

**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 16TH DAY OF NOVEMBER, 2016 AT 10:30 A.M.**

Trustee Stein called the meeting to order at 10:30 a.m. Director Crawford took roll call. The following members of the Board were present: Rick Hanetho, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Rick Wuhlbecker, Hanover Park Park District; Greg Kuhs, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Amy Charlesworth, Rolling Meadows Park District; Patti Mitchell, River Trails Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District and Dennis Stein, Streamwood Park District

Absent: Dean Bostrom, Hoffman Estates Park District; Robert Dowling, Inverness Park District; Mike Clark, Palatine Park District; 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 Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

None

Public Comment

None

Agenda

Trustee Stein asked for a motion to approve the agenda dated November 16, 2016. Trustee Charlesworth made the motion and Trustee Kuhs seconded the motion to approve the agenda dated November 16, 2016. Upon voice vote the motion carried.

Approval of Consent Agenda

Trustee Stein asked for a motion to approve the Consent Agenda of November 16, 2016. Trustee Charlesworth made the motion and Trustee LaFrener seconded the motion to approve the Consent Agenda dated November 16, 2016. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Correspondence

Written

Executive Director Crawford presented the following correspondence:

1. Congratulatory letter from Peter Murphy to Tracey Crawford on her induction into the American Academy for Park and Recreation Administration.
2. Letter from PFM regarding our rebate check informing us that they were able to negotiate a larger rebate amount.
3. Email from Robbins Schwartz sending regrets that they were not able to attend Celebrate Ability. They sent a \$150 check to support the event and hope to make the events in the future.

Oral

None

Staff Reports

Superintendent Griffin informed the Board of our collaboration with Amita Health Autism Spectrum and Developmental Disorders Resource Center. The collaborative is called Safety for Yourself and is offered at Alcott Center in Buffalo Grove and Amita Health Hospital Gym in Hoffman Estates. This program has been designed to develop mind, body and spirit while teaching new avenues of overcoming physical and mental limitations. Participants have gained self-confidence while learning self-control, discipline, strengthening themselves mentally and physically. Amita Health has invited NWSRA to meet with them to discuss the creation of an adult day program.

Marketing & Communication Report

Superintendent Selders informed the Board that he has been very busy marketing the new Adult Day Program that will be located at Hanover Park Park District. He also mentioned that the brochure is updated and about ready to go to print. Social Media has been constantly updated and posts have been shared to create an even larger viewer base. Invitations have been sent for the Snoezelen Room Ribbon Cutting. Congratulations to Andrea, Nanette and Cathy on all their hard work.

SLSF Updates

Superintendent Sowa informed the Board that Celebrate Ability was a great success. SLSF budgeted to raise \$286,629 in 2016 but actually raised \$273,293, and with the success of Celebrate ability that amount can be increased by approximately \$86,000. She was happy to report that the Snoezelen Room is installed and training for that has begun. SLSF has received \$50,000 in grant money for the room and SLSF received a \$10,000 grant from ESPN due to the networking of SLSF Board Member Johnathon Salk. SLSF finished off the Golf season making all its goals and looks forward to Celebrate Ability and the Gold Medal Fashion Show. SLSF continues to try and reach out to larger local corporations with volunteer opportunities to ensure a relationship with SLSF. The Holiday Luncheon is December 14 at Chandlers in Schaumburg. Please use the proved invitations for people that are continued supporters.

Director Update

Executive Director Crawford spoke to the Board about her gratitude to her team. NWSRA has had a very challenging year. She challenged the team and took on PDRMA Review, Strategic Planning, Distinguished Agency Accreditation and the new FLSA standards. Director Crawford also reported that Celebrate Ability has curtained morphed into Gala status. The setup and especially the electronic bidding for silent auction items has help make this a smooth running and highly successful event.

Old Business

Health Survey Update

Executive Director Crawford has updated all information and it is available to all the Directors.

Merit Survey Update

Executive Director Crawford has updated all information and it is available to all the Directors.

New Business

Day Camp Transportation Bid

Superintendent Finger informed the Board of the bids received for camp transportation. Two bids were received on October 13, 2016. Those bids were from First Student and Grand Prairie Transit. NWSRA has used both of these companies in the past with no issues. It is the recommendation of the Superintendent and the staff to award the bid to Grand Prairie Transit which is the lower bid at \$58,383.50. Superintendent Finger asked for a motion to approve the Camp Transportation Bid outlined by Grand Prairie Transit as presented. Trustee Hanetho made the motion and Trustee Kuhs seconded the motion as presented. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Recognition of Employee Longevity

At this time Trustee Stein recognized Brian Selders, Superintendent of Communications & IT for his 10 years of service.

