



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

December 9, 2021
10:30 a.m. Regular Meeting
Chandlers Banquet Rooms
401 N. Roselle Road
Schaumburg, IL

AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests:
None

- III. Public Comment

- IV. Approval of Agenda

- V. **Approval of Consent Agenda: Pages – 3-30**
 - A. Approval of Minutes, November 17, 2021
 - B. NWSRA Financial Reports, November 30, 2021
 - 1. PFM Account Statement
 - 2. NWSRA & SLSF Organizational Cash Overview
 - 3. NWSRA Budget vs. Actual
 - 4. SLSF Budget vs. Actual
 - 5. NWSRA Balance Sheets
 - 6. SLSF Balance Sheets
 - 7. Benjamin F. Edwards Account Statement
 - C. Warrant:
 - 1. #12A – \$230,755.58
 - D. Bi-Weekly Payroll:
 - 1. 11/02/21 - \$99,685.98
 - 2. 11/19/21 - \$98,441.11
 - 3. 12/03/21 - \$93,687.32
 - E. ADA Compliance Projects
 - 1. Mount Prospect - \$32,656.26
 - a) **Various Parks – Routes and Surfaces - \$5,947**
 - b) **Burning Bush – Routes and Surfaces - \$26,709.26**
 - 2. Hoffman Estates Park District - \$121,919

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

- a) Bridges of Poplar – Routes and Surfaces - \$25,000
- b) Willow Recreation Center – Routes and Surfaces - \$96,919

- VI. Correspondence:
 - A. Written
 - B. Oral
- VII. Staff Reports:
 - A. None
- VIII. Old Business: Pages – 31-35
 - A. FY2022 Budget Approval
- IX. New Business: Pages – 36-49
 - A. Installation of Officers beginning January 1, 2022:
 - 1. Chairman; Christina Ferraro
 - 2. Vice Chairman/Finance Committee Chair; Craig Talsma
 - 3. Organizational Treasurer; Kevin Romejko
 - 4. Personnel Committee Chair; Bob O'Brien
 - B. Recognition of Board Members:
 - 1. Past Chairman – Bret Fahnstrom
 - C. Bank Signature Cards Resolutions:
 - 1. R2021-3 – Village Bank and Trust & IPDLAF Investment Holding Account
 - D. Resolution R2021-4 Destruction of Certain Verbatim Recordings of Closed Session Meetings
 - E. Appointment of Legal Counsel:
 - 1. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz
 - F. Appointment of Executive Director, Tracey Crawford
 - G. Approval of Mission, Vision and Values
 - H. Approval of Bus Bid
 - I. Other
- X. Informational/Action Items: Pages – 50-53
 - A. Accident/Injury Summary for 2021
 - B. Other
- XI. Closed Session: Pages

Closed Session in accordance with Open Meeting Act to consider information regarding:

 - A. Executive Session Minutes – 5ILCS 120/2(c)(21)
 - B. Personnel – 5ILCS 120/2(c)(1)
- XII. Action as a result of Closed Session: Pages – 54-56
 - A. Closed Session Resolution R2021-5

XIII. Adjournment



- **Teamwork:** Support each other and work together
- **Respect:** Be open, honest and kind
- **Enthusiasm:** Exceed expectations
- **Collaboration:** Combine resources to achieve common goals
- **Communication:** Listen, share and adapt



To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve

V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT NWSRA ADMINISTRATIVE OFFICES AT
3000 CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 17th DAY OF NOVEMBER, 2021 AT 10:30 A.M.**

Chairman Fahnstrom called the meeting to order at 10:31 a.m.. Administrative Manager Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District;

Jan Buchs arrived at 10:35 am

Absent: Robert Dowling and Mike Clark

Also present: Tracey Crawford, Executive Director; Tom Draper, Superintendent of Communications and Marketing; Anne Kiwala; Andrea Griffin, Superintendent of Recreation; Darleen Negrillo, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; and Jessica Vasalos, Administrative Manager as recording secretary

Introduction of Guests

Chairman Fahnstrom introduced the guests and each one gave a brief introduction.

Public Comment

None

Approval of Agenda

Chairman Fahnstrom asked for a motion to approve the agenda dated November 17, 2021, with the change of moving Michelle Bins to immediately following the approval of the agenda and omit the bus bid from the agenda. Director Janda made the motion and Director O'Brien seconded the motion to approve the agenda dated November 17, 2021. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Fahnstrom called for a motion to approve the Consent Agenda of November 17, 2021. Director Fullerton made the motion and Director Risinger seconded the motion to approve the Consent Agenda dated November 17, 2021. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Program Report

Superintendent Griffin shared a story about NWSRA participants in regarding a PUNS night that was hosted by District 15. She reported about two families that she connected with when she explained our programs and services to them. She informed these family's about the transportation services and scholarship opportunities that NWSRA offers and the philosophy of NWSRA is that no-one will be denied opportunities due to the inability of being able to pay.

Marketing and PR Report/Outreach

Superintendent Draper reported he and his staff had a great time at the Gala and are now gearing up for Gold Medal Fashion show as well as the Strategic Plan and the Annual Report. He gave major kudos to Erika and Devin for their hard work during the Gala. He also mentioned that the printed brochure will be going out in the next few weeks.

SLSF

Superintendent Kiwala reported her wrap up of the Gala with \$61,000 in revenue. Sponsors have really showed events a lot of support and in most areas have exceeded the budget. Events have raised \$242,000 in 2021. Community outreach has been a big goal this year. The holiday luncheon will be immediately following the NWSRA Board Meeting on Wednesday, December 8, 2021.

Director's Report

Executive Director Crawford informed the Board that NWSRA is finalizing the FY2021. Most time has been focused on fundraising. Staff have met at the Vogelei House to imagine and dream. The video that was shown at the Gala will be shown again after a little tweaking at the Holiday Luncheon. She also reported that staff are looking at how we can service participants that are having issues wearing masks.

Old Business

Health/Merit Survey

Director Crawford informed the Board that the survey has been updated and is in the packet.

New Business

Park District Staff Member Benefits

Superintendent Griffin reviewed the Member District benefits and will be sending it out to NWSRA staff in the next month for them to elect a member district.

Surplus Ordinance

Superintendent Draper reviewed the items on the Surplus Ordinance. Chairman Fahnstrom asked for a motion to approve Surplus Ordinance R2021-1. Director LaFrenere made the motion and Director O'Brien seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Transportation Bids

Superintendent Griffin reviewed the transportation bids that were included in the packet. She then made a recommendation to approve the bid from Grand Prairie Transit. Chairman Fahnstrom asked for a motion to approve the Grand Prairie Transit bid. Director O'Brien made the motion and Director Janda seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Information Action/Items

Personnel Committee Update

Minutes

Director Talsma asked for a motion to approve the Personnel Committee Minutes as presented. Director LaFrener made the motion and Director Janda seconded the motion. Upon Voice Vote, the motion carried

Staff Updates

Director Talsma asked for a motion to approve the Organizational Chart as presented. Director LaFrener made the motion and Director Fullerton seconded the motion. Upon Voice Vote, the motion carried.

Proposed Salary Ranges

Director Talsma asked for a motion to approve the adjusted HR Source report, the proposed salary ranges and the market pay adjustments as presented. Director LaFrener made the motion and Director Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Part Time Salary Ranges and Market Adjustment

Director Talsma asked for a motion to approve the proposed part time salary ranges with the tiered and the market adjustment as presented. Director Romejko made the motion and Director LaFrenere seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Health Insurance

Director Talsma asked for a motion to approve the proposed health insurance plan layed out in the packet as presented. Director O'Brien made the motion and Director Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Merit Pool

Director Talsma asked for a motion to approve the proposed merit pool at 3% as presented. Director Fullerton made the motion and Director O'Brien seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Finance Committee Update

Minutes

Director Ferraro asked for a motion to approve the minutes from the Finance Committee minutes as presented. Director Morgan made the motion and Director Romejko seconded the motion. Upon Voice Vote, the motion carried

Proposed Budget Documents and Assumptions

Director Crawford reviewed the budget documents and gave a brief overview of the assumptions for each line item. She then reviewed the collaborative agreement with regards to

how payment is made to Clearbrook from the State of Illinois. She informed the Board that regardless of a participant being registered in our PURSUIT program, if that participant goes to another program, those funds follow the participant. Virtual programs, at this time, are not recognized as the same as an in person program and are only funded at 25%. There will not be any payback of invoices that are outstanding because the funds went with the participant; therefore, the state has already paid for the programming. Director LaFrenere asked a question regarding the non-program revenue budgeted for FY2022 and why NWSRA anticipated \$900,000 in revenue. Director Crawford explained that the budget was based on FY2019 and are based on two programming sites. She will also reach out to all board members to breakdown the Non-Program Revenue line item.

Director LaFrenere asked about the unassigned fund balance projections that were shown to the Board in July. Director Talsma reiterated that any unassigned fund balance will be addressed in Fund Balance Policy.

NWSRA Policy Update

Capital Policy

Director Romejko explained the Capital Policy and gave kudos to staff, Director Talsma and Director Clark for laying out a through plan that includes a tiered system. Thresholds have been adjusted to \$1,000 on all Capital items to allow for consistency. Director Ferraro asked for a motion to approve the Capital Policy as presented. Director LaFrenere made the motion and Director Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Fund Balance Policy

Director Romejko reviewed the Fund Balance Policy and how each account will be funded moving forward as well as in the event of an unassigned fund balance at the end of an audited year three options are available:

- Reduce the MDAA
- Transfer to Capital
- Other options approved by the Board

Director Romejko asked for a motion to approve the Fund Balance Policy as presented. Director Risinger made the motion and Director LaFrenere seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

IMRF Contribution Rate

Superintendent Negrillo reviewed the IMRF Contribution rate and informed the Board that the rate will be lower for FY2022.

NWSRA Committees

Director Crawford informed the Board that Bob O'Brien will be stepping into the Personnel Committee Chair role. Christina Ferraro will be Chair and Craig Talsma will be Vice Chair and Finance Chair. Ben Kutscheid, from Mt. Prospect, and Ian Picket, from Streamwood, will be on the ADA Compliance Committee.

