



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

**December 9, 2020
10:30 a.m. Regular Meeting
Via Zoom**

<https://us02web.zoom.us/j/81169047638>

Call in Number: 312-626-6799

Meeting ID: 811 6904 7638

AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests:
 - None

- III. Public Comment

- IV. Approval of Agenda

- V. Approval of Consent Agenda: Pages – 3-35
 - A. Approval of Minutes, November 18, 2020
 - B. NWSRA Financial Reports, November 30, 2020
 - 1. PFM Account Statement
 - 2. NWSRA & SLSF Organizational Cash Overview
 - 3. NWSRA Budget vs. Actual
 - 4. SLSF Budget vs. Actual
 - 5. NWSRA Balance Sheets
 - 6. SLSF Balance Sheets
 - 7. Benjamin F. Edwards Account Statement
 - C. Warrant:
 - A. #12A – \$115,609.60
 - D. Bi-Weekly Payroll:
 - A. 11/20/20 – \$74,673.57
 - B. 12/04/20 - \$74,312.84
 - E. ADA Compliance Projects
 - A. None

An extension of the local park districts serving

*Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling*

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- VI. Correspondence:
 - A. Written
 - B. Oral

- VII. Staff Reports:
 - A. None

- VIII. Old Business: Pages – 36-48
 - A. Finance Committee Recommendations:
 - 1. Minutes
 - 2. Approval of Amended COVID Budget FY2020
 - 3. Approval of Proposed FY2021 Budget
 - 4. Approval of Finance Committee Recommendation of Net Balance
 - B. Other

- IX. New Business: Pages – 49-52
 - A. Installation of Officers:
 - 1. Chairman; Bret Fahnstrom
 - 2. Vice Chairman; Christina Ferraro
 - 3. Organizational Chair; Kevin Romejko
 - 4. Personnel Committee Chair; Craig Talsma
 - B. Recognition of Board Members:
 - 1. Past Chair – Ryan Risinger
 - C. Bank Signature Cards Resolutions:
 - 1. R2020-6 – Village Bank and Trust
 - 2. R2020-7 – IPDLAF – General Account
 - 3. R2020-8 – IPDLAF – Investment Holding Account
 - 4. R2020-9 – IPDLAF – Master Services Account
 - D. Other

- X. Informational/Action Items: Pages - 53-56
 - A. Accident/Injury Summary for 2020
 - B. Other

- XI. Closed Session: Pages
 Closed Session in accordance with Open Meeting Act to consider information regarding:
 - A. Executive Session Minutes – 5ILCS 120/2(c)(21)
 - B. Personnel – 5ILCS 120/2(c)(1)

- XII. Action as a result of Closed Session: Pages – 57-59
 - A. Closed Session Resolution R2020-10

- XIII. Adjournment



- Teamwork:** Support each other and work together
- Respect:** Be open, honest and kind
- Enthusiasm:** Exceed expectations
- Collaboration:** Combine resources to achieve common goals
- Communication:** Listen, share and adapt



To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve

V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF
NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD VIA ZOOM VIDEO CALL
ON THE 18TH OF NOVEMBER, 2020**

Chairman Risinger called the meeting to order at 10:34 a.m.

Those present were: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Barlett Park District; Ryan Risinger, Buffalo Grove Park District; Bob O'Brien Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mt. Prospect 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, So. Barrington Park District; Jeff Janda, Streamwood Park District and Jan Buchs, Wheeling Park District

Absent were: Ben Curcio, Elk Grove Park District; Robert Dowling, Inverness Park District; Mike Clark, Palatine Park District

Also present were: Tracey Crawford, Executive Director; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Brian Selders, Superintendent of Communications and IT; Darleen Negrillo, Superintendent of Administrative Services; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Katrina Weigand, Manager of Collaboratives, Lauren Jevaney, Manager of Collaboratives, Megan Quant, Support Services Coordinator, Michelle Bins, PFM Investments and Jessica Vasalos, Administrative Manager, as recording secretary.

Mike Clark, Palatine Park District arrived at 10:36 a.m.

Introduction of Guests

Chairman Risinger read the recognitions for Megan Quant, Katrina Weigand and Lauren Jevaney. Superintendent Negrillo introduced Michelle Bins from PFM Investments.

Public Comment

None

Approval of the Agenda

Chairman Risinger amended the agenda to move Michelle Bins presentation of the PFM Investment Portfolio to right after the agenda was approved. Chairman Risinger asked for a motion to approve the agenda with the change of order as mentioned. Trustee Janda made the motion and Trustee LaFrener seconded the motion. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

PFM Investment Update

Michelle Bins, PFM Investments reviewed the NWSRA portfolio with the Board and gave the projections for the upcoming year. Mrs. Bins, indicated that for the foreseeable future it is in NWSRA's best interest to look into longer term CD's.

Correspondence

Director Crawford reviewed the correspondence.

Approval of Consent Agenda

Chairman Risinger asked for a motion to approve the Consent Agenda as presented. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motions. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

Staff Reports

Superintendent Griffin reviewed her report that was included in the Board packet. She highlighted participant Susie and informed the Board of her impairments and how NWSRA programs have helped her live a more main stream life especially during COVID-19 as Susie is high risk. Susie was struggling with the isolation that COVID brings to people with disabilities, however, NWSRA virtual programs brought Susie happiness and joy.

Superintendent Selders reviewed his Marketing and PR report that was included in the Board Packet. His department is currently working on the 2021 Program Brochure and Open House materials. Buffalo Grove signage is up in the programming space.

Superintendent Splett reviewed her report and mentioned that due to COVID the in person Holiday Luncheon will not take place this year. The staff will still be honoring Member District Boards, Donors and Volunteers by driving to recognition awardees and handing out their plaques and giving gift certificates. This appreciation is extremely important and will be shared on the website and social media. Director Crawford added that she and Mrs. Splett will be completing hand written Thank You cards as well to add that extra personal touch.

Executive Director Crawford informed the Board that another Full Time staff member has resigned making the staff count 36. Liz Thomas, NWSRA Senior Manager will be moving to the Foundation. She is extremely happy about this opportunity and cannot wait to start. Director Crawford informed the Board that the agency moved to Phase 3 on November 1, prior to the Governor announcing the mitigations, to make the transition easier for participants and families. Director Crawford reported to the Board that NWSRA received an OSHA complaint. This was immediately reported to the Executive Team and dealt with and she is happy to report that she has heard from OSHA and the complaint has been withdrawn with no further action needed.

Old Business

Health Survey Update

Director Crawford updated the Health Survey Update and they are all posted on the Directors Site.

COVID Update

At this time, Executive Director Crawford, Superintendent Selders, Superintendent Negrillo, Superintendent Griffin and Superintendent Hubsch presented the COVID-19 Update presentation, outlining all that staff have done during the pandemic including revenue and expenses.

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

Superintendent Griffin reviewed the Park District Staff Member Benefit offerings with the Board. She informed the Board that NWSRA staff will make their home park district selections in January and that Member District will be notified at that time.

Tax Ramifications of Member District Benefits

Superintendent Negrillo reviewed an issue that was brought to the Human Resources group she belongs to regarding tax ramifications from fringe benefits. Mainly day camps and preschools, etc. She asked the Board of their policy's regarding this. After some discussion regarding employees being informed of the law, Trustee Talsma reported to the Board he would send out more information.

New Business

Surplus Ordinance

Superintendent Selders reviewed Surplus Ordinance O2020-3, and asked for a motion to approve the Ordinance as presented. Trustee Clark moved the motion and Trustee Talsma seconded the motion. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

Information Action Items

Personnel Committee Update

Personnel Committee Chair Ferraro reviewed the Personnel Committee Meeting information with the Board. Some discussion was had regarding Salary Ranges, with no changes to the proposed. Chairman Ferraro asked for a motion to approve the staff updates as presented. Trustee O'Brien moved the motion and Trustee Fullerton seconded the motion. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

Chairman Ferraro asked for a motion to approve carry the Full Time Salary Ranges from FY2020 to FY2021 as presented. Trustee Talsma moved the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

Chairman Ferraro asked for a motion to approve the Proposed Part-Time Salary Ranges. Trustee Fullerton moved the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

Chairman Ferraro asked for a motion to approve the Proposed Health Insurance recommendations as presented. Trustee Risinger moved the motion Trustee O'Brien seconded the motion. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

During the Finance Committee Meeting, a large discussion was had regarding staff salaries being frozen, indicating that staff would not receive an increase in salary for approximately two years. Director Crawford informed the Board of the discussions/increases that are happening in other districts and asked the Board to reevaluate salary freezes. Trustee Clark asked if increases could be kept in the budget but deferred until COVID no longer poses a risk. Some Districts are giving one time bonuses in lieu of a raise, some are giving merit increases as normal, some are splitting their pools in half and awarding increases from the remaining pool and some are deferring in 2020 and giving in 2021. She asked the Board for input on what their own districts are planning. She also relayed her concerns with vacancies that the agency currently has and without a raise for two years, current staff may starting look elsewhere.

Trustee Talsma reported to the Board that Hoffman Estates did a hybrid increase authorizing 2% for hourly employees with salaried employees receiving nothing. Trustee Clark reported that Palatine capped increases and deferred awarding them until 2021 or the impact of COVID decreases. Director Crawford asked for clarification on Hoffman Estates hourly employees, in which he elaborated that these staff are the ones running programs and not supervising staff, non-exempt staff. Trustee Fletcher asked if staff received an increase in 2020, and if not then they should receive an increase. Director Crawford indicated no employees received merit increases after March 2020. Trustee Clark indicated that a two year freeze is extreme and did not think that is what the Board should approve. Trustee O'Brien also agreed and is facing the same issue at Hanover Park Park District. Trustee Risinger also reminded the Board that NWSRA increases are given on anniversary dates and not all at once. Trustee Clark made the recommendation to budget for increases in 2021 and withhold increases until COVID is under control, as well as withholding from employees that may have already received an increase in 2020. Trustee Fullerton asked if there are raises budgeted in the FY2021 budget. Director Crawford cut out the budgeted increases in the Amended COVID Budget and it was also not included in FY2021. Trustee Fullerton replied that

she would like to see increases included in the FY2021. Trustee Talsma encouraged NWSRA to move all anniversary dates to fiscal year and award a 2% increase in January 2021. Trustee Fahnstrom indicated that NWSRA should do what works best for NWSRA. Trustee Fullerton also stated that NWSRA should do what works for them, but indicated that Arlington Heights is in the process of moving all increases to the first of the fiscal year. Director Crawford indicated that NWSRA will revisit allocation of increases at one time. Trustee Ferraro asked that the Board move on to the Finance Committee findings to continue this discussion as the discussion actually happened during the Finance Committee Meeting.

Finance Committee Update

Finance Committee Chair Fahnstrom reviewed the Finance Committee Meeting findings with the Board. Trustee Talsma elaborated that his concerns in the FY2021 Budget indicate NWSRA's increase in revenue vs. the increase in salaries does not add up. He is not concerned about the amount in salaries and wages. He is supportive of everything that NWSRA has done to combat the pandemic and is not concerned about expenses. His main concern is having a \$1.6 million dollar surplus and is recommending a rebate of any surplus. Further discussion was had and Trustee LaFrene asked if expenses outlined in the Net Surplus Memo are in the FY2021 budget. Director Crawford replied no, they were removed it from the original approved budget when a request was made to develop an Amended COVID Budget stripping out as many expenditures as possible. Director Crawford needs for the expenditures still exists and made the recommendation was made to use the surplus dollars. Several Board Members agreed that should be added back in the budget. Trustee Talsma engaged in a lengthy discussion still feeling that there would be healthy surplus and wanted the Board to deliberate his concept of a rebate.

