

**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 22<sup>nd</sup> DAY OF MARCH, 2017 AT 10:30 A.M.**

Chairman LaFrene called the meeting to order at 10:40 a.m. 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; Rick Wulbecker, Hanover Park District; Greg Kuhs, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrene, Schaumburg Park District; and Jay Morgan, South Barrington Park District

Absent: Rick Hanetho, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Dean Bostrom, Hoffman Estates Park District; Robert Dowling, Inverness Park District, Dennis Stein, Streamwood Park District and Jan Buchs, Wheeling 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; Jocelyn Wright, Program Specialist; Risa Umeno, Intern; Sherry Gach, Administrative Assistant; Mary Lou D'Astice Receptionist; Rachel Hubsch, Inclusion Manager; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Superintendent Finger introduced Recreation Specialist Jocelyn Wright and Intern Risa Umeno. Chairman LaFrene read the Longevity Letters for Sherry Gach, Mary Lou D'Astice and Rachel Hubsch.

Public Comment

None

Agenda

Chairman LaFrene asked for a motion to approve the agenda dated March 22, 2017. Trustee Kuhs made the motion and Trustee Fahnstrom seconded the motion to approve the agenda dated March 22, 2017.

Approval of Consent Agenda

Chairman LaFrene asked for a motion to approve the Consent Agenda of March 22, 2017. Trustee Charlesworth made the motion and Trustee Clark seconded the motion to approve the Consent Agenda dated March 22, 2017. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, and Jay Morgan

NAY: None

The motion carried.

### Correspondence

#### Written

None

#### Oral

None

### Staff Reports

Superintendent Griffin reported that the Snoezelen Room has been toured 122 times already. Northwestern Autism Consortium, Sunny Cortland State University in New York, Districts 54, 59, 15 and 25 have also toured the room. Therapy sessions are run on Monday, Wednesday and Thursday. There was a waitlist so Tuesday's were added and that left only five on the waitlist. Saturdays will be added during the summer and will have clients that range in age from 3 to 54. Families, small groups, and individuals as well as our Pursuit clients are using the room for "break" times. When a family schedules to go in the room they are asked to fill out a questionnaire that includes a social story. This enables the moderator to assess needs and give possible suggestions for at home therapy. Snoezelen Staff are CTRS certified and work with said families make the participation in the room a full experience.

Superintendent Finger informed the Board that NWSRA will be hosting an Intern Park District Visit Day. This will be held on June 8, 2017 from 10:00 am to 12:00 pm. The first hour will be an information section on the existence of SRA and how they are related to the Park Districts. The second hour they will tour our Pursuit Program as well as the Snoezelen Room. She invited all Park District Interns to the event.

### Marketing & Communication Report

Superintendent Selders reported that the Annual Report will be mailed in the next few weeks as well as the Summer Brochure. He is asking families and staff to identify other families for stories for future publications. The Birds of a Feather Campaign continues to be successful in bringing in new staff.

### SLSF Updates

Superintendent Sowa reported that the Gold Medal Fashion Show occurred in February and was very successful. The SLSF team is starting to gear up for Golf Outing season. Mitsubishi Corp. added a \$5,000 grant and will again volunteer at Camp Connections as they have done for the past 11 years. She also informed the Board that the IDOT Grant for a vehicle was approved and NWSRA should be receiving the vehicle in the summer or fall. She is also happy to report that the van that was purchased with the proceeds

from the Moretti's Golf Outing as well as the \$30,000 grant that was awarded from the Schaumburg Rotary Club is also coming this summer.

### Directors Work Plan

Executive Director Crawford highlighted that she was able to conduct two IPRA Webinars on Diversity. Ms. Crawford and Mrs. Andrea Griffin were asked to speak at the TRAPS Conference in Texas and the NJ State Parks and Recreation Conference on the development of a Behavior Team. The Mayors Caucus invited NWSRA to do a training on Inclusion. ATRA invited Ms. Crawford to sit on a panel and attend a retreat with educators and the Accrediting Body to discuss whether or not to make entry level should require a Master's Degree. They are reviewing the curriculum to see if it is Masters level course work. This is a huge honor as Ms. Crawford is the only practitioner asked to be on this review panel. Ms. Crawford also informed the Board that succession planning is in full swing. Jayne Finger has announced her retirement and is happy to report that she has had three very high caliber candidates step in and start the interview process. Chairman LaFrenere congratulated Tracey on being asked to be on the ATRA Committee and made note at what an honor it is.

