



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

September 19, 2018
10:30 a.m. Board Meeting
Park Central Conference Room
3000 Central Road, Rolling Meadows, IL

Agenda

- I. Call to Order
Roll Call

- II. Introduction of Guests
 - A. Abi Dudek – Intern
 - B. Kellie Wojciechowski – Intern
 - C. Zach Hoppensteadt - Intern
 - D. Clariza Kotsovos – Program Specialist
 - E. Maggie Dzurisin – Program Specialist
 - F. Joseph Bonus – Graphic and Communications Coordinator
 - G. Jessica Vasalos – 5 year longevity

- III. Public Comment

- IV. Approval of Agenda

- V. Approval of Consent Agenda – Pages 3-52
 - A. Approval of Minutes – July 25, 2018
 - B. NWSRA Financial Reports – August 31, 2018
 - 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:
 - 1. #8 dated August 31, 2018 - \$270,630.96
 - 2. #9 dated September 19, 2018- \$57,374.88
 - D. Bi-Weekly Payroll:
 - 1. Pay Period Ending – 7/08/18 \$168,325.31
 - 2. Pay Period Ending – 7/22/18 \$216,946.93
 - 3. Pay Period Ending – 8/5/18 \$213,647.78
 - 4. Pay Period Ending – 8/19/18 \$99,009.06
 - E. ADA Compliance Projects:
 - a. None

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

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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- VII. Staff Reports – Pages 53-61
 - A. Program Report
 - B. Marketing and P/R Report
 - C. SLSF Report
 - D. Directors Report - Oral

- VIII. Old Business – Pages 62-64
 - A. 2018 Member District Annual Assessment Approval
 - B. NWSRA Programming Space Update - Oral
 - C. Staff Changes - Oral
 - D. Other

- IX. New Business – Pages 65-112
 - A. Vehicle Analysis
 - B. Approval of new ADA Compliance Review Committee Member – Doug Kettel
 - C. Other

- X. Information/Action Items – Pages 113-115
 - A. December Board Meeting location changes – Oral
 - B. Other

- XI. Closed Session

- XII. Action as a result of Closed Session

- 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 TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT THE NWSRA ADMINISTRATIVE OFFICES
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 25th DAY OF JULY, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:31 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Rick Hanetho, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Mike Clark, Palatine Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Dennis Stein, Streamwood Park District; Jan Buchs, Wheeling Park District.

Also present: Tracey Crawford, Executive Director; Trisha Breitlow, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Cathy Splett, Foundation Coordinator; Miranda Woodard, Accounting Manager; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

None

Public Comment

Trustee LaFrenere stated that the May Board meeting tends to run long and suggested that the investment presentations be given at the finance meeting instead of the board meeting. The Board agreed. It was also suggested that in 2019, board meetings begin at 10:00 a.m. and scheduled for two hours. Executive Director Crawford informed the Board that she would look into their suggestions.

Jim Jarog, Mount Prospect Park District, and Christina Ferraro, Prospect Heights, arrived at 10:34 a.m.

Agenda

Chairman Hilgers asked for a motion to approve the agenda dated July 25, 2018. Trustee Risinger made the motion and Trustee O'Brien seconded the motion to approve the agenda dated July 25, 2018. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Hilgers asked for a motion to approve the Consent Agenda of July 25, 2018. Trustee Risinger made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated July 25, 2018. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

Correspondence

NWSRA received a thank you letter from Trustee Charlesworth for a memorial plant sent to her family. A thank you letter from Maine-Niles Special Recreation Association was received for a donation made on behalf of NWSRA staff and the Board in memory of a participant – the son of NWSRA's office clerk. NWSRA received a certificate from NRPA for NWSRA's participation in the park district's metrics program.

Staff Reports

Program Report

Superintendent Griffin reported that for the 2017-2018 school year, teachers gave positive feedback on NWSRA's Special Leisure Education programs. Statistics were presented: 12 school districts, 38 schools, 157 classrooms, and 1098 special education students were served within the Board members' districts.

Marketing and PR Report

Superintendent Selders reported that NRPA month was promoted on social media. NWSRA has a new Snapchat and a new billboard that is on I-53. The NWSRA and SLSF websites have recently been rebuilt and will be posted in August. New signage is in progress for Mount Prospect.

SLSF

Cathy Splett, Foundation Coordinator, stated that reoccurring donations increased from seven in 2017 to 26 in 2018. SLSF was approved for a total of \$72,000 in grants \$25,000 of these grants will go to the sensory room in Mount Prospect. The Wheaton Sisters grant will be spent by the end of August, and SLSF can apply for additional grants. The Palatine Golf Outing went very well. Fall events planning are underway. One of these events is the Celebrate Ability Gala which will be celebrating its 25th year this coming November.

2nd Quarter Financial Report

Superintendent Breitlow gave an overview of the 2nd quarter financial summary, and pointed out that health insurance is lower than budgeted. Revenue is up slightly due to early investments.

Outreach

Superintendent Selders stated that welcome packets have been sent to 89 new families. The front desk staff have a new translation app to help communicate with non-English speaking families.

2nd Quarter Goals Update

Superintendent Griffin stated that 484 tours of PURSUIT at Hanover Park and Rolling Meadows have been given to families, teachers, students and community members. The Mount Prospect open house was held on May 11th, with 30 families attending. Ten additional families were added to the interest list, making the total of interested families 209. NWSRA presented on PURSUIT to the Buffalo Grove Rotary Club. NWSRA currently has 22 staff with CTRS certifications, 16 CPRPs, 8 DSPs and 10 play experts certified through ASTRA. Facility

Coordinator, Summer Krones, met with all 17 park districts to look at options for programming space.

2nd Quarter Directors Work Plan Update

Executive Director Crawford announced that she is now a member of the ATRA board. Executive Director Crawford and Superintendent Breitlow are doing a transportation analysis of NWSRA's vehicles in order to recommend to the Board van sizes and fleet size for future purchasing. Trustee Clark congratulated Executive Director Crawford for joining the Park and Recreation Accreditation Committee.

Old Business

Purchasing Authority Policy

Chairman Hilgers called for a motion to approve the Purchasing Authority Policy as presented. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

Programming Space at Mount Prospect, Hanover Park and Wheeling Community Centers

Trustee Jarog reported that construction at Mount Prospect is on track for completion. Superintendent Griffin reported that equipment for the sensory room at Hanover Park has been delivered, and programming is planned to start in September. The Pursuit 4 agreement with Wheeling Park District is with the attorneys. NWSRA is currently waiting to hear from them.

ADA Compliance Project Submission Training

Superintendent Griffin stated that training dates for the new ADA project submission process are August 14, 11:00 a.m. to 1:00 p.m. at Hoffman Estates Park District and August 29, 11:00 a.m. to 1:00 p.m. at River Trails Park District. An email notification will be sent.

New Business

Prevailing Wage – Resolution R2018-12

Chairman Hilgers called for a motion to approve the Prevailing Wage Resolution R2018-12 as presented. Trustee Stein made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

Approval of Consent of Dual Representation

Chairman Hilgers called for a motion to approve Dual Representation as presented. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein.

Jan Buchs abstained from the vote as this motion involves Wheeling Park District

NAY: None

The motion carried.

Member District Annual Assessment Packet

Executive Director Crawford stated that the calculations in the Member District Annual Assessment came out to .9 percent increase, but NWSRA is asking for 1 percent. Director Crawford noted that the resolution example can be found on the Directors website. She also asked that member districts return the resolutions to NWSRA by the first part of September.

Chairman Hilgers called for a motion for approval to take the Member District Annual Assessment to the Park District boards as presented. Trustee Morgan made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

Surplus Ordinance O2018-3

Chairman Hilgers called for a motion to approve Surplus Ordinance O2018-3 as presented. Trustee Talsma made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

New Directors Site

Superintendent Selders reported that there are newly rebuilt SLSF and NWSRA websites and Director Sites and previewed the NWSRA Directors site. The new way of entering the ADA compliance portal was explained.

Trustee Fletcher asked about the proposed change to the board meeting time, from 10:30 a.m. to 10:00 a.m. Executive Director Crawford replied that it will be further discussed in 2019.

Information and Action Items

PDRMA

Superintendent Breitlow reviewed the PDRMA highlights. NWSRA received a score of 99.92% on the loss control review. In the past 2 years, 342 trainings have been completed.

Closed Session

None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Stein made the motion and Trustee Fahnstrom seconded the motion to adjourn the July 25, 2018 meeting at 10:58 am. Upon voice vote, the motion carried.

Secretary



Account Statement - Transaction Summary

For the Month Ending **July 31, 2018**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class

Opening Market Value	117,669.36
Purchases	72.30
Redemptions	(110,135.18)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$7,606.48**

Cash Dividends and Income 72.30

Illinois Trust CD Program

Opening Market Value	1,271,951.51
Purchases	110,000.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

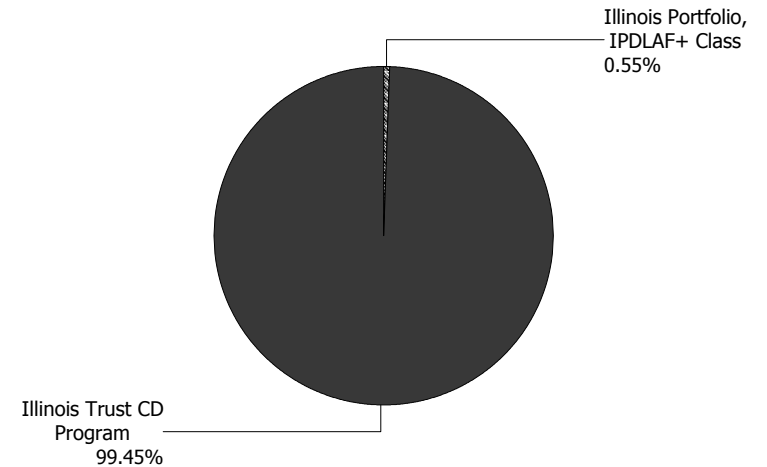
Closing Market Value **\$1,381,951.51**

Cash Dividends and Income 0.00

Asset Summary

	July 31, 2018	June 30, 2018
Illinois Portfolio, IPDLAF+ Class	7,606.48	117,669.36
Illinois Trust CD Program	1,381,951.51	1,271,951.51
Total	\$1,389,557.99	\$1,389,620.87

Asset Allocation





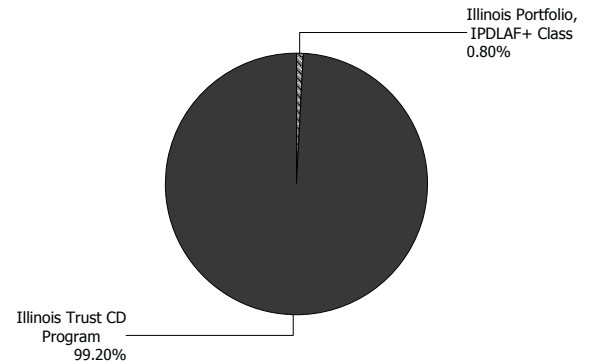
Account Statement - Transaction Summary

For the Month Ending **August 31, 2018**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	7,606.48
Purchases	222,701.17
Redemptions	(219,199.71)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$11,107.94
Cash Dividends and Income	23.83
Illinois Trust CD Program	
Opening Market Value	1,381,951.51
Purchases	219,000.00
Redemptions	(219,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,381,951.51
Cash Dividends and Income	3,677.34

Asset Summary		
	August 31, 2018	July 31, 2018
Illinois Portfolio, IPDLAF+ Class	11,107.94	7,606.48
Illinois Trust CD Program	1,381,951.51	1,381,951.51
Total	\$1,393,059.45	\$1,389,557.99
Asset Allocation		



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW JULY 31, 2018

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	698,211	403,784	1,101,995
OPER/MMA (Village Bank & Trust)	1,624,780	-	1,624,780
IPDLAF	40,727	-	40,727
CASH BANKS	-	-	-
TOTAL	<u>2,364,218</u>	<u>403,934</u>	<u>2,768,152</u>
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS	-	1,143,295	1,143,295
PFM Asset Management	1,389,558	-	1,389,558
TOTAL	<u>1,389,558</u>	<u>1,143,295</u>	<u>2,532,853</u>
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	1,538,274	-	1,538,274
<u>CAPITAL</u>			
MAX SAFE 2 (Village Bank & Trust)	183,923	-	183,923
TOTAL	<u>1,722,197</u>	<u>-</u>	<u>1,722,197</u>
<u>TOTAL CASH & RESERVES</u>			
July 31, 2018	<u><u>\$ 5,475,972</u></u>	<u><u>\$ 1,547,229</u></u>	<u><u>\$ 7,023,201</u></u>
<u>TOTAL CASH & RESERVES</u>			
July 31, 2017			
CASH	\$ 2,244,149	\$ 144,590	\$ 2,388,739
RESERVES - OPER	1,330,933		1,330,933
RESERVES - CAP	190,736		190,736
SMALL BUS	-		-
RESERVES - INVEST	1,376,197	1,165,926	2,542,123
	<u><u>\$ 5,142,015</u></u>	<u><u>\$ 1,310,516</u></u>	<u><u>\$ 6,452,531</u></u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW AUGUST 31, 2018

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 700	\$ 150	\$ 850
BSN CHECKING (Village Bank & Trust)	495,163	376,982	872,145
OPER/MMA (Village Bank & Trust)	1,467,007	-	1,467,007
IPDLAF	30,286	-	30,286
CASH BANKS	-	-	-
TOTAL	<u>1,993,156</u>	<u>377,132</u>	<u>2,370,288</u>
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS	-	1,146,834	1,146,834
PFM Asset Management	1,393,059	-	1,393,059
TOTAL	<u>1,393,059</u>	<u>1,146,834</u>	<u>2,539,893</u>
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	1,540,965	-	1,540,965
MAX SAFE 2 (Village Bank & Trust)	184,237	-	184,237
TOTAL	<u>1,725,202</u>	<u>-</u>	<u>1,725,202</u>
<u>TOTAL CASH & RESERVES</u>			
August 31, 2018	<u><u>\$ 5,111,418</u></u>	<u><u>\$ 1,523,966</u></u>	<u><u>\$ 6,635,383</u></u>
<u>TOTAL CASH & RESERVES</u>			
August 31, 2017	<u><u>\$ 1,850,935</u></u>	<u><u>\$ 152,351</u></u>	<u><u>\$ 2,003,286</u></u>
CASH	1,331,803	-	1,331,803
RESERVES - OPER	190,844	-	190,844
RESERVES - CAP	-	-	-
SMALL BUS	1,378,422	1,167,713	2,546,135
RESERVES - INVEST	<u>\$ 4,752,004</u>	<u>\$ 1,320,064</u>	<u>\$ 6,072,068</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

JULY 31, 2018

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	936,329	775,411	(160,918)	399,066	179,932	(219,134)	537,263	595,480	58,216
February	55,413	80,873	25,460	394,284	367,143	(27,141)	(338,870)	(286,270)	52,601
March	403,763	545,490	141,727	450,359	416,457	(33,902)	(46,596)	129,033	175,628
April	79,444	361,577	282,133	534,909	362,945	(171,964)	(455,465)	(1,368)	454,097
May	1,181,662	1,009,457	(172,205)	454,422	316,359	(138,063)	727,240	693,098	(34,142)
June	82,042	687,234	605,191	507,593	412,695	(94,898)	(425,550)	274,539	700,089
July	958,568	277,375	(681,193)	444,897	522,807	77,910	513,672	(245,432)	(759,104)
August	81,330	-	(81,330)	442,259	-	(442,259)	(360,929)	-	360,929
September	327,850	-	(327,850)	603,637	-	(603,637)	(275,786)	-	275,786
October	172,239	-	(172,239)	394,978	-	(394,978)	(222,740)	-	222,740
November	1,046,690	-	(1,046,690)	391,599	-	(391,599)	655,091	-	(655,091)
December	167,747	-	(167,747)	467,474	-	(467,474)	(299,727)	-	299,727
TOTAL YTD	3,697,223	3,737,417	40,194	3,185,529	2,578,337	(607,192)	511,694	1,159,080	647,386

(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	4,789,032	595,480	(330,018)	7,067	(98,414) a.	4,963,147
February	4,963,147	(286,270)	-	3,850	(2,457) a.	4,678,271
March	4,678,271	129,033	-	3,921	(25,941) a.	4,785,284
April	4,785,284	(1,368)	-	5,846	(846) a.	4,788,916
May	4,788,916	693,098	(57,647)	6,361	(784) a.	5,429,944
June	5,429,944	274,539	-	6,452	4,478 a.	5,715,413
July	5,715,413	(245,432)	-	6,452	(631) a.	5,475,802
August	5,475,802	-	-	-	a.	5,475,802
September	5,475,802	-	-	-	a.	5,475,802
October	5,475,802	-	-	-	a.	5,475,802
November	5,475,802	-	-	-	a.	5,475,802
December	5,475,802	-	-	-	a.	5,475,802

a. FSA Withholding / Payments, collected key security deposits, interest and accounts receivable.

