

**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 22nd DAY OF May 22, 2019 AT 10:30 A.M.**

Chairman Morgan called the meeting to order at 10:31 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Brian Meyer, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove 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; Amy Charlesworth, Rolling Meadows Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Larry Piekarz and Steve Muenz, Streamwood Park District.

Absent: Bob O'Brien, Robert Dowling, Bret Fahnstrom, Diane Hilgers, Jan Buchs

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Nanette Sowa, Superintendent of Development; Andrea Griffin, Superintendent of Recreation; Cathy Splett, Foundation Manager; Miranda Woodard, Accounting Manager; Zofia Sobkiewicz, Registrar; Barb Bassett, Facility/Operations Coordinator; Matt Beran, Lauterbach and Amen, Michelle Bins, PFM; Janae Winston, Rebecca Lizalde, and Kaila Robinson, Program Specialists; Erin Bartolone, Georgia Klotz and Morgan Wirkus, Interns; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Superintendent Negrillo introduced Matt Beran, Lauterbach and Amen and Michelle Bins, PFM Investments. Superintendent Hubsch introduced Janae Winston, Rebecca Lizalde, and Kaila Robinson, Program Specialists; and Erin Bartolone, Georgia Klotz, and Morgan Wirkus, Interns.

Chairman Morgan congratulated Zofia Sobkiewicz, Registrar, on 20 years of dedicated service to NWSRA and Barb Bassett, Facility/Operations Coordinator, on 30 years of service to the agency.

Public Comment

None

## Agenda

Chairman Morgan asked for a motion to approve the agenda dated May 22, 2019, with the adjustment of moving up New Business A & B. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion to approve the agenda dated May 22, 2019. Upon voice vote the agenda was approved.

## Approval of Consent Agenda

Chairman Morgan called for a motion to approve the Consent Agenda of May 22, 2019. Trustee LaFrenere made the motion and Trustee Meyer seconded the motion to approve the Consent Agenda dated May 22, 2019. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Amy Charlesworth, Tony LaFrenere, Jay Morgan, Larry Piekarz

NAY: None

The motion carried.

## Correspondence

Executive Director Crawford announced a thank you letter to NWSRA from Tom Busby for a basket of treats and gift card. A thank you note was also received from the American Therapeutic Recreation Association National Board for NWSRA's participation in the APIED process.

## Staff Reports

### NWSRA Audit and Management Letter

Matt Beran, Lauterbach and Amen, presented the audit results and thanked Superintendent Negrillo and Manager Woodard for their diligent preparation. Mr. Beran stated that there were no additional comments in the management letter from this year's audit. NWSRA received an unmodified opinion. NWSRA had a good year, with healthy revenues and fund balance. Executive Director Crawford added details to explain fund growth and lower expenses, except for program development. Director Crawford recognized Manager Woodard for outstanding work.

Chairman Morgan called for a motion to approve the 2018 audit as presented. Trustee Clark made the motion and Trustee Talsma seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Amy Charlesworth, Tony LaFrenere, Jay Morgan, Larry Piekarz

NAY: None

The motion carried.

### PFM Investment Update

Michelle Bins presented the status of NWSRA's investment portfolio, interest rate movement, and market conditions. A question was raised about PFM still recommending the current 2-year laddering of CDs. To which she does agree. Trustee Piekarz asked how wide an area is used to check competitive rates. To which, Ms. Bins responded that rates are checked within our area as well as just outside.

### Program Reports

Superintendent Hubsch highlighted two Buffalo Grove Park District programs: Broadway Buddies, expounding on its benefits, and an art exhibit at the Raupp Museum, showcasing the work of PURSUIT clients. The art exhibit opened in April and is still available.

Superintendent Selders reported that NWSRA has been working with Marcia Carter, author of *Intro to TR*, which will be distributed to colleges. The book will include an NWSRA photo and credit to the agency.

### Marketing and PR Report/Outreach

Superintendent Selders mentioned the Unplug Illinois Day and American Therapeutic Recreation Association Takeover Tuesday, during which NWSRA staff will post on ATRA's social media. Superintendent Selders met with Facebook for optimization of ads. The volunteer opportunities brochure and mentoring flyer are being revamped. An NWSRA brand video and program flyers are being developed. An additional web page has been created with information on three new projects: sensory garden in Hanover Park, Dream Lab in Rolling Meadows and Snoezelen Room in Mount Prospect. Sixty-seven new families joined NWSRA so far this year. NWSRA has attended 22 expos. Superintendent Selders reminded Board members that the website is now multilingual.

### SLSF

Superintendent Sowa stated that outreach was made to prospective donors in Mount Prospect with the list that Trustee Ferraro provided. Cathy Splett's relationship with Buffalo Grove Rotary has led to more sponsorships. The Buffalo Grove golf outing was a big success. SLSF will be doing a golf outing with Arlington Heights Rotary, who received the IAPD/IPRA award. SLSF received grants from Zurich and Schneider Electric, thanks to the relationship with Board member Tom Perkins.

### 1<sup>st</sup> Quarter Financial Reports

Superintendent Negriello gave an overview of the 1<sup>st</sup> quarter financials and noted that a few areas that were over budget due to increased activity, such as recruitment. A

question was raised as to the success of Indeed in getting qualified applications. Superintendent Negrillo confirmed that it has been successful.