Trustee Fletcher recommended that this discussion would be more suited for Director Crawford and the Finance Committee to discuss this topic at a separate meeting. Trustee Risinger agreed and stated that the Finance Committee will discuss this and bring back to the Board their recommendation for approval. Trustee Talsma informed the Board that he would then accept the recommendation of the Finance Committee, the rest of the Board agreed. Trustee Fullerton indicated that she felt NWSRA's fund balance should reflect 50%. Trustee O'Brien and Trustee Clark agreed. Trustee Clark reminded the Board that that was the original intent upon creation of the Fund Balance Policy.

Director Crawford will set up a Finance Committee Meeting and bring to the Committee the new budget with all expense suggestions added into the FY2021 budget. Chairman Fahnstrom tabled the approval of the Amended FY2020 COVID Budget as well as the FY2021 Budget until the December Board Meeting.

IMRF Contribution Rate

Superintendent Negrillo reported the IMRF FY2021 Contribution Rate, which is budgeted for FY2021.

NWSRA 2021 Committees

Director Crawford presented the committee assignments and thanked Trustee Talsma for being the 2021 Personnel Committee Chairman.

NWSRA 2021 Board Meeting Schedule

Director Crawford presented the Board Meeting Schedule for FY2021.

Personnel Committee Chairman Ferraro asked for clarification on a final decision for staff increases. After discussion, Director Crawford will put increases in the 2021 budget but will not award them until COVID-19 is in a decline.

Adjournment

Chairman Risinger asked for a motion to adjourn the November 18, 2020 NWSRA Board Meeting at 12:34 pm. Trustee Fahnstrom moved the motion and Trustee O'Brien seconded the motion. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

Secretary



Account Statement - Transaction Summary

For the Month Ending **November 30, 2020**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class

Opening Market Value	8,240.20
Purchases	101,750.15
Redemptions	(100,156.07)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$9,834.28**

Cash Dividends and Income 0.15

Illinois Trust CD Program

Opening Market Value	1,265,000.00
Purchases	100,000.00
Redemptions	(100,000.00)
Unsettled Trades	0.00
Change in Value	0.00

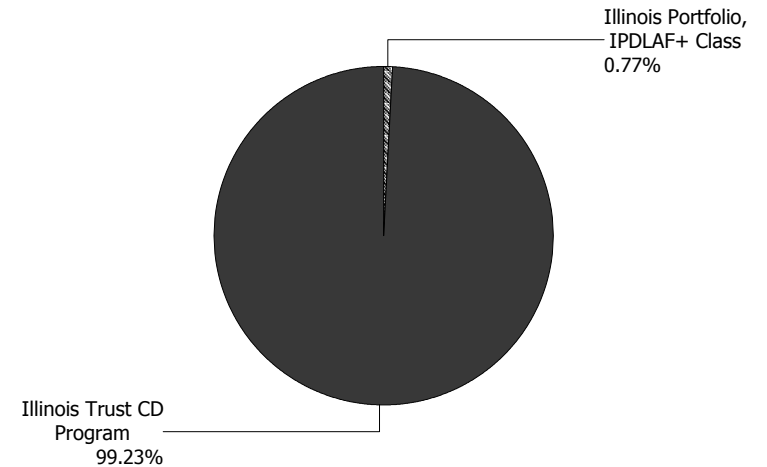
Closing Market Value **\$1,265,000.00**

Cash Dividends and Income 1,750.00

Asset Summary

	November 30, 2020	October 31, 2020
Illinois Portfolio, IPDLAF+ Class	9,834.28	8,240.20
Illinois Trust CD Program	1,265,000.00	1,265,000.00
Total	\$1,274,834.28	\$1,273,240.20

Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW NOVEMBER 30, 2020

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	482,646	397,630	880,275
OPER/MMA (Village Bank & Trust)	2,111,546	50,852	2,162,399
IPDLAF	51,716	-	51,716
FLEX SPENDING CHECKING	4,318	-	4,318
CASH BANKS	-	-	-
TOTAL	<u>\$ 2,650,725</u>	<u>\$ 448,632</u>	<u>\$ 3,099,357</u>
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS	\$ -	\$ 1,127,371	\$ 1,127,371
PFM Asset Management	1,274,834	-	1,274,834
TOTAL	<u>\$ 1,274,834</u>	<u>\$ 1,127,371</u>	<u>\$ 2,402,205</u>
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	\$ 1,505,778		\$ 1,505,778
MAX SAFE 2 (Village Bank & Trust)	474,429		474,429
TOTAL	<u>\$ 1,980,208</u>		<u>\$ 1,980,208</u>
<u>TOTAL CASH & RESERVES</u>			
November 30, 2020	<u><u>\$ 5,905,767</u></u>	<u><u>\$ 1,576,003</u></u>	<u><u>\$ 7,481,770</u></u>
 <u>TOTAL CASH & RESERVES</u>			
November 30, 2019			
CASH	\$ 1,701,167	\$ 227,511	\$ 1,928,678
RESERVES - OPER	1,494,142		\$ 1,494,142
RESERVES - CAP	470,763		\$ 470,763
RESERVES - INVEST	1,724,801	1,224,474	\$ 2,949,275
	<u>\$ 5,390,873</u>	<u>\$ 1,451,985</u>	<u>\$ 6,842,858</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2020

(A) BUDGET

VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)			
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January		654,353	933,119	278,766	447,244	327,942	(119,302)	207,109	605,176	398,067
February		441,027	204,336	(236,691)	483,907	363,031	(120,876)	(42,879)	(158,695)	(115,816)
March		833,725	210,011	(623,714)	494,743	307,203	(187,540)	338,982	(97,192)	(436,174)
April		470,775	184,446	(286,330)	536,656	263,694	(272,961)	(65,880)	(79,249)	(13,368)
May		1,137,649	732,049	(405,601)	478,076	297,114	(180,962)	659,573	434,935	(224,638)
June		691,609	441,629	(249,980)	543,088	298,394	(244,695)	148,521	143,236	(5,285)
July		82,629	325,285	242,656	570,684	673,109	102,425	(488,055)	(347,824)	140,231
August		390,698	429,301	38,603	692,406	262,869	(429,538)	(301,708)	166,432	468,141
September		175,943	295,518	119,575	498,575	430,905	(67,670)	(322,632)	(135,387)	187,245
October		666,706	53,796	(612,910)	554,571	320,667	(233,904)	112,135	(266,871)	(379,007)
November		493,824	844,745	350,922	558,390	273,810	(284,580)	(64,566)	570,936	635,502
December		236,569		(236,569)	499,853		(499,853)	(263,285)	0	263,285
TOTAL YTD		6,038,939	4,654,234	(1,384,705)	5,858,340	3,818,738	(2,039,602)	180,599	835,496	654,897

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,182,193	605,176	(83,823)	(208,139)	1,650 a.	5,497,057
February	5,497,057	(158,695)	0	4,082	1,255 a.	5,343,698
March	5,343,698	(97,192)	0	4,082	6,916 a.	5,257,504
April	5,257,504	(79,249)	0	4,082	(914) a.	5,181,423
May	5,181,423	434,935	0	3,976	24,084 a.	5,644,418
June	5,644,418	143,236	0	0	58,887 a.	5,846,541
July	5,846,541	(347,824)	0	61	(5,121) a.	5,493,656
August	5,493,656	166,432	0	(61)	6,062 a.	5,666,089
September	5,666,089	(135,387)	0	26,578	1,218 a.	5,558,498
October	5,558,498	(266,871)	0	28,807	12,294 a.	5,332,728
November	5,332,728	570,936	0	13,116	(11,665) a.	5,905,115
December	5,905,115	0	0	0	a.	5,905,115

a. FSA Withholding / Payments and collected key security deposits.

SPECIAL LEISURE SERVICES FOUNDATION
 BUDGET VS ACTUAL - SUMMARY BY TYPE
 ELEVEN MONTHS ENDING NOVEMBER 30, 2020

	2020			2019 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	64,353	79,277	(14,925)	225,516.63
RESTRICTED FUNDRAISING	18,931	56,040	(37,109)	43,851.96
RESTRICTED DONATIONS	4,657	12,167	(7,510)	6,949.71
UNRESTRICTED FUNDRAISING	173,433	236,325	(62,892)	223,102.81
UNRESTRICTED DONATIONS	48,434	64,433	(15,999)	46,597.69
INVESTMENT TRANSFER	0	310,000	(310,000)	-
TOTAL REVENUE	309,808	758,242	(448,434)	546,018.80
<u>EXPENDITURES</u>				
ADMINISTRATION	23,925	49,471	(25,546)	36,109.21
RESTRICTED FUNDRAISING	3,149	12,165	(9,016)	12,058.51
UNRESTRICTED FUNDRAISING	61,279	91,918	(30,639)	78,773.55
GRANTS GIVEN	182,735	506,622	(323,887)	383,059.08
TOTAL EXPENSES	271,088	660,175	(389,088)	510,000.35
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	38,720	98,067	(59,346)	36,019.45
<u>INVESTMENT INCOME (LOSS)</u>	91,440	1,604	89,836	146,102.79
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	\$ 130,160	\$ 99,671	\$ 30,489	182,122.24

*includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2020

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	32,896	30,397	(2,499)	8,279	7,300	(979)	24,617	23,097	(1,520)
February	46,429	(6,409)	(52,838)	12,754	24,066	11,312	33,675	(30,475)	(64,150)
March	21,789	(61,976)	(83,766)	82,659	54,029	(28,630)	(60,870)	(116,005)	(55,135)
April	180,918	69,343	(111,575)	36,034	190	(35,845)	144,884	69,153	(75,731)
May	50,283	35,590	(14,693)	130,013	1,232	(128,780)	(79,730)	34,358	114,087
June	35,701	52,034	16,332	39,154	4,720	(34,434)	(3,453)	47,313	50,766
July	198,818	62,440	(136,378)	24,104	75,502	51,397	174,714	(13,062)	(187,776)
August	52,988	69,530	16,542	25,015	19,325	(5,690)	27,973	50,205	22,232
September	55,548	34,988	(20,560)	25,191	13,748	(11,443)	30,357	21,240	(9,117)
October	36,848	19,275	(17,573)	182,558	48,137	(134,420)	(145,710)	(28,862)	116,848
November	47,628	96,036	48,408	94,414	22,839	(71,575)	(46,786)	73,198	119,984
December	26,568		(26,568)	118,873		(118,873)	(92,304)	0	92,304
TOTAL YTD	759,847	401,248	(358,599)	660,175	271,088	(389,088)	99,671	130,160	30,489

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,443,749	23,097	-	300	(1,523)	1,465,622
February	1,465,622	(30,475)	-	-	3,029	1,438,177
March	1,438,177	(116,005)	-	-	741	1,322,913
April	1,322,913	69,153	-	-	(326)	1,391,740
May	1,391,740	34,358	-	-	(700)	1,425,398
June	1,425,398	47,313	-	-	524	1,473,235
July	1,473,235	(13,062)	-	-	26	1,460,199
August	1,460,199	50,205	-	-	48	1,510,452
September	1,510,452	21,240	-	-	438	1,532,130
October	1,532,130	(28,862)	-	-	(359)	1,502,909
November	1,502,909	73,198	-	-	1,333	1,577,439
December	1,577,439	-	-	-		1,577,439

Northwest Special Recreation Association

12/03/20

Balance Sheet

Accrual Basis

As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Govt Ckg II - Flex Spending	4,318.00
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	482,645.63
10700 · IPDLAF+	51,715.66
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,265,000.00
11200 · PFM Investments Hold Account - Other	9,834.28
Total 11200 · PFM Investments Hold Account	1,274,834.28
11500 · VB&T Operating/MM Account	2,111,545.58
11650 · MAX SAFE 1 (Village Bank&Trust)	1,505,778.46
11660 · MAX SAFE 2 (Village Bank&Trust)	474,429.32
11800 · Credit Card - American Express	229.25
11810 · Credit Card - Discover	-159.00
11820 · Credit Card - MasterCard	-1,067.00
11830 · Credit Card - Visa	469.46
11840 · MC/VISA On-Line	-124.25
Total Checking/Savings	5,905,115.39
Accounts Receivable	
12000 · Accounts Receivable	4,330.57
Total Accounts Receivable	4,330.57
Other Current Assets	
12100 · INTEREST RECEIVABLE	13,672.93
12200 · PREPAID EXPENSES	60.70
Total Other Current Assets	13,733.63
Total Current Assets	5,923,179.59
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	637,845.00
13110 · Accum.Depre- Equipment	-242,243.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,507,273.00
Total Fixed Assets	1,564,103.00
TOTAL ASSETS	<u>7,487,282.59</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	4,766.43
Total Accounts Payable	4,766.43
Credit Cards	
BMO Harris P-Card	71,235.10
Total Credit Cards	71,235.10
Other Current Liabilities	
21100 · Anticipated Refunds - Prog Fees	11,212.45