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

AUGUST 31, 2018

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	936,329	775,411	(160,918)	399,066	179,932	(219,134)	537,263	595,480	58,216
February	55,413	80,873	25,460	394,284	367,143	(27,141)	(338,870)	(286,270)	52,601
March	403,763	545,490	141,727	450,359	416,457	(33,902)	(46,596)	129,033	175,628
April	79,444	361,577	282,133	534,909	362,945	(171,964)	(455,465)	(1,368)	454,097
May	1,181,662	1,009,457	(172,205)	454,422	316,359	(138,063)	727,240	693,098	(34,142)
June	82,042	687,234	605,191	507,593	412,695	(94,898)	(425,550)	274,539	700,089
July	958,568	277,375	(681,193)	444,897	522,782	77,885	513,672	(245,407)	(759,079)
August	81,330	319,951	238,621	442,259	691,795	249,536	(360,929)	(371,844)	(10,915)
September	327,850		(327,850)	603,637		(603,637)	(275,786)	-	275,786
October	172,239		(172,239)	394,978		(394,978)	(222,740)	-	222,740
November	1,046,690		(1,046,690)	391,599		(391,599)	655,091	-	(655,091)
December	167,747		(167,747)	467,474		(467,474)	(299,727)	-	299,727
TOTAL YTD	3,778,553	4,057,367	278,815	3,627,788	3,270,107	(357,681)	150,765	787,261	636,496

(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	4,789,032	595,480	(330,018)	7,067	(98,414) a.	4,963,147
February	4,963,147	(286,270)	-	3,850	(2,457) a.	4,678,271
March	4,678,271	129,033	-	3,921	(25,941) a.	4,785,284
April	4,785,284	(1,368)	-	5,846	(846) a.	4,788,916
May	4,788,916	693,098	(57,647)	6,361	(784) a.	5,429,944
June	5,429,944	274,539	-	6,452	4,478 a.	5,715,413
July	5,715,413	(245,407)	-	6,452	(631) a.	5,475,827
August	5,475,827	(371,844)	-	6,936	1,074 a.	5,111,992
September	5,111,992	-	-	-	a.	5,111,992
October	5,111,992	-	-	-	a.	5,111,992
November	5,111,992	-	-	-	a.	5,111,992
December	5,111,992	-	-	-	a.	5,111,992

a. FSA Withholding / Payments, collected key security deposits, interest and accounts receivable.

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

SEVEN MONTHS ENDING JULY 31, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	274,073	249,167	24,906	26,012
RESTRICTED FUNDRAISING	43,745	32,307	11,438	40,558
RESTRICTED DONATIONS	3,278	1,217	2,061	1,693
UNRESTRICTED FUNDRAISING	118,162	108,038	10,125	123,836
UNRESTRICTED DONATIONS	105,560	23,500	82,060	24,178
INVESTMENT TRANSFER	-	75,000	(75,000)	275,000
TOTAL REVENUE	544,818	489,228	55,590	491,277
<u>EXPENDITURES</u>				
ADMINISTRATION	32,952	35,385	(2,432)	31,556
RESTRICTED FUNDRAISING	6,083	9,021	(2,938)	6,747
UNRESTRICTED FUNDRAISING	40,499	34,163	6,336	43,136
GRANTS GIVEN	221,669	289,333	(67,664)	336,573
RECONCILIATION DISCREPANCY	-	-	-	1,500
TOTAL EXPENSES	301,203	367,902	(66,699)	419,511
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	243,615	121,326	122,289	71,766
<u>INVESTMENT INCOME (LOSS)</u>	28,983	-	28,983	93,890
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	272,598	121,326	151,272	165,656

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

JULY 31, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)			
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January		291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
February		70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)
March		33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416
April		15,808	28,575	12,767	4,148	52,359	48,210	11,660	(23,783)	(35,443)
May		38,580	66,697	28,117	128,722	35,684	(93,038)	(90,143)	31,012	121,155
June		26,757	112,594	85,837	97,312	81,484	(15,828)	(70,555)	31,110	101,665
July		12,808	30,108	17,300	7,649	61,649	54,000	5,159	(31,541)	(36,700)
August		46,879		(46,879)	3,522		(3,522)	43,357	-	(43,357)
September		80,878		(80,878)	112,230		(112,230)	(31,352)	-	31,352
October		45,037		(45,037)	141,840		(141,840)	(96,802)	-	96,802
November		46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)
December		52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798
TOTAL YTD		489,228	573,801	84,573	367,902	301,203	(66,699)	121,326	272,598	151,272

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	(25,115)	-	-	(500)	1,546,716
April	1,546,716	(23,783)	-	-	(5,035)	1,517,897
May	1,517,897	31,012	-	-	(1,106)	1,547,803
June	1,547,803	31,110	-	-	316	1,579,229
July	1,579,229	(31,541)	-	-	(64)	1,547,624
August	1,547,624	-	-	-	-	1,547,624
September	1,547,624	-	-	-	-	1,547,624
October	1,547,624	-	-	-	-	1,547,624
November	1,547,624	-	-	-	-	1,547,624
December	1,547,624	-	-	-	-	1,547,624

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

EIGHT MONTHS ENDING AUGUST 31, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	292,611	263,517	29,094	32,529
RESTRICTED FUNDRAISING	54,620	46,372	8,248	56,328
RESTRICTED DONATIONS	3,378	1,217	2,161	1,693
UNRESTRICTED FUNDRAISING	160,166	126,502	33,665	141,631
UNRESTRICTED DONATIONS	109,042	23,500	85,542	27,388
NWSRA WORKSHOPS	410	-	410	-
INVESTMENT TRANSFER	-	75,000	(75,000)	275,000
TOTAL REVENUE	620,226	536,107	84,119	534,569
<u>EXPENDITURES</u>				
ADMINISTRATION	33,966	37,796	(3,830)	32,543
RESTRICTED FUNDRAISING	9,396	9,601	(205)	8,070
UNRESTRICTED FUNDRAISING	42,216	34,693	7,523	46,429
GRANTS GIVEN	314,555	289,333	25,222	365,805
RECONCILIATION DISCREPANCY	-	-	-	1,500
TOTAL EXPENSES	400,133	371,424	28,710	454,347
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	220,093	164,683	55,410	80,222
<u>INVESTMENT INCOME (LOSS)</u>	32,631	-	32,631	95,677
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	252,724	164,683	88,041	175,899

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

AUGUST 31, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
February	70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)
March	33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416
April	15,808	28,575	12,767	4,148	52,359	48,210	11,660	(23,783)	(35,443)
May	38,580	66,697	28,117	128,722	35,684	(93,038)	(90,143)	31,012	121,155
June	26,757	112,594	85,837	97,312	81,484	(15,828)	(70,555)	31,110	101,665
July	12,808	30,108	17,300	7,649	61,649	54,000	5,159	(31,541)	(36,700)
August	46,879	79,056	32,177	3,522	98,930	95,408	43,357	(19,874)	(63,231)
September	80,878		(80,878)	112,230		(112,230)	(31,352)	-	31,352
October	45,037		(45,037)	141,840		(141,840)	(96,802)	-	96,802
November	46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)
December	52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798
TOTAL YTD	536,107	652,858	116,750	371,424	400,133	28,710	164,683	252,724	88,041

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	(25,115)	-	-	(500)	1,546,716
April	1,546,716	(23,783)	-	-	(5,035)	1,517,897
May	1,517,897	31,012	-	-	(1,106)	1,547,803
June	1,547,803	31,110	-	-	316	1,579,229
July	1,579,229	(31,541)	-	-	(64)	1,547,624
August	1,547,624	(19,874)	-	-	190	1,527,940
September	1,527,940	-	-	-	-	1,527,940
October	1,527,940	-	-	-	-	1,527,940
November	1,527,940	-	-	-	-	1,527,940
December	1,527,940	-	-	-	-	1,527,940

Northwest Special Recreation Association
Balance Sheet
As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	698,236.22
10700 · IPDLAF+	40,727.07
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,381,951.51
11200 · PFM Investments Hold Account - Other	7,606.48
Total 11200 · PFM Investments Hold Account	1,389,557.99
11500 · VB&T Operating/MM Account	1,624,779.64
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,538,273.88
11660 · MAX SAFE 2 (Village Bank&Trust)	183,922.77
11800 · Credit Card - American Express	-274.00
11810 · Credit Card - Discover	-24.50
11820 · Credit Card - MasterCard	-115.46
11830 · Credit Card - Visa	743.96
11840 · MC/VISA On-Line	-501.00
Total Checking/Savings	5,475,826.56
Accounts Receivable	
12000 · Accounts Receivable	3,217.77
Total Accounts Receivable	3,217.77
Other Current Assets	
12100 · INTEREST RECEIVABLE	12,279.60
12200 · PREPAID EXPENSES	575.00
12300 · Prepaid Lease	102,897.83
Total Other Current Assets	115,752.43
Total Current Assets	5,594,796.76
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	396,614.00
13110 · Accum.Depre- Equipment	-187,445.00
13200 · Transportation Equipment	1,201,867.00
13210 · Accum.Depre.	-1,266,766.00
Total Fixed Assets	1,557,644.00
TOTAL ASSETS	7,152,440.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21300 · Accounts Payable Monthly	4,320.34
21600 · Security Deposits	2,300.00
21700 · Unclaimed Payroll/Property	-273.37
22100 · FSA WH/PYMTS	12,441.13
Total Other Current Liabilities	18,788.10
Total Current Liabilities	18,788.10
Long Term Liabilities	
22500 · ACCRUED VACATION	88,688.00
Total Long Term Liabilities	88,688.00
Total Liabilities	107,476.10
Equity	
29500 · Retained Earnings	4,328,215.60
29550 · INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	1,159,105.06
Total Equity	7,044,964.66
TOTAL LIABILITIES & EQUITY	7,152,440.76

Northwest Special Recreation Association
Balance Sheet
As of August 31, 2018

	Aug 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10300 · Petty Cash	700.00
10400 · VB&T Business Checking	495,163.27
10700 · IPDLAF+	30,285.79
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,381,951.51
11200 · PFM Investments Hold Account - Other	11,107.94
Total 11200 · PFM Investments Hold Account	1,393,059.45
11500 · VB&T Operating/MM Account	1,467,007.18
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,540,965.23
11660 · MAX SAFE 2 (Village Bank&Trust)	184,236.75
11800 · Credit Card - American Express	-274.00
11810 · Credit Card - Discover	581.50
11820 · Credit Card - MasterCard	431.13
11830 · Credit Card - Visa	-325.64
11840 · MC/VISA On-Line	161.00
Total Checking/Savings	5,111,991.66
Accounts Receivable	
12000 · Accounts Receivable	3,226.77
Total Accounts Receivable	3,226.77
Other Current Assets	
12100 · INTEREST RECEIVABLE	13,376.73
12200 · PREPAID EXPENSES	60.70
12300 · Prepaid Lease	96,476.59
Total Other Current Assets	109,914.02
Total Current Assets	5,225,132.45
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	396,614.00
13110 · Accum.Depre- Equipment	-187,445.00
13200 · Transportation Equipment	1,201,867.00
13210 · Accum.Depre.	-1,266,766.00
Total Fixed Assets	1,557,644.00
TOTAL ASSETS	6,782,776.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	600.00
Total Accounts Payable	600.00
Other Current Liabilities	
21300 · Accounts Payable Monthly	4,320.34
21600 · Security Deposits	2,400.00
21700 · Unclaimed Payroll/Property	-71.91
22100 · FSA WH/PYMTS	13,719.61
Total Other Current Liabilities	20,368.04
Total Current Liabilities	20,968.04
Long Term Liabilities	
22500 · ACCRUED VACATION	88,688.00
Total Long Term Liabilities	88,688.00
Total Liabilities	109,656.04

Northwest Special Recreation Association
Balance Sheet
As of August 31, 2018

	<u>Aug 31, 18</u>
Equity	
29500 - Retained Earnings	4,328,215.60
29550 - INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	<u>787,260.81</u>
Total Equity	<u>6,673,120.41</u>
TOTAL LIABILITIES & EQUITY	<u>6,782,776.45</u>

Special Leisure Services Foundation
Balance Sheet
As of July 31, 2018

	<u>Jul 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	403,783.67
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	24,529.57
11300 · BENJAMIN EDWARDS - Other	<u>1,118,765.66</u>
Total 11300 · BENJAMIN EDWARDS	1,143,295.23
11830 · Credit Card - Visa	395.00
Total Checking/Savings	<u>1,547,623.90</u>
Other Current Assets	
12200 · Event Deposits	6,025.00
12400 · Interest Receivable	<u>2,364.97</u>
Total Other Current Assets	<u>8,389.97</u>
Total Current Assets	<u>1,556,013.87</u>
TOTAL ASSETS	<u>1,556,013.87</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	<u>272,598.17</u>
Total Equity	<u>1,556,013.87</u>
TOTAL LIABILITIES & EQUITY	<u>1,556,013.87</u>

Special Leisure Services Foundation
Balance Sheet
As of August 31, 2018

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	376,982.07
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	25,287.19
11300 · BENJAMIN EDWARDS - Other	1,121,546.51
Total 11300 · BENJAMIN EDWARDS	1,146,833.70
11800 · Credit Card - American Express	3,184.32
11830 · Credit Card - Visa	790.00
Total Checking/Savings	1,527,940.09
Other Current Assets	
12200 · Event Deposits	5,725.00
12400 · Interest Receivable	2,474.83
Total Other Current Assets	8,199.83
Total Current Assets	1,536,139.92
TOTAL ASSETS	<u>1,536,139.92</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	252,724.22
Total Equity	1,536,139.92
TOTAL LIABILITIES & EQUITY	<u>1,536,139.92</u>



BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

One North Brentwood Blvd., Suite 850
Saint Louis, MO 63105 314-726-1600

* 0022809 02 AV 0.375 02 TR 00112 X107PD03 000000*

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



July 1, 2018 - July 31, 2018

Account Number: ~~XXXXXXXX~~

Your Financial Advisor Is:

HANSON / FISHER / VANDERLUGT
(630) 871-2673

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,129,138.69	\$1,216,691.83
Withdrawals (Cash & Securities)	0.00	-100,000.00
Dividends, Interest and Other Income	1,309.64	12,407.42
Net Change in Portfolio¹	12,846.90	14,195.98
ENDING ACCOUNT VALUE	\$1,143,295.23	\$1,143,295.23
Estimated Annual Income	\$18,430.44	

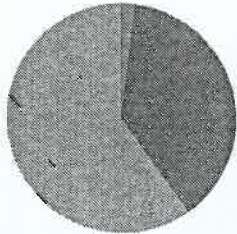
¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 022809 X107PD03 007572

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	78,102.35	23,219.93	24,529.57
38%	Fixed Income	442,486.85	435,441.95	434,947.35
60%	Mutual Funds	696,102.63	670,476.81	683,818.31
100%	Account Total (Pie Chart)	\$1,216,691.83	\$1,129,138.69	\$1,143,295.23

Please review your allocation periodically with your Financial Advisor.





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

* 0015252 02 AV 0.375 02 TR 00078 X107PD02 000000

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



August 1, 2018 - August 31, 2018
 Account Number: ~~XBRXIXXXX~~

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

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,143,295.23	\$1,216,691.83
Withdrawals (Cash & Securities)	0.00	-100,000.00
Dividends, Interest and Other Income	757.62	13,165.04
Net Change in Portfolio¹	2,780.85	16,976.83
ENDING ACCOUNT VALUE	\$1,146,833.70	\$1,146,833.70

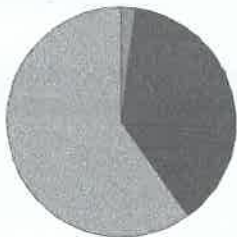
Estimated Annual Income \$18,450.56

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	78,102.35	24,529.57	25,287.19
38%	Fixed Income	442,486.85	434,947.35	436,762.40
60%	Mutual Funds	696,102.63	683,818.31	684,784.11
100%	Account Total (Pie Chart)	\$1,216,691.83	\$1,143,295.23	\$1,146,833.70

Please review your allocation periodically with your Financial Advisor.

