

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT NWSRA ADMINISTRATIVE OFFICES AT
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 28th DAY OF SEPTEMBER 2022 AT 10:30 A.M.**

Chairman Ferraro called the meeting to order at 10:50 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; Tiffany Greene, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine 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;

Absent: Robert Dowling and Jan Buchs

Also present: Tracey Crawford, Executive Director; Tom Draper, Superintendent of Communications and Marketing; Anne Kiwala, Superintendent of Development; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Bob Tannehill and Mike Davis, Finance Team (L & A); Jordan Ross, Inclusion Coordinator; Sean Skala, Recreation Specialist; Steve Adams (Attorney)

Introduction of Guests

Chairman Ferraro introduced the guests and their perspective Superintendents each gave a brief introduction.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated September 28, 2022. Director LaFrener made the motion and Director Janda seconded the motion to approve the agenda dated September 29, 2021. Upon voice vote the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of September 28, 2022. With the following changes: Change to the warrant for the August 2022 warrant \$754,870.45 subtracting \$71,041.14 as the Bus company will be refunding the \$71,041.14 due to an over payment. As well as the removal of Craig Talsma from the approval of Resolution R2022-3 from the July minutes as he was not present and removal of extra pages from the consent agenda, as well as the replacement of the Profit and Loss statement to the updated version. Director O'Brien made the motion and Director Fahnstrom seconded the motion to approve the amended Consent Agenda dated September 28, 2022, as presented. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Director LaFrener inquired about the P & L pages reflection of full MDAA payments. Director Talsma explained that when the invoices were put into QuickBooks they were put in as they were paid already when that was not the case. The new P & L reflects the proper financials.

Correspondence

Director Crawford reviewed the Correspondence.

Staff Reports

Program Report

Superintendent Griffin shared information from the overnight trips at Wisconsin Dells and Lake Geneva. She explained how these types of trips give well needed respite to our parents. These trips allow for participants learn social skills and money management skills.

Marketing and PR Report/Outreach

Superintendent Draper reported that the fall brochures were sent out on August 1 and the newsletter was sent on August 31. Director LaFrener gave staff kudos for the beautiful transformation that was made to the Vogelei House. Director Talsma echoed the comments and is very happy that PURSUIT has the sixth location. Director O'Brien agreed and was very happy to add that the same transformation occurred at the Sensory Playground.

SLSF

Superintendent Kiwala reported that all golf outings are complete and brought in about \$150,000. Staff are currently working on the Celebrate Ability Gala working with committees to put the final touches on the event. The Palatine Public Library will have a readathon that will benefit SLSF. If patrons of the library read a designated number of books a donation will be made to SLSF.

Director's Report

Executive Director Crawford informed the Board that she flew to the ATRA Conference as President and was accompanied by Superintendents Griffin and Hubsch. This conference gives staff access to colleges and universities for potential staff and additional learning opportunities. The main topic of the conference was staffing as well as the diversity equity and inclusion section, allowing agency's that host diverse interns. It was reported that 42% of staff is resigning due to mental health and the number of hours they are putting in, making work life balance too hard. People with disabilities are usually the last jobs filled as it can be more challenging. has been posting openings with the ATRA job board. Will be rolling out a program opportunity for Full Time Staff allowing them to be paid for extra hours (over their normal 45 hours weekly – outside normal duties) as a part time staff for NWSRA. This will be effective through the end of the year. Director Talsma asked to have legal review the matter. Atty Adams will review. Director Fletcher and Director Fullerton do this at their perspective districts as their attorneys have already approved this. Director Talsma asked for Atty. Adams to work with Laner Muchin. Atty. Adams will report back to the Board.

Superintendent Negrillo arrived.

Old Business

NWSRA Programming Space 6

Superintendent Griffin reported that Hoffman Estates will be open to clients starting Monday. Individuals will be transferred to the new site and trials will start immediately for new clients.

2023 Member District Annual Assessment Approval

Executive Director Crawford stated that NWSRA has received 16 approved Resolutions of the MDAA from member districts. Chairman Ferraro called for a motion to approve the 2023 Member District Annual Assessment. Director LaFrener made the motion and Director O'Brien seconded the motion the motion to approve the MDAA as presented. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

New Business

Bus Bid

Superintendent Negrillo reported that an RFP was sent for the purchase of two more buses. The major difference in the bids received was the warranty and cost. Director Talsma wanted to ensure that buying now will have to be carried over to next years budget unless paid and received in FY2022. He asked staff to look into purchasing through co-ops. He also asked that budgeted amounts be included in memos with budget impact noted as well. Director Crawford will send a survey for co-op opportunities to share with the entire Board. Director Crawford called for a motion to approve the purchased of the bus bid as presented by staff. Director Janda made a motion and Director LaFrener seconded the motion to approve the Bus Bid as presented. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Audit Bid

Superintendent Negrillo presented the audit bid. Director Crawford added that firms also had to have experience in SRA audits. There was some discussion and staff were asked to reach out to other agency's as well as negotiate costs. After much discussion, staff will reach out again to other firms and will try to negotiate cost that has been quoted. This bid was tabled till the November Board meeting. The bid will be brought to the November meeting for the NWSRA side of the bid and the December meeting for the SLSF side of the bid.

IT Service Provider

Superintendent Draper reviewed the IT Service Provider report as well as monthly costs listed. He reported that Excal Tech will not be renewing the contract with NWSRA. SNI will take over starting November 1 and will work with Excal Tech to ensure a smooth transition. Director Talsma asked of the attorney reviewed the contract. It was reported that Howard (attorney) did review the contract. Director Clark was to ensure that since the amount was less than others that the quoted amount includes everything needed or covered in the scope of the project. Superintendent Draper assured Director Clark that it did. Director Talsma made a motion to approve the IT Service Provider contract as presented subject to the approval of the attorney. Director Risinger made the motion to approve and Director Fletcher seconded the motion to approve the IT Service Provider contract as presented with attorney approval. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Board/Staff Retreat

Chairman Ferraro reminded the Board that the retreat will take place at the Rolling Meadows Community Center. All Board Members will be in attendance with the exception of one. The meeting is advertised and posted.

Closed Session

At 12:15 pm Chairman Ferraro asked for a motion to adjourn into closed session to review Pending or Imminent Litigation 5ILCS 120/2(c)(11). Director Risinger made the motion and Director Fletcher seconded the motion to adjourn into closed session to review Pending or Imminent Litigation 5ILCS 120/2(c)(11). Ferraro requested motion to return to open session at 12:42 pm. Director Fullerton made the motion and Director Janda seconded the motion to return to open session. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Tiffany Greene, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan and Jeff Janda

NAY: None

The motion carried.

Rita Fletcher left at 12:53 pm.

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Janda made the motion and Director O'Brien seconded the motion to adjourn the September 28, 2022, meeting at 12:56 am. Upon voice vote the motion was carried.



Secretary