board. No questions were raised.

#### New Business

##### MDAA

Executive Director Crawford presented and explained the Member District Annual Assessment Packet for FY2021. Overall Member Districts will see an increase in their Equalized Assessed Valuations (EAV) for 2021. Executive Director Crawford reminded the Board that the Handicapped Accessible Fund is a completely separate levy and fund from their Operating Fund and can only be levied if you are a member of an SRA. The funds can only be used to support assessments, Inclusion, ADA compliance projects, and program and services for individuals with disabilities in their communities. The assessments are calculated using a formula of 75%

Equalized Assessed Valuation and 25% Gross Population with a 2% ceiling and a 2% floor. Executive Director Crawford went through the MDAA Packet pointing out the EAV increase to each district and taking extra time to explain the 2021 Special Recreation Fund Recommendations Page. This page was updated to include definitions to explain each column and its specific use. Executive Director Crawford would like to amend the Bi-Laws to reflect these definitions for a more detailed definition of use for member districts to follow now and in the future. It was explained Member Districts may charge this fund for the NWSRA use of their facility space. For example, if NWSRA holds a Zumba Class in their multipurpose room, they can charge their Handicapped Accessible Fund the amount they would lose because NWSRA is using that multipurpose room. She further explained that this type of disbursement does not have to be submitted to the Board for approval as an ADA Compliance Project because it is already approved when the Board approves the NWSRA budget and is clearly outlined as a service for individuals with disabilities in the statute.

Trustee Clark asked if he could transfer those funds from his Handicapped Accessible Fund to his Operating Fund? Executive Director Crawford replied, yes. Trustee Talsma then further explained that his district does an immediate transfer of the designated amount outlined in the document to payback Hoffman Estates for the use of any facilities. He disburses these funds to four of his Funds. Trustee LaFrene asked if the 1% increase was actually necessary, and since long term ramifications have not been fully equated yet due to COVID. Executive Director Crawford explained that NWSRA has been working on a very tight month to month COVID budget and has made all possible cuts. Staff salaries have been frozen and a hiring freeze (down 7 full time salaries, 2 regular part time office staff as well as the approximate 200 part time staff) has been put in place excluding any Inclusion needs that can not be covered by full time employees. NWSRA has to be prepared to run full programs, hire staff and run transportation loads as soon as the go ahead from the State and CDC is given. Executive Director Crawford asked if all the districts will be accepting the increase in the EAV from the County Assessor's Office for 2021 and wanted to make sure that they considered that when approving the MDAA for 2021? Some additional discussion was had with Trustee's Talsma and LaFrene about revisiting the formula that does the calculations and Trustee Fullerton and Trustee LaFrene more comfortable with an even distribution, indicating it would be hard to present an increase to her Board. Trustee Fletcher interjected and reminded the Board that when Bartlett was to pay a large increase and Arlington Heights was to pay a smaller portion, she raised the same concern and was informed that that is the way the formula works and eventually everyone would receive an increase or a decrease in their contribution. Therefore, Trustee Fletcher reminded the Board, this year it is the way the formula worked out. She also indicated that this conversation is not due to COVID shortfalls and it should not be an issue. Trustee Curcio also indicated that he has concern about the taxes themselves not being paid on time, which could hurt Districts.

Executive Director Crawford reminded the Board that she laid out different MDAA payment plans allowing districts to delay or increase the number of installment payments to be sensitive to this possible issue for 2021. She also reminded the Board that the funds in the Handicapped Accessible Fund can only be used for specific identified uses and does not affect their Operating Funds. Trustee Talsma indicated that he foresees NWSRA having a large net of money at fiscal year end due to the tremendous cost cutting that has been done and does not see that NWSRA will need the additional \$43,000 resulting in a 1% increase in MDAA. Trustee Clark asked if not passing the 1% will have how much of an impact on the operations for the next fiscal year? Executive Director Crawford responded that it would be hard to say at this