Northwest Special Recreation Association

Balance Sheet

As of November 30, 2020

12/03/20

Accrual Basis

	<u>Nov 30, 20</u>
21500 · Payroll Liabilities	
21510 · Employee Taxes	14,950.04
21520 · EE 457B Contributions - NTWD	2,282.28
21530 · Employee Health Insurance	5,509.65
21540 · IMRF - Employer Portion/Expense	16,469.53
21550 · EE Contributions - Vol Life Ins	123.30
22100 · EE FSA Depend & Med	11,114.31
22200 · EE 457b Contributions - AFLAC	950.15
22300 · EE 457b Contributions - ICMA RC	2,723.08
	<hr/>
Total 21500 · Payroll Liabilities	54,122.34
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	757.70
	<hr/>
Total Other Current Liabilities	66,342.49
	<hr/>
Total Current Liabilities	142,344.02
Long Term Liabilities	
22500 · ACCRUED VACATION	90,661.00
	<hr/>
Total Long Term Liabilities	90,661.00
	<hr/>
Total Liabilities	233,005.02
Equity	
29500 · Retained Earnings	4,854,679.30
29550 · INVESTMENT IN CAPITAL ASSETS	1,564,102.00
Net Income	835,496.27
	<hr/>
Total Equity	7,254,277.57
	<hr/>
TOTAL LIABILITIES & EQUITY	7,487,282.59
	<hr/> <hr/>

Special Leisure Services Foundation

Balance Sheet

As of November 30, 2020

12/03/20

Accrual Basis

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	397,629.70
10800 · VB&T MMA	50,852.43
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	22,854.41
11300 · BENJAMIN EDWARDS - Other	1,104,516.24
Total 11300 · BENJAMIN EDWARDS	1,127,370.65
11800 · Credit Card - American Express	-39.55
11820 · Credit Card - MasterCard	1,378.08
11830 · Credit Card - Visa	222.89
11840 · Credit Card - On-Line	-125.00
Total Checking/Savings	1,577,439.20
Other Current Assets	
12400 · Interest Receivable	2,571.46
Total Other Current Assets	2,571.46
Total Current Assets	1,580,010.66
TOTAL ASSETS	<u>1,580,010.66</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,174,615.37
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	130,160.24
Total Equity	1,580,010.66
TOTAL LIABILITIES & EQUITY	<u>1,580,010.66</u>



BENJAMIN F. EDWARDS & CO.
 INVESTMENTS for GENERATIONS
 One North Brentwood Blvd., Suite 850
 Saint Louis, MO 63105 314-726-1600

SPECIAL LEISURE SERVICES
 FOUNDATION
 ATTN TRACEY CRAWFORD
 3000 CENTRAL RD STE 205
 ROLLING MDWS IL 60008-2551

November 1, 2020 - November 30, 2020
 Account Number ██████████

Your Financial Advisor is:
 HANSON / FISHER / VANDERLUGT
 (630) 871-2673

Portfolio at a Glance

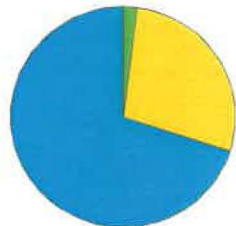
	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,055,171.18	\$1,246,386.20
Withdrawals (Cash & Securities)	0.00	-210,000.00
Dividends, Interest and Other Income	0.19	15,671.74
Net Change in Portfolio¹	72,199.28	75,312.71
ENDING ACCOUNT VALUE	\$1,127,370.65	\$1,127,370.65
Estimated Annual Income	\$16,761.04	

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

The Bank Deposits in your account are FDIC insured bank deposits.

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
2%	Cash, Money Funds, and Bank Deposits	134,669.15	22,854.22	22,854.41
28%	Fixed Income	407,178.85	318,953.45	319,912.15
70%	Mutual Funds	704,538.20	713,363.51	784,604.09
100%	Account Total (Pie Chart)	\$1,246,386.20	\$1,055,171.18	\$1,127,370.65

Please review your allocation periodically with your Financial Advisor.



**Warrant #12
Summary
December 9, 2020**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA	
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF	
421300 Phones/Fax	422500 Comm. Trans.			
421400 Conference/Education	422600 Staff Mileage			
421500 Memberships	422700 Trans. Maint.			
421600 Health Insurance	422800 gas/tolls/parking			
421700 Maint./Utilities	422900 Printing			
421800 Rent	423000 Sub./Ads.			
421900 Computers	423100 Public Awareness			
12000 Accounts Receivable				

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)	27,165.02
Total IPDLAF Electronic Accounts Payable (PCARDS)	45,922.14
Total VB&T Business Checking Accounts Payable	42,522.44
	<u>115,609.60</u>

Motion to approve Warrant #12 dated December 09, 2020 totaling

\$115,609.60

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12
December 9, 2020

Vendor	Description	Account	Amount
IMRF	October 2020	442201	16,963.33
	October 2020	442202	6,707.87
	October 2020	442203	-
	October 2020	442204	-
	October 2020	442205	<u>1,408.86</u>
	IMRF Total		25,080.06
Excalibur	Invoice - 104236	421902	14.95
	Invoice - 104252	421902	<u>36.80</u>
	Excalibur Total		51.75
Wex Bank	Invoice -	422801	<u>1,113.35</u>
		Wex Total	1,113.35
ComEd	Svc 10/28-11/30	421702	-
Hudson Energy	Svc 10/28-11/30	421704	-
Hewlett Packard Fin Svcs	Lease Payment	460001	919.86
Total Warrant 12 for Electronic Accounts Payable			<u>27,165.02</u>

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12
December 9, 2020

Vendor	Account	Expense Account Description	Amount
BMO Solutions			
Amazon	421003	Supplies	44.98
Amazon	421003	Supplies	29.80
Amazon	421003	Supplies	-5.99
Locksmith	421103	office supplies	7.50
Locksmith	421103	office supplies	18.67
Staples	421105	office supplies	956.97
Accurate	421105	office supplies	294.22
Amazon	421105	office supplies	24.99
Amazon	421105	office supplies	13.59
Walmart	421106	office supplies	52.84
Amazon	421106	office supplies	24.95
Dollar Store	421106	office supplies	15.00
Authorize.net	421152	Credit Card and Bank Fees	42.75
Pitney Bowes	421202	Postage	226.08
Verizon Wireless	421301	Telephone/Fax	601.11
First Communications	421304	Program Development	521.73
Converged Digital Networks	421305	Telephone/Fax	314.00
IPRA	421402	Conference/Education	10.00
J&R Lock	421403	Conference/Education	38.50
Anna's Red Apple	421405	Conference/Education	50.00
Chick-Fil-A	421405	Conference/Education	100.00
Fry The Coup	421405	Conference/Education	50.00
Potbelly	421405	Conference/Education	25.00
Amazon	421405	Conference/Education	175.00
Chopstick	421405	Conference/Education	25.88
Jimmy Johns	421405	Conference/Education	25.00
Wal-Mart	421405	Conference/Education	200.00
Café Zupas	421405	Conference/Education	50.00
Moretti's	421405	Conference/Education	25.00
Jimmy Johns	421406	Conference/Education	180.93
Walmart	421406	Conference/Education	4.07
Walmart	421406	Conference/Education	134.23
Starbucks	421406	Conference/Education	26.47
Dunkin Dounuts	421406	Conference/Education	25.02
Dunkin Dounuts	421406	Conference/Education	11.42
McDonalds	421406	Conference/Education	30.64
Amazon	421406	Conference/Education	4.88
Amazon	421406	Conference/Education	14.87
Amazon	421406	Conference/Education	27.44
Nortap Ticketleap	421407	Conference/Education	184.75
Smart CEUs	421407	Conference/Education	129.00
IPRA	421407	Conference/Education	25.00
WILS	421407	Conference/Education	10.00
NHRC	421407	Conference/Education	13.00
Chair One Fitness	421407	Conference/Education	175.00
NCTRC	421504	Conference/Education	105.00
IPRA	421507	Memberships/Certifications	264.00
NRPA	421509	Memberships/Certifications	175.00

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12
December 9, 2020

Vendor	Account	Expense Account Description	Amount
Nortap Ticketleap	421513	Memberships/Certifications	184.75
Chair one Fitness	421513	Memberships/Certifications	184.75
WILS Chi Chapter	421513	Memberships/Certifications	40.00
ChairOne	421513	Memberships/Certifications	175.00
Chair One Fitness	421513	Memberships/Certifications	175.00
Amazon	421513	Memberships/Certifications	499.00
Nicor	421703	Maintentance/Utilities	53.38
Nicor	421703	Maintentance/Utilities	56.37
Hudson Energy	421704	Maintenance/Utilites	776.12
Comcast	421706	Maintenance/Utilities	175.41
Comcast	421706	Maintenance/Utilities	123.40
Comcast	421706	Maintenance/Utilities	223.49
Comcast	421706	Maintenance/Utilities	193.35
Comcast	421706	Maintenance/Utilities	123.40
Comcast	421706	Maintenance/Utilities	216.90
Batteries Plus	421707	Maintenance/Utilites	21.99
Amazon	421707	Maintenance/Utilites	24.98
Amazon	421707	Maintenance/Utilites	39.40
Amazon	421707	Maintenance/Utilites	83.81
Dropbox	421905	Misc. Software	119.88
Constant Contact	421905	Computers	1050.00
Screencloud	421905	Computers	440.00
Apple	421905	Computers	0.99
Zoom	421905	Computers	149.90
Adobe	421905	Computers	1559.28
Adobe	421905	Computers	14.99
Zoom	421905	Computers	14.99
HTC Corp	421905	Computers	12.99
Microsoft	421905	Computers	10.61
Amazon	421906	Computers	19.99
Amazon	421906	Computers	205.14
Converged Digital Networks	421906	Computers	1047.75
Amazon	421906	Computers	68.97
Amazon	421906	Computers	68.97
Amazon	422301	Program Development	1103.85
Jewel	422303	Program Development	13.00
Dollar Tree	422303	Program Development	39.00
Jewel	422303	Program Development	20.84
Walmart	422303	Program Development	13.47
Amazon	422303	Program Development	23.99
Aldi	422303	Program Development	44.84
Dollar Tree	422303	Program Development	22.00
Jewel	422303	Program Development	5.99
Amazon	422303	Program Development	30.75
Walmart	422303	Program Development	26.07
Dollar tree	422303	Program Development	5.39
Dollar Tree	422305	Program Development	7.00
Dollar Tree	422305	Program Development	15.00
Amazon	422305	Program Development	219.00
Amazon	422305	Program Development	111.98