2022 Board Meeting Schedule

Director Crawford reviewed the NWSRA Board meetings for 2022.

Adjournment

After no further business, Chairman Fahnstrom called for a motion to adjourn. Director Janda made the motion and Director Fullerton seconded the motion to adjourn the November 17, 2021 meeting at 11:45 am. Upon voice vote, the motion was carried.

Secretary



Account Statement - Transaction Summary

For the Month Ending **November 30, 2021**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT - ~~4669~~

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	19,107.35
Purchases	210,391.65
Redemptions	(210,164.58)
Unsettled Trades	0.00
Change in Value	0.00

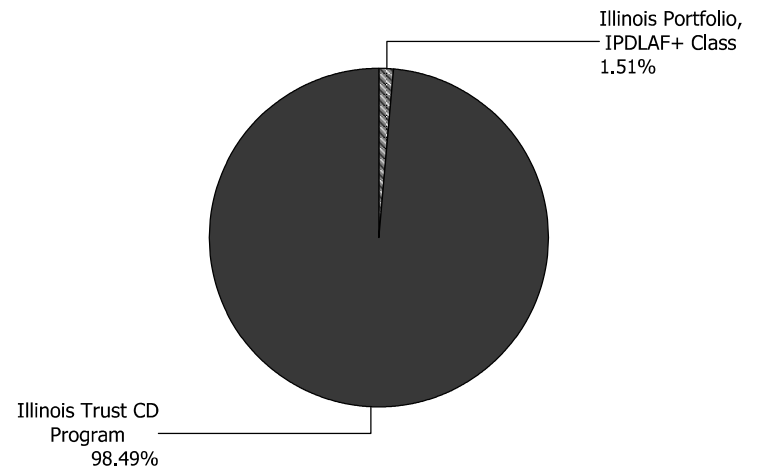
Closing Market Value	\$19,334.42
Cash Dividends and Income	0.42

Illinois Trust CD Program	
Opening Market Value	1,265,000.00
Purchases	210,000.00
Redemptions	(210,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$1,265,000.00
Cash Dividends and Income	391.23

Asset Summary		
	November 30, 2021	October 31, 2021
Illinois Portfolio, IPDLAF+ Class	19,334.42	19,107.35
Illinois Trust CD Program	1,265,000.00	1,265,000.00
Total	\$1,284,334.42	\$1,284,107.35

Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW NOVEMBER 30, 2021

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	358,220	407,556	765,775
OPER/MMA (Village Bank & Trust)	2,454,451	253,476	2,707,927
IPDLAF	34,720		34,720
FLEX SPENDING CHECKING	3,787		3,787
CASH BANKS	0	0	0
TOTAL	<u>2,851,679</u>	<u>661,181</u>	<u>3,512,860</u>
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS		1,291,174	1,291,174
PFM Asset Management	1,284,334		1,284,334
TOTAL	<u>1,284,334</u>	<u>1,291,174</u>	<u>2,575,509</u>
<u>RESERVES:</u>			
<u>OPERATING</u>			
<u>CAPITAL</u>			
MAX SAFE 1 (Village Bank & Trust)	1,981,070		1,981,070
MAX SAFE 2 (Village Bank & Trust)	0		0
TOTAL	<u>1,981,070</u>		<u>1,981,070</u>
<u>TOTAL CASH & RESERVES</u>			
November 30, 2021	<u><u>\$ 6,117,084</u></u>	<u><u>\$ 1,952,356</u></u>	<u><u>\$ 8,069,440</u></u>
<u>TOTAL CASH & RESERVES</u>			
November 30, 2020	<u><u>\$ 2,650,725</u></u>	<u><u>\$ 448,632</u></u>	<u><u>\$ 3,099,357</u></u>
CASH	1,505,778		\$ 1,505,778
RESERVES - OPER	474,429		\$ 474,429
RESERVES - CAP	1,274,834	1,127,371	\$ 2,402,205
RESERVES - INVEST	<u>5,905,766</u>	<u>1,576,003</u>	<u>7,481,769</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2021

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	616,554	763,759	147,205	417,633	257,681	(159,952)	198,921	506,078	307,157
February	390,463	29,576	(360,886)	421,113	246,919	(174,194)	(30,650)	(217,342)	(186,692)
March	518,662	354,019	(164,643)	421,344	221,396	(199,947)	97,318	132,623	35,304
April	376,821	239,873	(136,948)	421,493	330,239	(91,254)	(44,672)	(90,366)	(45,694)
May	1,139,647	878,751	(260,896)	424,234	287,121	(137,112)	715,413	591,630	(123,783)
June	640,349	463,438	(176,911)	429,992	384,129	(45,863)	210,357	79,309	(131,048)
July	31,662	458,392	426,729	424,857	616,416	191,558	(393,195)	(158,024)	235,171
August	278,463	208,117	(70,346)	422,278	391,775	(30,503)	(143,815)	(183,658)	(39,842)
September	122,245	235,278	113,033	429,451	364,359	(65,092)	(307,206)	(129,081)	178,125
October	564,411	189,521	(374,890)	427,345	359,898	(67,447)	137,066	(170,376)	(307,442)
November	471,119	625,967	154,848	430,048	481,466	51,418	41,071	144,501	103,430
December	175,191		(175,191)	413,604		(413,604)	(238,413)	0	238,413
TOTAL YTD	5,150,396	4,446,692	(703,704)	4,669,788	3,941,399	(728,389)	480,608	505,293	24,685

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,749,319	506,078	0	(15,146)	(91,282) a.	6,148,970
February	6,148,970	(217,342)	(19,318)	20,943	(22,435) a.	5,910,817
March	5,910,817	132,623	(4,131)	(21,893)	3,466 a.	6,020,882
April	6,020,882	(90,366)	0	11,929	625 a.	5,943,071
May	5,943,071	591,630	0	7,160	(19,508) a.	6,522,353
June	6,522,353	79,309	0	13,245	(18,141) a.	6,596,766
July	6,596,766	(158,024)	0	(21,246)	48,646 a.	6,466,141
August	6,466,141	(183,658)	0	3,259	(2,668) a.	6,283,075
September	6,283,075	(129,081)	0	17,586	(17,773) a.	6,153,807
October	6,153,807	(170,376)	0	5,442	27,073 a.	6,015,947
November	6,015,947	144,501	0	(44,092)	187 a.	6,116,542
December	6,116,542	0			a.	6,116,542

a. FSA Withholding / Payments and collected key security deposits.

SPECIAL LEISURE SERVICES FOUNDATION
 BUDGET VS ACTUAL - SUMMARY BY TYPE
 ELEVEN MONTHS ENDING NOVEMBER 30, 2021

	<u>2021</u>			2020
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	<u>PRIOR YR ACTUAL</u>
<u>REVENUE</u>				
GRANTS	\$ 158,750	\$ 75,944	\$ 82,806	\$ 64,353
RESTRICTED FUNDRAISING	66,642	35,900	30,742	18,931
RESTRICTED DONATIONS	6,967	5,292	1,675	4,657
UNRESTRICTED FUNDRAISING	209,551	172,485	37,066	173,433
UNRESTRICTED DONATIONS	50,476	61,433	(10,957)	48,434
INVESTMENT TRANSFER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>492,386</u>	<u>351,054</u>	<u>141,331</u>	<u>309,808</u>
<u>EXPENDITURES</u>				
ADMINISTRATION	27,803	35,200	(7,397)	23,925
RESTRICTED FUNDRAISING	11,423	7,700	3,723	3,149
UNRESTRICTED FUNDRAISING	62,720	63,355	(635)	61,279
GRANTS GIVEN	<u>51,285</u>	<u>226,666</u>	<u>(175,381)</u>	<u>182,735</u>
TOTAL EXPENSES	<u>153,231</u>	<u>332,921</u>	<u>(179,690)</u>	<u>271,088</u>
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	<u>339,155</u>	<u>18,133</u>	<u>321,021</u>	<u>38,720</u>
<u>INVESTMENT INCOME (LOSS) *</u>	129,700	458	129,242	91,440
<u>NET EXCESS REVENUE (EXPENSE)</u>	<u>\$ 468,855</u>	<u>\$ 18,592</u>	<u>\$ 450,263</u>	<u>\$ 130,160</u>

*includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2021

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	24,017	32,677	8,660	6,900	5,299	(1,601)	17,117	27,378	10,261
February	28,980	35,200	6,220	7,775	5,764	(2,011)	21,205	29,436	8,231
March	19,705	50,310	30,605	5,530	908	(4,622)	14,175	49,402	35,227
April	27,072	47,090	20,017	8,175	4,335	(3,840)	18,897	42,755	23,858
May	40,222	25,548	(14,674)	89,883	57,330	(32,553)	(49,661)	(31,781)	17,880
June	32,756	75,868	43,112	19,700	9,221	(10,479)	13,056	66,647	53,592
July	31,322	47,333	16,011	1,925	1,738	(187)	29,397	45,595	16,198
August	42,272	67,350	25,078	7,543	13,020	5,477	34,729	54,330	19,601
September	43,972	40,447	(3,525)	7,912	12,497	4,585	36,060	27,950	(8,110)
October	32,222	62,659	30,437	159,193	16,187	(143,006)	(126,971)	46,472	173,443
November	28,972	137,603	108,631	18,385	26,932	8,547	10,587	110,671	100,084
December	23,772		(23,772)	40,144		(40,144)	(16,372)	0	16,372
TOTAL YTD	351,513	622,086	270,573	332,921	153,231	(179,690)	18,592	468,855	450,263

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,485,353	27,378	0	0	70	1,512,801
February	1,512,801	29,436	0	0	183	1,542,420
March	1,542,420	49,402	0	0	525	1,592,346
April	1,592,346	42,755	0	0	(175)	1,634,926
May	1,634,926	(31,781)	0	0	0	1,603,145
June	1,603,145	66,647	0	0	(33)	1,669,759
July	1,669,759	45,595	0	0	(1,354)	1,714,000
August	1,714,000	54,330	0	0	287	1,768,617
September	1,768,617	27,950	0	0	169	1,796,736
October	1,796,736	46,472	0	0	(3,140)	1,840,068
November	1,840,068	110,671	0	2,000	0	1,952,739
December	1,952,739	0				1,952,739