#### 1<sup>st</sup> Quarter Goals Update

Superintendent Hubsch stated that NWSRA staff sent letters to legislators and attended town hall meetings regarding capital funding requests. To reach the goal of operational excellence, staff is working on senior programming and will research options with the park districts. Superintendent Hubsch recognized the inclusion team for their work in training and awareness and reported that Ted Adatto, Manager of Inclusion Services, has been doing crisis prevention training with the park districts. Transportation focus groups will be held this summer.

#### Director's Update

Executive Director Crawford reported on her areas of focus: minimum wage and the potential effect on NWSRA's budget; succession planning, with the retirement of Nanette Sowa, Superintendent of Development, and JoAnn Snyder, Senior Manager, Special Recreation; new major projects – Wheeling PURSUIT, Mount Prospect Snoezelen Room, Hanover Park Sensory Garden, and Rolling Meadows Dream Lab. Executive Director Crawford recognized Amy Charlesworth and Rolling Meadows staff for their participation in the Dream Lab project.

#### Old Business

##### NWSRA Project Updates

##### Snoezelen Room at Mount Prospect

Superintendent Griffin stated that half of the equipment for the Snoezelen Room is in, but other items are on backorder. Installation will be scheduled after all items are received.

##### Dream Lab Accessible Technology Center at Rolling Meadows

Superintendent Selders reported that a meeting is scheduled with Microsoft and Backyard Experience on May 23. Cameras will be installed at one-on-one therapy sessions. Once the design is finalized, volunteers will be recruited.

##### Sensory Garden at Hanover Park

Superintendent Griffin stated that concepts have been presented and the design is in progress.

##### NWSRA Programming Space in Wheeling

Superintendent Griffin reported that a final walk-through was done on April 17. She noted that the Wheeling Park District's generosity is appreciated; NWSRA's furniture order is combined with Wheeling's in order to get better pricing. Construction will begin in the next week or two.

## New Business

### Fund Balance and Net Surplus Recommendations for FYj2019

Executive Director Crawford stated that costs have been kept down due to the Collaborative staff being diligent with expenses as well as the donation of furniture by the Wheeling Park District. NWSRA has a healthy net surplus and successful investments. The Finance Committee created a by-law that NWSRA should have a minimum fund balance of 25% of expenses. NWSRA is requesting 27% to be appropriated for capital expenses to add a robust new HR information system and ultimately a new payroll system. Trustee Fletcher asked if it makes more sense to get all of the new systems at once time and asked about ensuring security. Superintendent Negrillo informed the Board that the systems are Cloud- based and encrypted. Superintendent Myers asked for more information regarding access to medical information via the new system and recommended a complete analysis from prospective system suppliers. A recommendation was made to not implement the entire system at once, and more discussion ensued. Director Crawford stated that NWSRA is also considering a new document management system.

Contingency funds have been approved for NWSRA's newest projects, and analysis of projected expenses for future projects is in progress. Trustee Talsma asked for a breakdown of account balances.

Chairman Morgan called for a motion to approve the fund balance as presented, with 27% as an exception to the policy. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Amy Charlesworth, Tony LaFrener, Jay Morgan, Larry Piekarz

NAY: None

The motion carried.

Chairman Morgan asked for a motion to approve the fund transfers as presented. Trustee Charlesworth made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Amy Charlesworth, Tony LaFrener, Jay Morgan, Larry Piekarz

NAY: None

The motion carried.

### Surplus Ordinance O2019-2

Chairman Morgan asked for a motion to approve the surplus ordinance O2019-2. Trustee Clark made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Amy Charlesworth, Tony LaFrener, Jay Morgan, Larry Piekarz

NAY: None

The motion carried.

Trustees recommended that the Finance Committee establish a policy regarding surplus property value.

### Capital Funding Town Hall Meeting

Executive Director Crawford announced that Information from town hall meetings attended by NWSRA is available on the NWSRA Directors website.

### Information/Action Items

Executive Director Crawford stated that the Annual Information Request is being sent out and reminded the Board members of the instructions. The member agency contribution process begins in July.

### New Policy Manual

Superintendent Negrillo reported that NWSRA is working with HR Source to revamp the NWSRA personnel policy manual. Policies versus procedures is being clarified. The manual will be reviewed by the attorneys and presented to the Board in September.

### Direct Service Provider Minimum Wage Update

Executive Director Crawford will keep Board members updated as the issue develops.

### PDRMA Annual Review

Superintendent Negrillo reported that the LCR process is being redone. NWSRA is due for it next year. PDRMA is doing a pilot program this year. PDRMA has directed NWSRA not to prepare anything at this time.

### Transportation Survey Focus Groups

Executive Director Crawford stated that flyers have been distributed for the focus groups and invited Board Members to observe the groups. Safety is a main concern among parents. Once the focus groups have concluded and a white sheet has been created, discussions will widen.

Chairman Morgan called for a motion to go into Executive Session. Trustee Curcio made the motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Amy Charlesworth, Tony LaFrenere, Jay Morgan, Larry Piekarz

NAY: None

The motion carried.

Closed Session 12:08

Action Taken on Executive Session

Chairman Morgan called for a motion to approve Resolution R2019-8 to not release any Executive Session Minutes as presented. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

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AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Amy Charlesworth, Tony LaFrenere, Jay Morgan, Larry Piekarz

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Morgan called for a motion to adjourn. Trustee Clark made the motion and Trustee Curcio seconded the motion to adjourn the May 22, 2019 meeting at 12:11 pm. Upon voice vote, the motion carried.

  
Secretary