

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT THE NWSRA ADMINSTRATIVE OFFICES  
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 27<sup>th</sup> DAY OF JULY, 2016 AT 10:30 A.M.

Chairman Clark called the meeting to order at 10:31 A.M. Director Crawford took roll call. The following members of the Board were present: Rick Hanetho, Arlington Heights Park District, Rita Fletcher, Bartlett Park District, Ryan Risinger, Buffalo Grove Park District, Tom Busby, Elk Grove Park District, Dean Bostrom, Hoffman Estates Park District, Greg Kuhs, Mount Prospect Park District, Mike Clark, Palatine Park District, Julie Caporusso, Prospect Heights Park District, Bret Fahnstrom, River Trails Park District, Amy Charlesworth, Rolling Meadows Park District, Diane Hilgers, Salt Creek Park District, Tony LaFrener, Schaumburg Park District, Jan Buchs, Wheeling Park District.

Absent: Rick Wulbecker, Hanover Park Park District, Robert Dowling, Inverness Park District, Jay Morgan, So. Barrington Park District, and Dennis Stein, Streamwood Park District.

Also present: Tracey Crawford, Executive Director; Jayne Finger Superintendent of Recreation; Andrea Griffin, Superintendent of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communications and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Chairman Clark introduced Jan Hincapie, NWSRA Strategic Plan Facilitator.

Public Comment

None

Approval of Agenda

Chairman Clark asked for a motion to approve the agenda dated May 25, 2016. Trustee Kuhs made the motion and Trustee Fahnstrom seconded the motion to approve the agenda dated May 25, 2016.

Approval of Consent Agenda

Chairman Clark asked for a motion to approve the Consent Agenda of July 27, 2016. Trustee Charlesworth moved and Trustee Risinger seconded the motion to approve the Consent Agenda dated July 27, 2016. Upon roll call being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Dean Bostrom, Greg Kuhs, Mike Clark, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, and Jan Buchs

NAY: None

The motion carried.

Correspondence

Written

Thank you note from Kathy Nowicki for the flowers and Edible Arrangement sent in memory of her mother and aunt. Thank you note for Steve Scholten for his retirement basket and gift card. Thank you note from the Kimberly Czuma Family for her son's scholarship for camp. Thank you note from Nick Mueller for the silent auction basket for the Walk and Wheel A Thon.

## Oral

None

## Staff Reports

### Program Report

Andrea Griffin, Superintendent of Recreation highlighted the 2<sup>nd</sup> quarter statistics. Currently there are 8,558 registrations with 4,118 individuals being served. This indicates an 11.3% increase in registrations. Inclusion requests are continually coming in for July and we expect our summer to have a large increase in inclusion. Ted Adatto, Rachel Hubsch and Andrea Griffin attended a training through Streamwood Behavioral Health and the Will County Health Department on Psychosis in Children. NWSRA programs and programs in Member Districts are seeing a rise in mental health disorders. These diagnoses include Bi-Polar, Anxiety, Depression and Multiple Personality Disorders and are being dual diagnosed with behavior issues, Autism and Down Syndrome. There is a definite rise in mental health needs and children and adults with disabilities or diagnosed with both mental health needs and disabilities. The Behavior Team is working with four families in the summer camp, PURSUIT, after school programs, programs which are supported by the Illinois Crisis Prevention Network. Ms. Griffin then informed the board about participant "Brian", and how we were able to "Hit the pause button" and ultimately return to camp. Brian has benefited from the program as well as the sensory items purchased through a grant from the Schaumburg/Hoffman Estates Rotary. These sensory items are carried to programs to allow a stimulus during times that may be hard for a participant.

### Marketing & Communications

Brian Selders, Superintendent of Communications and IT, reported that the Strategic Planning web page is being continually updated as the process progresses. NWSRA is in the process of getting information out about IPRA Unplugged. There is a flyer regarding such on the back of the brochure. Our "Birds of a Feather" hiring campaign is up and running. This includes window clings, vehicle magnets and reaching out to schools to promote we have positions available. Recently, NWSRA reconfigured its internet provider lines. This leads to a savings of about \$4,000 annually.