S 015252 X107PD02 021587



**Warrant #8
Summary
August 31, 2018**

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)	51,652.55
Total IPDLAF Electronic Accounts Payable (PCARDS)	50,032.95
Total VB&T Business Checking Accounts Payable	168,955.46
	<u>270,640.96</u>

Motion to approve Warrant #8 dated August 31, 2018 totaling

\$270,640.96

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #8
August 31, 2018

Vendor	Description	Account	Amount
IMRF	July 2018	442201	28,273.72
			<u>28,273.72</u>
ADP	FSA Monthly - July	424303	120.18
	Payroll Processing - July 518968880	424301	206.44
	Payroll Processing - July 518968880	424302	2,720.38
			<u>3,047.00</u>
Excalibur	Invoice - 170986	421902	1,575.00
	Invoice - 171095	421902	2,891.20
	Invoice - 171475	421906	1,372.75
	Invoice - 171510	421902	345.00
	Invoice - 171541	421902	373.75
	Invoice - 171578	421906	12,881.00
	Invoice - 171581	421902	21.25
	Invoice - 171600	421902	460.00
	Invoice - 171644	421902	31.88
	Invoice - 171692	421902	380.00
			<u>20,331.83</u>
Total Warrant #8 for Electronic Accounts Payable			<u><u>51,652.55</u></u>

Northwest Special Recreation Association
VB Electronic Accounts Payable
Warrant #8
August 31, 2018

Vendor	Description	Account	Amount
BMO Solutions			
Henning Brothers/J&R Lock and Safe	office supplies	421103	7.40
Name Badges International	office supplies	421104	31.97
Staples	office supplies	421105	26.69
Staples	office supplies	421105	83.96
Staples	office supplies	421105	15.78
Staples	office supplies	421105	43.29
Amazon	office supplies	421106	8.94
Authorize.net	office supplies	421152	21.65
Verizon	telephone/fax	421301	253.07
Verizon	telephone/fax	421302	200.08
First Communications	telephone/fax	421304	477.30
Walmart	telephone/fax	421305	24.69
Converged Digital	telephone/fax	421305	188.00
NRPA	conference/education	421401	650.00
Home Away	conference/education	421401	637.50
Pepes	conference/education	421405	34.83
Jason's Deli	conference/education	421405	22.46
Bull Dogs	conference/education	421405	30.00
Westwood Tavern	conference/education	421405	45.00
Cheesecake Factory	conference/education	421405	45.50
Walker Brothers	conference/education	421405	53.95
Starbucks	conference/education	421406	7.56
Egglectic	conference/education	421406	89.58
Egglectic	conference/education	421406	49.00
Jimmy Johns	conference/education	421407	144.14
Walmart	conference/education	421407	20.79
Jewel	conference/education	421407	8.58
AA	conference/education	421408	191.40
AA	conference/education	421408	13.74
AA	conference/education	421408	22.75
NRPA	memberships/certifications	421503	70.00
NCTRC	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	80.00
IPRA	memberships/certifications	421507	60.00
Comcast	maintenance/utilities	421706	119.85
Comcast	maintenance/utilities	421706	166.50
AT&T	maintenance/utilities	421706	70.42
Comcast	maintenance/utilities	421706	139.26
Public Storage	maintenance/utilities	421707	112.00
Medlin Communications	computers	421902	685.50
GoDaddy	computers	421904	239.88
iTunes	computers	421905	26.55
Typekit - Adobe	computers	421905	49.99
Screencloud	computers	421905	20.00
iTunes	computers	421905	0.99
iTunes	computers	421905	1.05
Amazon	computers	421906	37.99
Amazon	computers	421906	11.99

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #8
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Vendor	Description	Account	Amount
Walmart	computers	421906	1,624.67
Amazon	computers	421906	41.92
Lowes	computers	421906	13.44
Menards	computers	421906	37.74
Walmart	computers	421906	38.91
Walmart	computers	421906	24.93
Amazon	computers	421906	35.88
Amazon	computers	421906	29.99
Dundee Township Park District	rental/municipal	422109	148.00
Barrington Park District	rental/municipal	422109	300.00
Metropolis	commercial expense	422201	448.00
Arlington Race Track	commercial expense	422201	49.00
Buffalo Wild Wings	commercial expense	422201	204.94
DNCSS Chi	commercial expense	422204	28.50
DNCSS Chi	commercial expense	422204	12.00
DNCSS Chi	commercial expense	422204	7.25
DNCSS Chi	commercial expense	422204	15.50
Sportservice Concessions	commercial expense	422204	24.00
Centennial Beach	commercial expense	422205	192.00
Thrown Elements	commercial expense	422206	287.00
Schaumburg PD	commercial expense	422206	18.00
Walmart	commercial expense	422206	5.74
Jewel	commercial expense	422206	8.99
Twin Lakes	commercial expense	422206	24.00
Twin Lakes	commercial expense	422206	16.00
Arlington Lanes	commercial expense	422206	6.75
McDonalds	commercial expense	422208	52.65
Subway	commercial expense	422208	45.67
McDonalds	commercial expense	422208	29.46
McDonalds	commercial expense	422208	8.80
Subway	commercial expense	422208	32.22
McDonalds	commercial expense	422208	33.28
Chick-Fil-A	commercial expense	422208	34.55
Smashburger	commercial expense	422208	3.89
Subway	commercial expense	422208	10.78
Smashburger	commercial expense	422208	11.88
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
McDonalds	commercial expense	422208	32.79
Subway	commercial expense	422208	45.91
Hudson News	commercial expense	422208	16.64
McDonalds	commercial expense	422208	34.77
Street Meter	commercial expense	422208	7.50
Comfort Suites	commercial expense	422208	113.48

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #8
August 31, 2018

Vendor	Description	Account	Amount
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Hampton Inn	commercial expense	422208	374.82
Street Meter	commercial expense	422208	1.50
Gulf Oil-Gas	commercial expense	422208	60.32
Enterprise	commercial expense	422208	1,091.29
McDonalds	commercial expense	422208	3.07
McDonalds	commercial expense	422208	38.48
Subway	commercial expense	422208	52.16
Chick-Fil-A	commercial expense	422208	22.28
Smashburger	commercial expense	422208	49.90
PPA Street Meters	commercial expense	422208	7.25
WL GoodFellows	commercial expense	422208	599.68
Sonnys	commercial expense	422208	382.50
American Airlines	commercial expense	422208	625.00
Cape May Whale Watcher	commercial expense	422208	460.00
Steel Pier Amusements	commercial expense	422208	123.89
Tony's Pizza Café	commercial expense	422208	350.00
Resorts Parking	commercial expense	422208	20.00
Margaritaville	commercial expense	422208	1,032.13
Trop-Chelsea Gastro Pub	commercial expense	422208	1,421.24
Smithville Inn	commercial expense	422208	26.33
Trop-IMAX concession	commercial expense	422208	10.13
Fred & Ethel's Lantern	commercial expense	422208	501.03
Trop Showroom	commercial expense	422208	341.00
Gulf Oil-Gas	commercial expense	422208	34.00
American Airlines	commercial expense	422208	200.00
American Airlines	commercial expense	422208	75.00
Gachi Sushi	commercial expense	422208	16.20
Enterprise	commercial expense	422208	527.02
American Airlines	commercial expense	422208	175.00
Park Place Parking	commercial expense	422208	1.75
Genos Steaks	commercial expense	422208	16.49
American Airlines	commercial expense	422208	175.00
American Airlines	commercial expense	422208	25.00
American Airlines	commercial expense	422208	444.39
MobilityWorks	commercial expense	422208	747.96
MobilityWorks	commercial expense	422208	747.96
MobilityWorks	commercial expense	422208	747.96
MobilityWorks	commercial expense	422208	747.96
All Seasons Orchard	commercial expense	422209	50.00
Siegels Farm	commercial expense	422209	200.00
Giordano's	commercial expense	422209	43.37

Northwest Special Recreation Association
VB Electronic Accounts Payable
Warrant #8
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Vendor	Description	Account	Amount
Flaghouse	program development	422301	398.00
Hobby Lobby	program development	422301	94.24
Walmart	program development	422301	34.77
Midwest Moving	program development	422301	5,175.75
Exxon	program development	422301	43.01
Hobby Lobby	program development	422301	51.97
Hobby Lobby	program development	422301	73.05
Home Depot	program development	422301	30.61
Moving Help	program development	422301	155.95
Apple	program development	422303	1,495.00
Jewel	supplies	422401	4.99
Dollar Tree	supplies	422401	20.00
Aldi	supplies	422401	38.59
Gordon Food Service	supplies	422401	30.92
Dunkin Donuts	supplies	422404	25.23
Aldi	supplies	422404	161.82
Special Olympics IL	supplies	422404	180.00
Dollar Tree	supplies	422405	2.00
Dollar Tree	supplies	422405	1.50
Walgreens	supplies	422405	78.94
Dollar Tree	supplies	422405	13.00
Walmart	supplies	422405	3.16
Jewel	supplies	422405	4.74
Jewel	supplies	422405	4.75
Walgreens	supplies	422405	3.30
Walgreens	supplies	422405	3.30
Menards	supplies	422405	32.54
Little Caesars	supplies	422405	20.00
Little Caesars	supplies	422405	40.00
Dairy Queen	supplies	422405	15.18
Walmart	supplies	422405	37.39
Dollar Tree	supplies	422405	18.00
Amazon	supplies	422405	61.97
Amazon	supplies	422405	28.66
Dunkin Donuts	supplies	422405	16.63
Amazon	supplies	422405	344.95
Amazon	supplies	422405	629.61
Amazon	supplies	422405	39.95
Amazon	supplies	422406	54.60
Jewel	supplies	422406	72.63
Michaels	supplies	422406	21.21
Dollar Tree	supplies	422406	4.00
Jewel	supplies	422406	6.34
Jewel	supplies	422406	7.24
Jewel	supplies	422406	9.06
Aldi	supplies	422406	12.00
Aldi	supplies	422406	13.71
Aldi	supplies	422406	17.14
Amazon	supplies	422406	129.99

Northwest Special Recreation Association

VB Electronic Accounts Payable

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Vendor	Description	Account	Amount
Jewel	supplies	422409	54.35
Jewel	supplies	422409	24.98
Jewel	supplies	422409	6.76
Jewel	supplies	422409	7.70
Jewel	supplies	422409	10.47
Amazon	supplies	422409	109.58
Amazon	supplies	422409	65.76
Walmart	supplies	422409	11.10
Walgreens	supplies	422409	23.79
Walmart	supplies	422409	31.00
Jewel	supplies	422409	9.63
Walgreens	supplies	422409	7.80
Walmart	supplies	422409	13.46
Walmart	supplies	422409	20.88
Walgreens	supplies	422409	19.50
Good Will	supplies	422409	15.41
Walmart	supplies	422409	16.23
Jewel	supplies	422409	19.87
Jewel	supplies	422409	11.98
Amazon	supplies	422409	48.88
Jewel	supplies	422415	48.28
Amazon	supplies	422417	12.12
Amazon	supplies	422417	18.50
Michaels	supplies	422420	25.97
Walmart	supplies	422420	32.39
Amazon	supplies	422420	10.50
Walmart	supplies	422420	19.48
Jewel	supplies	422420	19.48
Jewel	supplies	422420	18.47
Amazon	supplies	422420	95.00
Amazon	supplies	422420	94.95
Amazon	supplies	422420	95.97
Enterprise Rental Van	commercial transportation	422508	1,091.29
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
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American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	383.15
American Airlines	commercial transportation	422508	(750.00)
Gulf Oil-Gas	transportation/gas/tolls/parking	422801	57.00

Northwest Special Recreation Association
VB Electronic Accounts Payable
Warrant #8
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Vendor	Description	Account	Amount
Park Place Parking	transportation/gas/tolls/parking	422801	1.75
PD Payment Services	printing	422901	369.35
PB Payment Services	printing	422902	381.45
Konica Minolta	printing	422906	1,396.66
Konica Minolta	printing	422906	1,119.77
Vistaprint	printing	422908	31.84
Vistaprint	printing	422908	32.93
JustBrailleSigns.com	printing	422909	152.00
Amazon	printing	422909	68.10
Amazon	printing	422909	255.84
Amazon	printing	422909	284.64
Amazon	printing	422909	69.80
Amazon	printing	422909	85.90
Amazon	printing	422909	29.88
Edible Arrangements	public awareness/subscriptins/ads	423101	80.04
Facebook	public awareness/subscriptins/ads	423104	182.31
Walmart	public awareness/subscriptins/ads	423105	43.80
Daily Herald	public awareness/subscriptins/ads	423108	64.40
JustBrailleSigns.com	public awareness/subscriptins/ads	423109	152.00
Walgreens	public awareness/subscriptins/ads	423109	14.19
Five Below	ADA compliance	450001	5.00
Target	ADA compliance	450001	20.00
Michaels	ADA compliance	450002	7.57
Target	ADA compliance	450002	20.00
Target	ADA compliance	450003	20.00
Target	ADA compliance	450004	20.00
Target	ADA compliance	450005	20.00
Five Below	ADA compliance	450006	5.00
Target	ADA compliance	450006	20.00
Target	ADA compliance	450008	24.88
Target	ADA compliance	450009	24.88
Target	ADA compliance	450010	24.88
Target	ADA compliance	450011	24.88
Target	ADA compliance	450012	24.90
Target	ADA compliance	450013	24.90
Dollar Tree	ADA compliance	450014	16.00
Target	ADA compliance	450014	24.90
Target	ADA compliance	450015	24.90
Michaels	ADA compliance	450016	7.92
Target	ADA compliance	450016	24.90
Michaels	ADA compliance	450017	7.00
Target	ADA compliance	450017	24.96
Michaels	ADA compliance	450020	71.96
Paypal	ADA compliance	450022	412.50
		Total	50,032.95
Total Warrant #8 for Electronic Accounts Payable			50,032.95

Northwest Special Recreation Association
VBT Business Checking Accounts Payable
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Num	Name	Memo	Account	Amount
25899	K R Scrappers	VOID: Reissue Ck 25489 12/31/17	10400 · VB&T Business Checking	0.00 0.00
25900	K R Scrappers	2018 Furniture Recycling & Tip 2018 Furniture Recycling & Tip	10400 · VB&T Business Checking 421906 · Miscellaneous Hardware	-60.00 60.00 <u>60.00</u>
25901	Buffalo Grove Park District	Invoice 072318-JH01 Invoice 072318-JH01 Invoice 072318-JH01	10400 · VB&T Business Checking 422102 · Leisure Education 422106 · Weekly Programs	-920.50 220.50 700.00 <u>920.50</u>
25902	Samantha Mattea	July 2018 BoF Winner July 2018 BoF Winner	10400 · VB&T Business Checking 423102 · Ads / Job Postings	-50.00 50.00 <u>50.00</u>
25903	Josephine Kraft	July 2018 BoF Winner July 2018 BoF Winner	10400 · VB&T Business Checking 423102 · Ads / Job Postings	-50.00 50.00 <u>50.00</u>
25904	Wright, Jocelyn	Parking Reimb - 06/15/18 Parking Reimb - 06/15/18	10400 · VB&T Business Checking 422404 · Special Events	-20.00 20.00 <u>20.00</u>
25905	Jennifer L. Voss	Zumba 6/12 - 7/31 Zumba 6/12 - 7/31	10400 · VB&T Business Checking 422206 · Weekly Programs	-880.00 880.00 <u>880.00</u>
25906	WDSRA	Invoice 15694 Summer 2018 Invoice 15694 Summer 2018	10400 · VB&T Business Checking 423102 · Ads / Job Postings	-107.30 107.30 <u>107.30</u>
25907	Nicor Gas	Svc 06/14-07/15 Acct 92-52-44-00006 Acct 82-52-44-00007	10400 · VB&T Business Checking 421703 · Gas 421703 · Gas	-56.22 28.10 28.12 <u>56.22</u>
25908	Katrina Place	Reimb - CPRP Exam Fee Reimb - CPRP Exam Fee	10400 · VB&T Business Checking 421503 · CPRP Exam / Renewal	-309.00 309.00 <u>309.00</u>
25909	John S. Swift	Invoice 18-0249 Invoice 18-0249	10400 · VB&T Business Checking 422907 · Seasonal Brochure	-4,003.77 4,003.77 <u>4,003.77</u>
25910	Schild, Kathryn I.	P/D 07/20/18 11.25 hrs P/D 07/20/18 11.25 hrs	10400 · VB&T Business Checking 21700 · Unclaimed Payroll/Property	-105.70 105.70 <u>105.70</u>
25911	Greg Hubbard	07/23/18 Magic Show 10am & 4pm 07/23/18 Magic Show 4pm 07/23/18 Magic Show 10am	10400 · VB&T Business Checking 422210 · STAR 422205 · Summer Day Camp	-350.00 175.00 175.00 <u>350.00</u>
25912	Robbins Schwartz	Invoice 282141 HAK Invoice 282141 HAK	10400 · VB&T Business Checking 421002 · Legal Fees	-107.50 107.50 <u>107.50</u>
25913	Emmerling, Kayla J	Reissue PR Ck#01323349 1/19/18 Reissue PR Ck#01323349 1/19/18	10400 · VB&T Business Checking 21700 · Unclaimed Payroll/Property	-111.40 111.40 <u>111.40</u>

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
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Num	Name	Memo	Account	Amount
25914	Hanover Park Park District	Invoice 818 Invoice 818	10400 - VB&T Business Checking 421803 - HPPD Rental Space	-1,443.00 1,443.00 <hr/> 1,443.00
25915	Park Central Condo Assn.	Invoice 608 Invoice 608	10400 - VB&T Business Checking 421801 - Condo Association Fee	-1,065.00 1,065.00 <hr/> 1,065.00
25916	Rolling Meadows Park District	Invoice 18-608 Invoice 18-608	10400 - VB&T Business Checking 421701 - Condo Maintenance	-960.00 960.00 <hr/> 960.00
25917	Jamie Wolfe	Intern - July 25 - Aug 7 Intern - July 25 - Aug 7	10400 - VB&T Business Checking 424207 - Office Staff	-300.00 300.00 <hr/> 300.00
25918	Elizabeth Hawk	Intern - July 25 - Aug 7 Intern - July 25 - Aug 7	10400 - VB&T Business Checking 424207 - Office Staff	-300.00 300.00 <hr/> 300.00
25919	Erin Newport	VOID: Lifeguard Aug 17 2018	10400 - VB&T Business Checking	0.00 <hr/> 0.00
25920	Kehoe, Nicole T	P/D 7/20/18 - DD Rtn Acct Clsd P/D 07/20/18 - DD Rtn Acct Closed	10400 - VB&T Business Checking 21700 - Unclaimed Payroll/Property	-390.19 390.19 <hr/> 390.19
25921	Greenberg, Scott D	Reissue PR Ck 53261870 7/22/16 Reissue PR Ck 53261870 7/22/16	10400 - VB&T Business Checking 21700 - Unclaimed Payroll/Property	-14.62 14.62 <hr/> 14.62
25922	Jeffrey Benkler	4404 & 4408 Summer 2018 4404 & 4408 Summer 2018	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-445.50 445.50 <hr/> 445.50
25923	BrightStar Health Care	Invoice IVC4141018 & 4151395 Invoice IVC00000004141018 Invoice IVC00000004151395	10400 - VB&T Business Checking 424205 - Summer Day Camp 424205 - Summer Day Camp	-3,416.00 1,708.00 1,708.00 <hr/> 3,416.00
25924	ComEd	Acct 4629682000 6/28 - 7/31 Acct 4629682000 6/28 - 7/31	10400 - VB&T Business Checking 421702 - Electric	-575.15 575.15 <hr/> 575.15
25925	Illinois State Toll Highway Authority	Invoice G121000002383 Invoice G121000002383	10400 - VB&T Business Checking 422802 - Tolls	-1,843.73 1,843.73 <hr/> 1,843.73
25926	NCPERS Group Life Insurance	Invoice 54360818 Invoice 54360818	10400 - VB&T Business Checking 421603 - Premium	-16.00 16.00 <hr/> 16.00
25927	Nicor Gas	Svc 4/16 - 7/20 Acct 92-52-44-00006	10400 - VB&T Business Checking 421703 - Gas	-6.23 6.23 <hr/> 6.23
25928	School District 54	Inv OM29088 Inv OM29088	10400 - VB&T Business Checking 422105 - Summer Day Camp	-180.00 180.00 <hr/> 180.00
25929	PDRMA	Invoice 0718132H Invoice 0718132H	10400 - VB&T Business Checking 421603 - Premium	-43,974.12 43,974.12 <hr/> 43,974.12

