

**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 24th DAY OF MAY, 2017 AT 10:30 A.M.**

Chairman LaFrener called the meeting to order at 10:30 a.m. Director Crawford took roll call. The following members of the Board were present: Rita Fletcher, Bartlett Park District; Tom Busby, Elk Grove Park District; Rick Wuhlbecker, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Christina Ferraro, Prospect Heights 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 and Jan Buchs, Wheeling Park District

Absent: Rick Hanetho, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Robert Dowling, Inverness Park District; Greg Kuhs, Mount Prospect Park District; Mike Clark, Palatine Park District; Bret Fahnstrom, River Trails Park District; Dennis Stein, Streamwood Park District

Also present: Tracey Crawford, Executive Director; Jayne Finger and Andrea Griffin, Superintendents of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; Jordan Ross, NWSRA Intern; Ryan Dieschbourg and Brittany Johns, Program Specialists; Megan O'Brien, Events Coordinator (SLSF); Matt Beran, Lauterbach and Amen; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Public Comment

None

Agenda

Chairman LaFrener asked for a motion to approve the agenda dated May 24, 2017. Trustee Charlesworth made the motion and Trustee Morgan seconded the motion to approve the agenda dated May 24, 2017.

Approval of Consent Agenda

Chairman LaFrener asked for a motion to approve the Consent Agenda of May 24, 2017. Trustee Hilgers made the motion and Trustee Morgan seconded the motion to approve the Consent Agenda dated May 24, 2017. Upon voice vote the motion carried.

Correspondence

Written

None

Oral

None

Staff Reports

Program Report

Superintendent Finger reported to the Board that staff hiring and recruiting has really picked up. This is due to the fact that NWSRA is trying a new approach for recruiting. Staff held open interview nights at eight Member Districts. This new approach brings the community into Member District buildings and also allows for community awareness.

Superintendent Griffin reported statistics to the Board and pointed out that with the help of Brian Selders and Tracey Crawford the new database reports are much clearer and much easier to read. The new format will also allow for these reports to be uploaded directly to the NWSRA Directors site.

Superintendent Selders then gave a presentation to the Board on how to find the reports on the Directors site.

Marketing & Communication Report

Superintendent Selders reported to the Board of the article that was featured in Voyager Magazine. This magazine is usually one of the publications carried in hotels. The article outlined the history of SRAs and highlighted NWSRA, the Pursuit Program and Broadway Buddies. The NWSRA Facebook page continues to grow and is hitting about 4000 "likes". During the strategic planning process parents asked for a porthole to be able to reach out to talk to NWSRA and other families. As a result, NWSRA Village was born. This page has been a comment and communication page for parents and participants and is a great way for families to connect to other families. Hanover Park Park District Pursuit 2 signage is up and IT Equipment is being installed. He also reported that new partnerships have been made with Northwestern University. A three day event was held in which students are asked to design and build a piece of adaptive equipment that will assist a particular NWSRA participant. Hersey High School held a similar event that NWSRA participants were involved with as well. Staff has attended 15 expos and events.

SLSF Updates

Superintendent Sowa reported that the fashion show went well. The Buffalo Grove Golf Outing grossed \$30,000 and the Palatine Golf Outing is the next event to take place. She also highlighted that SLSF has a new team member with the hiring of Megan O'Brien. Megan will solely be responsible for all SLSF events, freeing Cathy Splett to focus on acquiring grants and Nanette Sowa to focus on Board relations and Sponsorships.

1st Quarter Financial Reports

Superintendent Breitlow reported that NWSRA is exactly where it is supposed to be at 25% for the 1st quarter. NWSRA is ahead of revenue projections at 29% due to early payments of assessments and expenses are lower than projected due to camp expenses are not reported yet.

1st Quarter Goals Update

Superintendent Finger reviewed some of the goals that were set for 2017. Those goals included fostering existing relationships with School District 54. This is being done by

camp and an early childhood program which resulted in 13 new registrations. These registrations are 13 new families that have not done any programs at NWSRA. NWSRA staff have enhanced the RMCC programming space and added 3 sensory areas in addition to the Snoezelen Room. She was also happy to report that the Snoezelen Room was being used for 12 hours a week for private sessions and that is now up to 22 hours. Camps are increasing the usage of Member Districts this summer at Bison Bluff Playground and River Trails Zone for Par Core activities.