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12
December 9, 2020

Vendor	Account	Expense Account Description	Amount
Amazon	422305	Program Development	51.99
Amazon	422305	Program Development	151.99
Amazon	422305	Program Development	684.56
Amazon	422305	Program Development	270.50
Amazon	422305	Program Development	159.99
Amazon	422305	Program Development	21.93
Amazon	422305	Program Development	64.96
Amazon	422305	Program Development	131.98
Homegoods	422305	Program Development	187.32
At Home	422305	Program Development	160.80
Amazon	422305	Program Development	185.29
Amazon	422305	Program Development	65.00
Amazon	422305	Program Development	76.13
Amazon	422305	Program Development	141.23
Hobby Lobby	422305	Program Development	432.22
Amazon	422305	Program Development	26.45
Amazon	422305	Program Development	17.26
Home Depot	422404	Supplies	117.91
Target	422404	Supplies	362.00
Dollar Tree	422404	Supplies	12.00
Dollar tree	422404	Supplies	15.00
Dollar Tree	422404	Supplies	2.20
Ultimate Screen Print	422405	Supplies	2800.00
Amazon	422405	Supplies	433.25
Amazon	422405	Supplies	56.97
Walmart	422406	Supplies	8.82
Flaghouse	422406	Supplies	276.29
SLSF	422406	Supplies	60.00
Amazon	422406	Supplies	63.74
Amazon	422406	Supplies	89.48
Amazon	422406	Supplies	1174.44
Amazon	422409	Supplies	7.46
Amazon	422409	Supplies	6.53
Amazon	422409	Supplies	29.99
Amazon	422409	Supplies	41.64
Amazon	422409	Supplies	5.22
Amazon	422409	Supplies	32.80
Amazon	422409	Supplies	8.59
Amazon	422409	Supplies	25.04
Amazon	422409	Supplies	44.45
Amazon	422409	Supplies	39.96
Amazon	422409	Supplies	19.15
Amazon	422409	Supplies	89.60
Walmart	422409	Supplies	74.93
Amazon	422409	Supplies	96.49
Amazon	422409	Supplies	47.05
Amazon	422409	Supplies	204.14
Amazon	422409	Supplies	-44.45
Amazon	422409	Supplies	58.98
Amazon	422409	Supplies	14.49

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12
December 9, 2020

Vendor	Account	Expense Account Description	Amount
Amazon	422409	Supplies	8.97
Amazon	422409	Supplies	21.98
Dollar Tree	422409	Supplies	20.00
Amazon	422409	Supplies	42.99
Amazon	422409	Supplies	27.48
Amazon	422409	Supplies	31.47
Amazon	422409	Supplies	28.64
Amazon	422409	Supplies	-14.49
Saddleback Educational	422409	Supplies	119.35
Amazon	422409	Supplies	37.47
Amazon	422409	Supplies	-21.98
Amazon	422409	Supplies	24.89
Amazon	422409	Supplies	8.10
Amazon	422409	Supplies	44.94
Amazon	422409	Supplies	18.95
Amazon	422409	Supplies	11.88
Amazon	422409	Supplies	14.98
Amazon	422409	Supplies	9.99
Amazon	422409	Supplies	14.37
Amazon	422409	Supplies	18.74
Amazon	422409	Supplies	97.78
Amazon	422409	Supplies	37.44
Ultimate Screen Print	422416	Supplies	6500.00
Amazon	422417	Supplies	389.45
Amazon	422417	Supplies	119.99
Amazon	422417	Supplies	109.59
Amazon	422417	Supplies	92.99
Amazon	422417	Supplies	69.99
Amazon	422417	Supplies	284.98
Amazon	422417	Supplies	133.34
Amazon	422417	Supplies	44.74
Amazon	422417	Supplies	60.97
Amazon	422417	Supplies	9.81
Amazon	422417	Supplies	789.48
Amazon	422417	Supplies	128.57
Amazon	422417	Supplies	67.98
Amazon	422417	Supplies	34.55
Rehabmart	422417	Supplies	296.12
Amazon	422417	Supplies	71.98
Amazon	422417	Supplies	29.98
Amazon	422417	Supplies	89.99
Amazon	422417	Supplies	117.98
Amazon	422417	Supplies	415.98
Ultimate Screen Print	422419	Supplies	2900.00
Amazon	422421	Supplies	1019.88
Amazon	422421	Supplies	239.92
Amazon	422421	Supplies	133.64
Amazon	422421	Supplies	239.92
Amazon	422421	Supplies	77.94
Amazon	422421	Supplies	367.80

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12
December 9, 2020

Vendor	Account	Expense Account Description	Amount
Wal-Mart	422422	Supplies	27.15
Chipotle	422422	Supplies	15.00
Meijer	422422	Supplies	2.14
Amazon	422701	Trans Maintenance	15.28
Fleetio	422705	Maintenance/Utilites	136.80
PB Payment Services	422902	Printing	381.45
Accurate	422904	Printing	989.67
Konica Minolta	422906	Printing	2213.03
Vista Print	422908	Printing	108.00
Amazon	423101	Public Awareness	31.68
Chipotle	423101	Public Awareness	35.00
Zoom	423108	Public Awareness	14.99
Daily Herald	423108	Public Awarness	141.20
IPRA	423110	Public Awarness	25.00
Makeshift	424305	Payroll Processing	192.00
Right Networks	424305	Payroll Processing	88.56
Intuit	424305	Payroll Processing	1173.17
Job Match	424305	Telephone/Fax	255.55
Jewel	450022	Inclusion	84.95
Target	450022	Inclusion	54.69
Target	450022	Inclusion	36.16
Total Warrant #12A for Electronic Accounts Payable		November 28, 2020	45,922.14

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12
 December 09, 2020**

Num	Name	Description	Account	Amount
5054	Bill's Auto & Truck Repair	Invoices 107296-107442	10600 · VB&T Bus Check 2	-6,711.64
		Inv 107296	422702 · Repair/Maintenance	387.02
		Inv 107313	422702 · Repair/Maintenance	2,654.15
		Inv 107431	422702 · Repair/Maintenance	1,025.09
		Inv 107441	422702 · Repair/Maintenance	1,340.67
		Inv 107442	422702 · Repair/Maintenance	1,304.71
				6,711.64
5055	Distinctive Home Renovatic	Inv 2247	10600 · VB&T Bus Check 2	-4,800.00
		Inv 2247	422406 · General Programs	4,800.00
				4,800.00
5056	TPM Graphics, Inc.	Inv 88043	10600 · VB&T Bus Check 2	-440.00
		Inv 88043	422909 · Miscellaneous	440.00
				440.00
5057	Total Fire & Safety, Inc.	Inv 162303	10600 · VB&T Bus Check 2	-272.60
		Inv 162303	421705 · Total Fire and Safety	272.60
				272.60
5058	Wasco Nursery & Gdn Ctr	Inv 21676	10600 · VB&T Bus Check 2	-2,972.42
		Inv 21676	422406 · General Programs	2,972.42
				2,972.42
5059	Sheila Bartnicke	Refund 1610 W2020	10600 · VB&T Bus Check 2	-55.00
		Refund 1610 W2020	11500 · VB&T Operating/MM Account	55.00
				55.00
5060	Jason Baureis	Refund 2800 W2020	10600 · VB&T Bus Check 2	-55.00
		Refund 2800 W2020	11500 · VB&T Operating/MM Account	55.00
				55.00
5061	Karen Boyle	Refund 1570/1840 W2020	10600 · VB&T Bus Check 2	-100.00
		Refund 1570/1840 W2020	11500 · VB&T Operating/MM Account	100.00
				100.00
5062	Gail Bukowski	Refund 504-506,2510,2566 WS2020	10600 · VB&T Bus Check 2	-141.50
		Refund 504-506,2510,2566 WS2020	11500 · VB&T Operating/MM Account	141.50
				141.50
5063	Greg Campone	Refund 625-6260 W/S2020	10600 · VB&T Bus Check 2	-235.00
		Refund 625-630 W/S2020	11500 · VB&T Operating/MM Account	98.25
		Refund 1600/2541 W/S2020	11500 · VB&T Operating/MM Account	89.75
		Refund 6260 W/S2020	11500 · VB&T Operating/MM Account	47.00
				235.00
5064	Ning Chen	Refund 1012-4320 W2020	10600 · VB&T Bus Check 2	-696.50
		Refund 1012 W2020	11500 · VB&T Operating/MM Account	135.00

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #12
December 09, 2020

Num	Name	Description	Account	Amount
		Refund 1700 W2020	11500 · VB&T Operating/MM Account	65.00
		Refund 1770 W2020	11500 · VB&T Operating/MM Account	40.00
		Refund 2010 W2020	11500 · VB&T Operating/MM Account	111.50
		Refund 2655 W2020	11500 · VB&T Operating/MM Account	135.00
		Refund 4320 W2020	11500 · VB&T Operating/MM Account	210.00
				696.50
5065	Tonya Culver	Refund 2540 W2020	10600 · VB&T Bus Check 2	-78.75
		Refund 2540 W2020	11500 · VB&T Operating/MM Account	78.75
				78.75
5066	Shamoon Ebrahimi	Refund 4320/1051 W2020	10600 · VB&T Bus Check 2	-300.00
		Refund 4320/1051 W2020	11500 · VB&T Operating/MM Account	300.00
				300.00
5067	Karen Grand	Refund 2251/544-546 W2020	10600 · VB&T Bus Check 2	-121.50
		Refund 2251/544-546 W2020	11500 · VB&T Operating/MM Account	121.50
				121.50
5068	Briana Hernandez	Refund 1665 W2020	10600 · VB&T Bus Check 2	-63.00
		Refund 1665 W2020	11500 · VB&T Operating/MM Account	63.00
				63.00
5069	Michelle Hess	Refund 2011/2541 W2020	10600 · VB&T Bus Check 2	-191.50
		Refund 2011/2541 W2020	11500 · VB&T Operating/MM Account	191.50
				191.50
5070	Maureen Karsten	Refund 1673/2530 W2020	10600 · VB&T Bus Check 2	-175.00
		Refund 1673/2530 W2020	11500 · VB&T Operating/MM Account	175.00
				175.00
5071	Danielle Larson	Refund 2260 W2020	10600 · VB&T Bus Check 2	-97.50
		Refund 2260 W2020	11500 · VB&T Operating/MM Account	97.50
				97.50
5072	Pris Lawson	Refund 2710 W2020	10600 · VB&T Bus Check 2	-45.00
		Refund 2710 W2020	11500 · VB&T Operating/MM Account	45.00
				45.00
5073	Nancy Long	Refund 1400 W2020	10600 · VB&T Bus Check 2	-66.25
		Refund 1400 W2020	11500 · VB&T Operating/MM Account	66.25
				66.25
5074	Michelle Pio	Refund 2621 W2020	10600 · VB&T Bus Check 2	-210.00
		Refund 2621 W2020	11500 · VB&T Operating/MM Account	210.00
				210.00
5075	Judy Senase	Refund 1060/1510/2567 WS2020	10600 · VB&T Bus Check 2	-217.50
		Refund 1060/1510/2567 WS2020	11500 · VB&T Operating/MM Account	217.50
				217.50
5076	Jennifer Vaslow	Refund 4320 W2020	10600 · VB&T Bus Check 2	-200.00
		Refund 4320 W2020	11500 · VB&T Operating/MM Account	200.00
				200.00
5077	SLSF	Donation - J Gilbertson 1340/2554 W/S2020	10600 · VB&T Bus Check 2	-317.25
		Donation - J Gilbertson 1340/2554 W/S2020	11500 · VB&T Operating/MM Account	317.25
				317.25