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
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Num	Name	Memo	Account	Amount
				43,974.12
25930	Palatine Park District	Invoice 6934 Invoice 6934	10400 - VB&T Business Checking 450009 - Palatine	-5,633.00 <u>5,633.00</u> 5,633.00
25931	River Trails Park District	Invoice 073018 Parkour Invoice 073018 Parkour	10400 - VB&T Business Checking 422106 - Weekly Programs	-208.00 <u>208.00</u> 208.00
25932	Rolling Meadows Park District	Invoice 134199 Invoice 134199	10400 - VB&T Business Checking 421707 - Miscellaneous	-47.14 <u>47.14</u> 47.14
25933	Bonaguro, Mary T	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-238.17 <u>238.17</u> 238.17
25934	Clark, Meghan	Mileage Mileage	10400 - VB&T Business Checking 450020 - Rovers Salary	-43.60 <u>43.60</u> 43.60
25935	Mary Lou D'Astice	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-22.35 <u>22.35</u> 22.35
25936	Dieschbourg, Ryan	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-184.21 <u>184.21</u> 184.21
25937	Dzurisin, Maggie	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-52.87 <u>52.87</u> 52.87
25938	Edwards, Megan	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-39.02 <u>39.02</u> 39.02
25939	Nicole Estrada	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-33.25 <u>33.25</u> 33.25
25940	Frelich, Renee	Mileage Mileage	10400 - VB&T Business Checking 450020 - Rovers Salary	-139.79 <u>139.79</u> 139.79
25941	Tori Gonzalez	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-118.81 <u>118.81</u> 118.81
25942	Mackenzie Ireland	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-35.43 <u>35.43</u> 35.43
25943	Lauren Jevaney	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-87.75 <u>87.75</u> 87.75
25944	Johns, Brittany	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-184.48 <u>184.48</u> 184.48

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
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 August 31, 2018**

Num	Name	Memo	Account	Amount
25945	Krones, Summer R.	Mileage	10400 - VB&T Business Checking	-72.49
		Mileage	422601 - Staff Mileage	72.49
				72.49
25946	Lappano, Lorendana	Mileage	10400 - VB&T Business Checking	-140.77
		Mileage	450020 - Rovers Salary	140.77
				140.77
25947	Jacklyn Moore	Mileage	10400 - VB&T Business Checking	-57.77
		Mileage	422601 - Staff Mileage	57.77
				57.77
25948	Moran, Kate	Mileage	10400 - VB&T Business Checking	-213.64
		Mileage	422601 - Staff Mileage	213.64
				213.64
25949	Nock, Emily	Mileage	10400 - VB&T Business Checking	-43.06
		Mileage	422601 - Staff Mileage	43.06
				43.06
25950	O'Brien, Megan	Mileage	10400 - VB&T Business Checking	-2.18
		Mileage	422601 - Staff Mileage	2.18
				2.18
25951	Trisha Palmieri	Mileage	10400 - VB&T Business Checking	-150.42
		Mileage	422601 - Staff Mileage	150.42
				150.42
25952	Paradise, Michele	Mileage	10400 - VB&T Business Checking	-31.61
		Mileage	422601 - Staff Mileage	31.61
				31.61
25953	Pineda, Ana	Mileage	10400 - VB&T Business Checking	-59.19
		Mileage	450020 - Rovers Salary	59.19
				59.19
25954	Megan Quandt	Mileage	10400 - VB&T Business Checking	-27.25
		Mileage	422601 - Staff Mileage	27.25
				27.25
25955	Ralph, Danielle	Mileage	10400 - VB&T Business Checking	-97.01
		Mileage	422601 - Staff Mileage	97.01
				97.01
25956	Ross, Jordan	Mileage	10400 - VB&T Business Checking	-51.18
		Mileage	422601 - Staff Mileage	51.18
				51.18
25957	Jodi Schultz	Mileage	10400 - VB&T Business Checking	-86.11
		Mileage	422601 - Staff Mileage	86.11
				86.11
25958	Catherine Splett	Mileage	10400 - VB&T Business Checking	-10.90
		Mileage	422601 - Staff Mileage	10.90
				10.90
25959	Erica Stanko	Mileage	10400 - VB&T Business Checking	-20.71
		Mileage	422601 - Staff Mileage	20.71
				20.71
25960	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-19.08
		Mileage	422601 - Staff Mileage	19.08
				19.08

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #8
August 31, 2018

Num	Name	Memo	Account	Amount
				19.08
25961	Theresa Waite	Mileage	10400 · VB&T Business Checking	-107.37
		Mileage	422601 · Staff Mileage	107.37
				107.37
25962	Wright, Jocelyn	Mileage	10400 · VB&T Business Checking	-60.50
		Mileage	422601 · Staff Mileage	60.50
				60.50
25963	Katrina Place	Mileage	10400 · VB&T Business Checking	-61.04
		Mileage	422601 · Staff Mileage	61.04
				61.04
25964	Snyder, Joann	Mileage	10400 · VB&T Business Checking	-70.85
		Mileage	422601 · Staff Mileage	70.85
				70.85
25965	Bill's Auto & Truck Repair	Invoices 94585-95051	10400 · VB&T Business Checking	-8,521.15
		Invoices 94585-95051	422704 · Regular / Repair Service	8,521.15
				8,521.15
25966	Rachel Hubsch	Mileage	10400 · VB&T Business Checking	-214.73
		Mileage	422601 · Staff Mileage	214.73
				214.73
25967	Sowa, Nanette E.	Mileage	10400 · VB&T Business Checking	-43.06
		Mileage	422601 · Staff Mileage	43.06
				43.06
25968	J & R Lock & Safe, Inc.	Invoice 0000388230	10400 · VB&T Business Checking	-125.00
		Invoice 0000388230	421103 · Locksmith / Keys	125.00
				125.00
25969	Halpin, Kevin P	Payroll 7/16-7/20 21 hrs	10400 · VB&T Business Checking	-184.91
		Payroll 7/16-7/20 21 hrs	21700 · Unclaimed Payroll/Property	184.91
				184.91
25970	Kahn, Talia S.	Payroll 6/11 - 6/15 35.25hrs	10400 · VB&T Business Checking	-300.72
		Payroll 6/11 - 6/15 35.25hrs	21700 · Unclaimed Payroll/Property	300.72
				300.72
25971	Lamont, John D.	Payroll 7/17 - 7/20 19.25hrs	10400 · VB&T Business Checking	-163.22
		Payroll 7/17 - 7/20 19.25hrs	21700 · Unclaimed Payroll/Property	163.22
				163.22
25972	McCue, John P.	Payroll 7/18/18 6.5hrs	10400 · VB&T Business Checking	-67.54
		Payroll 7/18/18 6.5hrs	21700 · Unclaimed Payroll/Property	67.54
				67.54
25973	Bill's Auto & Truck Repair	Invoices 95087 & 95094	10400 · VB&T Business Checking	-767.66
		Invoices 95087	422702 · Emergency Repair Service	746.41
		Invoices 95094	422704 · Regular / Repair Service	21.25
				767.66
25974	Pater, Emily R.	Payroll 7/13 - 7/20 27.25hrs	10400 · VB&T Business Checking	-248.11
		Payroll 7/13 - 7/20 27.25hrs	21700 · Unclaimed Payroll/Property	248.11
				248.11
25975	Rolling Meadows Park District	Invoice 134Aug-Oct2018	10400 · VB&T Business Checking	-91.05
		Invoice 134Aug-Oct2018	421707 · Miscellaneous	30.35
		Invoice 134Aug-Oct2018	12200 · PREPAID EXPENSES	60.70
				60.70

**Northwest Special Recreation Association
VBT Business Checking Accounts Payable
Warrant #8
August 31, 2018**

Num	Name	Memo	Account	Amount
				91.05
25976	Andrea Griffin	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-56.68 56.68 <hr/> 56.68
25977	Elizabeth Medrano	Yoga Class 7/3 & 7/18 Yoga Class 7/3 & 7/18	10400 - VB&T Business Checking 422209 - PURSUIT	-80.00 80.00 <hr/> 80.00
25978	Alexandra Albanis	July 2018 Birds of Feather Winner July 2018 Birds of Feather Winner	10400 - VB&T Business Checking 423102 - Ads / Job Postings	-50.00 50.00 <hr/> 50.00
25979	Morgan Houlihan	July 2018 Birds of Feather Winner July 2018 Birds of Feather Winner	10400 - VB&T Business Checking 423102 - Ads / Job Postings	-50.00 50.00 <hr/> 50.00
25980	First Advantage Occupational Health Servi	Invoice 2520311807 Invoice 2520311807	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals	-38.21 38.21 <hr/> 38.21
25981	Hudson Energy Services, LLC	Invoice 1808000062 Invoice 1808000062	10400 - VB&T Business Checking 421704 - Hudson Energy	-1,186.23 1,186.23 <hr/> 1,186.23
25982	Buffalo Grove Park District	Invoice 2659 Invoice 2659	10400 - VB&T Business Checking 450003 - Buffalo Grove	-5,609.29 5,609.29 <hr/> 5,609.29
25983	Manny Aguilar	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-166.77 166.77 <hr/> 166.77
25984	Alexian Brothers Corporate Health Service	Invoice 658520 Invoice 658520	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals	-195.00 195.00 <hr/> 195.00
25985	Clark, Meghan	Mileage Mileage	10400 - VB&T Business Checking 450020 - Rovers Salary	-27.80 27.80 <hr/> 27.80
25986	Lappano, Lorendana	Mileage Mileage	10400 - VB&T Business Checking 450020 - Rovers Salary	-56.41 56.41 <hr/> 56.41
25987	Pineda, Ana	Mileage Mileage	10400 - VB&T Business Checking 450020 - Rovers Salary	-19.40 19.40 <hr/> 19.40
25988	Anastasia Chioros	Refund - 2650 Fall 2018 Refund - 2650 Fall 2018	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-253.00 253.00 <hr/> 253.00
25989	Michele Paradise/Petty Cash Program	Petty Cash Reimb 081418 PC - CB Admin Mtg PC - Snacks PC - Supplies PC - Posterboard PC- Pizza PC - Star 2950 PC- Candy	10400 - VB&T Business Checking 421406 - Professional Meetings 422204 - Special Events 422402 - Leisure Education 422405 - Summer Day Camp 422406 - Weekly Programs 422420 - STAR 423105 - Giveaways	-159.19 26.99 14.25 19.95 32.52 31.00 11.42 23.06 <hr/> 159.19

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #8
August 31, 2018

Num	Name	Memo	Account	Amount
25990	Jamie Wolfe	Intern - Aug 8 - Aug 21 Intern - Aug 8 - Aug 21	10400 - VB&T Business Checking 424207 - Office Staff	-300.00 300.00 <u>300.00</u>
25991	Elizabeth Hawk	Intern - Aug 8 - Aug 21 Intern - Aug 8 - Aug 21	10400 - VB&T Business Checking 424207 - Office Staff	-300.00 300.00 <u>300.00</u>
25992	Cortney Lucente/Petty Cash	Petty Cash - 2018 Long Trip Petty Cash - 2018 Long Trip	10400 - VB&T Business Checking 10300 - Petty Cash	-200.00 200.00 <u>200.00</u>
25993	School District 54	Inv OM29103 Inv OM29103	10400 - VB&T Business Checking 422105 - Summer Day Camp	-606.00 606.00 <u>606.00</u>
25994	Clearbrook	STAR Scholarship - Jan-Mar 2018 STAR Scholarship - Jan-Mar 2018	10400 - VB&T Business Checking 422304 - STAR Scholarship Reimbursement	-870.32 870.32 <u>870.32</u>
25995	Andrea Griffin	Reimb - Walmart 8/16, Jewel 8/14 Reimb - Jewel 8/14 Reimb - Walmart 8/16	10400 - VB&T Business Checking 421406 - Professional Meetings 422417 - General Supplies	-98.38 54.42 43.96 <u>98.38</u>
25996	All Ways Catering & Deli	Invoice 8838 Invoice 8838	10400 - VB&T Business Checking 450022 - Miscellaneous	-316.25 316.25 <u>316.25</u>
25997	Illinois Charity Bureau Fund	2017 AG990 IL Annual Report Fee 2017 AG990 IL Annual Report Fee	10400 - VB&T Business Checking 421002 - Legal Fees	-15.00 15.00 <u>15.00</u>
25998	Nicor Gas	Acct 82-52-44-0007 7/16-8/12 Acct 82-52-44-0007 7/16-8/12	10400 - VB&T Business Checking 421703 - Gas	-28.39 28.39 <u>28.39</u>
26004	Groh, Margaret E	Reissue Payroll Check #01530295 Reissue Payroll Check #01530295	10400 - VB&T Business Checking 21700 - Unclaimed Payroll/Property	-49.52 49.52 <u>49.52</u>
26005	BrightStar Health Care	Invoice - IVC 4162821 Invoice - IVC 4162821	10400 - VB&T Business Checking 424205 - Summer Day Camp	-1,344.00 1,344.00 <u>1,344.00</u>
26006	Anastasia Chioros	Refund - 9020 Fall 2018 Refund - 9020 Fall 2018	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-910.00 910.00 <u>910.00</u>
26007	Abigail Dudek	Internship Stipend 8/27 - 9/2 Internship Stipend 8/27 - 9/2	10400 - VB&T Business Checking 424207 - Office Staff	-150.00 150.00 <u>150.00</u>
26008	NCPERS Group Life Insurance	Invoice 54360918 Invoice 54360918	10400 - VB&T Business Checking 421603 - Premium	-16.00 16.00 <u>16.00</u>
26009	PDRMA	Invoice 0818132H Invoice 0818132H	10400 - VB&T Business Checking 421603 - Premium	-43,974.54 43,974.54 <u>43,974.54</u>

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #8
August 31, 2018

Num	Name	Memo	Account	Amount
26010	Paradise, Michele	Mileage - Reissue April 2018 ck 25747	10400 - VB&T Business Checking	-15.64
		Mileage - Reissue April 2018 ck 25747	21700 - Unclaimed Payroll/Property	15.64
				15.64
26011	River Trails Park District	Invoice 8/2018	10400 - VB&T Business Checking	-79.63
		Invoice 8/2018	450011 - River Trails	79.63
				79.63
26012	Robbins Schwartz	Invoice 282813 HAK	10400 - VB&T Business Checking	-50.00
		Invoice 282813 HAK	421002 - Legal Fees	50.00
				50.00
26013	SLSF	Donation - CR Bal Janet Gilbertson	10400 - VB&T Business Checking	-23.00
		Donation - CR Bal Janet Gilbertson	320006 - Weekly Programs Fees	23.00
				23.00
26014	WT Group	Invoice R18006-3	10400 - VB&T Business Checking	-595.00
		Invoice R18006-3	450022 - Miscellaneous	595.00
				595.00
26015	Kellie Wojciechowski	Internship Stipend 8/27 - 9/2	10400 - VB&T Business Checking	-150.00
		Internship Stipend 8/27 - 9/2	424207 - Office Staff	150.00
				150.00
26016	ComEd	Service 7/30 - 8/28	10400 - VB&T Business Checking	-595.93
		Acct 4629682000 7/31 - 8/29	421702 - Electric	547.71
		Acct 0273126051 7/30 - 8/28	421702 - Electric	48.22
				595.93
26017	Bill's Auto & Truck Repair	Invoices 94797-95456	10400 - VB&T Business Checking	-13,550.07
		Invoices 94797-95456	422702 - Emergency Repair Service	5,034.97
		Invoices 94797-95456	422704 - Regular / Repair Service	8,515.10
				13,550.07
26018	Veronica Biazo	Invoice 2 - Zumba 08/17/18	10400 - VB&T Business Checking	-125.00
		Invoice 2 - Zumba 08/17/18	422204 - Special Events	125.00
				125.00
26019	Taurus Engraving Inc	Invoice 15719	10400 - VB&T Business Checking	-65.75
		Invoice 15719	421104 - Nametags	65.75
				65.75
26020	Hudson Energy Services, LLC	Invoice 1808003823	10400 - VB&T Business Checking	-1,045.50
		Invoice 1808003823	421704 - Hudson Energy	1,045.50
				1,045.50
26021	Medlin Communications	Invoice S52730	10400 - VB&T Business Checking	-685.50
		Invoice S52730	421902 - Framework Support	685.50
				685.50
26022	Coach Eve Learn to Swim, LLC	Invoice 20161825	10400 - VB&T Business Checking	-5,084.87
		Invoice 20161825	422206 - Weekly Programs	3,872.94
		Invoice 20161825	422205 - Summer Day Camp	1,211.93
				5,084.87
26023	FlagHouse	Invoices Ending 401011 & 900019	10400 - VB&T Business Checking	-6,213.20
		Invoice P079328401011	460001 - Capital Equipment Replacement	1,160.00
		Invoice Z000632900019	460001 - Capital Equipment Replacement	5,053.20
				6,213.20
26024	Manny Aguilar	Mileage	10400 - VB&T Business Checking	-51.78
		Mileage	422601 - Staff Mileage	51.78