1st Quarter Directors Plan Update

Executive Director Crawford informed the Board that she provided 10 SWOT analyses in the 1st quarter as part of the Succession Plan process. She also included that the part of the Succession Plan process for the hiring of the new Superintendent of Recreation will start in July with the final interviews to be held on August 4. Director Crawford has hired Jan Hancapie and Julie Clausen to hold SWOT analyses, develop professional goals and interview coaching for each candidate. Director Crawford then explained to the Board her beliefs and proven successes with succession planning.

Director Crawford also informed the Board about the hiring of the new Events Coordinator and the Graphic Communications Coordinator. Director Crawford also informed the Board that she has been asked to attend and speak at Neurodegenerative Brain Disease Conference in Deerfield as well as the keynote speaker to the Mount Prospect Summer Kick Off.

Old Business

Hanover Park Park District Accessible Ramp Update

Superintendent Griffin updated the Board on the accessible ramp being constructed at Hanover Park Park District for the Pursuit 2 programming space. Director Crawford and Superintendent Griffin updated the Board on the Pursuit 2 program and its status, informing them of the 70 families that have been interviewed for the new Pursuit 2 as well as the 154 families that are still on the waitlist which includes 27 who do not graduate until 2020. She also indicated that currently there are 53 families that are ready to be served right now.

New Business

Bank Issues

Superintendent Breitlow reported to the Board issues that came up during the Annual Audit. It was discovered that BMO Harris Bank had canceled the collateralization of our accounts. After more than a week of messages and emails between BMO Harris and Merrill Lynch, they acknowledged the mistake as theirs and immediately collateralized all NWSRA accounts. At that point, Director Crawford had already discussed the issue with the Executive Team as well as Director Tom Busby and made the decision to move the money out of BMO Harris bank. After surveying all Member Districts and publishing and RFP it was determined that Village Bank and Trust would be the bank that staff recommend to move NWSRA accounts. It was at this time that Chair LaFrener asked for a motion to close the NWSRA Money Market, Imprest, and Payroll accounts.

Trustee Busby made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

Chairman LaFrenere then asked for a motion to approve staff recommendation to open new accounts at Village Bank and Trust of Arlington Heights. Trustee Charlesworth made the motion and Trustee Talsma seconded the motion. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

Chairman Lafrenere asked for a motion to approval resolution 2017-14 approval of new bank account. Trustee Charlesworth made the motion and Trustee Fletcher seconded the motion.

Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

Audit

Matt Beran of Lauterbach and Amen presented the 2016 Audit and Management Letter. NWSRA did an excellent job preparing for the audit and following the accounting principles. The Audit Report states all records are in good order. NWSRA received the highest level of opinion, unqualified. The Management Letter has no accounting disagreements other than what was reported by Superintendent Breitlow, which will be removed on the next audit. He reported that revenue is over budget and expenses are below budget due to the staff controlling costs. There were no questions presented. Chairman LaFrenere asked for a motion to approve the Audit and Management Letter as presented. Trustee Hilgers made the motion and Trustee Wuhlbecker seconded the motion. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

PFM Investment Update

Superintendent Breitlow reported that Michelle Bins, PFM Investment Consultants could not be present but sent her report and memo to the Board for review. Superintendent Breitlow reported that all investments are covered under FDIC insurance and their maturity dates are laddered. Investments at this time are holding steady. During election years investing should be more conservative.

Fund Balance Policy

Superintendent Breitlow recommends to have a fund balance of \$1,682,264.17 in the Operating Fund. This amount falls in line with the Policy at the minimum 25% of expenditures and an increase of only 7% from the last year where it was recommended to start the fund balance at 25%. The increase of 7% is to allow for better cash flow during the higher expenditure summer months. This amount will also allow for a \$300,000 transfer into our PFM investment accounts.