Balance Sheet

As of November 30, 2021

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Flex Spending - Benefit	3,787.29
10300 · Petty Cash	500.00
10600 · Operating	358,220.20
10700 · IPDLAF - PCard	34,720.36
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,265,000.00
11200 · PFM Investments Hold Account - Other	19,334.42
Total 11200 · PFM Investments Hold Account	1,284,334.42
11500 · Operating 2	2,454,451.13
11650 · Capital Reserve (Village B&T)	1,981,070.45
11800 · Credit Card - American Express	1,723.50
11810 · Credit Card - Discover	-273.00
11820 · Credit Card - MasterCard	-3,615.25
11830 · Credit Card - Visa	2,489.25
11840 · MC/VISA On-Line	-866.00
Total Checking/Savings	6,116,542.35
Accounts Receivable	
12000 · Accounts Receivable	2,923.75
Total Accounts Receivable	2,923.75
Other Current Assets	
12100 · INTEREST RECEIVABLE	1,380.46
12200 · PREPAID EXPENSES	323.00
12300 · Prepaid Lease	5,000.00
Total Other Current Assets	6,703.46
Total Current Assets	6,126,169.56
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	733,692.23
13110 · Accum.Depre- Equipment	-354,540.57
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,543,850.76
Total Fixed Assets	1,511,074.90
TOTAL ASSETS	<u>7,637,244.46</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	486.08
Total Accounts Payable	486.08
Credit Cards	
BMO Harris P-Card	-123.43
Total Credit Cards	-123.43
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-1,774.57
21100 · Anticipated Refunds - Prog Fees	12,471.20

Northwest Special Recreation Association

Balance Sheet

As of November 30, 2021

12/03/21

Accrual Basis

	<u>Nov 30, 21</u>
21500 · Payroll Liabilities	
21510 · Employee Taxes	-1,332.20
21520 · EE 457B Contributions - NTWD	1,496.01
21540 · IMRF - Employer Portion/Expense	1,017.28
22100 · EE FSA Depend & Med	9,997.35
22200 · EE 457b Contributions - AFLAC	848.55
22300 · EE 457b Contributions - ICMA RC	622.71
	<hr/>
Total 21500 · Payroll Liabilities	12,649.70
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	183.75
22000 · Accrued Payroll	32,160.15
	<hr/>
Total Other Current Liabilities	55,940.23
	<hr/>
Total Current Liabilities	56,302.88
Long Term Liabilities	
22500 · ACCRUED VACATION	105,217.68
	<hr/>
Total Long Term Liabilities	105,217.68
	<hr/>
Total Liabilities	161,520.56
Equity	
29500 · Retained Earnings	5,459,356.80
29550 · INVESTMENT IN CAPITAL ASSETS	1,511,073.90
Net Income	505,293.20
	<hr/>
Total Equity	7,475,723.90
	<hr/>
TOTAL LIABILITIES & EQUITY	7,637,244.46
	<hr/> <hr/>

Balance Sheet

As of November 30, 2021

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	407,555.84
10800 · VB&T MMA	253,475.64
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	150,116.11
11300 · BENJAMIN EDWARDS - Other	1,141,058.31
Total 11300 · BENJAMIN EDWARDS	1,291,174.42
11800 · Credit Card - American Express	-816.94
11810 · Credit Card - Discover	-449.45
11820 · Credit Card - MasterCard	708.86
11830 · Credit Card - Visa	-1,097.81
11840 · Credit Card - On-Line	2,038.61
Total Checking/Savings	1,952,739.17
Other Current Assets	
12200 · Event Deposits	3,259.63
12300 · ACCOUNTS RECEIVABLE-OTHER	1,209.53
12400 · Interest Receivable	1,101.18
Total Other Current Assets	5,570.34
Total Current Assets	1,958,309.51
TOTAL ASSETS	<u>1,958,309.51</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21200 · Deferred Revenue	-1,187.64
Total Other Current Liabilities	-1,187.64
Total Current Liabilities	-1,187.64
Total Liabilities	-1,187.64
Equity	
29000 · Retained Earnings	1,451,035.08
29200 · Net Assets-Temp. Restricted	39,607.05
Net Income	468,855.02
Total Equity	1,959,497.15
TOTAL LIABILITIES & EQUITY	<u>1,958,309.51</u>

**Warrant #12A
Summary
December 08, 2021**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA	
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF	
421300 Phones/Fax	422500 Comm. Trans.			
421400 Conference/Education	422600 Staff Mileage			
421500 Memberships	422700 Trans. Maint.			
421600 Health Insurance	422800 gas/tolls/parking			
421700 Maint./Utilities	422900 Printing			
421800 Rent	423000 Sub./Ads.			
421900 Computers	423100 Public Awareness			
12000 Accounts Receivable				

Total VB&T Electronic Accounts Payable		11,027.62
- IMRF, Excalibur, Wex, Wells Fargo, ComEd, HP		-
Total IPDLAF Electronic Accounts Payable (PCARDS) NOVEMBER		-
Total VB&T Business Checking Accounts Payable		<u>220,727.96</u>
Total		<u>231,755.58</u>

Motion to approve Warrant #12A dated December 08, 2021 totaling \$231,755.58

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12A
December 08, 2021

Vendor	Description	Account	Amount
IMRF	November 2021	21540	
	November 2021	442202	
	November 2021	442203	
	November 2021	442204	
	November 2021	442205	
	IMRF Total		-
Excalibur	Invoice - 116816	421902	7,875.25
		Excalibur Total	7,875.25
Wex Bank	Invoice - 75694508	422801	
		Wex Total	-
ComEd	Svc 10/27 - 11/29	421702	975.79
Wells Fargo	Konica Minolta - Nov	460001	1,256.72
FLEX	Nov Invoice -	424303	
CostCo	Citi Cards -	421511	-
IL Dept of Rev		424305	-
Hewlett Packard Fin Svcs	Lease Payment	460001	919.86
Total Warrant #12A for Electronic Accounts Payable			11,027.62

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12A
December 08, 2021**

Vendor	Description	Account	Amount
BMO Solutions			
Total Warrant #12A for Electronic Accounts Payable			0.00

Northwest Special Recreation Association
VBT Business Checking Accounts Payable
Warrant #12A
December 08, 2021

Num	Name	Description	Account	Amount
5711	Robbins Schwartz	Invoice 903220 & 903221	10600 · Operating	-107.50
		Invoice 903220	421003 · Legal Fees	50.00
		Invoice 903221	421003 · Legal Fees	57.50
				107.50
5712	Crunchy Logistics LLC	VOID: Invoice BC1441 GJE, RGJE created on 11/	10600 · Operating	0.00
				0.00
5713	May Lily Floral Design	Invoice 211	10600 · Operating	-478.60
		Invoice 211	422209 · PURSUIT	478.60
				478.60
5714	Bill's Auto & Truck Repair	Invoices 111094-111426 (21)	10600 · Operating	-14,256.60
		Invoice - 111094	422702 · Repair / Maintenance	2,315.92
		Invoice - 111161	422702 · Repair / Maintenance	4,453.62
		Invoice - 111217	422702 · Repair / Maintenance	1,240.30
		Invoice - 111326	422702 · Repair / Maintenance	31.25
		Invoice - 111327	422702 · Repair / Maintenance	31.25
		Invoice - 111328	422702 · Repair / Maintenance	31.25
		Invoice - 111329	422702 · Repair / Maintenance	31.25
		Invoice - 111330	422702 · Repair / Maintenance	31.25
		Invoice - 111331	422702 · Repair / Maintenance	31.25
		Invoice - 111332	422702 · Repair / Maintenance	31.25
		Invoice - 111333	422702 · Repair / Maintenance	31.25
		Invoice - 111236	422702 · Repair / Maintenance	1,347.90
		Invoice - 111269	422702 · Repair / Maintenance	691.99
		Invoice - 111338	422702 · Repair / Maintenance	316.39
		Invoice - 111360	422702 · Repair / Maintenance	749.81
		Invoice - 111368	422702 · Repair / Maintenance	810.00
		Invoice - 111374	422702 · Repair / Maintenance	763.03
		Invoice - 111378	422702 · Repair / Maintenance	162.46
		Invoice - 111394	422702 · Repair / Maintenance	472.43
		Invoice - 111421	422702 · Repair / Maintenance	31.25
		Invoice - 111426	422702 · Repair / Maintenance	651.50
				14,256.60
5715	School District 54	Invoice 1314	10600 · Operating	-96.00
		Invoice 1314	422211 · Athletics	96.00
				96.00
5716	U.S. Postal Service	Wntr Sprg Brochure - 857 Ind 11/10	10600 · Operating	-1,100.00
		Wntr Sprg Brochure - 857 Ind 11/10	422907 · Seasonal Brochure	1,100.00
				1,100.00
5717	Paddock Publications Inc.	Invoice 196882	10600 · Operating	-59.40
		Invoice 196882	423103 · Legal Notices	59.40
				59.40
5718	Jillian Bliss	Piano & Voice 10/4 & 10/25/2021	10600 · Operating	-220.00
		Piano & Voice 10/4 & 10/25/2021	424402 · General Programs	220.00
				220.00
5719	Hoffman Estates Park District	Invoice 57399	10600 · Operating	-146,100.00
		Invoice 57399	460001 · Capital Expenses	146,100.00
				146,100.00
5720	Western Dupage Spec Rec Assn	Invoice 16811 Fall/Winter 21	10600 · Operating	-107.30
		Invoice 16811 Fall/Winter 21	423102 · Ads	107.30
				107.30

