

**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 20th DAY OF MARCH, 2019 AT 10:30 A.M.**

Chairman Morgan called the meeting to order at 10:32 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; 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; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District.

Jan Buchs arrived at 10:37 a.m.

Absent: Ryan Risinger, Ben Curcio, Robert Dowling, Amy Charlesworth, Dennis Stein

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; Rachel Hubsch, Superintendent of Recreation; Maria Sposito, Graphic Communications Coordinator; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Superintendent Selders introduced Maria Sposito, Graphic Communications Coordinator. Superintendent Negrillo introduced Ed Hirsch, from Thrown Elements, and presented him with the Community Service Award.

Public Comment

The NWSRA Board of Directors issued Proclamation 2019-1, announcing Trustee Busby's retirement.

Agenda

Chairman Morgan asked for a motion to approve the agenda dated March 20, 2019. Trustee Fahnstrom made the motion and Trustee Hilgers seconded the motion to approve the agenda dated March 20, 2019. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Morgan called for a motion to approve the Consent Agenda of March 20, 2019. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated March 20, 2019. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Correspondence

Executive Director Crawford received a letter from Heidi Katz, attorney at Robbins Schwartz, announcing her impending retirement.

Staff Reports

Program Report

Superintendent Griffin described the training that NWSRA's behavior intervention team gave to Palatine police officers on best practices for working with individuals with autism. NWSRA is reaching out to social workers at each of the member park district area's police departments regarding this training. Trustee Clark reiterated the importance of the training and encouraged Board members' to follow up with their police departments. Trustee O'Brien asked what the timeframe is for training the 17 areas. Superintendent Griffin stated that training will be available whenever the police departments are ready.

Superintendent Hubsch reported that Park District Visitation Day for Interns will be held on July 23, and handed out flyers.

Marketing and PR Report/Outreach Report

Superintendent Selders handed out a packet of the revamped Day Camp marketing materials and explained the messaging behind the concepts. Superintendent Selders praised the new Graphic Communications Coordinator for her work on these projects. Superintendent Hubsch reviewed other program changes and expanded options. Trustee LaFrene asked how the new logos are going to be used and whether the NWSRA logo will be retained. Superintendents Hubsch and Selders outlined plans for use of camp and NWSRA logos.

Superintendent Selders reported that an online survey has been created for participants' parents to give input on NWSRA's strategic planning efforts. There have been complimentary articles written about the fashion show and skating championships. The NWSRA website is now multilingual.

SLSF

Superintendent Sowa explained the Event 10, whereby, after each event last year, she called 10 people and encouraged them to increase their level of participation. Some early success has been achieved. The Ala Carte and NWSRA Golf Outing will be held in Mt. Prospect. Kevin's Club has one additional member, for a total of three.

Director's Update

Executive Director Crawford recapped her activities and focus since the last Board meeting. Director Crawford announced that Superintendent Sowa will be retiring in August, and will be succeeded by Cathy Splett.

Old Business

NWSRA Project Updates

Superintendent Griffin stated that equipment for the sensory room at Mount Prospect has been ordered, and electrical work is expected to be completed under budget. NWSRA is working with Trustee O'Brien on the community sensory garden in Hanover Park. Three RFPs are in process.

Superintendent Hubsch stated that she and Superintendent Selders met with Microsoft and The Backyard Experience to design the Dream Lab Accessible Technology Center in Rolling Meadows. Superintendent Hubsch expounded on the extraordinary work that The Backyard Experience does in the community and their connection to Chuck Jones, cartoonist for Looney Tunes. Microsoft will also work with NWSRA on adaptive art. The opening of the Dream Lab is planned for September.

New Business

Surplus Ordinance O2019-1

Chairman Morgan asked for a motion to pass Surplus Ordinance O2019-1. Trustee LaFrener made the motion and Trustee Clark seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Wheeling Park District Lease Agreement

The lease agreement for the NWSRA early childhood space in Wheeling has been reviewed by the attorneys and needs approval from the Boards of Directors for Wheeling Park District and NWSRA. Executive Director Crawford thanked the Wheeling Park District staff for their excellent cooperation.

Trustee Clark made the motion to approve the Wheeling Park District Lease Agreement and Trustee O'Brien seconded the motion. Trustee Fletcher asked if all of the other agreements are five years.

Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Information/Action Items

Board and Staff Policy Updates

Superintendent Negrillo and Executive Director Crawford gave an overview of the new employee reimbursement law and NWSRA's related policy. Trustees discussed the issue and many shared their park districts' approaches. Chairman Morgan asked for a motion to approve NWSRA's reimbursement policy as presented. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Legislation Updates

Executive Director Crawford reported on the minimum wage law and how NWSRA and the member park districts will be affected. NWSRA is working on budget numbers based on the new law; those will be presented to the Finance Committee in November. In May, the member agency contributions will be present to the Board. Trustees had an extensive discussion about the various aspects of the issues for SRAs, park districts and participants' families.

Tri-Annual Member District Assessment Review

Executive Director Crawford recommended that the assessment formula stay the same for one year. Chairman Morgan asked for a motion to approve the tri-annual member district assessment. Trustee O'Brien made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Closed Session

Trustee Clark made a motion to go into closed session. Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Morgan called for a motion to adjourn. Trustee Meyer made the motion and Trustee Fahnstrom seconded the motion to adjourn the March 20, 2019 meeting at 12:02 pm. Upon voice vote, the motion carried.


Secretary