

**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 21ST DAY OF MARCH, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:37 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Craig Talsma, Hoffman Estates Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Dennis Stein, Streamwood Park District.

Absent: Rick Hanetho, Arlington Heights Park District; Tom Busby, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Tony LaFrenere, Schaumburg Park District; Robert Dowling, Inverness Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District.

Also present: Tracey Crawford, Executive Director; Andrea Griffin, Superintendent of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Rachel Hubsch, Superintendent of Recreation; JoAnn Snyder, Senior Manager of Special Recreation; and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Introduction of Guests

JoAnn Snyder, Senior Manager of Special Recreation, introduced Ryan, who accepted a Community Service Award for Burger Baron in Arlington Heights for the company's support of one of NWSRA's adult programs.

Public Comment

None

Agenda

Chairman Hilgers called for a motion to approve the agenda dated March 21, 2018. Trustee Fahnstrom made the motion and Trustee Risinger seconded the motion. Upon voice vote the motion was approved.

Approval of Consent Agenda

Chairman Hilgers called for a motion to approve the Consent Agenda of March 21, 2018. Trustee Stein made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

Correspondence

Written

NWSRA received a thank you note from Chairman Hilgers for a memorial plant that NWSRA sent for the passing of one of Chairman Hilgers' board members.

Oral

None

Program Staff Report

JoAnn Snyder, Senior Manager of Special Recreation, gave a brief history of skating in special recreation. NWSRA created a state meet held on Feb.18, with 38 competitors. A celebration banquet was held with 12 athletes and 6 coaches in attendance. NWSRA is planning to expand the skating program.

Superintendent Hubsch announced that, for the third year, an intern visitation day is planned with education on NWSRA and tours of NWSRA programs. Flyers are available for distribution.

Marketing & P/R Report

Brian Selders, Superintendent of Communications and IT, reported that NWSRA submitted an award nomination to NRPA Innovation in Social Equity for the Snoezelen therapy program. NWSRA received media coverage for its expansion of PURSUIT, the opening of the STAR program, and the skating event. The annual report is in progress. NWSRA recently converted software to Office 365.

SLSF Update

Superintendent Sowa reported that the Gold Medal Fashion show was a success. Superintendent Sowa's focus is acquiring more sponsorships and individual and major gifts. Cathy Splett, Foundation Coordinator, has researched and sent an LOI or application for \$55,000 in grants. Superintendent Sowa is reaching out to 35 new sponsors and the top 10 event attendees to try to increase donations.

Director's Update

Executive Director Crawford reported that the major focus has been creating the PURSUIT program in Mount Prospect and a Snoezelen Room in Hanover Park. Executive Director Crawford gave an overview of ADA compliance activities.

OLD BUSINESS

ADA Compliance Committee Update

Executive Director Crawford stated that the ADA Compliance Committee will meet following the board meeting to review the report from WT Engineering and learn about online ADA request submissions and a pivot table that will provide guidance for monetary percentages for ADA projects.

Mt. Prospect Programming Space Update

Superintendent Griffin stated that construction for PURSUIT in Mount Prospect will begin on June 6, and will be completed on Aug. 24, with a plan to open on September 10. During the week of March 5th, 175 people who are interested in getting into the Mount Prospect program toured PURSUIT in Hanover Park.

Executive Director Crawford stated that NWSRA and some of its park district programs have received new furniture donated from companies going out of business.

NEW BUSINESS

Surplus Ordinance O2018-2 – Chairs and DVD player

Chairman Hilgers called for a motion to approve Surplus Ordinance O2018-2. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

Mt. Prospect Park District Lease Agreement

Superintendent Griffin called for a motion to approve the lease for the programming space at the Mt. Prospect Central Community Center as presented. Trustee Stein made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

Clearbrook Collaborative Agreement

Superintendent Griffin reviewed the terms of the Clearbrook Collaborative Agreement between Clearbrook and NWSRA for the PURSUIT program and STAR Academy and called for a motion to approve the agreement as presented. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

NSSEO Contract

Superintendent Griffin reviewed the terms of the North Suburban Special Education Organization (NSSEO) facility usage agreement and called for a motion to approve the agreement as presented. Trustee Risinger made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

Information/Action Items

Board and Staff Policy Updates

Executive Director Crawford explained the changes in NWSRA's program fee structure and subsidies. Superintendent Griffin added information about the plan and budgeting. Trustee Talsma asked how the subsidies are determined. Director Crawford explained how scholarships are applied for and approved. Chairman Hilgers called for a motion to approve the fee policy as presented. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

ADA Transition Plan

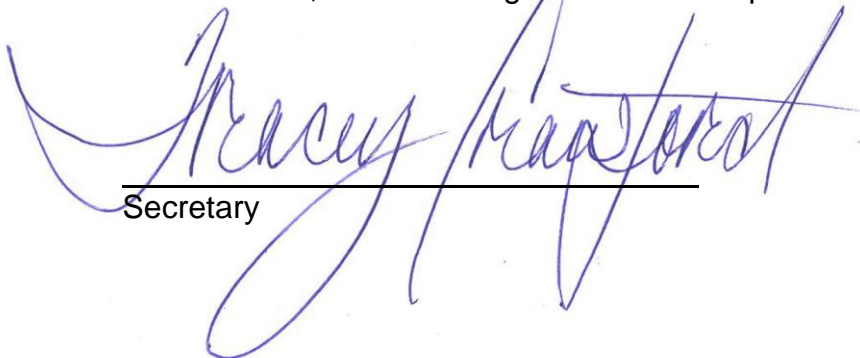
Superintendent Selders presented an overview of the ADA Transition Plan, ensuring compliance with ADA mandates and distinguished agency accreditation.

Closed Session

None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Fahnstrom made the motion and Trustee Stein seconded the motion to adjourn the March 21, 2018 meeting at 11:10 am. Upon voice vote the motion carried.



Secretary