

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT THE NWSRA ADMINISTRATIVE OFFICES
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 23rd DAY OF MAY, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District.

Also present: Tracey Crawford, Executive Director; Trisha Breitlow, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Nanette Sowa, Superintendent of Development; Michelle Bins, PFM Investments; Matt Beran, Lauterbach and Amen; Jamie Wolfe and Elizabeth Hawk, Interns; Danielle Ralph and Megan Edwards, Program Specialists; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Superintendent Breitlow introduced Matt Beran, from Lauterbach and Amen, and Michelle Bins, from PFM Investments. Superintendent Hubsch introduced Danielle Ralph and Megan Edwards, Program Specialists and Elizabeth Hawk and Jamie Wolfe, Interns.

Public Comment

None

Agenda

Chairman Hilgers asked for a motion to approve the agenda dated May 23, 2018. Trustee O'Brien made the motion and Trustee LaFrenere seconded the motion to approve the agenda dated May 23, 2018. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Hilgers asked for a motion to approve the Consent Agenda of May 23, 2018. Trustee Charlesworth made the motion and Trustee LaFrenere seconded the motion to approve the Consent Agenda dated May 23, 2018. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

Correspondence

NWSRA received a floral arrangement from Rick Wulbecker, who landed a job at Belvedere Park District. A note was received from Dean Bostrom, thanking NWSRA for his retirement gift. A thank you note was received from Erin Hoffman, from The American Specialty Toy Retailing Association (ASTRA). ASTRA trained 10 NWSRA staff to become certified play experts. Special Olympics sent a letter asking that the Special Olympics logo or trademark no longer be used on any fundraising materials. A question was raised as to why Special Olympics and NWSRA/SLSF separated. Executive Director Crawford reviewed the history.

Staff Reports

Program Report

Superintendent Hubsch recognized the Inclusion team for improvement in the structure of meetings between program and inclusion staff. This year, individual meetings were held within each park district. Thirteen member park districts have had their meetings; 12 have scheduled part-time staff training. Schaumburg Park District Director of Recreation, Rob Ward, highly praised the meeting. As a result of the Mount Prospect Park District meeting, Brian Taylor decided to train his front office staff to better determine participants' needs. Kurt Reckamp, from Streamwood Park District, invited his Marketing and Communications Manager to the meeting to ensure that the community is aware of inclusion. Palatine Park District was instrumental in starting this process with their model and handbooks.

Marketing and PR Report

Superintendent Selders reported that NWSRA is currently promoting summer programs and day camp. New videos have been produced, including an overview of Snoezelen Room and its benefits. Superintendent Selders thanked Schaumburg Park District for allowing NWSRA to use their video room. A recruitment video was put on Facebook, which resulted in approximately 130 job applicants. The application process has been revamped to be a quick online process. Conversion to Office 365 and a move to the cloud have been completed. New materials have been created for SLSF.

Outreach

Eighty new families joined NWSRA in 2018. Staff have attended 24 events thus far.

SLSF

Superintendent Sowa sent invitations to 22 people for the inaugural group of Kevin's Club, whose members need to pledge \$500 per year. Thanks to the Buffalo Grove Rotary Club and the Arboretum Club, SLSF raised a record amount of money at the 25th Anniversary Buffalo Grove Golf Outing. Superintendent Sowa received notification that SLSF is going to receive a planned gift of \$74,474.00, which completes the goal set forth in the development plan for 2018.

1st Quarter Financial Report

Superintendent Breitlow reported that revenue is at 25% and expenses are low, which is expected for 1st quarter.

1st Quarter Goals Update

Superintendent Hubsch stated that long-range planning for PURSUIT is in process. Two-hundred fifty tours have been given. The open house at Mount Prospect drew 30 families, adding 10 to the interest list. NWSRA gave presentations about PURSUIT to several community groups. Lightning Athletes have been made more competitive with the addition of

volunteer officials. Fourteen full-time staff members have been given access to training for CEUs for maintaining certifications. Five full-time day camp coordinators attended the Mid-States American Camp Association camp. Thirty staff members attended the IAPD/IPRA state conference. NWSRA now has 10 play experts certified by ASTRA. Summer Kroner, facility coordinator, was praised for diligently researching facility schedules and availability.

1st Quarter Director's Work Plan Update

Executive Director Crawford reported that the ADA Compliance Project is complete. Director Crawford informed the Board of the break-in at NWSRA. An investigation is ongoing and safety measures are being discussed. Executive Director Crawford was asked to run for the ATRA board. She recapped the work of the ATRA task force of which she was a member.

Old Business

Hanover Park Programming Space/Snoezelen Room Update

Superintendent Griffin related that the electrical work and construction are complete for the sensory room in Hanover Park. Programming will start in the fall. Twenty individuals are signed up, 6 of whom are new. Seven are on the wait list for summer.

