

**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 25<sup>th</sup> DAY OF MAY, 2016 AT 10:30 A.M.**

Chairman Clark called the meeting to order at 10:47 a.m. Director Crawford took roll call. The following members of the Board were present: Steve Scholten, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Rick Wuhlbecker, Hanover Park 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; Steve Burgess, Schaumburg Park District; Jay Morgan, South Barrington Park District and Jan Buchs, Wheeling Park District

Absent: Dean Bostrom, Hoffman Estates Park District; Robert Dowling, Inverness Park District; Greg Kuhs, Mount Prospect Park District; Bret Fahnstrom, River Trails Park District; 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 Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; Jan Hancapie, Strategic Planning Facilitator; Laura Babula, Knutte and Associates; Michelle Binns, PFM Investments; Danielle Grodowski, NWSRA Intern and Jessica Vasalos, Administrative Coordinator as recording secretary.

Public Comment

None

Agenda

Chairman Clark asked for a motion to approve the agenda dated May 25, 2016. Trustee Risinger made the motion and Trustee Charlesworth 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 May 25, 2016. Trustee Scholten made the motion and Trustee Morgan seconded the motion to approve the Consent Agenda dated May 25, 2016. There was one correction to the Consent Agenda. The ADA compliance project for Buffalo Grove Park District totals should be \$25,988.94. Upon voice vote the motion carried.

Correspondence

Written

None

Oral

None

### Staff Reports

Superintendent Finger reported that our Healthy Minds Healthy Bodies program has seen much success and growth in the past year with the addition of Palatine Park District. Since January, there were 8 veterans that have joined the program in Palatine and 9 new veterans in Bartlett for a total of 17 veterans utilizing the program. Social Events for the program have not been an interest for this group, however, there are 6 veterans and families registered to attend the Schaumburg Boomers baseball game taking place this Friday, May 27. This is the first social event to have registrations. We are very happy that we have so many registrations for this event because one of the big components of this programs is for veterans to interact with each other. NWSRA is hosting a summer intern "get to know" NWSRA Day for all park district summer interns to learn about NWSRA and the other SRA's. This was a suggestion that was brought up at the last park district superintendent meeting. Superintendent Finger and Superintendent Griffin developed this informative day. The day will include information about why SRA's were developed and the cooperative agreements that exist. The day will conclude with a tour of the PURSUIT program and the NWSRA program space. There are 7 interns signed up for this session. The participating park district interns are Rolling Meadows, Bartlett, Buffalo Grove and River Trails. Superintendent Finger invited the rest of the Member Districts Interns to the session. Superintendent Finger also informed the Board of a new initiative that has been developed regarding Elopement. Elopement is a participant leaving a safe place or a group. In many cases the participant has simply walked away or wandered away from their group, placing the participant in an unsafe situation. This new behavior is leading NWSRA to have individualized elopement plans. For example, there is a participant that is attracted to Disney and any new Disney movie. Therefore, his elopement plan will involve this attraction. Director Crawford asked all Directors to make their staff aware of this new word as camp and summer approaches. Participants are going to have a sticker tag on their backs for identification purposes. This will identify them as a NWSRA camp participant. We will be communicating with local police as well to inform them of any elopers.

### Marketing & Communication Report

Superintendent Selders informed the Board of the upcoming Strategic Planning Focus Groups. He also invited them to attend any of these dates for input. Birds of a Feather is the new marketing campaign to hire new staff. This has been posted to all of our social media sites and is receiving good feedback.

### SLSF Updates

SLSF just hosted our first of the season golf outing. The Buffalo Grove Golf Outing raised over \$33,000. SLSF is looking forward to the Palatine Golf Outing next week. There are 4 additional Golf Outings in the fall. Celebrate Ability Gala will be taking place on November 11, 2016 at Chevy Chase in Wheeling. The early bird raffle tickets are on sale and we have sold 68 already, again with the max amount sold at 200. Donations for the Snoezelen Room continue to come in with the total currently at \$38,000 of the \$85,000 needed. Thank you to all the support we are getting on raising these funds.