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12A
 December 08, 2021**

Num	Name	Description	Account	Amount
5721	Boschan, Steven	Payroll - P/D 11/19/2021		
5722	Mandernach, Kimberlee	Payroll - P/D 11/19/2021		
5723	Morgan, Emily R	Payroll - P/D 11/19/2021		
5724	Palla, William	Payroll - P/D 11/19/2021		
5725	Strom, Donna	Payroll - P/D 11/19/2021		
5726	U.S. Postal Service	Addtl Postage W/S Brochure Addtl Postage W/S Brochure	10600 · Operating 422907 · Seasonal Brochure	-200.00 200.00 <u>200.00</u>
5727	Kristine Fiskum	Refund - 1852 Fall 2021 Refund - 1852 Fall 2021	10600 · Operating 11500 · Operating 2	-69.25 69.25 <u>69.25</u>
5728	Robbins Schwartz	Invoice 905705 Invoice 905705	10600 · Operating 421003 · Legal Fees	-50.00 50.00 <u>50.00</u>
5729	Total Fire & Safety, Inc.	Invoice A8999-10-IN Invoice A8999-10-IN	10600 · Operating 421705 · Total Fire and Safety	-513.40 513.40 <u>513.40</u>
5730	Alexian Brothers Corporate Health S	Inv 722304, 722340, 722329 Inv 722304 Inv 722340 Inv 722329	10600 · Operating 441002 · Drug Tests / Physicals 441002 · Drug Tests / Physicals 441002 · Drug Tests / Physicals	-443.00 91.00 97.00 255.00 <u>443.00</u>
5731	RMC Mechanical Services	Invoice SI2142489 Invoice SI2142489	10600 · Operating 460001 · Capital Expenses	-547.50 547.50 <u>547.50</u>
5732	Bill's Auto & Truck Repair	Inv 111561, 111366, 111430 Inv 111561 Inv 111366 Inv 111430	10600 · Operating 422702 · Repair / Maintenance 422702 · Repair / Maintenance 422702 · Repair / Maintenance	-4,399.21 62.50 3,055.10 1,281.61 <u>4,399.21</u>
5733	Hanover Park Park District	Rent - Dec 2021 Rent - Dec 2021	10600 · Operating 421803 · HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
5734	Mt. Prospect Park District	Rent - Dec 2021 Rent - Dec 2021	10600 · Operating 421804 · MPPD Rental Space	-2,500.00 2,500.00 <u>2,500.00</u>
5735	Rolling Meadows Park District	Invoice 21-0012 Invoice 21-0012	10600 · Operating 421802 · RMCC Rental Space	-2,500.00 2,500.00 <u>2,500.00</u>
5736	Park Central Condo Assn.	Invoice 10-012 Invoice 10-012	10600 · Operating 421801 · Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
5737	Rolling Meadows Park District	Invoice 21-412 Invoice 21-412	10600 · Operating 421701 · Condo Maintenance	-960.00 960.00 <u>960.00</u>

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12A
 December 08, 2021**

Num	Name	Description	Account	Amount
				960.00
5738	Inter-Act Magic	Magic Show - Dec 13 2021	10600 · Operating	-400.00
		Magic Show - Dec 13 2021	424405 · PURSUIT	400.00
				<u>400.00</u>
5739	Stevens Puppets	Wizard of Oz - Dec 15 2021	10600 · Operating	-425.00
		Wizard of Oz - Dec 15 2021	424405 · PURSUIT	425.00
				<u>425.00</u>
5740	Jesse White Tumbling Team	JW Tumblers - Dec 7 2021	10600 · Operating	-800.00
		JW Tumblers - Dec 7 2021	424405 · PURSUIT	800.00
				<u>800.00</u>
5741	Boschan, Steven	Payroll - P/D 12/03/2021		
5742	Mandernach, Kimberlee	Payroll - P/D 12/03/2021		
5743	Morgan, Emily R	Payroll - P/D 12/03/2021		
5744	Palla, William	Payroll - P/D 12/03/2021		
5745	Strom, Donna	Payroll - P/D 12/03/2021		
5746	PDRMA	Inv 1121132H	10600 · Operating	-40,007.86
		Inv 1121132H	421603 · Employer Contributions	35,602.26
		Inv 1121132H	21530 · Employee Health Insurance	4,276.20
		Inv 1121132H	21550 · EE Contributions - Vol Life Ins	129.40
				<u>40,007.86</u>
5747	VOID			
5748	Village of Buffalo Grove	License Renewal # 2022-0000887	10600 · Operating	-90.00
		License Renewal # 2022-0000887	421806 · BGPD Rental Space	90.00
				<u>90.00</u>
5749	VOID			
5750	Melon Ink	Inv 55956	10600 · Operating	-862.00
		Inv 55956	423101 · Awards / Recognition	862.00
				<u>862.00</u>
5751	Colleen Bajalis	Inv 110821	10600 · Operating	-400.00
		Inv 110821	450002 · Bartlett	400.00
				<u>400.00</u>
5752	South Barrington Park District	J Oliveri Nov 2021	10600 · Operating	-160.00
		J Oliveri Nov 2021	450015 · South Barrington	160.00
				<u>160.00</u>
5753	NCPERS Group Life Insurance	Inv 5436122021	10600 · Operating	-16.00
		Inv 5436122021	421601 · Voluntary Benefits	16.00
				<u>16.00</u>
5754	RMC Mechanical Services	Inv SI2143370	10600 · Operating	-351.34
		Inv SI2143370	421707 · Miscellaneous	351.34
				<u>351.34</u>
Total for Warrant #12A VB&T Business Checking Accounts Payable				220,727.96



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: December 8, 2021

Motion:

A motion to approve Payroll for the following Pay Periods Ending:

1. 11/02/21 - \$99,685.98
2. 11/19/21 - \$98,441.11
3. 12/03/21 - \$93,687.32

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

Northwest Special Recreation Association

Payroll Summary

November 5, 2021

Employee Wages, Taxes and Adjustments

Gross Pay	
Exempt	76,464.11
Office Support-FT	5,352.10
Driver - General	214.21
Driver - Pursuit	1,234.08
General	2,545.89
Inclusion AH	384.52
Inclusion BG	935.84
Inclusion BRT	279.50
Inclusion EG	274.50
Inclusion HE	547.95
Inclusion MP	646.35
Inclusion PAL	188.84
Inclusion PH	904.06
Inclusion RM	1,106.75
Inclusion SB	60.13
Inclusion Sch	223.53
Inclusion WH	830.93
Leader	1,237.40
Office Support-FT OT	17.86
Office Support - PT	1,084.80
Sub - Pursuit	2,037.78
Training/Orientation	135.13
Car Allowance	300.00
Mileage Reimbursement	1,797.82
Phone/Data Stipend	1,400.00
Total Gross Pay	100,204.08
Deductions from Gross Pay	
457b Plan Emp.	-415.00
Dep. Care FSA	-41.67
Health Insurance	-2,138.10
IMRF-FT-EE	-3,696.06
IMRF-PT-EE	-48.82
IMRF-Voluntary	-407.29
Medical Care FSA	-628.88
Roth IRA Emp.	-130.00
Voluntary Life	-72.20
Total Deductions from Gross Pay	-7,578.02
Adjusted Gross Pay	92,626.06
Taxes Withheld	
Federal Withholding	-7,610.00
Medicare Employee	-1,386.15
Social Security Employee	-5,926.99
IL - Withholding	-4,252.50

Northwest Special Recreation Association Payroll Summary November 5, 2021

IN - Withholding	-52.70
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-19,228.34
Deductions from Net Pay	
Accident Insurance	-78.03
Critical Illness Ins.	-18.79
Short Term Disability	-156.40
Total Deductions from Net Pay	-253.22
Net Pay	73,144.50
Employer Taxes and Contributions	
Medicare Company	1,386.15
Social Security Company	5,926.99
IL - Unemployment	0.00
IMRF-FT	9,346.86
IMRF-PT	123.45
Total Employer Taxes and Contributions	16,783.45

Total Payroll	\$ 99,685.98
- Checks & Direct Deposits	\$ 73,144.50
- Tax Liability	\$ 26,541.48
- Illinois	\$ 4,252.50
- Indiana	\$ 52.70
- Federal	\$ 22,236.28

Northwest Special Recreation Association

Payroll Summary

November 19, 2021

Employee Wages, Taxes and Adjustments

Gross Pay

Exempt	76,464.11
Office Support-FT	5,352.10
Driver - General	193.43
Driver - Pursuit	973.75
General	2,613.08
Inclusion AH	547.91
Inclusion BG	1,190.29
Inclusion BRT	551.38
Inclusion EG	502.00
Inclusion HE	1,100.38
Inclusion MP	651.26
Inclusion PAL	161.20
Inclusion PH	619.91
Inclusion RM	304.50
Inclusion SB	126.42
Inclusion SC	55.80
Inclusion Sch	253.56
Inclusion WH	613.92
Leader	1,363.85
Office Support - PT	1,082.70
Sub - Pursuit	773.38
Training/Orientation	94.97
Bonus	0.00
Car Allowance	300.00
Mileage Reimbursement	539.46
Vacation Payout	2,527.20

Total Gross Pay 98,956.56

Deductions from Gross Pay

457b Plan Emp.	-415.00
Dep. Care FSA	-41.67
Health Insurance	-2,138.10
IMRF-FT-EE	-3,695.25
IMRF-PT-EE	-48.72
IMRF-Voluntary	-406.59
Medical Care FSA	-628.88
Roth IRA Emp.	-130.00
Voluntary Life	-72.20

Total Deductions from Gross Pay -7,576.41

Adjusted Gross Pay 91,380.15

Taxes Withheld

Federal Withholding	-7,827.00
Medicare Employee	-1,386.39
Social Security Employee	-5,927.79

**Northwest Special Recreation Association
Payroll Summary
November 19, 2021**

IL - Withholding	-4,254.64
IN - Withholding	-51.57
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	<u>-19,447.39</u>
Deductions from Net Pay	
Accident Insurance	-78.03
Critical Illness Ins.	-18.79
Short Term Disability	-156.40
Total Deductions from Net Pay	<u>-253.22</u>
Net Pay	<u><u>71,679.54</u></u>
Employer Taxes and Contributions	
Medicare Company	1,386.39
Social Security Company	5,927.79
IL - Unemployment	0.00
IMRF-FT	9,344.83
IMRF-PT	123.21
Total Employer Taxes and Contributions	<u><u>16,782.22</u></u>