time because of the intense COVID restrictions and freeze in all spending and hiring. Part time staff would need to be brought back, the fleet would need to be brought back and ready and she can not stop inclusion needs. Trustee Clark then asked if it would be possible to bill for inclusion outside of the MDAA for this FY. Trustee Talsma completely disagreed sighting the estimated budget net at year end. He also indicated that NWSRA can ask for the \$43,000 again if needed during the year. Executive Director Crawford asked the Board, if they would approve a 0% increase. Trustee Risinger then indicated this would still create an increase for some districts. Which Trustee Talsma clarified that it would raise all Districts above a 14.3% EAV increase and lower all Districts below a 14.3% increase. Trustee Clark wanted the record to reflect this increase is not due to need but the increase in EAV. He also wanted the minutes to reflect that a shortfall of \$43,000 can be brought to the Board if needed and can be paid and distributed by all districts.

Chairman Risinger called for a motion to approve the MDAA at 0%. Trustee Talsma made the motion and Trustee Janda seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, 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

OBSTAIN: Rita Fletcher

The motion carried.

Executive Director Crawford indicated to the Board that any savings showed at the end of the year will be kept and not moved into reserve accounts to start the beginning of next year. The Board agreed.

Chairman Risinger called for a motion to approve the MDAA at 0% to be brought to their perspective Board for approval by resolution no later than August 30, 2020. Trustee O'Brien 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, 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.

#### FSA Plan Update Resolution R2020-4

Superintendent Negrillo informed the Board of FSA plan changes due to IRS Standard Updates due to COVID-19. There were no questions.

Chairman Risinger called for a motion to approve Resolution R2020-4. Trustee Fahnstrom moved 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, 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.

Surplus Ordinance O2020-2

Superintendent Selders reviewed the Surplus Ordinance before the Board. There were no questions.

Chairman Risinger called for a motion to approve Surplus Ordinance O2020-2. Trustee Fullerton moved the motion and Trustee Romejko seconded the motion. 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.

Action as a result of Closed Session

NONE

Adjournment

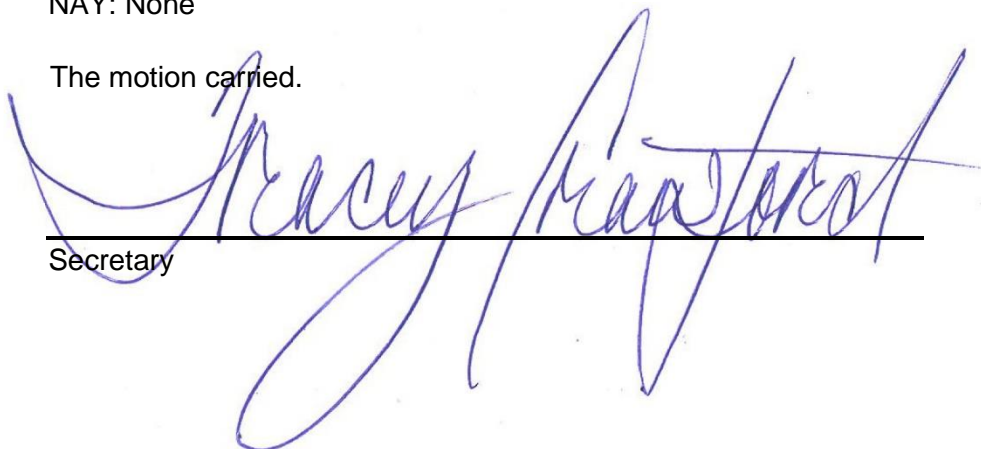
After no further business, Chairman Risinger called for a motion to adjourn. Trustee Fahnstrom made the motion and Trustee Fullerton seconded the motion to adjourn the July 22, 2020, Board meeting at 12:20 p.m. Upon roll being called, the vote was as follows:

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.

Secretary

A large, stylized handwritten signature in blue ink, appearing to read "Tracy Rappaport", is written over a horizontal line. The signature is highly cursive and extends across most of the width of the page.