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #8
August 31, 2018

Num	Name	Memo	Account	Amount
				51.78
26025	Bonaguro, Mary T	Mileage	10400 - VB&T Business Checking	-100.83
		Mileage	422601 - Staff Mileage	100.83
				100.83
26026	Mary Lou D'Astice	Mileage	10400 - VB&T Business Checking	-48.51
		Mileage	422601 - Staff Mileage	48.51
				48.51
26027	Dieschbourg, Ryan	Mileage	10400 - VB&T Business Checking	-4.36
		Mileage	422601 - Staff Mileage	4.36
				4.36
26028	Dzurisin, Maggie	Mileage	10400 - VB&T Business Checking	-30.52
		Mileage	422601 - Staff Mileage	30.52
				30.52
26029	Edwards, Megan	Mileage	10400 - VB&T Business Checking	-35.48
		Mileage	422601 - Staff Mileage	35.48
				35.48
26030	Nicole Estrada	Mileage	10400 - VB&T Business Checking	-93.20
		Mileage	422601 - Staff Mileage	93.20
				93.20
26031	Tori Gonzalez	Mileage	10400 - VB&T Business Checking	-123.72
		Mileage	422601 - Staff Mileage	123.72
				123.72
26032	Mackenzie Irelan	Mileage	10400 - VB&T Business Checking	-141.16
		Mileage	422601 - Staff Mileage	141.16
				141.16
26033	Lauren Jevaney	Mileage	10400 - VB&T Business Checking	-110.64
		Mileage	422601 - Staff Mileage	110.64
				110.64
26034	Johns, Brittany	Mileage	10400 - VB&T Business Checking	-87.75
		Mileage	422601 - Staff Mileage	87.75
				87.75
26035	Kotsovos, Clariza	Mileage	10400 - VB&T Business Checking	-20.17
		Mileage	422601 - Staff Mileage	20.17
				20.17
26036	Krones, Summer R.	Mileage	10400 - VB&T Business Checking	-104.64
		Mileage	422601 - Staff Mileage	104.64
				104.64
26037	Jacklyn Moore	Mileage	10400 - VB&T Business Checking	-65.40
		Mileage	422601 - Staff Mileage	65.40
				65.40
26038	Moran, Kate	Mileage	10400 - VB&T Business Checking	-51.78
		Mileage	422601 - Staff Mileage	51.78
				51.78
26039	Nock, Emily	Mileage	10400 - VB&T Business Checking	-22.35
		Mileage	422601 - Staff Mileage	22.35
				22.35

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #8
 August 31, 2018**

Num	Name	Memo	Account	Amount
26040	Trisha Palmieri	Mileage	10400 - VB&T Business Checking	-107.91
		Mileage	422601 - Staff Mileage	107.91
				107.91
26041	Paradise, Michele	Mileage	10400 - VB&T Business Checking	-31.83
		Mileage	422601 - Staff Mileage	31.83
				31.83
26042	Katrina Place	Mileage	10400 - VB&T Business Checking	-189.12
		Mileage	422601 - Staff Mileage	189.12
				189.12
26043	Ralph, Danielle	Mileage	10400 - VB&T Business Checking	-47.42
		Mileage	422601 - Staff Mileage	47.42
				47.42
26044	Ross, Jordan	Mileage	10400 - VB&T Business Checking	-43.27
		Mileage	422601 - Staff Mileage	43.27
				43.27
26045	Jodi Schultz	Mileage	10400 - VB&T Business Checking	-35.43
		Mileage	422601 - Staff Mileage	35.43
				35.43
26046	Snyder, Joann	Mileage	10400 - VB&T Business Checking	-82.30
		Mileage	422601 - Staff Mileage	82.30
				82.30
26047	Catherine Splett	Mileage	10400 - VB&T Business Checking	-33.79
		Mileage	422601 - Staff Mileage	33.79
				33.79
26048	Erica Stanko	Mileage	10400 - VB&T Business Checking	-28.34
		Mileage	422601 - Staff Mileage	28.34
				28.34
26049	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-83.39
		Mileage	422601 - Staff Mileage	83.39
				83.39
26050	Theresa Waite	Mileage	10400 - VB&T Business Checking	-100.83
		Mileage	422601 - Staff Mileage	100.83
				100.83
26051	Andrea Griffin	Mileage	10400 - VB&T Business Checking	-51.23
		Mileage	422601 - Staff Mileage	51.23
				51.23
26052	Sowa, Nanette E.	Mileage	10400 - VB&T Business Checking	-55.59
		Mileage	422601 - Staff Mileage	55.59
				55.59
26055	All Ways Catering & Deli	Invoice 8847	10400 - VB&T Business Checking	-289.00
		Invoice 8847	450022 - Miscellaneous	289.00
				289.00
26056	First Advantage Occupational Health Servi	Invoice 2519291808	10400 - VB&T Business Checking	-39.17
		Invoice 2519291808	441002 - Drug Tests / Physicals	39.17
				39.17
Total for Warrant #8 VB&T Business Checking Accounts Payable				168,955.46

**Warrant #9
Summary
September 19, 2018**

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)	52,181.88
Total IPDLAF Electronic Accounts Payable (PCARDS)	-
Total VB&T Business Checking Accounts Payable	5,193.00
	<u>57,374.88</u>

Motion to approve Warrant #9 dated September 19, 2018 totaling

\$57,374.88

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #9
September 19, 2018

Vendor	Description	Account	Amount
IMRF	August 2018	442201	42,722.62
			<u>42,722.62</u>
ADP	FSA Monthly - August	424303	120.18
	Payroll Processing - August	424301	206.44
	Payroll Processing - August	424302	2,044.40
			<u>2,371.02</u>
Excalibur	Invoice - 171766	421902	187.75
	Invoice - 171905	421902	2,912.45
	Invoice - 172061	421902	345.00
	Invoice - 172161	421902	380.00
	Invoice - 172221	421902	1,335.35
	Invoice - 172232	421902	372.35
	Invoice - 172250	421902	235.75
	Invoice - 172251	421902	115.21
	Invoice - 172265	421902	350.63
	Invoice - 172355	421902	345.00
	Invoice - 172357	421902	48.75
	Invoice - 172340	421902	310.00
	Invoice - 172356	421902	150.00
			<u>7,088.24</u>
Total Warrant #9 for Electronic Accounts Payable			<u>52,181.88</u>

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #9
September 19, 2018**

Vendor	Description	Account	Amount
BMO Solutions			
		Total	-
Total Warrant #9 for Electronic Accounts Payable			-

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #9
 September 19, 2018**

Num	Name	Memo	Account	Amount
25999	Hanover Park Park District	Invoice 918 Invoice 918	10400 - VB&T Business Checking 421803 - HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
26000	Rolling Meadows Park District	Invoice 18-609 Invoice 18-609	10400 - VB&T Business Checking 421701 - Condo Maintenance	-960.00 960.00 <u>960.00</u>
26001	Park Central Condo Assn.	Invoice 609 Invoice 609	10400 - VB&T Business Checking 421801 - Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
26002	Jamie Wolfe Jamie Wolfe	Intern - Aug 22 - Sept 5 Intern - Aug 22 - Sept 5	10400 - VB&T Business Checking 21200 - Accounts Payable	-300.00 300.00 <u>300.00</u>
26003	Elizabeth Hawk Elizabeth Hawk	Intern - Aug 22 - Sept 5 Intern - Aug 22 - Sept 5	10400 - VB&T Business Checking 21200 - Accounts Payable	-300.00 300.00 <u>300.00</u>
26053	U.S. Postal Service	Postage 082918 Postage 082918	10400 - VB&T Business Checking 421201 - Postage	-1,000.00 1,000.00 <u>1,000.00</u>
26054	Wallace Entertainment	DJ Svc 09/12/18 DJ Svc 09/12/18	10400 - VB&T Business Checking 422404 - Special Events	-125.00 125.00 <u>125.00</u>
Total for Warrant #9 VB&T Business Checking Accounts Payable				5,193.00

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: September 19, 2018

Motion:

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

1. Pay Period Ending – 7/08/18 \$168,325.31
2. Pay Period Ending – 7/22/18 \$216,946.93
3. Pay Period Ending – 8/5/18 \$213,647.78
4. Pay Period Ending – 8/19/18 \$99,009.06

Liability	Taxes Debited				
Recap		Federal Income Tax		11,080.38	
		Earned Income Credit Advances		.00	
		Social Security - EE		9,999.91	
		Social Security - ER		9,999.90	
		Social Security Adj - EE		.00	
		Medicare - EE		2,338.65	
		Medicare - ER		2,338.69	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		7,462.09	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	43,219.62
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	113,595.90
ADP Check		Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	10,694.30	
	Total Amount Debited From Your Accounts			167,509.82	
Bank Debits and Other Liability	Adjustments/Prepay/Voids			815.49	
Taxes - Your Responsibility	None This Payroll				

Total Liability	167,509.82
	168,325.31
	Includes Adjustments that are your responsibility

Liability	Taxes Debited						
Recap		Federal Income Tax		14,535.67			
		Earned Income Credit Advances		.00			
		Social Security - EE		12,800.37			
		Social Security - ER		12,800.30			
		Social Security Adj - EE		.00			
		Medicare - EE		2,993.53			
		Medicare - ER		2,993.62			
		Medicare Adj - EE		.00			
		Medicare Surtax - EE		.00			
		Medicare Surtax Adj - EE		.00			
		COBRA Premium Assistance Payments		.00			
		Federal Unemployment Tax		.00			
		State Income Tax		9,645.15			
		State Unemployment Insurance - EE		.00			
		State Unemployment/Disability Ins - ER		.00			
		State Unemployment Insurance Adj - EE		.00			
		State Disability Insurance - EE		.00			
		State Disability Insurance Adj - EE		.00			
		Workers' Benefit Fund Assessment - EE		.00			
		Workers' Benefit Fund Assessment - ER		.00			
		Transit Tax - EE		.00			
		Local Income Tax		.00			
		School District Tax		.00			
		Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	55,768.64		
	Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	143,558.60	
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	17,433.46		
		Wage Garnishments	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	80.53		
		Total Amount Debited From Your Accounts			216,841.23		
Bank Debits and Other Liability		Adjustments/Prepay/Voids		105.70			
Taxes - Your Responsibility		None This Payroll					

Total Liability
216,841.23
216,946.93
216,946.93

Includes Adjustments that are your responsibility

Liability Recap	Taxes Debited			
	Federal Income Tax		14,140.98	
	Earned Income Credit Advances		.00	
	Social Security - EE		12,610.72	
	Social Security - ER		12,610.79	
	Social Security Adj - EE		.00	
	Medicare - EE		2,949.43	
	Medicare - ER		2,949.30	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	COBRA Premium Assistance Payments		.00	
	Federal Unemployment Tax		.00	
	State Income Tax		9,523.72	
	State Unemployment Insurance - EE		.00	
	State Unemployment/Disability Ins - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance Adj - EE		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	54,784.94
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	141,524.98
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	16,218.84
	Wage Garnishments	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	154.52
	Total Amount Debited From Your Accounts			212,683.28
Bank Debits and Other Liability	Adjustments/Prepay/Voids			964.50
Taxes - Your Responsibility	None This Payroll			

Total Liability	212,683.28
	213,647.78
	213,647.78

Includes Adjustments that are your responsibility

Liability	Taxes Debited					
Recap		Federal Income Tax		7,909.24		
		Earned Income Credit Advances		.00		
		Social Security - EE		6,011.89		
		Social Security - ER		6,011.89		
		Social Security Adj - EE		.00		
		Medicare - EE		1,405.98		
		Medicare - ER		1,406.01		
		Medicare Adj - EE		.00		
		Medicare Surtax - EE		.00		
		Medicare Surtax Adj - EE		.00		
		COBRA Premium Assistance Payments		.00		
		Federal Unemployment Tax		.00		
		State Income Tax		4,495.11		
		State Unemployment Insurance - EE		.00		
		State Unemployment/Disability Ins - ER		.00		
		State Unemployment Insurance Adj - EE		.00		
		State Disability Insurance - EE		.00		
		State Disability Insurance Adj - EE		.00		
		Workers' Benefit Fund Assessment - EE		.00		
		Workers' Benefit Fund Assessment - ER		.00		
		Transit Tax - EE		.00		
		Local Income Tax		.00		
		School District Tax		.00		
		Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	27,240.12	
	Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	67,510.02
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	4,258.92	
		Total Amount Debited From Your Accounts			99,009.06	
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00		
Taxes - Your Responsibility		None This Payroll				
					Total Liability	
					99,009.06	
					99,009.06	

VII. Staff Reports

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To: Tracey Crawford, Executive Director
From: Andrea Griffin and Rachel Hubsch, Superintendents of Recreation
Re: Program Report – July 8, 2018 – September 1, 2018

Program Highlights

Weekly

The fall program session is fast approaching. NWSRA is offering 185 (including PURSUIT/STAR) weekly programs for the season. As of September 1, over 913 registrations have been processed. New programs that will be running include, Games Galore and Archery Lessons for ambulatory adults. These programs will run in Mount Prospect. Also new, are the Sensory Birthday Parties, Sensory Play for Early Childhood and Sensory Discovery for youth, which will utilize the Certified Play Expert Certification that staff completed in the spring.

Lightning Sports

Over 20 NWSRA Lightning Softball athletes and the American Legion Post 525 Bulldogs Baseball team had the annual softball classic on Tuesday, July 24 at Friendship Park baseball field in Mt. Prospect. This collaboration provided opportunity for awareness and empathy while bringing the community together. Numerous parents and spectators praised how great this experience was not only for the NWSRA athletes but also for the American Legion athletes.

Inclusion

The Inclusion Department closed the 2018 summer season with 261 residents participating in almost 1,200 member district programs. Continuing to place a premium for on-site training, the Inclusion Team compiled over 170 hours in direct program contact conducting participant observations, parent meetings and on-site staff trainings. The Inclusion Team also conducted Ability Awareness sessions at the Arlington Heights and Palatine Park Districts Day Camps. About 200 campers, respectively, participated in the interactive programs. Campers experienced maneuvering a wheelchair, having a Visual Impairment, communicating through sign language, learning Paralympic Boccia, and learning characteristics of Autism.

Collaborative Programming

- 123 people are ready to be served on the PURSUIT interest list, with 210 total on the list.
- 45 individuals were given tours of either STAR Academy, PURSUIT RM or HP.
- NWSRA is set to open PURSUIT Mount Prospect on Monday, September 10.
- During the week of August 20, full time collaborative staff went door to door in Mt. Prospect meeting the community, introducing themselves and making connections.

STAR Academy

- STAR Academy Hanover Park and Rolling Meadows opened Monday, August 20.
- STAR Academy has 41 clients this fall. Of those, nine are brand new participants to NWSRA.

The PURSUIT Adult Day Program

- On Tuesday, July 31, Tyler Michie (Hoffman Estates High School Science Teacher) came to PURSUIT Rolling Meadows and taught a lesson on space. Tyler explained all the planets, talked about their locations, and the planets specific moons.
- PURSUIT Hanover Park has started volunteering at Evangel Church of Hanover Park one Tuesday a month sorting items that support the Food Pantry.
- PURSUIT Rolling Meadows delivered bake goods and smiles to the Library, Police and Fire Departments in Rolling Meadows, Arlington Heights and Mt. Prospect.

Staff Update

Part-Time Staff & Volunteers

Each season, the Part Time Staff are presented six new quick reference cards to keep on them and utilize while they are at NWSRA programs. These cards give tips on behavior management, adaptive strategies, game ideas, safety and even reminders to log hours on ADP. The Support Services Department is ahead of schedule, based on current registrations, we have staffed 189 program assistant and 21 driver spots.

Volunteer Match has successfully advertised our volunteer opportunities to the public, leading to the placement of fifteen volunteers, thus far. Roosevelt University has sent eleven education major students in the last three months; they volunteered their time at multiple summer Day Camps, PURSUIT and STAR Academy.

Recruitment & Outreach

The recruitment team hired 59 new part time staff as we head into the fall season. The recruitment team has attended multiple outreach events such as, Conyers Early Learning Academy's parent's day and Amita Health's Taste of NWSRA. The recruitment team has been working hard to secure staff for the Inclusion department. They have paired up with various Park Districts to streamline applications straight to NWSRA.

Behavior Team

The NWSRA Behavior Team was extremely active during the summer season. Nine new participants were identified by NWSRA staff and added to the Behavior Team caseload. Katrina Place, Inclusion Coordinator was added to the Behavior Team due to an increase in demand for access to the team. The Behavior Team also set up more than ten pre-season meetings with full-time staff who have flagged participants in their fall programs. Throughout the current time period, the Behavior Team received more than fifteen formal requests for support with specific participants. The Behavior Team conducted onsite program observations at almost every NWSRA camp site as well as numerous weekly program locations. Ted Adatto, Manager of Inclusion Services and Liz Thomas, Manager of Special Recreation (Collaboratives) trained select camp staff responding to crisis situations. A more in-depth training on the same topic is planned for mid-September. Liz Thomas and Katrina Place, Inclusion Coordinator attended a seminar on Epilepsy, put on by the Angel Wings Foundation due to the rising prevalence of seizure disorders seen in programs.