Total Payroll	\$ 98,441.11
- Checks & Direct Deposits	\$ 71,679.54
- Tax Liability	\$ 26,761.57
- Illinois	\$ 4,254.64
- Indiana	\$ 51.57
- Federal	\$ 22,455.36

Northwest Special Recreation Association

Payroll Summary

December 3, 2021

Employee Wages, Taxes and Adjustments	
Gross Pay	
Exempt	74,779.70
Office Support-FT	5,352.10
Driver - General	263.94
Driver - Pursuit	940.81
General	1,575.83
Inclusion AH	526.38
Inclusion BG	527.59
Inclusion BRT	324.00
Inclusion EG	450.75
Inclusion HE	1,234.25
Inclusion MP	325.50
Inclusion PAL	158.36
Inclusion PH	522.00
Inclusion RM	134.00
Inclusion RT	0.00
Inclusion SB	64.58
Inclusion Sch	353.11
Inclusion WH	728.51
Leader	1,154.37
Office Support - PT	924.90
Speciality Instructor	0.00
Sub - Pursuit	849.13
Training/Orientation	51.33
Bonus	0.00
Car Allowance	300.00
Mileage Reimbursement	1,546.66
Phone/Data Stipend	1,400.00
Total Gross Pay	94,487.80
Deductions from Gross Pay	
457b Plan Emp.	-415.00
Dep. Care FSA	-41.67
Health Insurance	-2,100.21
IMRF-FT-EE	-3,619.45
IMRF-PT-EE	-41.62
IMRF-Voluntary	-406.59
Medical Care FSA	-628.88
Roth IRA Emp.	-130.00
Voluntary Life	-72.20
Total Deductions from Gross Pay	-7,455.62
Adjusted Gross Pay	87,032.18

Northwest Special Recreation Association

Payroll Summary

December 3, 2021

Taxes Withheld

Federal Withholding	-7,319.00
Medicare Employee	-1,307.35
Social Security Employee	-5,590.54
IL - Withholding	-3,989.08
IN - Withholding	-52.70
Medicare Employee Addl Tax	0.00

Total Taxes Withheld -18,258.67

Deductions from Net Pay

Accident Insurance	-78.03
Critical Illness Ins.	-18.79
Short Term Disability	-145.93

Total Deductions from Net Pay -242.75

Net Pay 68,530.76

Employer Taxes and Contributions

Medicare Company	1,307.35
Social Security Company	5,590.54
IL - Unemployment	0.00
IMRF-FT	9,153.14
IMRF-PT	105.25

Total Employer Taxes and Contributions 16,156.28

Total Payroll	\$ 93,687.32
- Checks & Direct Deposits	\$ 68,530.76
- Tax Liability	\$ 25,156.56
- Illinois	\$ 3,989.08
- Indiana	\$ 52.70
- Federal	\$ 21,114.78

VIII. Old Business

[Return to Home](#)

Date: December 8, 2021

To: NWSRA, Board of Directors

From: Tracey Crawford, Executive Director

Re: Budget Approval

MOTION:

1. A motion to approve the FY2022 Budget as presented.

NWSRA Proposed PYE2021 Budget

		2021 Budget				
Line Item #	Description	Approved FY 2021	Actual as of 10/18/2021	Anticipated Income	PYE 2021	PYE 2021 - FY 2021
Income						
310000	Member District Assessments	4,320,307.35	3,365,345.74	954,961.61	4,320,307.35	0.00
320000	Program Fees	252,434.25	252,434.25	252,434.25	249,982.46	(2,451.79)
321000	Transportation - Door to Door	1,227.80	2,019.00	150.00	2,169.00	941.20
321100	Transportation - Pick up Points	10,793.00	4,764.50	1,285.01	6,114.50	(4,678.50)
340000	Non-Program Revenue	158,458.20	134.00	2,000.00	2,134.00	(156,324.20)
350000	SLSF Grant Contributions	260,000.00	51,124.57	279,598.44	330,723.01	70,723.01
360000	Sale of Fixed Assets	500.00	0.00	1,550.00	1,550.00	1,050.00
370000	Interest	12,175.11	-668.91	3,150.13	2,481.22	(9,693.89)
380000	Revenue SLSF	150.00	1,451.50	50.00	1,501.50	1,351.50
390000	Transfer	269,612.46	269,613.46	269,614.46	0.00	(269,612.46)
Total Income		5,285,658.17	3,946,218.11	1,764,793.90	4,916,963.04	(368,695.13)
OPERATING EXPENSE						
Administration						
421000	Professional Fees	12,355.00	3,426.40	4,125.00	7,551.40	(4,803.60)
421100	Office Supplies	3,790.00	4,503.58	4,415.34	8,918.92	5,128.92
421150	Credit Card & Bank Fees	11,772.00	9,226.85	3,065.55	0.00	(11,772.00)
421200	Postage	7,100.00	4,095.74	1,936.75	6,032.49	(1,067.51)
421300	Telephone/Fax	21,257.00	14,219.55	7,073.21	21,292.76	35.76
421400	Conference/Education	30,914.00	13,021.42	23,353.00	36,374.42	5,460.42
421500	Memberships	21,743.00	6,001.42	16,684.00	22,585.42	842.42
421600	Health Insurance	427,964.61	227,700.06	113,084.21	340,784.27	(87,180.34)
421700	Maintenance/Utilities	46,397.71	40,234.44	14,991.36	53,269.09	6,871.38
421800	Rent	120,186.00	120,187.00	120,188.00	120,186.00	0.00
421900	Computer	162,544.63	151,733.66	60,636.96	212,370.62	49,825.99
Subtotal Administration Expenses		866,023.95	594,350.12	369,553.38	829,365.39	(36,658.56)
Program						
422100	Rental Municipal	30,674.00	13,009.58	4,580.00	17,589.58	(13,084.42)
422200	Rental Commercial	34,271.38	14,516.53	17,854.00	32,370.53	(1,900.85)
422300	Program Development	9,672.50	2,055.42	2,800.00	4,855.42	(4,817.08)
422400	Program Supplies	69,810.29	64,463.10	54,949.18	119,412.28	49,601.99
422500	Commercial Transportation	0.00	0.00	0.00	0.00	0.00
422600	Mileage	8,000.00	2,072.31	5,000.00	7,072.31	(927.69)
422700	Transportation Maintenance	62,154.08	92,883.37	6,021.09	98,714.71	36,560.63
422800	Gas/Tolls	42,711.00	29,942.53	10,333.30	40,275.83	(2,435.17)
422900	Printing	15,150.00	7,783.70	7,701.69	15,485.39	335.39
423100	Public Awareness/Subscriptions/Ads	27,693.40	16,319.76	11,963.81	28,283.57	590.17
Subtotal Program Expenses		300,136.65	243,046.30	121,203.07	364,059.62	63,922.97
Salary						
424100	Full-Time Salaries	2,141,784.79	1,480,056.01	510,847.26	1,990,903.27	(150,881.52)
424200	Part-Time Salaries	293,430.97	283,896.78	39,893.76	323,790.54	30,359.57
424300	Payroll Processing	12,850.00	1,400.07	456.00	1,856.07	(10,993.93)
424400	Independent Contractors	45,012.40	45,012.40	45,012.40	28,553.89	(16,458.51)
424500	Car Allowance	7,800.00	6,000.00	1,800.00	7,800.00	0.00
Subtotal Salary Expenses		2,500,878.16	1,816,365.26	598,009.42	2,352,903.77	(147,974.39)
Liabilities						
441000	Liabilities	124,807.26	37,154.93	36,048.97	73,203.90	(51,603.36)
442000	Audit	6,625.00	9,050.00	0.00	9,050.00	2,425.00
442100	FICA	215,421.88	148,101.13	45,604.63	193,705.76	(21,716.12)
442200	IMRF	257,281.64	165,948.94	59,353.65	225,302.59	(31,979.05)
Subtotal Liabilities Expenses		604,135.78	360,255.00	141,007.25	501,262.25	(102,873.53)
Inclusion						
450000	Inclusion (Salary+ Expenses)	467,264.00	174,271.41	144,941.25	319,212.66	(148,051.34)
Subtotal Inclusion Expenses		467,264.00	174,271.41	144,941.25	319,212.66	(148,051.34)
Capital						
460000	Capital	292,402.96	46,908.39	292,402.96	292,402.96	0.00
	Additional Capital from ACP FY2021	0.00	0.00	498,110.90	498,110.90	0.00
Subtotal Capital Expenses		292,402.96	46,908.39	790,513.86	790,513.86	498,110.90
Total Expenses		5,030,841.50	3,235,196.48	2,165,228.23	5,157,317.55	126,476.05
Budget Summary						
Total Income		5,285,658.17	3,946,218.11	1,764,793.90	4,916,963.04	
Total Expenses		5,030,841.50	3,235,196.48	2,165,228.23	5,157,317.55	
Net Balance		254,816.67	7,181,414.59	3,930,022.13	-240,354.51	
Total Transfer Needed						
Capital Reserve Transfer					240,354.51	
Reserve Transfer					0.00	
Total Transfer					240,354.51	
Proposed FY2022					0.00	