ADA Compliance Submissions

Superintendent Selders explained how the new ADA compliance procedure was developed. He demonstrated the download of the new application, the pivot table functionality, and the submission process. Superintendent Selders also pointed out links to guidelines and standards.

Executive Director Crawford asked for a motion to approve the ADA compliance project policy and procedure changes as presented. Trustee Charlesworth made the motion and Trustee LaFrener seconded the motion to approve the ADA compliance project policy procedure changes. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

Executive Director Crawford announced that she and Superintendent Griffin would host regional trainings for the new ADA submission process, after which the new application will go live – possibly in September.

New Business

NWSRA Audit and Management Letter

Matt Beran, Lauterbach and Amen, thanked Superintendent Breitlow and Manager Woodard for their hard work. Mr. Beran presented highlights of the audit report and management letter. NWSRA received the highest opinion again this year. It was a strong year for program revenues; finances are healthy. The management letter shows no new recommendations.

Chairman Hilgers asked for a motion to approve the audit and management letter. Trustee LaFrener made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

PFM Investments Update

Michelle Bins, PFM Investments, presented on NWSRA's portfolio and the short-term interest rate market. Yields have increased from the past year. Ms. Bins reviewed the details of the investments. Interest rates have recently been raised multiple times and more are expected.

Fund Balance Recommendations for FY2108

Superintendent Breitlow reminded the board that operating funds and general reserve funds require 25% of expenses, and capital reserve is based on 3-year rolling expenses.

Trustee Buchs left the meeting at 11:45am.

Fund Balance Transfers FY2018

Superintendent Breitlow informed the Board of the fund balance requirement and the transfers needed to meet the balance. Executive Director asked for a motion to approve the fund balance transfer. Trustee LaFrener made the motion and Trustee Clark seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan.

NAY: None

The motion carried.

Trustee Risinger and Trustee LaFrener left the meeting at 11:56 a.m..

Net Surplus Summary FY2017

Superintendent Breitlow reported a recommendation for the net surplus of \$154,000 to be used for the Mount Prospect construction. Most of the general expenses are covered by the Wheaton Sisters grant; however, some additional funds will be needed. Trustee Clark asked about the source of the estimates for the Mount Prospect construction. White and Associates supplied the estimates per Mount Prospect Park District. The bid is being sent to the Mount Prospect board. Trustee Malartsik and Superintendent Griffin explained the details of the construction and how the \$154,000 will be used. Executive Director Crawford stated that NWSRA recently held a strategic planning meeting with Clearbrook regarding continuing endeavors for PURSUIT.

Executive Director Crawford asked for a motion to approve the transfer of funds from the operating fund money market to the general reserve fund for construction, aesthetics and contingency costs of Central Community Center, not to exceed \$154,052.42. Trustee Talsma

made the motion and Trustee Clark seconded the motion. Upon roll being called, the vote was as follows:

AYE: Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Jay Morgan

NAY: None

IDOT Resolution R2018-10

Trustee Risinger asked for a motion to approve IDOT Resolution R2018-10. Trustee Clark made the motion and Trustee O'Brien seconded the motion. Upon roll being called, the vote was as follows:

AYE: Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Jay Morgan

NAY: None

Building Greater Beginnings

Superintendent Griffin explained that Building Greater Beginnings is a support and education group for families of individuals with disabilities. Sibshops is a siblings' support group that meets once a month. Superintendent Griffin asked the Board for approval to sign the agreement for NWSRA to run the workshops. This will be the first time working with Building Greater Beginnings. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion to approve the agreement. Upon roll being called, the vote was as follows:

AYE: Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Jay Morgan

NAY: None

Closed/Executive Session

At this time Executive Session was invoked to discuss Executive Session Minutes under Section 5ILCS 120/2(c)(21). Chairman Hilgers asked for a motion to convene into Executive Session at 12:00 p.m. under Section 5ILCS 120/2(c)(21) Executive Session Review of minutes. Trustee Talsma made the motion and Trustee Charlesworth seconded. Upon roll being called the vote was as follows:

AYE: Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Jay Morgan

NAY: None

The Regular Session meeting reconvened at 12:05 p.m.

Action Taken on Executive Session

Chairman Hilgers called for a motion to approve Resolution R2018-11 to not release any Executive Session Minutes as presented. Trustee Talsma made the motion and Trustee Charlesworth seconded. Upon roll being called the vote was as follows:

AYE: Tom Busby, Bob O'Brien, Craig Talsma, Dan Malartsik, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Jay Morgan

NAY: None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion to adjourn the meeting at 12:05 p.m. Upon voice vote the motion carried.



Secretary