Superintendent Breitlow asked for a motion to approve the Fund Balance amounts as presented. Trustee Talsma made the motion and Trustee Busby seconded the motion. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

2017 Recommended Transfers

Superintendent Breitlow made the recommendation to transfer \$300,000 to PFM for Investments. This amount is compliant with the Fund Balance Policy and is based on the fully audited numbers. Chairman LaFrenere asked for a motion to approve the transfer of \$300,000 to PFM for investment purposes. Trustee Wulbecker made the motion and Trustee Morgan seconded the motion. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

IDOT Resolution

Superintendent Breitlow informed the Board of staff intentions to apply for the next IDOT Vehicle. This vehicle would be delivered in the fall of 2017 or the beginning of 2018. Chairman LaFrenere asked for a motion to approve Resolution 2017-12 as presented. Trustee Charlesworth made the motion and Trustee Buchs seconded the motion. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

Appointment of Legal Counsel

Executive Director Crawford advised the Board that the SLSF Board Member that was also legal counsel for SLSF has retired and is no longer on the SLSF Board. Therefore, it became evident that SLSF needed to have a new attorney on retainer. She asked NWSRA legal counsel about also filling the role of SLSF legal counsel. Since it could be seen as a conflict of interest the action needed to have SLSF Board approval, which it now has. Therefore, Director Crawford is now asking the NWSRA Board of Directors to also approve Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD as legal counsel. Chairman LaFrener asked for a motion to approve the request as present. Upon roll being called the vote was as follows:

AYA: Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, and Jan Buchs.

NAY: None

Trustee Fletcher abstained from voting.

The motion carried.

Ordinance O2017-2 – Sale of Personal Property

Superintendent Finger outlined the request to sell items lists on Ordinance O2017-2. Chairman LaFrener asked for a motion to approve the Ordinance as presented. Trustee Talsma moved the motion and Trustee Hilgers seconded the motion. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

Recognition of Outgoing Board Member

At this time, Chairman LaFrener congratulated outgoing and retiring Director Kuhs (who was absent).

Information/Action Items

Chairman LaFrener made special note to congratulate Executive Director Tracey Crawford on her "Community Leader of the Year" award she received from the Rolling Meadows Chamber of Commerce.

PDRMA

Superintendent Breitlow reported to the Board a few highlights reported on the 2016 PATH Summary and Annual Report. These highlights included the LCR score of 99.92%, which is the highest in the state. In addition, PDRMA paid out \$3,000 in awards to NWSRA staff. PDRMA also reports that PATH use and health tracker use are up.

Annual Information Request

Executive Director Crawford reminded Trustees that it is time to receive Member Contribution Assessments information. She also reminded the Board that there will be 2 changes this year. The email for the Annual Information Update will not be sent until the Cook County Assessor's office has updated the tax information to include 2016. Also, the gross population numbers listed on the update should be the most recent published "audited" numbers. If Trustees need to change their payment cycle they should speak to Executive Crawford.

Closed Session

Chairman LaFrene asked for a motion to move into closed session for Section 2(c) (21) Semi-annual Review of Executive Session Minutes at 11:31 am. Trustee Morgan moved the motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Tom Busby, Rick Wuhlbecker, Craig Talsma, Christina Ferraro, Amy Charlesworth, Diane Hilgers, Tony LaFrene, Jay Morgan, and Jan Buchs.

NAY: None

The motion carried.

Reconvene to Open Session and Action Taken on Executive Session

Chairman LaFrene reconvened into Open Session at 11:39 am. At which time Chairman LaFrene asked for a motion to approve Resolution 2017-14 regarding Section 2(c) (21) Semi-annual Review of Executive Session Minutes Trustee Talsma moved the motion and Trustee Hilgers seconded the motion. Upon voice voted the motion was approved.

Adjournment

Chairman LaFrene stated that there being no further business, asked for a motion to adjourn. Trustee Talsma made the motion and Trustee Hilgers seconded the motion to adjourn the May 24, 2017 meeting at 11:41 a.m. Upon voice vote the motion carried.


Secretary