NWSRA Proposed Budget FY 2022

Line Item #	Description	FYE 2019	2022 Budget		Change from 2021 budget to 2022	
			Proposed FY 2022	Proposed FY 2022 - FYE 2019	% Change FYE 2019 - Proposed FY 2022	
Income						
310000	Member District Assessments	4,277,532.06	4,320,307.35	42,775.29	0.01	
320000	Program Fees	727,230.19	518,771.75	-208,458.44	(0.83)	
321000	Transportation - Door to Door	4,797.75	8,880.00	4,082.25	3.32	
321100	Transportation - Pick up Points	34,201.75	34,605.00	403.25	0.04	
340000	Non-Program Revenue	209,052.59	991,066.00	782,013.41	4.94	
350000	SLSF Grant Contributions	215,676.47	260,000.00	44,323.53	0.17	
360000	Sale of Fixed Assets	0.00	500.00	500.00	1.00	
370000	Interest	129,025.01	7,216.13	-121,808.88	(10.00)	
380000	Revenue SLSF	-508.50	500.00	1,008.50	6.72	
	Total Income	5,597,007.32	6,141,846.23	544,838.91	0.10	
OPERATING EXPENSE						
Administration						
421000	Professional Fees	16,018.65	12,395.00	-3,623.65	(0.29)	
421100	Office Supplies	11,324.94	5,592.37	-5,732.57	(1.51)	
421150	Credit Card & Bank Fees	14,049.22	12,450.00	-1,599.22	(0.14)	
421200	Postage	6,699.32	7,600.00	900.68	0.13	
421300	Telephone/Fax	18,369.69	21,277.50	2,907.81	0.14	
421400	Conference/Education	60,683.34	59,780.00	-903.34	(0.03)	
421500	Memberships	25,314.20	27,547.00	2,232.80	0.10	
421600	Health Insurance	442,086.22	432,488.67	-9,597.55	(0.02)	
421700	Maintenance/Utilities	53,628.85	50,134.58	-3,494.27	(0.08)	
421800	Rent	107,150.88	180,276.00	73,125.12	0.61	
421900	Computer	161,406.54	187,325.91	25,919.37	0.16	
	Subtotal Administration Expenses	916,731.85	996,867.03	80,135.18	0.09	
Program						
422100	Rental Municipal	33,497.47	38,673.97	5,176.50	0.17	
422200	Rental Commercial	157,043.47	111,436.00	-45,607.47	(1.33)	
422300	Program Development	13,273.67	20,300.00	7,026.33	0.73	
422400	Program Supplies	119,844.90	90,911.00	-28,933.90	(0.41)	
422500	Commercial Transportation	127,204.58	118,629.96	-8,574.62	0.00	
422600	Mileage	24,867.21	22,000.00	-2,867.21	(0.36)	
422700	Transportation Maintenance	134,939.40	76,823.80	-58,115.60	(0.94)	
422800	Gas/Tolls	77,801.62	97,500.00	19,698.38	0.46	
422900	Printing	52,527.08	32,630.00	-19,897.08	(1.31)	
423100	Public Awareness/Subscriptions/Ads	26,910.44	19,249.76	-7,660.68	(0.28)	
424400	Independent Contractors	0.00	67,662.00	67,662.00	1.50	
	Subtotal Program Expenses	767,909.84	695,816.49	-72,093.35	(0.24)	
Salary						
424100	Full-Time Salaries	2,127,749.84	2,463,053.95	335,304.11	0.16	
424200	Part-Time Salaries	616,257.25	822,329.79	206,072.54	0.70	
424300	Payroll Processing	29,344.69	1,780.00	-27,564.69	(2.15)	
424500	Car Allowance	7,860.00	7,800.00	-60.00	(0.01)	
	Subtotal Salary Expenses	2,781,211.78	3,294,963.74	513,751.96	0.21	
Liabilities						
441000	Liabilities	84,003.44	67,800.00	-16,203.44	(0.13)	
442000	Audit	8,750.00	9,175.00	425.00	0.06	
442100	FICA	235,496.86	299,906.36	64,409.50	0.30	
442200	IMRF	173,012.63	248,603.55	75,590.92	0.29	
	Subtotal Liabilities Expenses	501,262.93	625,484.91	124,221.98	0.21	
Inclusion						
450000	Inclusion (Salary+ Expenses)	449,874.37	632,220.84	182,346.47	0.39	
	Inclusion Salaries		627,160.84			
	Inclusion Expenses		5,060.00			
	Subtotal Inclusion Expenses		632,220.84	632,220.84	1.35	
Capital						
460000	Capital	30,740.86	388,411.66	357,670.80	1.22	
	Additional Capital from ACP FY2021			0.00		
	Subtotal Capital Expenses	480,615.23	388,411.66	-1,172,238.11	4.01	
	Total Expenses	5,447,731.63	6,633,764.67	1,186,033.04	0.24	
Budget Summary						
	Total Income	5,597,007.32	6,141,846.23	544,838.91	0.10	
	Total Expenses	5,447,731.63	6,633,764.67	1,186,033.04	0.24	
	Net Balance	149,275.69	-491,918.44	-641,194.13	(2.52)	
Total Transfer Needed						
	Capital Reserve Transfer		388,411.66	388,411.66		
	Reserve Transfer		103,506.78	103,506.78	0.35	
	Total Transfer		491,918.44	491,918.44	1.68	
	Proposed FY2022		0.00			

Capitla Improvement Plan

Capital Areas	Fleet Name	Capital Type	ACP 2021	ACP 2022	ACP 2023	ACP 2024	ACP 2025	2026	Total 5 year Capital Expenditure
Vehicles/Maintenance		Bus Type - Year							
		501 26 passenger- accessible 2007				\$150,000.00			
		502 20 passenger- accessible 2006		\$105,500.00					
		503 20 passenger- accessible 2018							
		506 14 passenger- non-accessible 2006	\$82,500.00						
		507 26 passenger- accessible 2016						\$150,000.00	
		508 14 passenger- accessible, IDOT 2010			Return to IDOT				
		509 14 passenger- accessible 2011				\$80,000.00			
		510 14 passenger- accessible, IDOT 2016							
		511 14 passenger- accessible, IDOT 2017							
		512 14 passenger- accessible 2018							
		513 Minivan (6 passengers) 2008	\$72,250.00						
		514 14 passenger- accessible 2010			\$95,000.00				
		515 14 passenger- accessible, IDOT 2012				Return to IDOT			
		516 14 passenger- accessible 2012			\$95,000.00				
		518 14 passenger- accessible, IDOT 2008	Return to IDOT						
		519 14 passenger- accessible 2006	\$82,500.00						
		520 14 passenger- accessible 2008		\$82,500.00					
		521 14 passenger- accessible 2009		\$82,500.00					
		522 14 passenger- accessible 2011			\$80,000.00				
		523 14 passenger- accessible 2018							
		524 14 passenger- accessible 2017							
		525 14 passenger- accessible 2016					\$80,000.00		
		526 14 passenger- accessible, IDOT 2017							
	Gigabyte	14 passenger- accessible, IDOT - NEW	0.00						
		14 passenger- accessible NEW	SLSF						
		14 passenger- accessible - NEW		SLSF					
		14 passenger- accessible NEW					SLSF		
		14 passenger- accessible NEW				SLSF			
		Transit - Accessible NEW			SLSF				
		Maintenace Contingency					75,000.00	75,000.00	
Vehicles/Maintenance Total			# 237,250.00	270,500.00	270,000.00	230,000.00	155,000.00	225,000.00	1,162,750.00
Technology/Hardware									
		Computer lease (\$1,120/mo x 12 mo)- 48 mo. Lease	# 11,038.32	11,038.32	11,038.32	14,000.00	14,000.00	14,000.00	
		Server	# 0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
		iPads	# 3,385.39	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
		Printer Lease	18,503.11	15,164.64	15,164.64	15,164.64	15,164.64	15,164.64	
		Printer replacements	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	
		Hardware replacements (laptop, switch, monitors)	5,500.00	18,629.00	7,900.00	7,900.00	7,900.00		
		PowerDMS	# 8,481.54	0.00	0.00	0.00	0.00		
			# 0.00					16,000.00	
			# 0.00					4,500.00	
Technology/Hardware Total			# 49,108.36	54,531.96	43,802.96	46,764.64	46,764.64	59,364.64	240,972.56
Building/Maintenance									
		RMCC - Storage & Office Space	# 0.00	0.00	51,000.00	0.00	0.00	51,000.00	
		Hanover Park Maintenance (Paid every 3 years)	9,936.00	0.00	0.00	9,936.00	0.00		
		HP Sensory Room Maintenance	0.00		2,000.00		1,500.00		
		HP Sensory Garden Maintenance	0.00						
		Rolling Meadows Maintenance (Paid for needs)	21,000.00	6,000.00	0.00	0.00	17,379.00		
		RM Sensory Room	0.00		1,500.00			21,000.00	
		RM Dream Lab	0.00		8,276.00	16,939.00		300.00	
		Mount Propsect Maintenance (Paid every 3 years)	0.00	9,099.00	11,749.00	0.00	6,580.00		
		MP Sensory Room	0.00						
		Wheeling Maintenance (Paid every 3 years)	0.00	8,098.20					
		WH Sensory Room	0.00					23,000.00	
		Buffalo Grove Cleaning	4,194.00	4,194.00	4,194.00	4,194.00	4,194.00		
		Hoffman Estates Maintenance (Paid every 3 years)	0.00	0.00	12,698.60	0.00	0.00		
		Fire Box (Being evaluated for replacement)	# 0.00	9,605.30	0.00	0.00	0.00		
		HVAC (6 RTU being evaluated for replacement)	# 11,066.00	5,000.00	5,000.00	12,500.00	12,500.00	12,500.00	
		Other infrastructure	# 1,750.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
		Office Update*	39,000.00	3,600.00		0.00	0.00		
Building/Maintenance Total			# 86,946.00	46,596.50	97,417.60	44,569.00	43,153.00	108,800.00	318,682.10
Projects									
		Hoffman Estates Construction Costs	250,000.00						
		Hoffman Estates Contingency Costs	110,000.00						
		Buffalo Grove Sensory Room	0.00		80,000.00				
		Safety Equipment	0.00	15,973.20					
		Security Camera Project	# 14,441.50						
		ADA Transition Plan	# 42,768.00						
Projects Total			# 417,209.50	15,973.20	80,000.00	0.00	0.00	0.00	513,182.70
Annual Totals			# 790,513.86	387,601.66	491,220.56	321,333.64	244,917.64	393,164.64	2,235,587.36
5 yr Grand Total								2,235,587.36	

IX. New Business

[Return to home](#)

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: Installation of Officers
Date: December 8, 2021

Motion:

A motion to approve the following installation of officers for the upcoming Fiscal Year of January 1, 2022 to December 31, 2022:

Installation of Officers:

1. Chairman; Christina Ferraro
2. Vice Chairman/Finance Committee Chair; Craig Talsma
3. Organizational Treasurer; Kevin Romejko
4. Personnel Committee Chair; Bob O'Brien

The Executive Committee is comprised of the Chairman, Vice Chairman, Personnel Committee Chair, Organizational Treasurer and the Past Chair.