### SLSF

Nanette Sowa, Superintendent of Development, reported that SLSF is on pace with projections and moving on to the fall Golf Outings and Celebrate Ability. SLSF has reached 50% of the goal of \$85,000 for the Snoezelen Room and has paid the down payment. Installation will begin in September. Thank you to those on our Board that have already replied to attendance of Celebrate Ability. And a big thank you to those that have purchased raffle tickets! SLSF has high hopes to accomplish the goal of selling 200 raffle tickets this year. Chairman Clark asked why there was less sponsorship and attendance at the Palatine Golf Outing. Ms. Sowa responded that traditionally UPS has brought six foursomes to this outing. However, this year UPS had a conflict and was not able to attend this year.

### 2<sup>nd</sup> Quarter Financial Report

Trisha Breitlow, Superintendent of Administrative Services, reported that Assessments are on track, revenue is up and expenses are down. Larger expenses will start to be reflected on the financials at the September meeting, due to camp and bus service expenses that will be reflected in August and September. Overall, the Agency is doing well at our half the year mark.

### 2<sup>nd</sup> Quarter Outreach Report

Brian Selders, Superintendent of Communications and IT, reported that NWSRA continues to be successful in community outreach and has registered 53 new families into programs. The goal for the committee was to attend 10 events or expos and is happy to report that 24 events were attended. Staff is more comfortable talking or “impressing” on families, through more training and education. NWSRA has made 1200 new “impressions” in the 2<sup>nd</sup> quarter. The committee is now preparing for fall events and expos.

### 2<sup>nd</sup> Quarter Goals Update

Jayne Finger, Superintendent of Recreation, reported meetings have been held with Mt. Prospect, Bartlett, Elk Grove and Buffalo Grove to review the inclusion handbook. This is a tool that illustrates the inclusion process, but also recognizes the uniqueness of each park district and emphasizes the collaborative nature between the park district and NWSRA. Collaborated opportunities completed during the first two quarters included a summer day camp with district 15 and 54, a career day at Sandburg Jr. High, two events with Revelation Golf and a Parent Open House with District 54 Early Childhood parents. This event resulted in the creation of a new summer day camp for early childhood next summer with District 54. Staff have been working diligently with the preparations needed for Distinguished Agency Accreditation, with the evaluation taking place during near end of September or October. During summer orientations, staff promoted the field of Therapeutic Recreation to summer/seasonal staff. “What is Therapeutic Recreation” and “Career in Therapeutic Recreation”, a power point presentation created by NWSRA staff, were shown at the summer orientations.

### 2<sup>nd</sup> Quarter Directors Work Plan Update

Executive Director Crawford reported a few highlights in the Directors Work Plan. Ms. Crawford was asked to sit on the Alexian Brothers Task Force, in which they are working on community satellite programming. This opportunity is because of the collaborative that is currently in place. Ms. Crawford and Andrea Griffin have met with Hanover Park Park District to discuss the possibility of PURSUIT II. Ms. Crawford is very happy to report that Hanover Park Park District Board has been very helpful and accommodating and Rick Wulbecker has welcomed us with open arms. Clearbrook also toured the space and loved it. However, the State will not approve the space without an egress to the outside. Therefore, we are now discussing how to rectify this situation. The Focus Groups through Strategic Planning made mention of this need repeatedly. NWSRA will firmly continue the outreach process to keep making impressions due to the fact that NWSRA has competition coming into our footprint. This competition are private agencies that do not use tax dollars. Therefore, Ms. Crawford would like to stress that the need is not there for member districts to “donate” space in their facilities. Ms. Crawford does have a relationship with these competitors however, believes they were looking in the area because they reportedly heard NWSRA was not going to open a second PURSUIT. Ms. Crawford also mentioned the merger between Little City and Countryside. This merger will create greater opportunity for collaborative with NWSRA. Ms. Crawford reported that the Strategic Planning process has been a very successful venture. The facilitators have been outstanding in getting people to speak freely and keep them on track! The PDRMA Review and Distinguished Agency process continues and is going well.