### 1<sup>st</sup> Quarter Outreach Report

Superintendent Selders reported that as of the print date of the report NWSRA was at 25 new/converted families and to date is up to 47 new/converted families. New meaning that they have never had contacted with NWSRA in any capacity. Converted meaning that their only exposure to NWSRA was through inclusion or Leisure Ed's. NWSRA is currently in the process of developing an Outreach Strategic Plan to always keep us moving forward.

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

Superintendent Finger reported that NWSRA is currently on target with the 1<sup>st</sup> quarter goals. Many of our goals are centered on the Strategic Planning, PDRMA Review and Distinguished Agency Accreditation. We continue to work with all of our school districts on upcoming programming.

### 1<sup>st</sup> Quarter Directors Plan Update

Executive Director highlighted the 1<sup>st</sup> Quarter Director Work Plan updates. The PURSUIT evaluation is completed and Andrea will update the Board on that. However, the collaboration with Clearbrook is the one of the many successes that has us most excited. Even though Carl LaMel is retiring, he has already announced that he wants to remain involved with the collaboration. The Strategic Plan is underway and has been an incredible experience for staff. Ginny Bateman facilitated the first step and Amy Charlesworth sat in to ensure they were on the same page. Jan Hancapie, will take us through step 3 and we will be reaching out to the community again to address the pillars that have been developed. Mike Clark will be facilitating the final step which will develop our goals. This "in-house" process has been going very well. This has been such a great networking tool for our young staff because they are now meeting leaders in the field. NWSRA is also on part 5 of the Distinguished Agency process. NWSRA is right on schedule and meeting with our Mentor this week. We are hoping to have the official review in the fall. NWSRA has also begun our PDRMA Review. Trisha Breitlow and Barb Bassett have been working diligently on gathering the information needed for that review. The Investment Committee meeting took place and we are very excited at the outlook for NWSRA and SLSF. Executive Director Crawford made it a point to have as many staff certified as possible. At this point about 90% of staff have become certified. This is a major accomplishment for the agency. An ADA Compliance Project Policy is in the planning stages. A more formal process will be created and the task force will get new policies and members.

### Old Business

#### Member District Benefits for NWSRA Full Time Employees

Executive Director Crawford updated the Board on what member districts are extending benefits to NWSRA Full Time employees. NWSRA employees will be allowed to choose one of the member districts to receive benefits. The chosen district will be their choice for 1 year. Superintendent Griffin will inform the District through an email and handwritten letter that the employee is in good standing and approved to receive benefits. Upon termination of said employee the district will be notified to terminate benefits. Director Crawford then asked the Board how often they would like to update the benefits list. The Board informed Director Crawford that they would like to update the benefit information annually in January.

## New Business

### Audit

Laura Babula, Knutte and Associates presented the 2015 Audit and Management Letter. NWSRA did an excellent job preparing for the audit and following the accounting principles. The Audit Report states all records are in good order. NWSRA received the highest level of opinion, unqualified. The Management Letter has no accounting disagreements. There were no questions presented. Chairman Clark asked for a motion to approve the Audit and Management Letter as presented. Trustee Busby made the motion and Trustee Wuhlbecker seconded the motion. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wuhlbecker, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### PFM Investment Update

Michelle Bins, PFM Investment Consultants reported that all investments are covered under FDIC insurance. She is looking forward to working with the new Accounting Manager, Miranda Woodard. Investments at this time are holding steady. During election years investing should be more conservative

### Fund Balance Policy

Superintendent Breitlow recommends to have a fund balance of \$1,268,205.56 in the General Operating Fund. This amount falls in line with the Policy at 25% of expenditures. It is also her recommendation to have 25% of expenditures in the General Reserve Fund which would total \$1,000,771.22. It is also her recommendation per the Fund Balance Policy to have 125% in Capital Reserve Fund totaling \$91,823.98. Trustee Busby asked for a 3 year comparison or the highest year to determine the Capital Fund Balance per the Fund Balance Policy. Chairman Clark informed the Board that during the Investment Committee meeting these recommendations were discussed further. It was also discussed for PFM to review the Fund Balance Policy to ensure that it is in line with our investing. Superintendent Breitlow asked for a motion to approve the Fund Balance amounts as presented. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wuhlbecker, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### Transfer to PFM Recommendation