To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Re: NWSRA/SLSF Marketing and Public Relations Report
Date: September 10, 2018

Following is a synopsis of marketing activities that have taken place in 2018:

MEDIA	
Daily Herald	<ul style="list-style-type: none"> • Appreciation Ads for all SLSF events • Article on NWSRA/American Legion Summer Classic • Article on expansion to Mt. Prospect • SLSF events added to fundraising events section • Article on Skating Championships Invitational • Article on STAR Academy
Chicago Tribune	<ul style="list-style-type: none"> • Article on NWSRA/American Legion Summer Classic • Article on expansion to Mt. Prospect • Article on Skating Championships Invitational • Article on STAR Academy • Article on Gold Medal Fashion Show
TribLocal/ Metromix	<ul style="list-style-type: none"> • Added SLSF events to online calendar of events
Daily Herald Business Ledger	<ul style="list-style-type: none"> • Submitted SLSF information for the Business Ledger Philanthropy Guide
Patch/Journal- Topix	<ul style="list-style-type: none"> • Article on NWSRA in Special Edition sent to all Journal-Topix zones • Article on expansion to Mt. Prospect • Article on STAR Academy
Miscellaneous	<ul style="list-style-type: none"> • Article submitted to magazine in New York about Snoezelen Room • Article on Tracey in VoyageChicago magazine • SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more
ONLINE	
NWSRA/SLSF Online	<ul style="list-style-type: none"> • New NWSRA and SLSF websites went live • ADA Compliance Project request portal went live • New online software and template for recognition certificates created • SLSF Golf Outings and Celebrate Ability posted and sent • Wheeling Park District Craft Beer & Wine Festival

	<ul style="list-style-type: none"> • Recruitment of volunteers • SLSF Gold Medal Fashion Show online registration pages and social media page • STAR Academy Hanover Park information sent • New collaborative program information sent- SibShops, Skating Competition, Safety for Yourself, etc. • Instagram page updated • Display screen at front desk installed showing live stream of social media updates • Heart of the Community web page and graphics • Updated Part Time staff application system with more user friendly online platform to complete interest form • Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent • Monthly NWSRA and SLSF Board Update e-newsletters sent
Social Media	<ul style="list-style-type: none"> • New recruitment tools including social media integrated job posts and online volunteer opportunity portal introduced • NRPA July Parks and Recreation month posts • Opened Snapchat page • Instagram page received 100 new followers • Recruitment video posted through Facebook ads- received over 220 applicants • NWSRA and SLSF events and videos posted online • NWSRA now has over 6,100 Facebook followers • Youtube videos averaging over 18 hours of play time/month
PUBLICATIONS and FLYERS	
NWSRA/ SLSF	<ul style="list-style-type: none"> • New internship handouts created • Snoezelen Hanover Park Ribbon Cutting invites • NWSRA Fall brochure created and sent • 2017 NWSRA/SLSF Annual Report created and sent • Kevin’s Club mailing created and sent • NWSRA Summer brochure created and sent • SLSF branded folders, fact sheets, postcards, donation cards and brochures designed • SLSF Spring Appeal created and sent • Day camp brochures redesigned and sent • Skating Championships Invitational materials created • Lightning All Star Game materials created • Heart of the Community logo created

	<ul style="list-style-type: none"> • New Gold Medal Fashion Show logo and materials created • STAR Academy materials updated with QR code to registration form • New PT recruitment flyer and template for staff created • NWSRA Winter/Spring brochure created and sent • 2017 SLSF Board Member review created • 2018 SLSF Event materials updated • Created 2018 calendar of events
Television, Video and Radio	
NWSRA/SLSF	<ul style="list-style-type: none"> • SLSF VIP Tour e-invitation with video created • Videos created for SLSF fundraising events • New videos created for Ability Awareness, Inclusion and Safety for Yourself program • Skating Championships Invitational coverage on ABC, NBC and WGN • Filmed new Snoezelen Room client success stories with Schaumburg Park District TV crew
ADDITIONAL MARKETING	
NWSRA/SLSF	<ul style="list-style-type: none"> • Installation of Mt. Prospect IT complete (computers, phones, printer, network, TV's, etc.) • Mt. Prospect signage ordered • Designed billboard to be shown on I-53 from July • New online system for requesting/tracking marketing projects implemented • Creation of online portal for ADA Compliance Project submissions • Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award • Printer IP subnet configuration project completed • Server cloud conversion to Office 365 completed • Submitted Agency Showcase nominations to IPRA • Presented IAPD/IPRA Community Service Awards to supporters
Expos/Networking Events	
NWSRA/SLSF	<ul style="list-style-type: none"> • Calendar of expos/networking events where NWSRA has provided information, created by Outreach Committee. Have provided information at 17 events in 2018 and formed several new collaborative partnerships
IN PROGRESS	

NWSRA/SLSF	<ul style="list-style-type: none">• A Day in the Life at PURSUIT video• NWSRA elevator wrap• NWSRA ADA Transition Plan• Accessible transportation survey• Database/website build project• Various publications and online media• 2018 SLSF materials• Quickbooks transition• 2018 NWSRA materials
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To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Re: Outreach Committee Report
Date: September 10, 2018

In 2018, the NWSRA Outreach Committee continued its goal of planning and executing targeted outreach based on the areas and populations in need of increased NWSRA presence. The committee has engaged and informed new groups, families and individuals about NWSRA services. The Outreach Committee has expanded its list of identified organizations such as support groups and schools that are in need of an increased NWSRA presence and has created partnerships and collaborations to address the needs of the community.

Following is a list of accomplishments based on the Outreach Committee goals and strategies:

1. Welcome packets sent to 182 new families
2. Reached out to School Districts to post Day Camp brochure and Seasonal Brochure to online virtual backpacks
3. Increased outreach to minority patrons via updating of print materials in Spanish, bilingual phone system voicemail message, partnership with Townships to distribute NWSRA materials
4. Promoted NWSRA services at 33 expos and events and created over 1,300 unique impressions
5. Provided speaking and presentation opportunities to NWSRA full time staff
6. Marketing/referral partnerships have been created with:
 - a. Village of Arlington Heights
 - b. Village of Hanover Park
 - c. Independence Matters Home Care
 - d. ABLE Community
 - e. School District 54 Autism Resource Center
 - f. The Knolls Center for Autism
7. Meetings have been held with the following businesses/organizations to discuss future partnership:
 - a. Building Greater Beginnings- SibShops program
 - b. Palatine Library- outreach and recruitment
 - c. Snapology- programming

The Outreach Committee will continue to find innovative ways to create partnerships and increase awareness.

Date: September 2018
To: Tracey Crawford, Executive Director
From: Nanette Sowa, Superintendent of Development
RE: SLSF Update for September NWSRA Board

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. The FY 2018 budgeted amount is \$71,350. To date, \$78,800 has been received. Sponsorship is one area the SLSF team is specifically working to increase so it is happy to report the plan is working.

Grants: The FY 2018 budgeted grant total is \$80,350. To date, SLSF has applied for \$119,098.16 in grants. From the proposals sent, \$74,387.66 in grant money has been approved and \$71,611.01 has been received. SLSF also had \$221,000 in grant reserves from the grant received from the Wheaton Sisters in 2017 which was used to open PURSUIT 3 in the Mount Prospect Park District.

Events: The FY 2018 Events budgeted amount is \$306,714. The total amount received in event dollars as of September 10th is \$216,146.20. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report.

Grants to NWSRA: The Board approved a grant to NWSRA in the amount of \$334,000 for fiscal year 2018. The first installment of \$82,234.24 was paid in May. A second grant will be given in October after the SLSF Board meeting.

Donations: Individual donations have increased with UPS employees donating via payroll deductions in greater numbers each month, a generous quarterly donation from a Deloitte partner who also supports the Gala, a semi-monthly donation from an ATT employee and three Allstate employees who also donate via payroll deductions. SLSF received a birthday donation via Facebook from an NWSRA part time staff member. SLSF continues to receive a monthly donation from a long time (10 years +) donor.

Kevin's Club was launched in April. Cathy Kendrigan gave a generous donation as did Jane Hodgkinson, a longtime friend of Kevin's. Nanette has met individually with two of those who were invited to participate in this giving initiative and has a lunch planned to present it to a group of Kevin's friends and former park district directors.

Nanette has sent enquiry letters to six of the ten people who were researched by American Philanthropic. Letters are sent to two of these potential donors per month, giving Nanette time to properly follow-up with each recipient. No donations have been received as of this date.

All miscellaneous donations add up to \$112,901.25 as of September 10, 2018. The budgeted amount for 2018 is \$51,950. Individual giving and planned giving are areas where the SLSF team is working to see an increase. Thanks to SLSF Board Chair Jim Houser's promotion of payroll deductions at UPS, the availability of online giving and the planned gift received in June, SLSF is meeting this goal.

Expenses: SLSF continues to hold down expenses wherever possible. To that end, 52.8% of the 2018 expense budget has been spent at this time, the ninth month of the year. Expenses for the Snoezelen room at Hanover Park and the programming space at Mount Prospect are nearly complete.

VIII. Old Business

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To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: Member District Annual Assessment
Date: September 19, 2018

The Preliminary 2019 MDAA calculations using the 75% EAV and 25% Gross Population formula show a 1.4% increase in Member District EAVs with the gross population decreasing by 0.64%. The increase in EAV and the decrease in population resulted in preliminary calculations of a 0.9% MDAA increase over fiscal year 2018, and is below the 2% ceiling threshold.

During the July 25, 2018 Board Meeting, the NWSRA Board voted to approve the proposed 2019 MDAA as presented and approved taking each Member Districts Proposed 2019 Annual Assessment to their perspective Board for approval September 1, 2018.

To date we have received 16 of the 17 Member District Resolutions ratifying the 2019 NWSRA Assessments which represents more than the super majority needed as per the NWSRA By-Laws.

Motion:

A motion to approve the 2019 MDAA as presented.

NORTHWEST SPECIAL RECREATION ASSOCIATION
PROPOSED MDAA 2019
AT
1% CEILING

Member Park District	2017 E.A.V.*	% of Total EAV	75% of total MDAAA	Gross Population	% of Total Population	25% of total MDAAA	2019 Proposed MDAA	% of Total MDAA
Arlington Heights	2,827,099,756	13.61%	436,787.16	75,101	11.70%	125,075.51	561,862.67	13.1%
Bartlett	1,122,580,528	5.41%	173,438.79	41,208	6.42%	68,629.07	242,067.86	5.7%
Buffalo Grove	1,638,050,751	7.89%	253,078.98	41,496	6.46%	69,108.71	322,187.69	7.5%
Elk Grove	1,645,840,479	7.93%	254,282.50	32,931	5.13%	54,844.30	309,126.79	7.2%
Hanover Park	544,062,308	2.62%	84,057.67	38,044	5.92%	63,359.64	147,417.32	3.4%
Hoffman Estates	1,425,444,338	6.86%	220,231.28	51,895	8.08%	86,427.52	306,658.80	7.2%
Inverness	236,405,429	1.14%	36,524.66	3,800	0.59%	6,328.64	42,853.30	1.0%
Mt. Prospect	1,667,332,206	8.03%	257,602.97	54,771	8.53%	91,217.30	348,820.27	8.2%
Palatine	2,242,622,472	10.80%	346,485.37	83,000	12.93%	138,230.74	484,716.11	11.3%
Prospect Heights	353,599,937	1.70%	54,631.22	15,000	2.34%	24,981.46	79,612.68	1.9%
River Trails	491,828,445	2.37%	75,987.54	16,855	2.62%	28,070.83	104,058.37	2.4%
Rolling Meadows	639,643,910	3.08%	98,825.04	20,000	3.11%	33,308.61	132,133.65	3.1%
Salt Creek	170,634,521	0.82%	26,363.05	6,300	0.98%	10,492.21	36,855.26	0.9%
Schaumburg	3,520,997,988	16.96%	543,994.50	74,227	11.56%	123,619.92	667,614.42	15.6%
South Barrington	492,251,559	2.37%	76,052.91	4,700	0.73%	7,827.52	83,880.43	2.0%
Streamwood	730,677,142	3.52%	112,889.68	39,978	6.23%	66,580.59	179,470.27	4.2%
Wheeling	1,015,635,067	4.89%	156,915.71	42,800	6.67%	71,280.43	228,196.14	5.3%
Total	20,764,706,836	100%	3,208,149.02	642,106	100%	1,069,383.01	4,277,532.03	100.0%

*The 2017 EAV is the most current available.

**2018 MDAA	4,235,180.23	1.0%	42,351.80	4,277,532.03
2018 MDAA Budget			Change in value	TOTAL
				4,277,532.03

The computations are completed using the 75% EAV and 25% Population for each Park District's individual contribution, and 2% floor/ceiling for the total MDAA contribution.

2019	4,277,532.03
2018	(4,235,180.23)
Increase	42,351.80

2019 Proposed MDAA

IX. New Business

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TO: Tracey Crawford, Executive Director
FROM: Trisha Breitlow
DATE: September 17, 2018
RE: Vehicle Analysis

Staff conducted an evaluation of NWSRA vehicles to determine if:

1. The type and sizes of vehicles in the NWSRA fleet meet the needs of the NWSRA programs and serves,
2. The vehicle accessibility needs of both ambulatory and non-ambulatory riders are being met, and
3. The total number of vehicles in the NWSRA fleet meet the needs of NWSRA now and in the future

Based on the findings in the attached report, staff recommend the following:

1. Staff recommend that once the minivan and the 44 passenger vehicles are scheduled to be replaced, they are replaced with either a 14, 20, or 26 passenger accessible vehicle.
2. To accommodate the need for smaller capacity vehicles that are also accessible, a "Sprinter" type vehicle will also be considered for the fleet. A "Sprinter" is an accessible vehicle that is smaller than the current 14 passenger vehicles, and may be able to accommodate up to 13 passengers.
3. Staff recommend that all vehicles in the NWSRA fleet are accessible.
4. Staff recommend that the NWSRA fleet maintains a minimum of twenty-two vehicles (all accessible), and increase the fleet to 23 vehicles.
5. Investigate the possibility of leasing vehicles.
6. Continue to pursue IDOT grants.

Motion: To approve the vehicle analysis report as presented with staff recommendations to be used for capital planning.

TO: Tracey Crawford, Executive Director
FROM: Trisha Breitlow
DATE: September 17, 2018
RE: Vehicle Analysis

PURPOSE and HISTORY

In the past four years, NWSRA has expanded its programs and services to include three NWSRA spaces that house three PURSUIT Adult Day Programs and two STAR Academy Aftercare Programs. The increased five day a week full day programming and five day a week aftercare programming, both using NWSRA transportation, has led to the need to evaluate the current fleet of vehicles. The specific findings and data from the evaluation of the vehicles are attached to this memo as separate reports.

Currently, NWSRA staff follows a Vehicle Replacement Schedule based on the vehicles owned by NWSRA being replaced every 10 years and vehicles granted from IDOT being replaced every 12 to 15 years. Although the schedule allows for long range capital planning and flexibility based on the fiscal budget for each given year, it does not provide the necessary information to determine if:

- A. The type and sizes of vehicles in the NWSRA fleet meet the needs of the NWSRA programs and serves,
- B. The vehicle accessibility needs of both ambulatory and non-ambulatory riders are being met, and
- C. The total number of vehicles in the NWSRA fleet meet the needs of NWSRA now and in the future.

Reference: Report 3, Report 4

REPORT FINDINGS AND RECOMMENDATIONS

A. Type/Size of Vehicles:

In this report, the size of the vehicle refers to the number of passengers the vehicle is able to hold. Currently, the NWSRA fleet of vehicles is comprised 22 vehicles:

- One - 6 passenger minivan
- Sixteen - 14 passenger vans
- Two- 20 passenger van
- Two - 26 passenger vans
- One - 44 passenger school bus

The fourteen passenger vehicle is the most frequently used vehicle in the fleet, followed by the 20 and 26 passenger vehicles. The data showed that the minivan and the 44 passenger vehicle

were the least used vehicles in the fleet. The minivan could often have been able to accommodate the number of passengers, but due to the lack of accessibility, it was necessary to use a larger vehicle to accommodate wheelchairs. The 44 passenger school bus was only used a dozen times annually. This is due to the lack of accessibility and the infrequent need for a vehicle larger than 26 seats to accommodate passengers.

Reference: Report 1, Report C, Report D

STAFF RECCOMDATION

1. Staff recommend that once the minivan and the 44 passenger vehicles are scheduled to be replaced, they are replaced with either a 14, 20, or 26 passenger vehicle.
2. To accommodate the need for smaller capacity vehicles that are also accessible, a “Sprinter” type vehicle will also be considered. A “Sprinter” is an accessible vehicle that is smaller than the current 14 passenger vehicles, and may be able to accommodate up to 13 passengers.

B. Accessible/Non Accessible Vehicles:

When analyzing the data, 93% of the weekly program transportation needs required accessible transportation and 80% of the Leisure Education programs required accessible transportation. Accessible vehicles are universal in that they are able to accommodate both ambulatory and non-ambulatory passengers. The minivan, 44 passenger school bus, and 14 passenger non accessible vehicle were used much less frequently than the accessible vehicles in the fleet.

STAFF RECOMMENDATION:

3. Staff recommend that all vehicles in the NWSRA fleet are accessible. This aligns with the agency mission, vision and core values to provide access to all participants.

Reference: Report B, Report C, Report D

C. Fleet Size:

In this report, the size of the fleet is based on the number of vehicles needed to accommodate all of the programs and services provided by NWSRA. The fleet size must also allow for vehicles to be rotated into maintenance using a vehicle maintenance schedule, as well as allow for vehicles to serve as back up for unscheduled service and emergencies.

Reference: Report 1, Report 2, Report A

STAFF RECOMMENDATION:

4. Based on the current programs and services being offered, staff recommend that the NWSRA fleet maintains a minimum of twenty-two vehicles (all accessible). Once a fourth NWSRA programming site is open, an additional vehicle will need to be added, bringing the NWSRA fleet to a total of twenty three vehicles. Based on the opening of the first

two NWSRA programming sites, each time a new programming space is opened a vehicle is moved to the site to accommodate the transportation needs of the programs and serves being offered from that specific location.