Date: December 8, 2021

To: NWSRA Board of Directors

From: Tracey Crawford, Executive Director

Re: Bank Resolutions R2021-3

In September and October of 2021, two of NWSRA's Superintendents resigned from their positions. These positions were filled in October of 2021. Due to the resignations and the hiring of the positions, new signature cards are required. Signing authority will be assigned to the Executive Director of NWSRA, Organizational Treasurer of NWSRA/SLSF and the Administrative team made up of the two Superintendents of Recreation, Superintendent of Administrative Services, Superintendent of Development and Superintendent of Marketing and Communications.

Motion:

A motion to approve the following bank resolutions as indicated below:

- A. **Village Bank and Trust** - Resolution R2021-3 approving two signatures of these signers for the following accounts:
 - 1. **Business Checking:** Approving signature for checks up to \$5,000 to be signed by Tracey Crawford, Executive Director and/or Kevin Romejko Organizational Treasurer, or Darleen Negrillo, or Andrea Griffin, or Rachel Hubsch, or Tom Draper or Anne Kiwala, Superintendents; and those checks over \$5,000 to be signed by Tracey Crawford, Executive Director and Kevin Romejko, Organizational Treasurer.
 - 2. **Money Market Max Safe:** Tracey Crawford, Executive Director, and Kevin Romejko, Organizational Treasurer, Darleen Negrillo Superintendent of Administrative Services.

- B. **IPDLAF+/US Bank Investment Holding Account** - Resolution approving Tracey Crawford, Executive Director, Kevin Romejko, Organizational Treasurer, authorized Persons on the NWSRA Investment Holding Account.

Date: December 8, 2021

To: NWSRA, Board of Trustees

From: Tracey Crawford, Executive Director

Re: Destruction of Certain Verbatim Recordings of Closed Session Meetings

During the last review of the Closed Session Minutes, recommendations for release of closed session minutes also brought to light the destruction of the recordings for those minutes. The Park District Code outlines that destruction may take place by resolution, 18 months after approval.

Attached to this memo please find Resolution R2021-04 outlining the Destruction of Certain Verbatim Recordings of Closed Session Meetings, Exhibit A – outlining what will be destroyed and the Secretary Certificate.

MOTION:

A motion to approve the Resolution R2021-04 as presented.

**NORTHWEST SPECIAL RECREATION ASSOCIATION
A RESOLUTION PROVIDING FOR THE DESTRUCTION
OF CERTAIN VERBATIM RECORDINGS OF
CLOSED SESSION MEETINGS
RESOLUTION R2021-04**

WHEREAS, the Board of Directors of Northwest Special Recreation Association (“Board”) has maintained verbatim recordings of all closed session meetings of Northwest Special Recreation Association in accordance with and as required by Section 2.06 of the Open Meetings Act (5 ILCS 120/1 *et seq.*) (the “Act”); and

WHEREAS, the Act allows verbatim records of closed meetings or closed sessions of open meetings (“Closed Session Meetings”) to be destroyed without notification to, or the approval of, a records commission under the Local Records Act, no less than 18 months after the completion of the meeting recorded, but only after:

1. The Board approves the destruction of a particular recording; and
2. The Board approves minutes of the closed session meeting that meet the written minutes requirements of subsection 2.06 (a) of the Act; and

WHEREAS, the Association wishes to destroy certain verbatim recordings of Closed Session Meetings as permitted under the Act.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Northwest Special Recreation Association, Cook County, Illinois, as follows:

SECTION 1: The foregoing findings and recitals, and each of them, are hereby adopted as Section 1 of this Resolution and are incorporated by reference as if set forth verbatim herein.

SECTION 2: The Board has approved minutes for all of the Closed Session Meetings set forth in Exhibit A, attached hereto and incorporated by reference herein.

SECTION 3: The Board hereby authorizes the destruction of all verbatim recordings of the Closed Session Meetings identified in Exhibit A, and hereby direct Association staff to destroy said verbatim recordings on the destruction dates set forth in Exhibit A, or as soon thereafter as practicable.

SECTION 4: This Resolution shall be in full force and effect from and after its passage as provided by law. All prior resolutions, motions and orders in conflict herewith are hereby repealed, to the extent of such conflict.

Adopted this 8th day of December 2021, by roll call vote as follows:

AYES:

NAYS:

ABSENT:

Bret Fahnstrom, Chairman
NWSRA Board of Directors

ATTEST:

Tracey Crawford, Secretary
NWSRA Board of Directors

EXHIBIT A

Closed Session Verbatim Recordings Destruction Schedule

Meeting Date	Subject Matter	Minutes Approved Date	Destruction Date
11/24/2003	Personnel with no Detail	12/2003	February 2022
7/28/2004	Personnel with no Detail	09/2004	February 2022
12/13/2006	Policy Change	01/2006	February 2022
11/2011	Personnel with no Detail	12/2011	February 2022
07/2013	Semi Annual Review of Minutes	09/2013	February 2022
05/2014	Semi Annual Review of Minutes	07/2014	February 2022
05/2015	Semi Annual Review of Minutes	07/2015	February 2022
07/2016	Participant Incident - no detail	09/2016	February 2022
05/2017	Semi Annual Review of Minutes	07/2017	February 2022
05/2018	Semi Annual Review of Minutes	07/2018	February 2022
05/2020	Semi Annual Review of Minutes	07/2020	February 2022

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Tracey Crawford, do hereby certify that I am the Secretary of the Board of Directors of the Northwest Special Recreation, Cook County, Illinois and as such, I am keeper of the records, ordinances, files and seal of said Association; and

I HERBY CERTIFY that the foregoing instrument is a true and correct copy of:

**A RESOLUTION PROVIDING FOR THE DESTRUCTION
OF CERTAIN VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS**

adopted at a duly called Regular Meeting of the Board of Directors of the Northwest Special Recreation at the Park Central Administrative Building, 3000 W. Central Road, Rolling Meadows IL, 60008 at 10:30 am on the 28th day of July 2021.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Northwest Special Recreation Association at Rolling Meadows, Illinois, this 8th day of December 2021.

Tracey Crawford

[SEAL]

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: Appointment of Legal Council
Date: December 8, 2021

Motion:

A motion to approve the following Legal Council appointments:

- A. Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD – Steve Adams

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: Appointment of Director, Tracey Crawford
Date: December 8, 2021

Motion:

A motion to approve the Appointment of Tracey Crawford as Executive Director of NWSRA.

Date: December 17, 2021

To: NWSRA Board of Directors

From: Tracey Crawford, Executive Director

Re: Mission, Vision Values

During the summer of 2021 Campfire Concepts conducted focus groups for the NWSRA Strategic Planning Process. During this time the current Mission, Vision and Values statements for NWSRA were reaffirmed. Below are each statement for your review:

Mission Statement

We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

Vision Statement

To be a leading force, creating greater options that enrich the life experiences of the participants, families and communities we serve.

Core Values

- Teamwork: Support each other and work together
- Respect: Be open, honest and kind
- Enthusiasm: Exceed expectations
- Collaboration: Combine resources to achieve common goals
- Communication: Listen, share and adapt

Motion:

To approve the Mission, Vision and Values as presented.

Date: November 17, 2021

To: NWSRA Board of Directors

From: Tracey Crawford, Executive Director

Re: Vehicle Bid Summary – Two 14 Passenger - Accessible Shuttle Buses and
One 13 Passenger – Accessible Mini-Bus

Request for vehicle bids was published in the Daily Herald. Two vendors returned sealed bid specifications for an accessible shuttle bus, which were opened on November 15, 2021. NWSRA staff that attended the bid opening were Josh Ruston, Operations Coordinator and Darleen Negrillo, Superintendent of Administrative Services. Please see a synopsis of the information listed below:

Company	Vehicle 1 & 2	Price	Vehicle 3	Price	Seating
Best Bus Sales	Glaval Universal E450	\$89,400	Glaval E450 Transit	\$84,100	14 seats or 3x3 WC/Seats
Central States Bus Sales, Inc.	Ford E450 Eldorado	\$86,300	MicroBird T Series Transit	\$79,700	11 seats or 3x3 WC/Seats
Central States Bus Sales, Inc.	MicroBird G5 E450	\$83,700			

Warranty Comparison Chart 14 Passenger Bus

	Chassis	Exterior Body	Interior Modifications	Engine/Drive Train	Rust Proofing	Wheelchair Lift
Best Bus Sales	3 years 36,000 M Ford	5 years 100,000 M Glaval	5 years 100,000 M Glaval	5 years 60,000 M Ford	2 years Glaval	Part 3 y-10,000 cycles Labor 1 y-3,000 cycles Braun
Central States Bus Sales	3 years 36,000 M Ford	3 years 36,000 M Eldorado	3 years 36,000 M Eldorado	5 years 100,000 M Ford	1 year 12,000 M Eldorado	3 years 10,000 cycles Braun

13 Passenger Mini Bus

	Chassis	Exterior Body	Interior Modifications	Engine/Drive Train	Rust Proofing	Wheelchair Lift
Best Bus Sales	3 years 36,000 M Ford	5 years 100,000 M Glaval	5 years 100,000 M Glaval	5 years 60,000 M Ford	2 years Glaval	Part 3 y-10,000 cycles Labor 1 y-3,000 cycles
Central States Bus Sales	3 years 36,000 M Ford	3 years 36,000 M MicroBird	3 years 36,000 M MicroBird	5 years 100,000 M Ford	1 year 12,000 M MicroBird	3 years 10,000 cycles Braun

*Preferred Warranty Specifications in bold and highlighted in yellow.