### Old Business

#### ADA Compliance Task Force/Review Committee

Director Crawford reminded Board that when Jeff Acks retired, he left a vacancy on the ADA Task Force. Tom Pope from River Trails Park District and Gary Bukowski from Hoffman Estates Park District have been asked, and they accepted, to be on the task force. It is also her recommendation to make the Task Force an official committee. She also informed the Board that she plans to develop guidelines for projects with approval percentages for projects. This will be done by reviewing past ADA projects and measuring what is standard for the project to be approved. This process will be done by including member district parks and planning professionals as well as outside colleagues for input. She also suggested to make a separate site for planners to have access to the ADA Compliance information. Director Clark indicated he had no issues just allowing those professionals to have access to the Directors Site. Director Risinger asked for a target for this to be available and Director Clark asked for fillable digital forms as well as the ability to attach pictures as well as back up. Director Crawford informed the Board that she will be looking to complete the project in late summer early fall. Director Crawford asked for a motion to approve the appointment of Tom Pope and Gary Bukowski to the ADA Task Force. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon Voice Vote the motion carried.

#### Hanover Park Park District Accessible Ramp and Room Update

Director Wulbecker informed the Board that construction for the room will start on April 3 and should be completed on May 10<sup>th</sup>. NWSRA Staff have begun to move supplies over to the new space and are excited to be there.

### New Business

Chairman Lafrenere asked for a motion to approve Surplus Ordinance 2017-1 – Sale of Property. Trustee Charlsworth made the motion and Trustee Fahsntrom seconded the

motion to approve the Surplus Ordinance 2017-1. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, and Jay Morgan

NAY: None

The motion carried.

### SLSF Development Plan

Director Crawford informed the Board that the SLSF Development Plan meeting went very well and the American Philanthropic Team was very impressed with the knowledge and commitment SLSF stakeholders have. She asked the Board members that were in attendance for their feedback and Director Charlesworth informed the Board that she believed that the need for a dedicated Events Coordinator was very important.

American Philanthropic has set a goal of \$50,000 in additional funds for the next year making it more difficult for Nanette and Cathy to run said events and made the big money connections needed. Director Clark was impressed with suggestions make by American Philanthropic, especially the suggestion of direct mailing versus electronic. The "old" way still seems to have the most draw when it comes to getting donations.

Due to a reorganization of the Administrative Assistant Position and being able to shift the salary to the Events Coordinator Position will have minimal effect to the budget.

Director Crawford asked for a motion to hire a Full Time Events Coordinator based on the recommendation of American Philanthropic. Trustee Fahnstrom made the motion and Trustee Morgan seconded the motion. Upon Voice Vote the motion carried.

### Furniture Bid

Superintendent Griffin informed the Board that an ad was place for Bid on furniture for the new programming space at Hanover Park Park District. The bid was awarded however the bid came back \$12,200 over what was budgeted. Superintendent Griffin asked the Board for a motion to approve a transfer of \$12,200 from Capital to cover the cost of the furniture. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, and Jay Morgan

NAY: None

The motion carried.

### Bank Resolutions

Superintendent Breitlow stated that she was informed that IPDLAF our central bank will decentralize and move from IPDLAF to US Bank. IPDLAF will still be the holding bank. This causes NWSRA to need all new Agreements and signature cards. She asked for a motion to approve:

Resolution 2017-8 as presented. Trustee Kuhs made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, and Jay Morgan

NAY: None

The motion carried.

Chairman LaFrenere called for a motion to approve Resolution 2017-9 as presented. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, and Jay Morgan

NAY: None

The motion carried.

Chairman LaFrenere called for a motion to approve Resolution 2017-10 as presented. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, and Jay Morgan

NAY: None

The motion carried.

Chairman LaFrenere called for a motion to approve Resolution 2017-11 as presented. Trustee Risinger made the motion and Trustee Kuhs seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, and Jay Morgan

NAY: None

The motion carried.

#### Information/Action Items

Superintendent Breitlow informed the Board that NWSRA was awarded the highest overall score in 2016 for with PDRMA.

#### Updated NWSRA Board and Staff Policy Updates

Superintendent Breitlow reported that during the audit process it was suggested that since NWSRA already has an Outstanding Check Process as well as a Capital Asset Process that it be made official policies. She then asked for a motion to approve the Outstanding Check Policy as presented. Trustee Clark made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, and Jay Morgan

NAY: None

The motion carried.

Chairman LaFrenere called for motion to approve the Capital Asset Policy as presented. Director Kuhs made the motion and Director Wulbecker seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, and Jay Morgan

NAY: None

The motion carried.

#### Closed Session

Chairman LaFrenere asked for a motion to move to Closed Session at 11:35 am to discuss Personnel – 5ILCS 120/2(c)(1) Trustee Charlesworth made the motion and Trustee Kuhs seconded the motion. Upon roll being called the vote was as follows:

AYA: Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, and Jay Morgan

NAY: None

The motion carried.

Reconvene to Open Session and Action Taken on Executive Session

Chairman LaFrenere stated there is no action to be taken at this time regarding Section 5ILCS 120/2(c)(1) and requested to move to Open Session at 11:49 am. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion. Upon Voice Vote the motion carried.

Adjournment

After no further business, Trustee Fahnstrom asked for a motion to adjourn. Trustee Risinger made the motion and Trustee Morgan seconded the motion to adjourn the March 22, 2017 meeting at 11:49 am. Upon voice vote the motion carried.

  
Secretary