5. The ideal fleet of 23 vehicles for NWSRA will consist of the following accessible vehicles:
 - One-Sprinter type van
 - Eighteen-14 passenger vans
 - Three-26 passenger vans
 - One-20 passenger vans

At this time, staff are recommending only one “Sprinter” type vehicle for the fleet. Since “Sprinters” are fairly new to the accessibility market, further research needs to be conducted to determine if NWSRA’s fleet should incorporate Sprinters to meet the smaller capacity and accessibility transportation needs.

CONCLUSION

Staff are requesting the board to approve this report as submitted in order to use the recommendations included when updating the annual capital plan. In order to investigate options minimizing fiscal impact, staff recommend researching the possibility of leasing vehicles and continue to pursue IDOT grants.

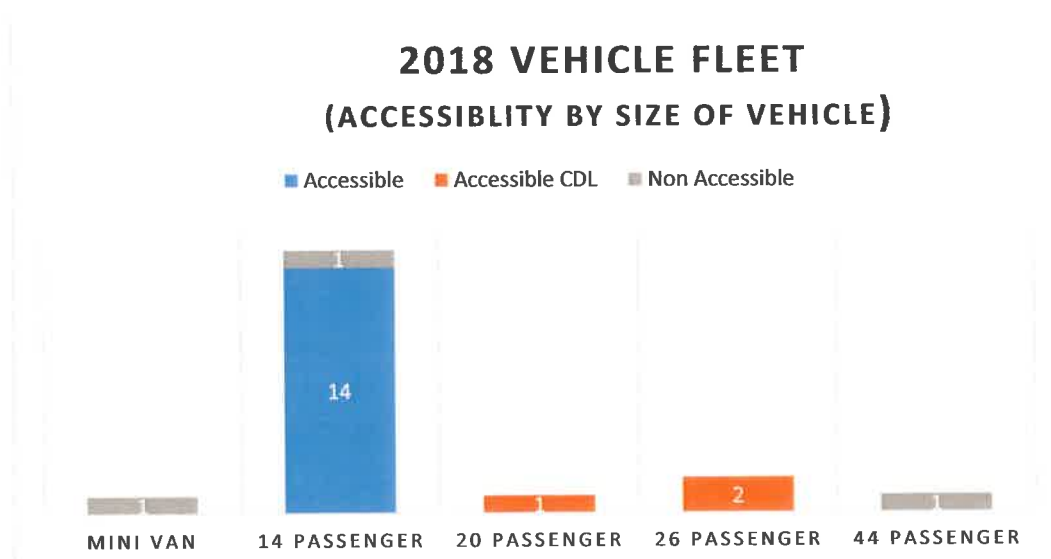
NWSRA Vehicle Report Index

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GENERAL ASSUMPTIONS AND NOTES FOR NWSRA FLEET

FLEET: As of March, 2018, NWSRA has 21 vehicles in the fleet. (One 14 passenger accessible vehicle is overdue for disposal)

- Mini Van- 1
- 14 passenger non accessible- 1
- 14 passenger accessible -15 (6 are IDOT)
- 20 passenger accessible-1 (CDL)
- 26 passenger accessible -2 (CDL)
- 44 passenger non-accessible- 1 (CDL)
- In summary, this breaks down 18 accessible (3 CDL), 3 non-accessible (1 minivan, a 14 passenger, and a 44 passenger vehicle).



In 2017, (the year the comparisons were done), available vehicles in the fleet fluctuated between 20-21, depending on the time of year. The reason the fleet varies is due to the timing of vehicles being sold at auction vs arrival of new vehicles. Those variations are noted in the individual reports.

It is recommended that IDOT vehicles do not exceed 25% of the fleet. Cathy Splett, Foundation Coordinator and Barb Bassett, Operations Coordinator provided this recommendation in 2017. The full memo explaining the reasons for a limit on IDOT vehicles is attached in Report E, listing the criteria for disposal and the pros and cons of IDOT vehicles. NWSRA is currently just over this recommendation with 6 IDOT vehicles (14 passenger accessible) and a 7th arriving this year.

However, with the addition of specific programming sites, staff propose it may be beneficial to not count IDOTS assigned to those sites in this equation. The PURSUIT programs put miles on vehicles quicker than typical programs, so the best fit if additional IDOTS are acquired would be at these sites.

SERVICE:**REPORT 2**

Typically, 2-3 vehicles are in for regularly scheduled service and maintenance at any given time. Routine service typically takes 2-3 days. This does not account for “emergency,” or unscheduled service which may remove vehicles from the fleet and also from program use.

In 2017 vehicles were used 317 days out of the year. The following breaks down the number of days at least 4 vehicles were out of program use due to service (both regularly scheduled AND emergency)

- 7 days when 4 vehicles were out for service in the same day
- 7 days when 5 vehicles were out for service in the same day
- 2 days when 7 vehicles were out for service in the same day
- 1 day when 9 vehicles were out for service in the same day

This totals 27 days when at least 4 vehicles were unavailable for program needs due being out for service in the same day

Scheduling Regular Service

1. Regular service is scheduled quarterly. This is a requirement for all IDOT vehicles and recommended by the all of the vehicle manufacturers for the NWSRA fleet. It is also a requirement that emergency exit inspections are completed every 3 months. Regular service includes:

- Oil Change
- Check all fluids
- Inspect Air & Oil Filters -Replace if Necessary
- Inspect tires -Replace if necessary
- State Safety Inspection Sticker as needed
- Emergency Exit Inspection
- Inspect Exhaust System
- Check Front End
- Brake Inspection and test
- Check Seatbelts
- Check all lights -Replace if necessary
- Check Wipers – Replace if necessary
- Check for Warning Lights
- Inspect Chassis
- Inspect transmission
- Inspect axle/ drive train
- Inspect steering
- Inspect wheelchair lift
- Perform Quarterly Inspection and Routine Maintenance
- Repair/Replace parts as needed

REPORT 2

2. Safety Lane must be completed every 6 months, as is required for commercial and privately owned vehicles operated on Illinois highways. (2 out of the 4 quarterly service schedule includes safety lane) Safety Lane includes:
- Brakes
 - Exhaust systems
 - Exterior
 - Frame
 - Fuel system
 - Instrument and indicator panel
 - Lighting devices
 - Reflectors
 - Steering mechanisms
 - Suspension
 - Tires, wheels and rims
 - Windshield
 - Wipers
 - Special Vehicle checklist

Unscheduled /Emergency Service

In 2017, there were 30 unscheduled trips for service. The unscheduled service included:

- Seatbelts
- Lights – interior and exterior
- Wheelchair lift
- Baseboard
- Engine light – camshaft
- Brakes
- Battery
- Starter
- Overhead Compartment
- Air Conditioning
- Mirrors
- Arm Rest
- Tires
- Window
- Bodywork

GENERAL REPLACEMENT SCHEDULE:

The replacement date for most vehicles is 10 years, but ranges from 10-13 years, based on the agency Capital Replacement Plan and financial positioning. When surveying 8 other SRA's, it was found that 7 SRA's have a replacement schedule of 8-10 years, and 1 SRA is on a 5 year lease program.

In addition to vehicle make year, NWSRA uses the following factors to determine disposal and replacement:

- Performance
- Amount of repair
- Cost of repairs vs. vehicle value
- Appearance (rust)
- Mileage (typically 60,000 + miles)
- Budget and Capital Replacement Plan

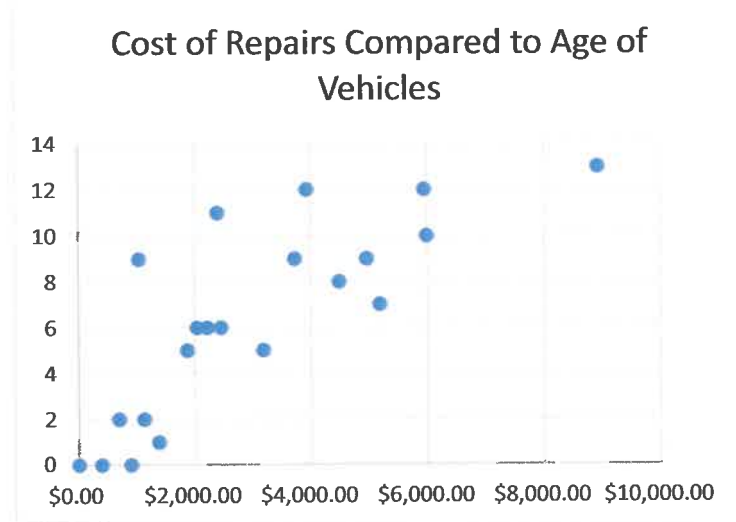
Although 60,000 may seem low mileage to dispose of vehicles (compared to one's personal vehicle), NWSRA vehicles may not be driven far, but are driven frequently. The vehicles are used more often for local, rather than highway, driving with frequent starts and stops, frequent idling while waiting for participants to load and unload at pick-up locations as well as during repetitive use of the wheelchair lift. The low mileage is off set by the age of the vehicle and more frequent repairs needed the older the vehicle is.

IDOT vehicles need to meet specific disposal requirements which include up to 10 years and 120,000-150,000 miles plus proof that repair costs are excessive to the life of the vehicle and must be cleared through IDOT.

REPAIRS AND COSTS BASED ON AGE

REPORT 4

Repairs when the vehicle gets older include; Lift, Electrical Components, Starters, Batteries, Tires, Exhaust Systems, AC/Heating Units and Belts.



2017 Expenses	Age of Vehicle (years)
\$0.00	0
\$900.82	0
\$393.83	0
\$1,380.79	1
\$695.66	2
\$1,132.30	2
\$1,874.13	5
\$3,180.69	5
\$2,216.90	6
\$2,044.74	6
\$2,457.67	6
\$5,184.27	7
\$4,486.04	8
\$1,042.33	9
\$3,726.18	9
\$4,956.49	9
\$5,981.99	10
\$2,396.84	11
\$3,930.00	12
\$5,942.13	12
\$8,923.42	13

**NWSRA
Capital Replacement Plan**

REPORT 5

Capital Replacement Type	Fleet #	Description	2018	2019	2020	2021	2022
Vehicles							
	501	CDL - 2007 Glaval Titan - Heavy Duty	85,000.00				
	502	CDL - 2006 Ford Starcraft - Medium Duty Paratransit					
	503	2003 Dodge Caravan Minivan***					
	505	CDL - 2005 Bluebird - Heavy Duty Bus	95,000.00				
	506	2005 Ford Starcraft - Medium Duty					
	507	CDL - 1992 Ford - Heavy Duty Bus					
	508	2010 Ford Eldorado Medium Paratransit *IDOT					68,000.00
	509	2011 Ford -Medium Duty Paratransit				68,000.00	
	511	2003 Dodge Caravan Minivan***					
	513	Chrysler Town and Country 2008 Minivan		25,000.00			
	514	2010 Ford Medium Duty Paratransit			68,000.00		
	515	2012 Ford Eldorado Medium Paratransit *IDOT					
	516	2012 Ford E450 Medium Duty Paratransit					68,000.00
	518	2008 Ford Eldaroado Medium Paratransit *IDOT			68,000.00		
	519	2006 Ford E450 - Medium Duty Paratransit					
	520	2008 Ford E450 - Medium Duty Paratransit		68,000.00			
	521	2009 Ford 450 E Medium Duty Paratransit		68,000.00			
	522	2011 Ford -Medium Duty Paratransit				68,000.00	
	523	2002 Ford E350 - Medium Duty Paratransit*I DOT					
	524	2003 Ford Eldorado - Medium Duty Paratransit**Grant					
	525	2003 Ford Eldorado - Medium Duty Paratransit***IDOT					
	526	2017 Ford Starcraft Medium Paratransit *IDOT					
Vehicles Total			180,000.00	161,000.00	136,000.00	136,000.00	136,000.00
IT		Server replacement hardware lease	0	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
		Server Replacement labor lease	0	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00
		Computer and Equipment purchase lease	0	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00
		PURSUIT computer/hardware					
		PURSUIT cabling					
		iPads	0	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
IT-Total			-	12,600.00	12,600.00	12,600.00	12,600.00
Rent/Lease		RMCC - Annual Rent			150,342.29		
		RMCC - Maintenance and Custodial			14,255.47		
		*Rent, Maint. And Custodial will be paid for from the Investment accounts					
Rent/Lease Total		PROPOSING 2020 payment out of Investments, total amount based on 10% increase	-	-	164,597.76	-	
General Equipment				*			
		Equipment HPCC Programming space	45,000.00				
		*Equipment HPCC will be paid for from the Investment accounts					
Equipment Total Subtotal			45,000.00	-	-	-	
Payments from Investments					165,000.00		
Payments from SLSF							
GRAND TOTAL		Remaing Capital Liability payments from Capital Reserve	225,000.00	173,600.00	148,197.76	148,600.00	148,600.00

REPORT A

VEHICLE USAGE

REPORT A- VEHICLE USAGE

Assumptions:

- 1) In order to evaluate true usage of vehicles in any given program season, staff selected a week of each month of each season's highest usage for program participation. A sample week from March, June, November, representing each program season was selected.
- 2) For this particular study, 21 vehicles were in the fleet in March and June, however, in November, there were 20 vehicles in the fleet.
- 3) There are typically 2-3 vehicles in for regular service and maintenance at any given time. Each vehicle represents about 5% of the fleet.
- 4) Therefore, when comparing percentage of vehicles used and unused, it should be assumed the percentage of "unused" vehicles includes at least 10-15% of the vehicles because they are unavailable for use when in service. This does not include emergency service or repair. There were multiple times throughout the year when 4-5 total vehicles were in for service. This does not account for additional emergency service which includes unscheduled, but required service.
 - 7 days when 4 vehicles were out for service in the same day
 - 7 days when 5 vehicles were out for service in the same day
 - 2 days when 7 vehicles were out for service in the same day
 - 1 day when 9 vehicles were out for service in the same day
- 5) Vehicle usage is based on requests from staff which take the following into consideration:
 - need for accessibility
 - number of participants
 - number of staff and volunteers
 - behavior considerations (not all participants can sit next to someone else).

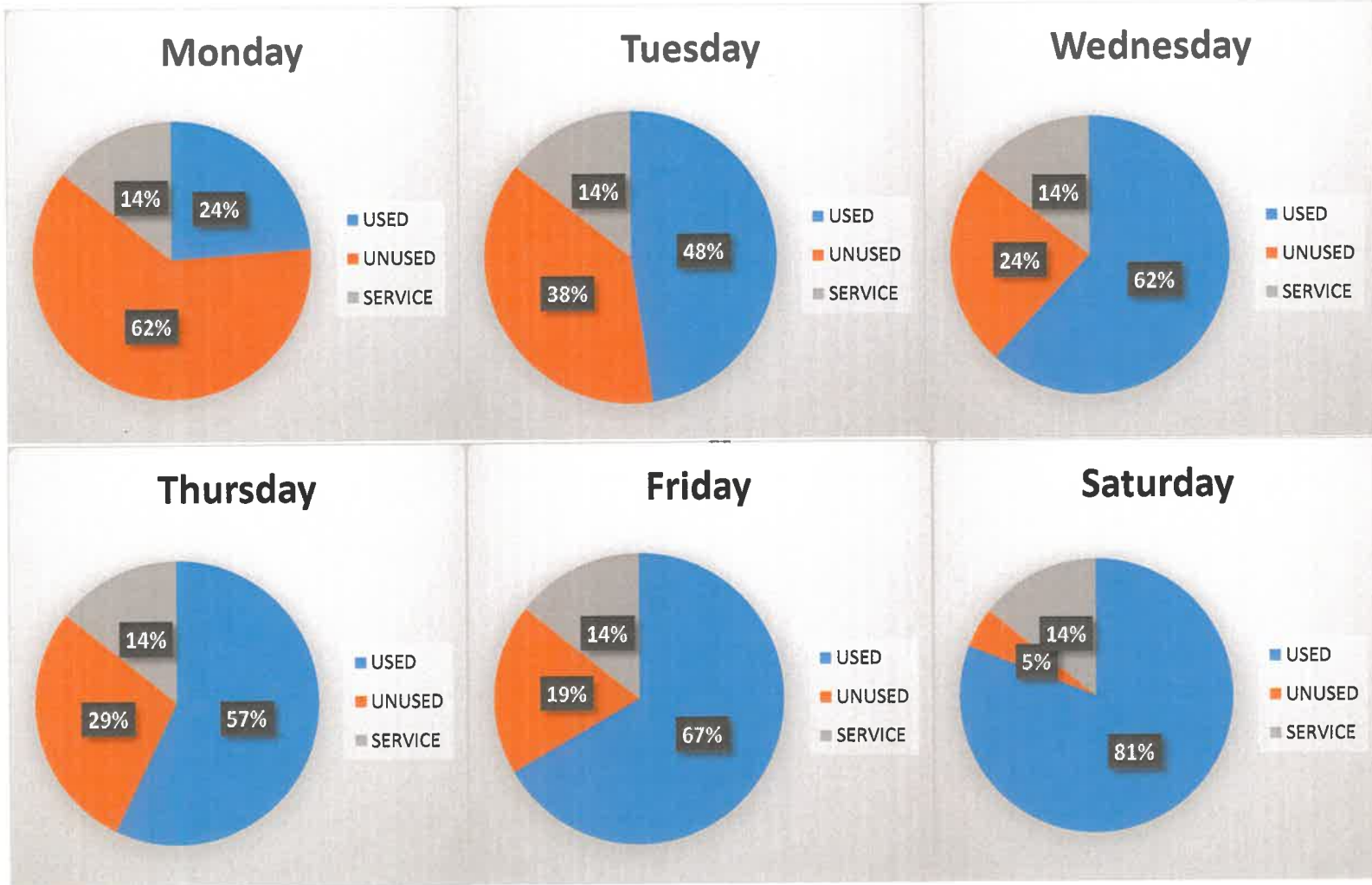
Findings/Summary

- 1) Each season has at least one day of the week when at least 80% of all vehicles are being used.
- 2) The highest day of usage is Wednesdays in the summer when 90% of vehicles were used.
- 3) In winter, there are 4 days out of the week where at least 57% of the vehicles are being used. In summer, there are 4 days out of the week where at least 70% of the vehicles are being used. In fall, there are 5 days out of the week where at least 65% of the vehicles are used.
- 4) The largest number of vehicles used on the heaviest programming day in each season
Winter/Spring: 17
Summer: 19
Fall: 16