14 Passenger Bus

	BEST BUS SALES GLAVAL	CENTRAL STATES BUS SALES ELDORADO	CENTRAL STATES BUS SALES MICROBIRD
Warranty (Standard)	5 years 100,000 Miles	3 years 36,000 Miles	3 years 36,000 Miles
Flooring	5/8" Marine Tech Plywood	5/8" Marine Tech Plywood	5/8" Spruce CSA/Not Flat Floor
Entry Step Construction	Galvanized Steel – 3 steps to flat floor	Galvanized Steel – 3 steps to flat Floor	Galvanized Steel – 3 steps to 1 step to Flat Floor
Sidewalls	Straight	Straight	
Wheelchair Lift	#800 lift – 33"x51" Grate Platform	#800 lift – 33"x51" Grate Platform	#800 lift – 33"x51" Grate Platform
Tie-Downs	QRT 360 retractor Slide-n-Clip	QRT 360 retractor Slide-n-Clip	QRT Max retractor Slide-n-Clip
Reverse Options	Echo Vision Camera with rearview Mirror/Monitor	Rosco Camera Back-up Camera with rearview Mirror/Monitor	Rosco Back-up Camera-display not specified
Fuel	Unleaded Fuel	Diesel Fuel	Diesel Fuel
Repair PU & Delivery	Free for repair & maintenance	Free for first 30 days	Free for first 30 days
Delivery	Late Summer 2022	6-8 months from order date	6-8 months from order date
State Safety Lane Requirements	Free Pick up and Deliver every 6 months for Safety Lane Checks	Not offered	Not offered

13 Passenger Mini Bus

	BEST BUS SALES GLAVAL	CENTRAL STATES BUS SALES MICROBIRD
Warranty (Standard)	5 years 100,000 Miles	3 years 36,000 Miles
Flooring	5/8" Marine Tech Plywood/Flat Floor	5/8" Spruce CSA/Not Flat Floor
Entry Step Construction	Galvanized Steel	14 Gauge Aluminum Floor
Sidewalls	Straight	Straight
Wheelchair Lift	#800 lift – 33"x51" Grate Platform	#800 lift – 33"x51" Grate Platform
Tie-Downs	QRT 360 retractor Slide-n-Clip	QRT 360 retractor Slide-n-Clip
Reverse Options	Echo Vision Camera with rearview mirror/Monitor	Standard Rosco BU Camera 4.3" display screen
Repair PU & Delivery	Free for repair & maintenance	Free for first 30 days
State Safety Lane Requirements	Free Pick up and Deliver every 6 months for Safety Lane Checks	Not offered

Summary:

Analysis of the bid specifications submitted by the vendors indicated little variance in floor plan and construction. There was a difference in price, warranty, and specific requested requirements identified. Each of the vehicles met industry safety standards. However, it should be noted that Central States Bus Sales submitted bid alternatives to the bid specifications requested.

- **Best Bus Sales** provides a:
 - 5 year/100,000 mile warranty for the interior modifications and exterior body for a Glaval
 - 2 year warranty for rust proofing for a Glaval

- **Central States Bus Sales** provides a:
 - 3 year/36,000 mile warranty for the interior modifications and exterior body for a Eldorado
 - 1 year/12,000 miles for rust proofing for a Eldorado
- **Safety Lane Requirements and Free Pick-up & Delivery:**
 - Best Bus’s offer for pick-up & delivery for any repairs, whether warranty related or not is pivotal to ensuring that the fleet is maintained, as needed.
 - Best Bus also takes all vehicles to complete the state required Safety Lane every six (6) months for each vehicle.
 - Central States is offering Pick-up and Delivery for warranty repairs only for the first 30 days. After the initial time, NWSRA would be charged for pick-up and delivery and/or have to take buses to Central States warranty Service Center which is over an hour away.

With the amount of vehicles in NWSRA’s fleet, having the service company pick-up and delivery for all service is a great benefit to NWSRA and does not require multiple staff to be removed from programs and services to drive buses to and from the service center. Below is a chart showing how many buses were at the service garage each month for the last 12 months.

	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
# of Buses in for Service	8	1	3	4	11	8	13	3	8	8	19	6

14 – Passenger Summary

Staff recommend the Best Bus Sales 14 – passenger Glaval Bus over the Central States Bus Sales 14 - passenger Eldorado & 14 – passenger MicroBird buses. Despite the vehicle costing more but offers a better warranty at 5 years/100,000 miles, an upgraded rearview/backup option, free pick-up/deliver of the vehicle for all repairs and maintenance, flat floors throughout the vehicle and pick and delivery services for state safety requirements every 6 months.

13 – Passenger Summary

Staff recommend the Best Bus Sales 13 – passenger Glaval Mini Bus over the Central States Bus Sales 13- passenger MicroBird bus. Despite the vehicles costing more the 5 year/100,000 miles warranty, 3-year parts or 10,000 cycles and labor for 1 year 3,000 cycles, upgraded review camera system, flat floors throughout the vehicle and pick and delivery services for state safety requirements every 6 months, more seating and free pick-up & delivery of the vehicle for all service, repairs and maintenance outweighs the costs difference.

Recommendation:

Staff recommends accepting the bid from Best Bus Sales for the purchase of two (2) 2023 Glaval Universal, price not to exceed \$178,800 and one (1) 2023 Ford E 450 Transit Mini Bus, price not to exceed \$84,100.

Motion:

1. A motion to approve the vehicle bid from Best Bus Sales for two 14-passenger accessible buses at \$89,400 each for a total budget impact of and price not to exceed \$178,800.
2. A motion to approve the vehicle bid from Best Bus Sales for one 13-passenger accessible mini-bus, price not to exceed \$84,100.

X. Information /Action Items

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DATE: December 3, 2021
TO: NWSRA Board of Directors
FROM: Tracey Crawford, Executive Director
RE: 2021 Accident/Incident Summary

Attached is the vehicle accident and employee injury summary for 2021, comparing it to the last four years (as reported through the end of November), based on all incidences reported within the agency, including those not sent to PDRMA.

Staff is happy to say there are no significant or major incidents to report. Both vehicle incidents and employee injuries have remained the same over the last few years.

DATE: December 3, 2021
 TO: Tracey Crawford, Executive Director
 FROM: Darleen Negrillo, Superintendent of Administrative Services
 RE: Accident/Incident Summary

Below is the vehicle accident and employee injury summary for 2021. Staff compared the data to the last four years (as reported through the end of November). The findings are based on all incidences reported within the agency, including those not sent to PDRMA.

VEHICLES	2017	2018	2019	2020	2021	TOTAL
Backing/Parking/Turning	3	2	0	0	1	6
Not Paying Attention to Lights	0	0	0	0	0	0
Rear Ended	0	0	0	0	0	0
Driving Too Close	0	1	5	2	0	8
Miscellaneous	2	2	0	0	3	7
Total	5	5	5	2	4	21

EMPLOYEE INJURY	2017	2018	2019	2020	2021	TOTAL
Slip/Trip/Fall	2	2	1	1	3	9
Lifting/Transferring/Back	1	0	0	0	0	1
Equipment Usage	1	0	0	0	1	2
Confined Spaces/Awareness of Environment	0	1	0	0	0	1
Vehicle Usage	0	0	0	0	0	0
Miscellaneous	1	4	0	2	0	7
Sub Total	5	7	1	3	4	20

Participant Bite	16	15	11	1	3	46
Participant Hit/Scratch/Push/Kick	18	19	31	7	14	89
Participant Safety Rules	0	0	1	1	2	4
Sub Total	34	34	43	9	19	139

EMPLOYEE INJURY TOTAL	39	41	44	12	23	159
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VEHICLES - 2021 resulted in more Vehicle Accidents than 2020. Yet, the amount is lower than in previous years when we were not in Covid restricted transportation.

EMPLOYEE INJURY- 2021 resulted in a slight rise in employee injuries due to the increase in in-person programs from the limited programs offered in 2020.

Full-Time vs. Part-Time Breakdown

OVERALL INJURIES	Full-Time	Part-Time
Slip/Trip/Falls	67%	33%
Lifting/Transferring/Back	N/A	N/A
Equipment Usage	N/A	100%
Confined Spaces/Awareness of Environment	N/A	N/A
Vehicle Usage	N/A	N/A
Miscellaneous	100%	0%
Participant Behavior	26%	74%

XII. Action as a result of Closed Session

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**NORTHWEST SPECIAL RECREATION ASSOCIATION
RESOLUTION NO. R2021-5**

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

WHEREAS, Section 2.06(d) of the Open Meetings Act, 5 ILCS 120/2.06(d), requires the Board of Park Trustees (“Agency Board”) of the Northwest Special Recreation Association (“Agency”) to meet periodically, but no less than semi-annually, to review the minutes of all closed meetings and to determine and thereafter report in open session whether (i) the need for confidentiality still exists with respect to all or parts of those minutes, or (ii) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of Northwest Special Recreation, Cook County, Illinois, as follows:

1. The foregoing preambles to this Resolution are hereby incorporated by this reference in, and made a part of, this Resolution.

2. The Agency Board, having met periodically but not less than semiannually to review all previously unreleased closed session meeting minutes, hereby determines as of the date of this resolution that the following sets of closed session minutes, or portions thereof, no longer require confidential treatment and are available for public inspection:

A.

3. The Agency Board hereby further determines that the need for confidentiality still exists as to all closed session minutes, or portions thereof, not listed in Section 2 above, and the same shall not be released for public inspection.

4. This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 8th day of December 2021 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

Bret Fahnstrom, Chairman,
Board of Trustees

ATTEST:

Tracey Crawford, Recording Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Tracey Crawford, do hereby certify that I am the Secretary of the Board of Trustees of Northwest Special Recreation Association, Cook County, Illinois and as such, I am keeper of the records, files and seal of said Agency; and

I HERBY CERTIFY that the foregoing instrument is a true and correct copy of:

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

adopted at a duly called Regular Meeting of the Board of Trustees of Northwest Special Recreation Association held at Chandlers Banquets, Schaumburg, IL at 10:30 a.m. on this 8th day of December 2021.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Agency Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Northwest Special Recreation Association at Rolling Meadows, Illinois, this 8th day of December 2021.

Tracey Crawford

[SEAL]