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #12
December 09, 2020

Num	Name	Description	Account	Amount
5078	Ari Doulas	Refund 1665 W2020 Refund 1665 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-63.00 63.00 <hr/> 63.00
5079	Donna Anderson	Refund 1581 / 2710 W/S 2020 Refund 1581 / 2710 W/S 2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-219.00 219.00 <hr/> 219.00
5080	Peter M Jump	Guitar Lessons 11/5 -11/12/2020 Guitar Lessons 11/5 -11/12/2020	10600 · VB&T Bus Check 2 422206 · General Programs	-66.00 66.00 <hr/> 66.00
5081	Bill's Auto & Truck Repair	Invs 107574,107651 &107597 Invoice 107574 Invoice 107651 Invoice 107597	10600 · VB&T Bus Check 2 422704 · Regular / Repair Service 422704 · Regular / Repair Service 422704 · Regular / Repair Service	-7,665.46 2,898.86 1,785.66 2,980.94 <hr/> 7,665.46
5082	Anarkali Akbar Basha	Refund 1012 W2020 Refund 1012 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-135.00 135.00 <hr/> 135.00
5083	Sudha Ravikumar	Refund 2560 W2020 Refund 2560 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-144.75 144.75 <hr/> 144.75
5084	Anusha Subramanian	Refund 1010 W2020 Refund 1010 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-134.00 134.00 <hr/> 134.00
5085	Joselito Zosa	Refund 1013 W2020 Refund 1013 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-140.00 140.00 <hr/> 140.00
5086	Natasa Aleksic	Refund 4320 W2020 Refund 4320 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-243.75 243.75 <hr/> 243.75
5087	Lincy Vadakumchery	Refund 2600 W2020 Refund 2600 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-616.75 616.75 <hr/> 616.75
5088	Crystal Toenjes	Refund 1065 W2020 Refund 1065 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-55.00 55.00 <hr/> 55.00
5089	Charles Peterson	Refund 1051/1580/4320 W2020 Refund 1051/1580/4320 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-397.00 397.00 <hr/> 397.00
5090	Mt. Prospect Park District	Inv 2407 - Dec 2020 Inv 2407 - Dec 2020	10600 · VB&T Bus Check 2 421804 · MPPD Rental Space	-2,500.00 2,500.00 <hr/> 2,500.00
5091	Rolling Meadows Park Dist	Invoice 20-512 Invoice 20-512	10600 · VB&T Bus Check 2 421701 · Condo Maintenance	-960.00 960.00 <hr/> 960.00

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12
 December 09, 2020**

Num	Name	Description	Account	Amount
5092	Park Central Condo Assn.	Invoice 912 Invoice 912	10600 · VB&T Bus Check 2 421801 · Condo Association Fee	-1,065.00 1,065.00 <hr/> 1,065.00
5093	Rolling Meadows Park Dist	Invoice 20-0008 Invoice 20-0008	10600 · VB&T Bus Check 2 421802 · RMCC Rental Space	-2,500.00 2,500.00 <hr/> 2,500.00
5094	FlagHouse	Quote P0861024 AG RM Sensory Rm Quote P0861024	10600 · VB&T Bus Check 2 422406 · General Programs	-1,762.04 1,762.04 <hr/> 1,762.04
5095	Village of Buffalo Grove	License Renewal 2021-00000863 License Renewal 2021-00000863	10600 · VB&T Bus Check 2 421002 · Legal Fees	-90.00 90.00 <hr/> 90.00
5096	U.S. Fire & Safety Equipme	Invoice 505787 Invoice 505787	10600 · VB&T Bus Check 2 421705 · Total Fire and Safety	-51.50 51.50 <hr/> 51.50
5097	Robbins Schwartz	Inv 876963 & 876964 Inv 876963 Inv 876964	10600 · VB&T Bus Check 2 421002 · Legal Fees 421002 · Legal Fees	-1,773.28 50.00 1,723.28 <hr/> 1,773.28
5098	Active Lock & Key Ltd	Invoice 8152657 Invoice 8152657	10600 · VB&T Bus Check 2 421103 · Locksmith / Keys	-1,167.00 1,167.00 <hr/> 1,167.00
5099	RMC Mechanical Services	Invoice SI2096473 Invoice SI2096473	10600 · VB&T Bus Check 2 421707 · Miscellaneous	-1,025.00 1,025.00 <hr/> 1,025.00
5100	NCPERS Group Life Insura	Inv 5436122020 Inv 5436122020	10600 · VB&T Bus Check 2 421601 · Voluntary Benefits	-16.00 16.00 <hr/> 16.00
5101	Sudhakar Avva	Refund 2251 W2020 Refund 2251 W2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-40.00 40.00 <hr/> 40.00
5102	Venus Awe	Refund 1917 F2020 Refund 1917 F2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-6.75 6.75 <hr/> 6.75
5103	Luanne Barbero	Refund 1650-2625 WSF2020 Refund 1650-2625 WSF2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-283.25 283.25 <hr/> 283.25
5104	Deborah Barnes	Refund 2572 F2020 Refund 2572 F2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-15.50 15.50 <hr/> 15.50
5105	Barbara Jean Brandon	Refund 2541 F2020 Refund 2541 F2020	10600 · VB&T Bus Check 2 11500 · VB&T Operating/MM Account	-6.75 6.75 <hr/> 6.75

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #12
December 09, 2020

Num	Name	Description	Account	Amount
5106	Theresa Browning	Refund 2021 W2020	10600 · VB&T Bus Check 2	-49.25
		Refund 2021 W2020	11500 · VB&T Operating/MM Account	49.25
				49.25
5107	Anne Cardascio	Refund 2541/2535 W2020	10600 · VB&T Bus Check 2	-60.75
		Refund 2541/2535 W2020	11500 · VB&T Operating/MM Account	60.75
				60.75
5108	Bonnie Davidson	Refund 2572 F2020	10600 · VB&T Bus Check 2	-15.50
		Refund 2572 F2020	11500 · VB&T Operating/MM Account	15.50
				15.50
5109	Marybell DeChoudens	Refund 1917 F2020	10600 · VB&T Bus Check 2	-6.75
		Refund 1917 F2020	11500 · VB&T Operating/MM Account	6.75
				6.75
5110	Olga Dolbilina	Refund 2078 F2020	10600 · VB&T Bus Check 2	-27.00
		Refund 2078 F2020	11500 · VB&T Operating/MM Account	27.00
				27.00
5111	Susan Kurpiel	Refund 2535 W2020	10600 · VB&T Bus Check 2	-81.00
		Refund 2535 W2020	11500 · VB&T Operating/MM Account	81.00
				81.00
5112	Liz Natale	Refund 2541/1105/2079 W2020	10600 · VB&T Bus Check 2	-48.75
		Refund 2541/1105/2079 W2020	11500 · VB&T Operating/MM Account	48.75
				48.75
5113	Wendy Pitts	Refund 2656 W2020	10600 · VB&T Bus Check 2	-135.00
		Refund 2656 W2020	11500 · VB&T Operating/MM Account	135.00
				135.00
5114	Michele Pocklington	Refund 2012 F2020	10600 · VB&T Bus Check 2	-38.25
		Refund 2012 F2020	11500 · VB&T Operating/MM Account	38.25
				38.25
5115	Stephanie Scrimali	Refund 1103 F2020	10600 · VB&T Bus Check 2	-15.00
		Refund 1103 F2020	11500 · VB&T Operating/MM Account	15.00
				15.00
5116	Jeanette Suarez	Refund 1630 F2020	10600 · VB&T Bus Check 2	-11.75
		Refund 1630 F2020	11500 · VB&T Operating/MM Account	11.75
				11.75
5117	Torstiner Woodbury	Refund 2541 F2020	10600 · VB&T Bus Check 2	-6.75
		Refund 2541 F2020	11500 · VB&T Operating/MM Account	6.75
				6.75
5118	Janet Yamamoto	Refund W2020	10600 · VB&T Bus Check 2	-27.00
		Refund W2020	11500 · VB&T Operating/MM Account	27.00
				27.00
5119	Jensen Entertainment Inc	Virtual Show 12/9/2020	10600 · VB&T Bus Check 2	-295.00
		Virtual Show 12/9/2020	422206 · General Programs	295.00
				295.00
5120	Katelyn M Schmidt	Payroll Check		

**Northwest Special Recreation Association
VBT Business Checking Accounts Payable
Warrant #12
December 09, 2020**

Num	Name	Description	Account	Amount
Total for Warrant #12 VB&T Business Checking Accounts Payable				42,522.44

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: December 9, 2020

Motion:

A motion to approve Payroll for the following Pay Period Ending:

1. 11/20/20 – \$74,673.57
2. 12/04/20 - \$74,312.84

Northwest Special Recreation Association
Payroll Summary
November 20, 2020

	<u>Nov 20, 20</u>
Employee Wages, Taxes and Adjustments	
Gross Pay	
Exempt	67,533.08
Office Support-FT	5,239.77
Camp	0.00
Camp OT	0.00
Driver	0.00
General	0.00
Inclusion	208.60
Inclusion AH	60.72
Inclusion AH - OT	0.00
Inclusion EG	503.63
Inclusion EG OT	0.00
Inclusion HE	395.15
Inclusion HE OT	0.00
Inclusion HP	323.00
Inclusion HP OT	0.00
Inclusion MP	22.23
Inclusion MP OT	0.00
Inclusion OT	0.00
Inclusion PAL	159.31
Inclusion PAL OT	0.00
Inclusion PH	636.93
Inclusion PH OT	0.00
Inclusion RM	0.00
Inclusion RM OT	0.00
Inclusion Sch	1,015.00
Inclusion Sch OT	0.00
Inclusion Training	0.00
Inclusion WH	459.73
Inclusion WH OT	0.00
Leader	0.00
Leader OT	0.00
Office Support-FT OT	0.00
Speciality Instructor	107.07
Training/Orientation	30.00
Bonus	0.00
Car Allowance	300.00
Vacation Payout	288.12
Total Gross Pay	<u>77,282.34</u>
Deductions from Gross Pay	
457b Plan Emp.	-1,202.83
Dep. Care FSA (pre-tax)	-83.34
Health Insurance (pre-tax)	-2,145.53
IMRF-FT-EE	-3,288.30
IMRF-Voluntary	-704.43
Medical Care FSA (pre-tax)	-525.44
Voluntary Life (taxable)	-77.65
Total Deductions from Gross Pay	<u>-8,027.52</u>
Adjusted Gross Pay	69,254.82
Taxes Withheld	
Federal Withholding	-7,025.00
Medicare Employee	-1,080.64
Social Security Employee	-4,620.71
IL - Withholding	-3,403.91
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	<u>-16,130.26</u>
Deductions from Net Pay	
Accident Insurance (taxable)	-90.83
Critical Illness Ins. (taxable)	-18.79
Short Term Disability (taxable)	-172.98
Total Deductions from Net Pay	<u>-282.60</u>
Net Pay	<u><u>52,841.96</u></u>
Employer Taxes and Contributions	
Medicare Company	1,080.64
Social Security Company	4,620.71
IL - Unemployment	0.00
IMRF-FT	8,315.70
Total Employer Taxes and Contributions	<u>14,017.05</u>
Total Payroll	<u><u>\$ 74,673.57</u></u>
- Checks & Direct Deposits	\$ 52,841.96
- Tax Liability	\$ 21,831.61
- Illinois	\$ 3,403.91
- Federal	\$ 18,427.70

Northwest Special Recreation Association
Payroll Summary
December 4, 2020

	<u>Dec 4, 20</u>
Employee Wages, Taxes and Adjustments	
Gross Pay	
Exempt	67,533.08
Office Support-FT	5,239.77
Inclusion EG	532.50
Inclusion HP	197.79
Inclusion PAL	40.53
Inclusion PH	281.89
Inclusion RT	517.40
Inclusion Sch	771.48
Inclusion WH	425.77
Specialty Instructor	43.63
Training/Orientation	55.00
Bonus	250.00
Car Allowance	300.00
Phone/Data Stipend	575.00
Total Gross Pay	<u>76,763.84</u>
Deductions from Gross Pay	
457b Plan Emp.	-1,182.83
Dep. Care FSA (pre-tax)	-83.34
Health Insurance (pre-tax)	-1,970.31
IMRF-FT-EE	-3,299.55
IMRF-Voluntary	-704.43
Medical Care FSA (pre-tax)	-525.44
Voluntary Life (taxable)	-77.65
Total Deductions from Gross Pay	<u>-7,843.55</u>
Adjusted Gross Pay	68,920.29
Taxes Withheld	
Federal Withholding	-7,112.00
Medicare Employee	-1,075.70
Social Security Employee	-4,599.45
IL - Withholding	-3,394.16
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	<u>-16,181.31</u>
Deductions from Net Pay	
Accident Insurance (taxable)	-90.83
Critical Illness Ins. (taxable)	-18.79
Short Term Disability (taxable)	-172.98
Total Deductions from Net Pay	<u>-282.60</u>
Net Pay	<u><u>52,456.38</u></u>
Employer Taxes and Contributions	
Medicare Company	1,075.70
Social Security Company	4,599.45
IL - Unemployment	0.00
IMRF-FT	8,344.15
Total Employer Taxes and Contributions	<u><u>14,019.30</u></u>
Total Payroll	\$ 74,312.84
- Checks & Direct Deposits	\$ 52,456.38
- Tax Liability	\$ 21,856.46
- Illinois	\$ 3,394.16
- Federal	\$ 18,462.30

VIII. Old Business

[Return to Home](#)

Finance Committee Meeting Minutes
November 30, 2020, 12:30 pm
Via Zoom

The meeting was called to order at 12:34 p.m.