### Old Business

#### 2017-2021 Strategic Plan Oral Update

Jan Hincapie, Facilitator of Step 4 of the Strategic Plan Process reported that the Focus Group discussions went very well. Ms. Hincapie also presented a slide presentation with her findings. She reported that there was a lot of interaction with stakeholders, staff Board Members and public input as well as email communications. She referred to the published report she gave to the Board.



New Business

Prevailing Wage

Trisha Breitlow, Superintendent of Administrative Services, spoke about Resolution 2016-11 regarding the Prevailing Rate of Wages in compliance with the Department of Labor in the State of Illinois along with the actual wages. Superintendent Breitlow requested Board approval. Chairman Clark asked for a motion to approve the Resolution as presented. Trustee Charlesworth moved and Trustee Kuhs seconded the motion. Upon roll call being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Dean Bostrom, Greg Kuhs, Mike Clark, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, and Jan Buchs

NAY: None

The motion carried.

Proposed 2016 Member District Assessment

Executive Director Crawford, Member District Assessment contributions are down by 1.1% from last year which amounts to approximately \$45,000. Chairman Clark reminded the Board that the Task Force created a 2% ceiling and floor to manage accelerated growth or decline in Assessment Contributions. Chairman Clark asked for a motion to approve these two proposals. Trustee Bostrom asked where NWSRA obtained their Gross Population numbers for Hoffman Estates Park District. Director Crawford informed Trustee Bostrom that the numbers are supplied by each Member District. There was discussion from Trustee Kuhs regarding Mount Prospect Park Districts numbers not being correct as well. Director Crawford informed the Board that she would look into the numbers and get back to the Districts. Vice Chairman LaFrener asked the Board to make sure that when the forms are sent for them to be returned to ensure proper reporting and calculating. He also asked if there is a better way ensure accuracy of the reported numbers. Trustee Fletcher asked for the form to indicate the previous year's numbers on the information form. Jessica Vasalos, Administrative Coordinator also indicated that the information forms will be sent out later in 2017 to allow for accurate number reporting. Director Crawford indicated in 2017 the form will include the previous year and the numbers for the next year. Director Crawford also asked the board if they still approve of the formula that is used to calculate the Assessments. This formula is to be reviewed every 3 years. There were no objections or questions regarding the formula. The Member District Assessments will be verified and Trustees will bring to their Boards for voting. Trustee Charlesworth moved and Trustee Scholten seconded the motion to approve the motion. Upon roll call being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Dean Bostrom, Greg Kuhs, Mike Clark, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, and Jan Buchs

NAY: None

The motion carried.

Information/Action Items

None

Trustee Risinger was excused at 12:00 p.m.

Closed Session

Chairman Clark asked for a motion to move to Closed Session for Section 2(c)(21) Semi-annual Review of Executive Session Minutes and Section 5ILCS 120/2 (c)(1) at 12:00 pm. Trustee Fahnstrom moved and Trustee Charleworth seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Tom Busby, Dean Bostrom, Greg Kuhs, Mike Clark, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, and Jan Buchs

NAY: None

The motion carried.

Reconvene to Open Session and Action Taken on Executive Session

Chairman Clark asked for a motion to reconvene into open session at 12:17 p.m. Trustee Kuhs moved and Trustee Busby seconded the motion. Upon Voice Vote the motion carried.

Chairman Clark asked for a motion to approve Resolution 2016-12, 15 to release Executive Session Minutes from March 23, 2016. Trustee Kuhs moved and Trustee Busby seconded the motion to approve. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Tom Busby, Dean Bostrom, Greg Kuhs, Mike Clark, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, and Jan Buchs

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Clark requested a motion to adjourn. Trustee Kuhs moved and Trustee Charlesworth seconded the motion to adjourn the July 27, 2016 meeting at 12:20 pm. Upon voice vote the motion carried.

  
Secretary