14 Passenger Vehicle Bid

Superintendent Breitlow presented to the Board three bids for the purchase of a 14 passenger vehicle. She explained her detailed comparison chart and laid out the differences in warranty, construction, step construction, rear cap, wheelchair lift, and sidewalls. All the bid prices were very close. She then made the recommendation for NWSRA to accept the bid from Best Bus Sales. Superintendent Breitlow asked for a motion to approve the Best Bus Sales bid as presented. Trustee Risinger made the

motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Surplus Ordinance #2016-5

Trustee Stein asked for a motion to approve the Surplus Ordinance 2016-5 Sale or Disposal of TV Carts and 27" Sony TV. Trustee Busby asked for the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Personnel Committee Update

Trustee Hilgers presented the Board with the recommendations of the Personnel Committee meeting. Trustee Hilgers asked for a motion to approve the minutes from the Personnel Committee meeting as presented. Trustee LaFrener made the motion and Trustee Risinger seconded the motion. Upon voice vote the motion carried.

Trustee Hilgers asked for a motion to approve the Personnel Committee recommendation to add a Pursuit 2 Adult Day Program Specialist position. Trustee Charlesworth made the motion and Trustee Kuhs seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Trustee Hilgers asked for a motion to approve the Personnel Committee recommendation to approve the salary ranges, with a 2% aging factor, as recommended by Management Association. Trustee LaFrener made the motion and Trustee Wulbecker seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Trustee Hilgers asked for a motion to approve the Personnel Committee recommendation of a 3% Merit Pool. Trustee Risinger made the motion and Trustee Kuhs seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Trustee Hilgers asked for a motion to approve the Personnel Committee recommendation to stay at the deductible of \$1,500 and to add the a la Carte option. Trustee Risinger made the motion and Trustee Busby seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Finance/Investment Committee Update

Trustee LaFrener informed the Board that the Finance/Investment Committee met on November 8, 2016. Trustee LaFrener asked for a motion to approve the Finance/Investment Committee minutes as presented. Trustee Charlesworth made the motion and Trustee Kuhs seconded the motion. Upon voice vote the motion carried.

Trustee LaFrener discussed that during the November 8 meeting it was discussed to change the policy regarding Capital Reserves. Trustee LaFrener asked for a motion to accept the recommendation of the Finance/Investment Committee to change the current Capital portion of the Fund Balance Policy from a calculation of 125% of budgeted expenditures to a three year rolling average of budgeted expenditures. Trustee Charlesworth made the motion and Trustee Busby seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Trustee LaFrenere informed the Board that the additional information in the packet is for update purposes.

IMRF Contribution Rate

Superintendent Breitlow informed the Board that NWSRA's IMRF contribution rate for 2017 will be 13.5%.

2017 Committee Assignments

Executive Director Crawford informed the Board that the 2017 Executive Committee will be as follows: Tony LaFrenere, Chairman; Diane Hilgers, Vice Chairman/Finance Committee Chair; Jay Morgan Personnel Committee Chair. She also informed the Board that Mike Clark will now be on the Special Leisure Service Foundation Board. Director Crawford asked for a motion to approve the 2017 Committee Assignments as presented. Trustee Fletcher made the motion and Trustee Kuhs seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Greg Kuhs, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Dennis Stein

NAY: None

The motion carried.

Board Meeting Schedule

Executive Director Crawford reviewed the 2017 Board Meeting schedule explaining that conferences were taken into consideration when the meetings were planned. Director Crawford asked for a motion to approve the 2017 Board Meeting Schedule as presented. Trustee Mitchell made the motion and Trustee Wulbecker seconded the motion. Upon voice vote the motion carried.

PDRMA Review

Superintendent Breitlow presented the Board with a brief overview of the PDRMA NWSRA Review. She was very happy to report that NWSRA scored a 99.92%. It was also noted that normal review time is approximately 4 days and PDRMA was happy to report that NWSRA's review was only 1.32 days.

Closed Session

None

Adjournment

After no further business, Trustee Stein asked for a motion to adjourn. Trustee Risinger made the motion and Trustee Fletcher seconded the motion to adjourn the November 16, 2016 meeting at 11:13 a.m. Upon voice vote the motion carried.


Secretary