Present: Bret Fahnstrom, River Trails Park District; Bob O'Brien, Hanover Park Park District; Ben Curcio, Elk Grove Park District; Kevin Romejko, Rolling Meadows Park District; Jay Morgan, South Barrington Park District, Christina Ferraro, Prospect Heights Park District; Tracey Crawford, NWSRA Executive Director; Darleen Negrillo, Superintendent of Administrative Services; and Jessica Vasalos, Administrative Manager, as Recording Secretary.

Revised Amended COVID FY2020 Budget and Proposed FY2021 Budget

Chairman Fahnstrom started the meeting reading an email from Director Clark regarding his thoughts and concerns regarding the information provided to the Finance Committee. His comments were: *The best way to handle this is scenario that allocates funding to increase the operating and capital fund balances. I feel it is a overreach and an overreaction to consider rebates back to the member districts. The fact is even if rebated, District's cannot use it for any other purposes than for NWSRA related expenses. The budgetary items you mention seem reasonable and best practice and have no issues with what is listed in this information. The fund balance should be reinstated and if it is consensus that this should be updated and increased from what we developed years ago, I am fine with that.*

Chairman Fahnstrom also read an email from Director Risinger regarding his thoughts and concerns regarding the information provided to the Finance Committee. His comments were: *I agree with the amended budget and the planned expenses in operating and capital. While I understand the concept of the reimbursement brought up as a discussion. I do not understand the real benefit of it in this case. As you duly noted, these funds are restricted to ADA. I also believe that any type of change of this type would need to written into the MDAA procedures in case this were to ever happen again in the future. It should not be something that just happens because the Board at that time feels it is prudent. I believe it would need some pretty strict prerequisites to come into play (if ever). If it were to be considered, it would be more of a concept that affects the MDAA with a reduction in the following year due to ending fund balances in the previous year being over the fund policy; not a reimbursement in the current year, based on a projected ending fund balances.*

Chairman Fahnstrom then opened the floor for discussion. Discussion was had by the Committee, about scenarios and their outcomes to NWSRA and Member Districts. It was unanimously decided, by all present, to recommend to the Board that NWSRA keep all net funds and disbursed as follows:

1. NWSRA to allocate \$604,418.41 to the Operating Fund reflecting 44% of Proposed FY2021 budgeted expenses.
2. NWSRA to allocate \$604,418.41 to the General Reserve Fund reflecting 42% of Proposed FY2021 budgeted expenses.
3. NWSRA to allocate \$23,777.74 to the Capital Reserve Fund reflecting the 3-year rolling average of \$498,131.14.

This allocation of funds will ensure that NWSRA adhere to the Fund Balance Policy as well as get closer to obtaining the ceiling of the policy.

Chairman Fahnstrom adjourned the meeting at 1:04 p.m.

Date: December 9, 2020

To: NWSRA, Board of Trustees

From: Tracey Crawford, Executive Director

Re: Budget Approval

MOTION:

1. A motion to approve the Amended COVID Budget FY2020 as presented.
2. A motion to approve the FY2021 Budget as presented.

		2020 Budget	Covid Budget	Net Difference	2021 Budget
Line Item #	Description	Approved FY 2020	Amended PYE 2020	Amended PYE 2020 - FY 2020	Proposed FY 2021
Income					
310000	Member District Assessments	4,320,307.35	4,320,307.36	0.01	4,320,307.35
320000	Program Fees	679,280.02	201,093.83	-478,186.19	252,434.25
321000	Transportation - Door to Door	5,275.00	292.25	-4,982.75	1,227.80
321100	Transportation - Pick up Points	27,533.75	1,886.75	-25,647.00	10,793.00
340000	Non-Program Revenue	348,502.00	221,954.29	-126,547.71	158,458.20
350000	SLSF Grant Contributions	287,500.00	202,178.32	-85,321.68	260,000.00
360000	Sale of Fixed Assets	1,250.00	0.00	-1,250.00	500.00
370000	Interest	105,659.84	61,186.32	-44,473.52	12,175.11
380000	Revenue SLSF	200.00	141.00	-59.00	150.00
385000	Transfer of Reserve	500,000.00	500,000.00	0.00	269,612.46
Total Income		6,275,507.96	5,509,040.12	-766,467.84	5,285,658.17
Operating Expenses-Administration					
421000	Professional Fees	18,190.15	15,480.43	-2,709.72	12,355.00
421100	Office Supplies	5,359.80	5,507.11	147.31	3,790.00
421150	Credit Card & Bank Fees	14,450.00	0.00	-14,450.00	11,772.00
421200	Postage	4,700.00	4,708.35	8.35	7,100.00
421300	Telephone/Fax	20,049.00	18,941.97	-1,107.03	21,257.00
421400	Conference/Education	54,511.00	24,209.02	-30,301.98	30,914.00
421500	Memberships	29,308.00	20,934.78	-8,373.22	21,743.00
421600	Health Insurance	424,140.38	360,388.20	-63,752.18	427,964.61
421700	Maintenance/Utilities	49,235.21	49,067.83	-167.38	46,397.71
421800	Rent	125,096.00	109,202.75	-15,893.25	120,186.00
421900	Computer	122,040.70	132,278.41	10,237.71	162,544.63
Subtotal Administration Expenses		867,080.24	740,718.85	-126,361.39	866,023.95
Program					
422100	Rental Municipal	43,079.02	10,972.00	-32,107.02	30,674.00
422200	Rental Commercial	179,195.00	37,596.78	-141,598.22	34,271.68
422300	Program Development	28,882.00	16,852.11	-12,029.89	9,672.50
422400	Program Supplies	67,016.25	86,305.26	19,289.01	69,810.29
422500	Commercial Transportation	134,143.50	0.00	-134,143.50	0.00
422600	Mileage	23,000.00	5,905.49	-17,094.51	8,000.00
422700	Transportation Maintenance	83,900.00	93,315.24	9,415.24	62,154.08
422800	Gas/Tolls	73,000.00	14,015.39	-58,984.61	42,711.00
422900	Printing	60,759.60	44,919.00	-15,840.60	15,150.00
423100	Public Awareness/Subscriptions/Ads	17,903.72	9,895.42	-8,008.30	27,693.40
Subtotal Program Expenses		710,879.09	319,776.69	-391,102.40	300,136.95
Salary					
424100	Full-Time Salaries	2,014,708.53	1,649,683.68	-365,024.85	2,141,784.79
424200	Part-Time Salaries	660,199.28	80,406.16	-579,793.12	293,430.97
424300	Payroll Processing	28,449.97	23,577.70	-4,872.27	12,850.00
424400	Independent Contractors	0.00	0.00	0.00	45,012.40
424500	Car Allowance	7,800.00	7,800.00	0.00	7,800.00
Subtotal Salary Expenses		2,711,157.78	1,761,467.54	-949,690.24	2,500,878.16
Liability/Audit/IMRF					
441000	Liability	85,389.30	83,068.50	-2,320.80	124,807.26
442000	Audit	8,825.00	7,225.00	-1,600.00	6,625.00
442100	FICA	254,229.12	134,016.87	-120,212.25	215,421.88
442200	IMRF	266,583.16	187,802.10	-78,781.06	257,281.64
Subtotal Liability/Audit/IMRF Expenses		615,026.58	412,112.47	-202,914.11	604,135.78
Inclusion/Capital Plan					
450000	Inclusion	488,408.31	157,982.85	-330,425.46	467,264.00
460000	Capital Expense	858,987.49	884,367.16	25,379.67	292,402.96
Subtotal Inclusion/Capital Expenses		1,347,395.80	1,042,350.01	-305,045.79	759,666.96
Total Expenses		6,251,539.49	4,276,425.56	-1,975,113.93	5,030,841.80
Net Income		23,968.47	1,232,614.56	1,208,646.09	254,816.37

Motion:

Motion to approve the Amended 2020 COVID Budget

NWSRA Proposed Budget FY 2021

Line Item #	Description	Approved FY 2020	Amended PYE 2020	Amended PYE 2020 - FY 2020	Proposed FY 2021	Proposed FY 2021 - Amended FY 2020	% Change Amended FY 2020 - Proposed FY 2021
Income							
310000	Member District Assessments	4,320,307.35	4,320,307.36	0.01	4,320,307.35	-\$0.01	0.0%
320000	Program Fees	679,280.02	201,093.83	-478,186.19	252,434.25	\$51,340.42	-189.4%
321000	Transportation - Door to Door	5,275.00	292.25	-4,982.75	1,227.80	\$935.55	17.7%
321100	Transportation - Pick up Points	27,533.75	1,886.75	-25,647.00	10,793.00	\$8,906.25	32.3%
340000	Non-Program Revenue	348,502.00	221,954.29	-126,547.71	158,458.20	-\$63,496.09	-18.2%
350000	SLSF Grant Contributions	287,500.00	202,178.32	-85,321.68	260,000.00	\$57,821.68	20.1%
360000	Sale of Fixed Assets	1,250.00	0.00	-1,250.00	500.00	\$500.00	40.0%
370000	Interest	105,659.84	61,186.32	-44,473.52	12,175.11	-\$49,011.21	-46.4%
380000	Revenue SLSF	200.00	141.00	-59.00	150.00	\$9.00	4.5%
385000	Transfer of Reserve	500,000.00	500,000.00	0.00	269,612.46	-\$230,387.54	-46.1%
	Total Income	6,275,507.96	5,509,040.12	-766,467.84	5,285,658.17	-\$223,381.95	-3.6%
Operating Expenses-Administration							
421000	Professional Fees	18,190.15	15,480.43	-2,709.72	12,355.00	-\$3,125.43	-17.2%
421100	Office Supplies	5,359.80	5,507.11	147.31	3,790.00	-\$1,717.11	-32.0%
421150	Credit Card & Bank Fees	14,450.00	0.00	-14,450.00	11,772.00	\$11,772.00	81.5%
421200	Postage	4,700.00	4,708.35	8.35	7,100.00	\$2,391.65	50.9%
421300	Telephone/Fax	20,049.00	18,941.97	-1,107.03	21,257.00	\$2,315.03	11.5%
421400	Conference/Education	54,511.00	24,209.02	-30,301.98	30,914.00	\$6,704.98	12.3%
421500	Memberships	29,308.00	20,934.78	-8,373.22	21,743.00	\$808.22	2.8%
421600	Health Insurance	424,140.38	360,388.20	-63,752.18	427,964.61	\$67,576.41	15.9%
421700	Maintenance/Utilities	49,235.21	49,067.83	-167.38	46,397.71	-\$2,670.12	-5.4%
421800	Rent	125,096.00	109,202.75	-15,893.25	120,186.00	\$10,983.25	8.8%
421900	Computer	122,040.70	132,278.41	10,237.71	162,544.63	\$30,266.22	24.8%
	Subtotal Administration Expenses	867,080.24	740,718.85	-126,361.39	866,023.95	\$125,305.10	14.5%
Program							
422100	Rental Municipal	43,079.02	10,972.00	-32,107.02	30,674.00	\$19,702.00	45.7%
422200	Rental Commercial	179,195.00	37,596.78	-141,598.22	34,271.68	-\$3,325.10	-1.9%
422300	Program Development	28,882.00	16,852.11	-12,029.89	9,672.50	-\$7,179.61	-24.9%
422400	Program Supplies	67,016.25	86,305.26	19,289.01	69,810.29	-\$16,494.97	-24.6%
422500	Commercial Transportation	134,143.50	0.00	-134,143.50	0.00	\$0.00	0.0%
422600	Mileage	23,000.00	5,905.49	-17,094.51	8,000.00	\$2,094.51	9.1%
422700	Transportation Maintenance	83,900.00	93,315.24	9,415.24	62,154.08	-\$31,161.16	-37.1%
422800	Gas/Tolls	73,000.00	14,015.39	-58,984.61	42,711.00	\$28,695.61	39.3%
422900	Printing	60,759.60	44,919.00	-15,840.60	15,150.00	-\$29,769.00	-49.0%
423100	Public Awareness/Subscriptions/Ads	17,903.72	9,895.42	-8,008.30	16,943.40	\$7,047.98	39.4%
	Subtotal Program Expenses	710,879.09	319,776.69	-391,102.40	289,386.95	-\$30,389.74	-4.3%
Salary							
424100	Full-Time Salaries	2,014,708.53	1,649,683.68	-365,024.85	2,141,784.79	\$492,101.11	24.4%
424200	Part-Time Salaries	660,199.28	80,406.16	-579,793.12	293,430.97	\$213,024.81	32.3%
424300	Payroll Processing	28,449.97	23,577.70	-4,872.27	12,850.00	-\$10,727.70	-37.7%
424400	Independent Contractors	0.00	0.00	0.00	45,012.40	\$45,012.40	100.0%
424500	Car Allowance	7,800.00	7,800.00	0.00	7,800.00	\$0.00	0.0%
	Subtotal Salary Expenses	2,711,157.78	1,761,467.54	-949,690.24	2,500,878.16	\$739,410.62	27.3%
Liability/Audit/IMRF							
441000	Liability	85,389.30	83,068.50	-2,320.80	124,807.26	\$41,738.76	48.9%
442000	Audit	8,825.00	7,225.00	-1,600.00	6,625.00	-\$600.00	-6.8%
442100	FICA	254,229.12	134,016.87	-120,212.25	215,421.88	\$81,405.01	32.0%
442200	IMRF	266,583.16	187,802.10	-78,781.06	257,281.64	\$69,479.54	26.1%
	Subtotal Liability/Audit/IMRF Expenses	615,026.58	412,112.47	-202,914.11	604,135.78	\$192,023.31	31.2%
Inclusion/Capital Plan							
450000	Inclusion	488,408.31	157,982.85	-330,425.46	467,264.00	\$309,281.15	63.3%
460000	Capital Expense	858,987.49	884,367.16	25,379.67	292,402.96	-\$591,964.20	-68.9%
	Subtotal Inclusion/Capital Expenses	1,347,395.80	1,042,350.01	-305,045.79	759,666.96	-\$282,683.05	-21.0%
	Total Expenses	6,251,539.49	4,276,425.56	-1,975,113.93	5,020,091.80	\$743,666.24	11.9%
	Net Income	23,968.47	1,232,614.56	1,208,646.09	265,566.37	-\$967,048.19	-4034.7%

