

**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 12th DAY OF DECEMBER, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Brian Meyer, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District.

Craig Talsma, Hoffman Estates Park District, arrived at 10:32 a.m.  
Christina Ferraro, Prospect Heights Park District, arrived at 10:33 a.m.

Absent: Rita Fletcher, Robert Dowling, Dennis Stein

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

None

Public Comment

None

Agenda

Chairman Hilgers asked for a motion to approve the agenda dated December 12, 2018. Trustee O'Brien made the motion and Trustee LaFrenere seconded the motion to approve the agenda dated December 12, 2018. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Hilgers asked for a motion to approve the Consent Agenda of December 12, 2018. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated December 12, 2018. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Jim Jarog, Mike Clark, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs, Craig Talsma

NAY: None

The motion carried.

### Correspondence

Executive Director Crawford stated that Cathy Splett sent a thank you note for a gift received from the NWSRA Board of Directors for her husband's hospitalization.

### Staff Reports

None

### Old Business

#### 2019 Budget and Public Comment

Executive Director Crawford informed the Board that the 2019 budget was posted for public comment; none was received. Director Crawford asked for a motion to approve the 2019 fiscal year budget as presented by staff. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYE: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs,

NAY: None

The motion carried.

### Park District Staff Member Benefits Usage/NWSRA Member District Staff Benefits

Superintendent Griffin stated that the board packets include the park districts' offerings for 2019. After Board approval, each NWSRA staff member will select a park district as his/her home district. Superintendent Griffin will notify the park district Superintendents of Recreation as to which NWSRA employees have selected their district. NWSRA Board of Trustees' family members who have a disability are entitled to NWSRA's services.

### New Business

#### Installation of Officers

Executive Director Crawford asked for a motion to approve the installation of the following officers:

Chairman: Jay Morgan; Vice Chairman: Ryan Risinger; Organizational Chair: Amy Charlesworth; Personnel Committee Chair: Bret Fahnstrom. Trustee Talsma made the motion and Trustee O'Brien seconded the motion to approve the installation of officers. Upon voice vote, the motion was carried.

#### Recognition of Board Members

Trustee Morgan recognized Diane Hilgers for her outstanding service and accomplishments as Chairman of the Board of Trustees for NWSRA.

#### Bank Signature Cards Resolutions

Superintendent Negrillo reported that signature cards are being updated, and requested a motion to approve the new signature cards. Trustee Morgan made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYE: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs,

NAY: None

The motion carried.

#### Information/Action Items

##### Accident/Injury Summary for 2018

Superintendent Negrillo reported that there have been some minor bus accidents in the parking lot; otherwise, statistics are good. Accident process training will take place this week. Executive Director Crawford complimented the Behavior Team for the low number of incidences.

##### 2019 NWSRA Board Meetings Calendar Change

Executive Director Crawford announced changes to the Board Meeting calendar, including a cancellation of the September 18<sup>th</sup> meeting. Coordinator Vasalos has sent out cancellation notices. Director Crawford asked for a motion to approve the Board Calendar for 2019. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon voice vote the motion was carried.

Executive Director Crawford informed the Board that NWSRA has received the second grant from the Wheaton Sisters. The grant will be used for the computer lab in Rolling Meadows and a sensory garden in Hanover Park. The Snoezelen Room in Mount Prospect has been paid for in full.

#### Closed/Executive Session

At this time Executive Session was invoked to discuss Executive Session Minutes under Section 5ILCS 120/2(c)(21). Chairman Hilgers asked for a motion to convene into

Executive Session at 10:45 a.m. under Section 2(c)(1) Personnel Section and 2 (c)(21) Executive Session Review of minutes. Trustee Clark made the motion and Trustee LaFrene seconded. Upon roll being called the vote was as follows:

AYE: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrene, Jay Morgan, Jan Buchs,

NAY: None

The motion carried.

The Regular Session meeting reconvened at 10:53 am.

Action Taken on Executive Session

Chairman Hilgers called for a motion to approve Resolution R2018-13 to not release any Executive Session Minutes as presented. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

Upon roll being called the vote was as follows:

AYE: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrene, Jay Morgan, Jan Buchs,

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Clark made the motion and Trustee LaFrene seconded the motion to adjourn the December 12, 2018 meeting at 10:54 am. Upon voice vote, the motion carried.

Secretary