Superintendent Breitlow made the recommendation to transfer \$100,000 to PFM for Investments. This amount is compliant with the Fund Balance Policy and is based on the fully audited numbers. . Chairman Clark asked for a motion to approve the transfer of \$100,000 to PFM for investment purposes. Trustee Risinger made the motion and Trustee Scholten seconded the motion. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wuhlbecker, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

Chairman Clark asked for a motion to approve the Fund Balance Transfers as outlined in the Board Packet outlining the General Reserve Fund, Operating Fund and the Capital Reserve Fund. Trustee Morgan made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wuhlbecker, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### District's 15 & 54 Day Camp

Superintendent Finger outlined the minor changes made in the facility agreements for these camps including needing new signatures and made recommendations to approve the contracts. These contracts have been reviewed by PDRMA. Superintendent Finger asked for a motion to approve the contracts as presented. Trustee Scholten made the motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wuhlbecker, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### Ordinance 2016-2 Sale of Personal Property

Superintendent Breitlow reported that van number 524 – 2003 Ford Eldorado will be offered at auction. This vehicle is on the Capital Replacement Plan. Chairman Clark asked for a motion to approve Ordinance 2016-2. Trustee Burgess made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wuhlbecker, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### 2<sup>nd</sup> Floor Copier Quote Recommendation

Superintendent Selders outlined his research on the products in the quotes and made the recommendation to approve the contract with Konica Minolta. Chairman Clark asked for a motion to approve the contract as outlined in the board packet with Konica Minolta. Trustee Risinger made the motion and Trustee Busby seconded the motion. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wuhlbecker, Mike Clark, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Steve Burgess, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### Recognition of Outgoing Board Member

At this time, Chairman Clark presented retiring outgoing Board Member Scholten with a plaque and gifts for his many years of service with NWSRA.

### Information/Action Items

#### PURSUIT Evaluation

Superintendent Griffin reported to the board that it has been over a year since the creation of the Clearbrook and NWSRA collaborative PURSUIT Adult Day Program. The first year evaluations on the PURSUIT Adult Day Program were done anonymously through an online survey. To get a true comprehensive look at the program a full battery of questions were asked to the following groups: families, clients, part-time staff and the Rolling Meadows Park District staff. The participants in the survey showed a 100% satisfaction regarding the program expectations and the program fulfilling the brochure description. A rating of 2.9 out of 3 was given for staff interactions and preparedness. A rating of 2.7 out of 3 was given for the program fee, location, hours and time. Part-time staff and the Rolling Meadows Park District Staff gave an overall satisfaction rating of 2.9 out of 3 regarding the program, collaboration, facility usage and activity choices. Please see the entire PURSUIT Adult Day Program evaluation and year in review for additional information. This has opened the door for discussions for PURSUIT II. Due to the success of the PURSUIT Adult Day Program and the

increasing demand for more participants to be admitted to the program, discussions for PURSUIT II are underway.

Annual Information Request

Executive Director Crawford reminded Trustees that it is time to receive Member Contribution Assessments. All should have received the sheet that asks for EAV's, gross population and also includes the time frame in which to send contributions. If Trustees need to change their payment cycle they should speak to Executive Crawford. Cash flow is much better now that grants are being received from SLSF quarterly verses end of year.

Closed Session

Chairman Clark tabled the closed session for Section 2(c) (21) Semi-annual Review of Executive Session Minutes to the July 27, 2016 Board Meeting.

Adjournment

After no further business, Chairman Clark asked for a motion to adjourn. Trustee Scholten made the motion and Trustee Burgess seconded the motion to adjourn the May 25, 2016 meeting at 12:07 p.m. Upon voice vote the motion carried.

  
Secretary