Capital Type	Fleet	Type of Bus	2020	2021	2022	2023	2024
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Vehicles

501	26 passenger- accessible						
502	20 passenger- accessible						
503	20 passenger- accessible						
506	14 passenger- non-accessible						
507	26 passenger- accessible						
508	14 passenger- accessible, IDOT						
509	14 passenger- accessible						
510	14 passenger- accessible, IDOT						
511	14 passenger- accessible, IDOT						
512	14 passenger- accessible						
513	Minivan (6 passengers)						
514	14 passenger- accessible						
515	14 passenger- accessible, IDOT						
516	14 passenger- accessible						
518	14 passenger- accessible, IDOT						
519	14 passenger- accessible						
520	14 passenger- accessible						
521	14 passenger- accessible						
522	14 passenger- accessible						
523	14 passenger- accessible						
524	14 passenger- accessible						
525	14 passenger- accessible						
526	14 passenger- accessible, IDOT						
	26 passenger- accessible - NEW	95,000.00				90,000.00	
	14 passenger- accessible, IDOT - NEW		6,000.00				
	14 passenger- accessible NEW			70,000.00			
	Minivan -Accessible New	40,000.00					
Vehicles Total			135,000.00	6,000.00	70,000.00	90,000.00	0.00

ADA Transition Plan

ADA Transition Plan	42,768.00	0.00	0.00	0.00	0.00
ADA Plan Total	42,768.00	0.00	0.00	0.00	0.00

Technology/Hardware

Computer lease (\$1,120/mo x 12 mo)- 48 mo. Lease	13,440.00	11,038.32	11,038.32	11,038.32	14,000.00
Server	4,642.00	0.00	5,000.00	5,000.00	5,000.00
iPads	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00
Printer Lease		15,164.64	15,164.64	15,164.64	15,164.64
Printer replacements		2,200.00	2,200.00	2,200.00	2,200.00
Hardware replacements (laptop, switch, monitors)		5,500.00	3,100.00	3,100.00	2,000.00
PowerDMS	8,234.50				
BambooHr	9,461.49				
Technology Total	36,777.99	36,402.96	39,002.96	39,002.96	40,864.64

Rent/Lease

RMCC - Storage & Office Space	60,000.00	0.00	0.00	51,000.00	0.00
Wheeling Rent	30,000.00				
Buffalo Grove Rent	30,000.00				
Mount Prospect Rental	30,000.00				
Rolling Meadows Rental	30,000.00				
Hanover Park Rental	18,000.00				
Rent/Lease Total	198,000.00	0.00	0.00	51,000.00	0.00

General Equipment

Hoffman Estates Construction Costs		250,000.00	0.00		
Buffalo Grove Sensory Room				80,000.00	
Wheeling Sensory Room	70,000.00	0.00			
Security Camera Project	14,441.50	0.00			
Wheeling Construction	250,000.00				
Buffalo Grove Construction	250,000.00				
General Equipment Total	584,441.50	250,000.00	0.00	80,000.00	0.00

Condo Expenses

Roof Replacement	150,000.00				
Fire Box	10,000.00				
HVAC	5,000.00				
Electrical/Plumbing	1,000.00				
Elevator	0.00				
General Equipment Total	166,000.00	0.00	0.00	0.00	0.00

Subtotal	1,162,987.49	292,402.96	109,002.96	260,002.96	40,864.64
Payment from Investments					
Payments from SLSF	70,000.00	0.00			
Total	1,092,987.49	292,402.96	109,002.96	260,002.96	40,864.64

2021 3-year Average

498,131.14

Date: December 9, 2020

To: NWSRA Board of Directors

From: Bret Fahnstrom, Finance Committee Chair

Re: Revised Amended COVID FY2020 Budget and Proposed FY2021 Budget

Based on the discussion at the November Board Meeting regarding revisions to the Amended COVID FY2020 Budget and the Proposed FY 2021 Budget, I have attached a memo detailing the following:

PYE 2020

- Due to the State Program regulations and the inconsistency of in-person programming during COVID, NWSRA and Clearbrook are equally assuming expenses that would normally be paid from the Collaborative Adult Day Program Budget. Although programming will continue without interruption, it will be hosted virtually at a lower reimbursement rate from the State of Illinois. Therefore, we reduced the income normally reimbursed by Clearbrook in the Amended COVID **PYE 2020** line item for the months of November and December reflecting the expenses for Collaborative Coordinators and rental costs for five programming spaces.
- Inclusion of Expenses originally cut from the **FY 2020** Capital plan, are reflected in the Amended **PYE 2020** line item for Capital Expenditures. These include the ADA Transition Plan, rent for 5 programming spaces, Wheeling Sensory Room, Security Camera Project and Condo expenses including roof replacement, fire box, HVA and electrical/plumbing.

FY 2021

- Due to the State Program regulations and the inconsistency of in-person programming during COVID, NWSRA and Clearbrook are equally assuming expenses that would normally be paid from the Collaborative Adult Day Program Budget. Although programming will continue without interruption, it will be hosted virtually at a lower reimbursement rate from the State of Illinois. Therefore, we reduced the income normally reimbursed by Clearbrook in the Proposed **FY 2021** line item for the months of January through June reflecting the expense for Collaborative Coordinators and rental costs for 5 programming spaces.
- Inclusion of Expenses to the Proposed **FY 2021** line item (Full Time Staff Salaries) for a 3% merit pool to be held until the staff and the Board feel it is appropriate to award Merit Increases.
- After reviewing the NWSRA Fund Balance Policy staff recognized that the policy already reflects a floor of 25% and a ceiling of 50% and the Capital Reserve Fund balance should maintain a balance in an amount equal to a 3-year rolling average of the total budgeted capital expenditures.

Currently the Fund Balances are as follows: Operating Fund balance is at 32% and the General Reserve Fund balance is at 30% and Capital Reserve Fund is \$474,353.40.

The Finance Committee recommends the following for the net fund balance:

- NWSRA to allocate \$604,418.41 to the Operating Fund reflecting 44% of Proposed FY2021 budgeted expenses.
- NWSRA to allocate \$604,418.41 to the General Reserve Fund reflecting 42% of Proposed FY2021 budgeted expenses.
- NWSRA to allocate \$23,777.74 to the Capital Reserve Fund reflecting the 3-year rolling average of \$498,131.14.

Based on the suggestion of Board Members and the Fund Balance Policy, NWSRA's goal is to get to a 50% of Operating Expenses and have the 3-year rolling average of capital expenses in the Capital Reserve Fund.

Motion:

A motion to approve the Finance Committee recommendation to approve the following:

- 1. NWSRA to allocate \$604,418.41 to the Operating Fund reflecting 44% of Proposed FY2021 budgeted expenses.**
- 2. NWSRA to allocate \$604,418.41 to the General Reserve Fund reflecting 42% of Proposed FY2021 budgeted expenses.**
- 3. NWSRA to allocate \$23,777.74 to the Capital Reserve Fund reflecting the 3-year rolling average of \$498,131.14.**

Date: December 9, 2020
 To: NWSRA, Board of Directors
 From: Bret Fahnstrom, Finance Committee Chair
 Re: Amended PYE 2020 and Proposed FY 2021 Budget Revisions

Based on the Board Member feedback from the November 18, 2020 Board Meeting, the following are the detailed revisions staff have made:

Amended PYE 2020 Line Item Revisions

Income Reductions

Line Item #	Description	Revision Made	Amount of Income Reduction
340000	Non-Program Revenue	Removal of salary reimbursement by Clearbrook for months of November and December. To address the COVID-19 pandemic, NWSRA has agreed to assume the cost of 5 Collaborative Coordinators and rent for all 5 programming spaces during these months.	\$42,052.00

Expense Increases

Line Item #	Description	Revision Made	Amount of Expense Increase
460000	Capital Plan	ADA Transition Plan reflected as a 2020 expense	\$42,768.00
460000	Capital Plan	Rent for all 5 programming spaces reflected as a 2020 expense	\$138,000.00
460000	Capital Plan	Wheeling Sensory Room reflected as a 2020 expense	\$70,000.00
460000	Capital Plan	Security Camera Project reflected as a 2020 expense	\$14,441.50
460000	Capital Plan	Condo expenses, including roof replacement, fire box, HVAC and electrical/plumbing reflected as a 2020 expense	\$166,000.00
		Total Expense Increase:	\$431,209.50

*Moving forward, salary merit increases are scheduled to be processed in the month of January, unless merit increases need to freeze due to unforeseen circumstances.

Proposed FY 2021 Line Item Revisions

Income Reductions

Line Item #	Description	Revision Made	Amount of Income Reduction
340000	Non-Program Revenue	Removal of salary reimbursement by Clearbrook for months of January through June. To address the COVID-19 pandemic, NWSRA has agreed to assume the cost of 5 Collaborative Coordinators and rent for all 5 programming spaces during these months.	\$156,150.00

Expense Increases

Line Item #	Description	Revision Made	Amount of Expense Increase
424100	Full-Time Salaries	3% merit pool added for 2021. Amount will be held until deemed appropriate by the Board in response to COVID-19	\$54,772.90
460000	Capital Plan	Startup costs for NWSRA programming space at Hoffman Estates reflected as a 2021 expense	\$250,000.00
		Total Expense Increase:	\$304,772.90

NWSRA Fund Balance

Attached for your review is the NWSRA Fund Balance Policy. The policy includes the following statement:

Ceiling Statement

The Operating Funds will have a minimum level of 25% of annual budgeted expenditures. If the Operating Funds exceed 50% of annual budgeted expenditures, the Finance Committee will review the funds and propose a recommendation to the Board of Trustees.

Current Fund Balances		
Fund Balance	Balance Amount	% of FY 2021 Budgeted Expenditures
Operating Fund	\$1,594,081.88	32%
General Reserve Fund	\$1,505,537.48	30%
Capital Reserve Fund	\$474,353.40	Needs to achieve 3 Year Rolling Average of Expenses

Upon review of the current Fund Balances and guidance set forth within the NWSRA Fund Balance Policy, the Finance Committee has unanimously decided to bring forth the following:

NWSRA would allocate the \$1,232,614.56 to the Operating Fund, the General Reserve Fund and the Capital Reserve Fund:

Fund Balance	Amount of Fund Addition	New Fund Balance	% of FY 2021 Budgeted Expenditures
Operating Fund	\$604,418.41	\$1,822,460.52	44%
General Reserve Fund	\$604,418.41	\$2,510,045.90	42%
Capital Reserve Fund	\$23,377.74	\$498,131.14	Achieving 3 Year Rolling Average of Capital Expenses

Fund Balance Policy

Fund Balance Philosophy

NWSRA believes that strong financial management principles require sufficient funds be retained to provide a stable financial base at all times. To retain a stable financial base, NWSRA needs to maintain a fund balance policy sufficient to fund all cash flows for its daily operations and capital needs. NWSRA must provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. The purpose of this policy is to specify the size and composition of NWSRA's current accounts and set a balance recommendation for both operating and reserve funds. No change or removal of the fund balance may occur without approval by resolution of the Board of Trustees. The fund balance may be used for a specific purpose authorized by the Executive Director.

Minimum Unrestricted Fund Balance Levels

This policy applies to NWSRA's funds as follows:

- A. Operating Funds – The Operating Funds are the major funds including the general fund of NWSRA. They are used to account for administrative, maintenance and all financial resources except those that are accounted for in another fund. The Operating Funds are assigned to obtain fiscal sustainability. This assigned fund balance will be maintained at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital and transfers.
- B. General Reserve Fund- This assigned fund balance should maintain a balance equal to or greater than 25% of annual expenses.
- C. Capital Reserve Fund- This committed fund balance shall be used for capital purchases and should maintain a balance in an amount equal to a 3 year rolling average of the total budgeted capital expenditures.

Authority

- A. Committed Fund Balance- An agency-imposed constraint on spending the fund balance must be approved by resolution of the Board of Trustees. Any modifications or removal of the agency-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.

- B. Assigned Fund Balance- An agency-imposed constraint on spending the fund balance based on NWSRA's intent to use fund balance for a specific purpose. The authority may be delegated to the Executive Director.

Ceiling Statement

The Operating Funds will have a minimum level of 25% of annual budgeted expenditures. If the Operating Funds exceed 50% of annual budgeted expenditures, the Finance Committee will review the funds and propose a recommendation to the Board of Trustees.

IX. New Business

[Return to home](#)

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Installation of Officers
Date: December 9, 2020

Motion:

A motion to approve the following installation of officers for the upcoming Fiscal Year of January 1, 2021 to December 31, 2021:

Installation of Officers:

1. Chairman; Bret Fahnstrom
2. Vice Chairman; Christina Ferraro
3. Organizational Chair; Kevin Romejko
4. Personnel Committee Chair; Craig Talsma

The Executive Committee is comprised of the Chairman, Vice Chairman, Personnel Committee Chair, and the Past Chair.

To: NWSRA Board of Directors

From: Tracey Crawford, Executive Director

Re: Bank Resolutions R2020-6, R2020-7, R2020-8, R2020-9

Date: December 9, 2020

NWSRA's Organizational Treasurer has always been the Executive Director of Rolling Meadows Park District due to the ease of proximity to NWSRA. In March of 2020, Kevin Romejko became Executive Director of Rolling Meadows Park District due to the retirement of Amy Charlesworth. This action required new signature cards for all NWSRA/SLSF accounts. It was at that time, the NWSRA Board requested that all the NWSRA accounts reflect only the signatures of the NWSRA Executive Director or the Organizational Treasurer and any Superintendent of the agency.

Motion:

A motion to approve the following bank resolutions as indicated below:

- A. **Village Bank and Trust** - Resolution R2020-6 approving two signatures of these signers for the following accounts:
1. **Business Checking:** Approving two signature checks up to \$5,000 to be signed by Tracey Crawford, Executive Director and/or Kevin Romejko, Organizational Treasurer, or Darleen Negrillo, or Andrea Griffin, or Rachel Hubsch, or Brian Selders, Superintendents; and those checks over \$5000 to be signed by Tracey Crawford, Executive Director, Kevin Romejko, Organizational Treasurer.
 2. **Money Market Max Safe:** Tracey Crawford, Executive Director, and Kevin Romejko, Organizational Treasurer, Darleen Negrillo Superintendent of Administrative Services.
 3. **Max Safe 1 (General Reserve):** Tracey Crawford, Executive Director and/or Kevin Romejko, Organizational Treasurer, and Darleen Negrillo, Superintendent for checks up to \$5,000; and those checks over \$5,000 to be signed by Tracey Crawford, Executive Director and/or Kevin Romejko, Organizational Treasurer.
 4. **Max Safe 2 (Capital Reserve):** Tracey Crawford, Executive Director and/or Kevin Romejko, Organizational Treasurer, and Darleen Negrillo, Superintendent for checks up to \$5,000; and those checks over \$5,000 to be signed by Tracey Crawford, Executive Director and/or Kevin Romejko, Organizational Treasurer.
- B. **IPDLAF+/US Bank General Account** - Resolution R2020-7 approving two signature checks up to \$5,000 to be signed by Tracey Crawford, Executive Director, and/or Kevin Romejko and Darleen Negrillo, or Rachel Hubsch, or

Andrea Griffin, or Brian Selders, Superintendents; and those over \$5,000 to be signed by Tracey Crawford, Executive Director, and/or Kevin Romejko, Organizational Treasurer.

- C. **IPDLAF+/US Bank Investment Holding Account** - Resolution R2020-8 approving Tracey Crawford, Executive Director, Kevin Romejko, Organizational Treasurer, authorized Persons on the NWSRA Investment Holding Account.

- D. **IPDLAF +/US Bank Master Services Agreement** - Resolution R2020-9 updating the Master Services Agreement to maintain Tracey Crawford, Executive Director, Kevin Romejko, Organizational Treasurer, Darleen Negrillo, or Andrea Griffin, or Rachel Hubsch, or Brian Selders, Superintendents.

X. Information /Action Items

[Return to home](#)

DATE: December 9, 2020
TO: NWSRA Board of Directors
FROM: Tracey Crawford, Executive Director
RE: 2020 Accident/Incident Summary

Attached is the vehicle accident and employee injury summary for 2020, comparing it to the last four years (as reported through the end of November), based on all incidences reported within the agency, including those not sent to PDRMA.

Staff is happy to say, there are no significant or major incidents to report. Both vehicle incidents and employee injuries have remained the same over the last few years.

DATE: December 9, 2020
 TO: Tracey Crawford, Executive Director
 FROM: Darleen Negrillo, Superintendent of Administrative Services
 RE: Accident/Incident Summary

Below is the vehicle accident and employee injury summary for 2020. Staff compared the data to the last four years (as reported through the end of November). The findings are based on all incidences reported within the agency, including those not sent to PDRMA.

VEHICLES	2016	2017	2018	2019	2020	TOTAL
Backing/Parking/Turning	3	3	2	0	0	8
Not Paying Attention to Lights	0	0	0	0	0	0
Rear Ended	0	0	0	0	0	0
Driving Too Close	1	0	1	5	2	9
Miscellaneous	1	2	2	0	0	5
Total	5	5	5	5	2	22

EMPLOYEE INJURY	2016	2017	2018	2019	2020	TOTAL
Slip/Trip/Fall	2	2	2	1	1	8
Lifting/Transferring/Back	1	1	0	0	0	2
Equipment Usage	1	1	0	0	0	2
Confined Spaces/Awareness of Environment	0	0	1	0	0	1
Vehicle Usage	0	0	0	0	0	0
Miscellaneous	7	1	4	0	2	14
Sub Total	11	5	7	1	3	27

Participant Bite	16	16	15	11	1	59
Participant Hit/Scratch/Push/Kick	13	18	19	31	7	88
Participant Safety Rules	1	0	0	1	1	3
Sub Total	30	34	35	43	9	151

EMPLOYEE INJURY TOTAL	46	44	47	49	14	200
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VEHICLES - 2020 resulted in less Vehicle Accidents as the previous four years. This is due to COVID and not using vehicles as much in 2020 programming.

EMPLOYEE INJURY- 2020 resulted in less employee injuries as this previous four years. This is due to COVID and not having as many in-person programs as previous years. There is a rise in FT injuries vs PT injuries due to FT program staff working all NWSRA in-person programs as of April 2020.

Full-Time vs. Part-Time Breakdown

OVERALL INJURIES	Full-Time	Part-Time
Slip/Trip/Falls	100%	0%
Lifting/Transferring/Back	N/A	N/A
Equipment Usage	N/A	N/A
Confined Spaces/Awareness of Environment	N/A	N/A
Vehicle Usage	N/A	N/A
Miscellaneous	100%	0%
Participant Behavior	100%	0%

XII. Action as a result of Closed Session

[Return to home](#)

**NORTHWEST SPECIAL RECREATION ASSOCIATION
RESOLUTION NO. R2020-10**

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

WHEREAS, Section 2.06(d) of the Open Meetings Act, 5 ILCS 120/2.06(d), requires the Board of Park Trustees (“Agency Board”) of the Northwest Special Recreation Association (“Agency”) to meet periodically, but no less than semi-annually, to review the minutes of all closed meetings and to determine and thereafter report in open session whether (i) the need for confidentiality still exists with respect to all or parts of those minutes, or (ii) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of Northwest Special Recreation, Cook County, Illinois, as follows:

1. The foregoing preambles to this Resolution are hereby incorporated by this reference in, and made a part of, this Resolution.

2. The Agency Board, having met periodically but not less than semiannually to review all previously unreleased closed session meeting minutes, hereby determines as of the date of this resolution that the following sets of closed session minutes, or portions thereof, no longer require confidential treatment and are available for public inspection:

A.

3. The Agency Board hereby further determines that the need for confidentiality still exists as to all closed session minutes, or portions thereof, not listed in Section 2 above, and the same shall not be released for public inspection.

4. This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 9th day of December 2020 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

Ryan Risinger, Chairman,
Board of Trustees

ATTEST:

Tracey Crawford, Recording Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Tracey Crawford, do hereby certify that I am the Secretary of the Board of Trustees of Northwest Special Recreation Association, Cook County, Illinois and as such, I am keeper of the records, files and seal of said Agency; and

I HERBY CERTIFY that the foregoing instrument is a true and correct copy of:

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

adopted at a duly called Regular Meeting of the Board of Trustees of Northwest Special Recreation Association held via Zoom Virtual Call at 10:30 a.m. on this 9th day of December 2020.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Agency Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Northwest Special Recreation Association at Rolling Meadows, Illinois, this 9th day of December 2020.

Tracey Crawford

[SEAL]