REPORT A-1

VEHICLE USAGE- MARCH (sample week)

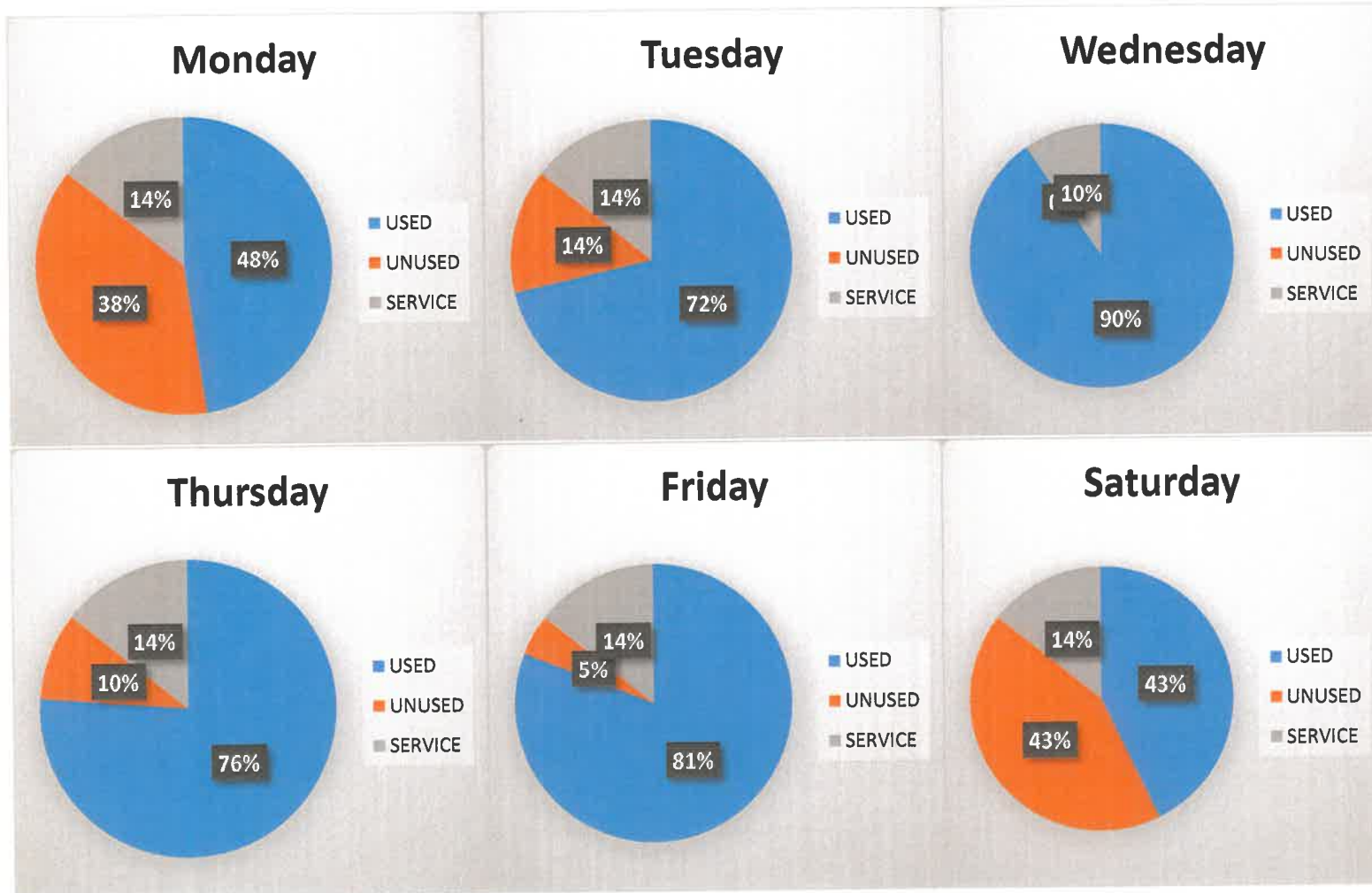
- 21 vehicles in the fleet. Each vehicle is approximately 4.8% of the fleet. At any time, 2-3 vehicles are out for regularly scheduled maintenance service. This accounts for up to 15% of the fleet in regularly scheduled service.



REPORT A-2

VEHICLE USAGE- JUNE (sample week)

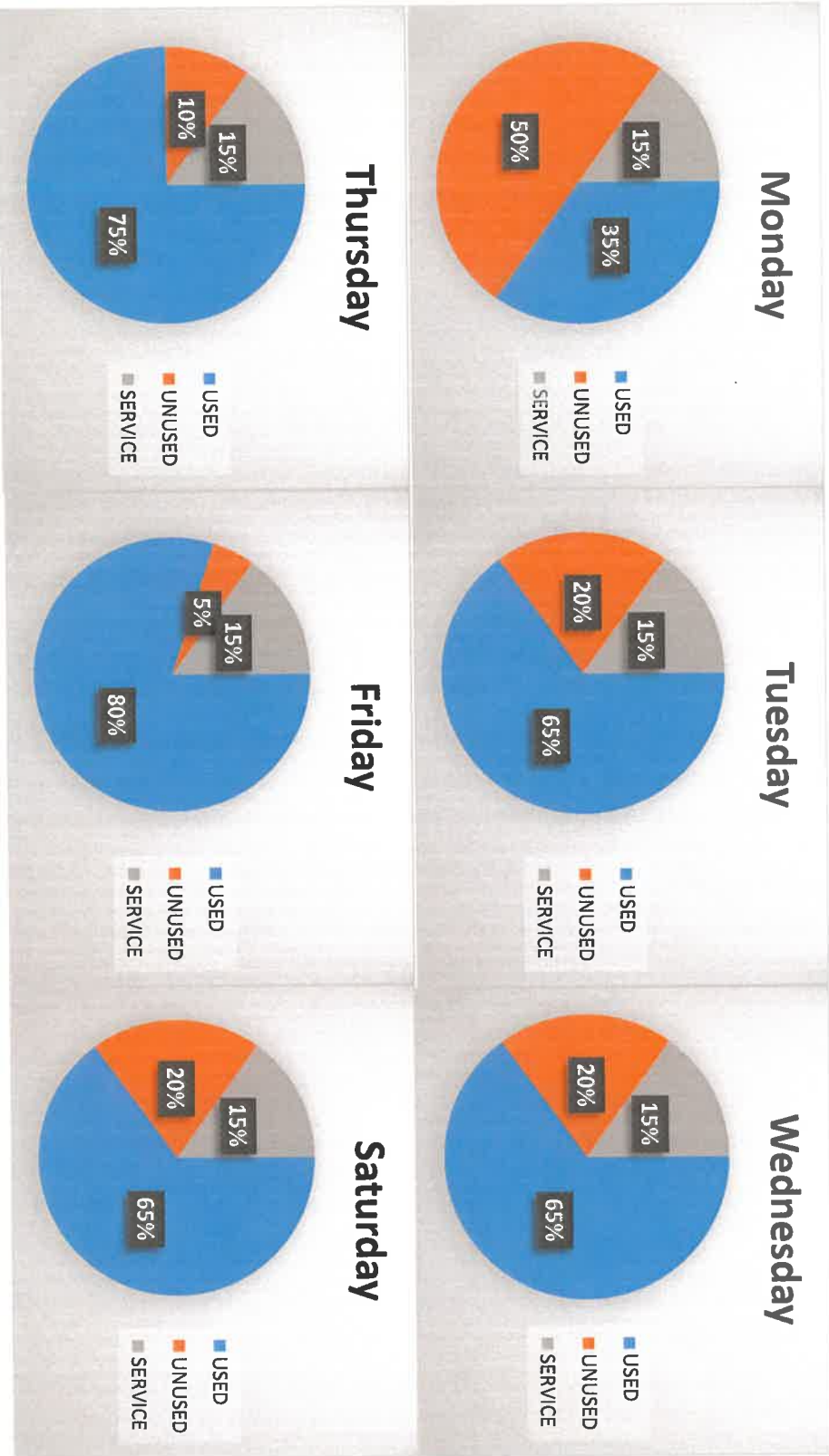
- 21 vehicles in the fleet. Each vehicle is approximately 4.8% of the fleet. At any time, 2-3 vehicles are out for regularly scheduled maintenance service. This accounts for up to 15% of the fleet in regularly scheduled service.



REPORT A-3

VEHICLE USAGE- NOVEMBER (sample week)

- 20 vehicles in the fleet. Each vehicle is approximately 5% of the fleet. At any time, 2-3 vehicles are out for regularly scheduled maintenance service. This accounts for up to 15% of the fleet in regularly scheduled service.



REPORT B
VEHICLE USAGE
by
TYPE OF VEHICLE

APPENDIX B- VEHICLE USAGE BY TYPE OF VEHICLE

Assumptions:

- 1) In order to evaluate true usage of types of vehicles in any given program season, staff selected a week of each month of each season's highest usage for program participation. A sample week from March, June, November, representing each program season was selected.
- 2) For this particular study, 21 vehicles were in the fleet in March and June, however, in November there were 20 vehicles in the fleet
 - 17 accessible vehicles (16 in March)
 - 3 mini vans in March, 2 in June, 1 in November Mini vans hold up to 6 passengers. NWSRA's mini vans are non-accessible.
 - 2 non accessible vehicles (One 14 passenger van, one CDL)
- 3) There are typically 2-3 vehicles in for regular service and maintenance at any given time. Each vehicle represents about 5% of the fleet.
- 4) Therefore, when comparing percentage of vehicles used and unused, it should be assumed the percentage of "unused" vehicles includes at least 10-15% of the vehicles because they are unavailable for use when in service. This does not include emergency service or repair. There were multiple times throughout the year when 4-5 total vehicles were in for service. This does not account for additional emergency service which includes unscheduled, but required service.
 - 7 days when 4 vehicles were out for service in the same day
 - 7 days when 5 vehicles were out for service in the same day
 - 2 days when 7 vehicles were out for service in the same day
 - 1 day when 9 vehicles were out for service

Since the type of vehicles are "weighted" with many more accessible vehicles than mini vans or non accessible, it is difficult to assume how many of each type may be in for service at one time.

Findings/Summary

ACCESSIBLE VEHICLES (16 in fleet in March, 17 in June and November):

- 1) Accessible vehicles were used each day (Monday-Saturday).
- 2) The day the least amount of accessible vehicles is used each season is Mondays during the year (29-31% used) and Saturdays in the summer (47% used). Mondays is the lightest day for program offerings, with program specialists off on Mondays. On Saturdays in the summer, there are no bowling programs offered.
- 3) The highest days of usage were:
 - Saturdays in March with 94% of accessible vehicles being used

- Wednesdays and Fridays in June with 88% of accessible vehicles being used
 - Fridays in November with 88% of accessible vehicles being used.
- 4) In March, at least 62% of accessible vehicles were used 4 out of 6 days.
 In June, at least 71% of accessible vehicles were used 4 out of 6 days.
 In November, at least 65% of accessible vehicles were used 5 out of 6 days.

CDL VEHICLES (4 in fleet)

- 1) At least 1 of the 4 CDL vehicles was used each day (Monday through Saturday) with the exception of Friday in March
- 2) In March, at least 50% of the CDL vehicles were used 3 out of 6 days.
 In June, at least 50 % of the CDL vehicles were used 5 out of 6 days.
 In November, at least 50% of the CDL vehicles were used 5 out of 6 days.
- 3) The highest days of usage were:
 - Friday in November, with 100% of CDL vehicles being used
 - Saturday in March, Wednesday and Thursday in June, and Saturday in November with 75% of vehicles being used.

MINIVAN (3 in fleet in March, 2 in fleet in June, 1 in fleet in November)

- 1) Minivans were not used each day (Monday through Saturday).
 - In March there were 2 days mini vans were not used
 - In June there were 4 days out of 6 mini vans were not used
 - In November, there were 3 days out of 6 mini vans were not used
- 2) In March, at least 67% of the vehicles were used 3 out of 6 days
 In June, 100% of the minivans were used 2 out of 6 days
 In November, the only minivan in the fleet was used 3 out of 6 days
- 3) The highest days of usage were:
 - Friday in March- all three minivans used
 - Wednesday and Thursday in June- both minivans used
 - Monday, Tuesday, Wednesday in November- the only minivan in the fleet was used

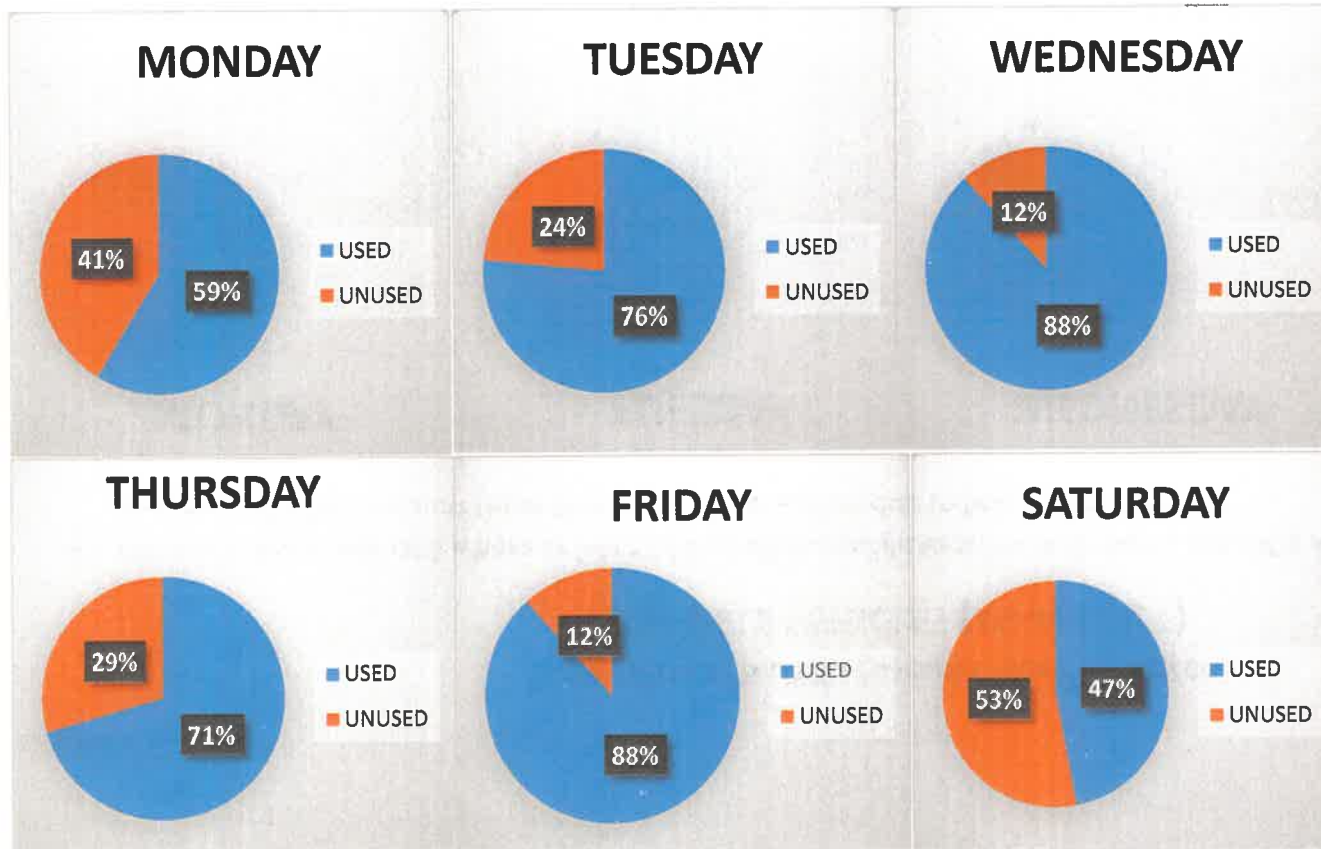
NON-ACCESSIBLE VEHICLES (This includes a 14 passenger vehicle and a 44 passenger CDL school bus)

- 1) Non-accessible vehicles were not used each day (Monday through Saturday)
 - In March, there were 4 days non-accessible vehicles were not used at all
- 2) In March, one of the two non-accessible vehicles was used two days out of the week.
 In June, both non-accessible vehicles were used 4 days out of the week.
 In November, one of the 2 non-accessible vehicles was used each day.
- 3) The highest days of usage were:
 - Thursday and Friday in March (1 of the 2 vehicles used)

- Tuesday, Wednesday, Thursday, Friday in June (both vehicles used)
 - Each day in of the week in November (1 of the 2 vehicles used)
- 4) The breakdown of the days only 1 of the 2 non-accessible vehicles used is as follows:
- March: The 14 passenger non-accessible vehicle was used and the 44 passenger school bus was not used at all
 - June: The 14 passenger non-accessible vehicle was used and the 44 passenger school bus was not used at all.
 - In November, only 1 non-accessible vehicle was used each day. On Saturday, the 14 passenger vehicle was used. The remaining 5 days, the 44 passenger school bus was used. However, only twice was it used for programming (once for club, once for a Leisure Education class). The remaining 3 times it was used for practicing for the CDL test.

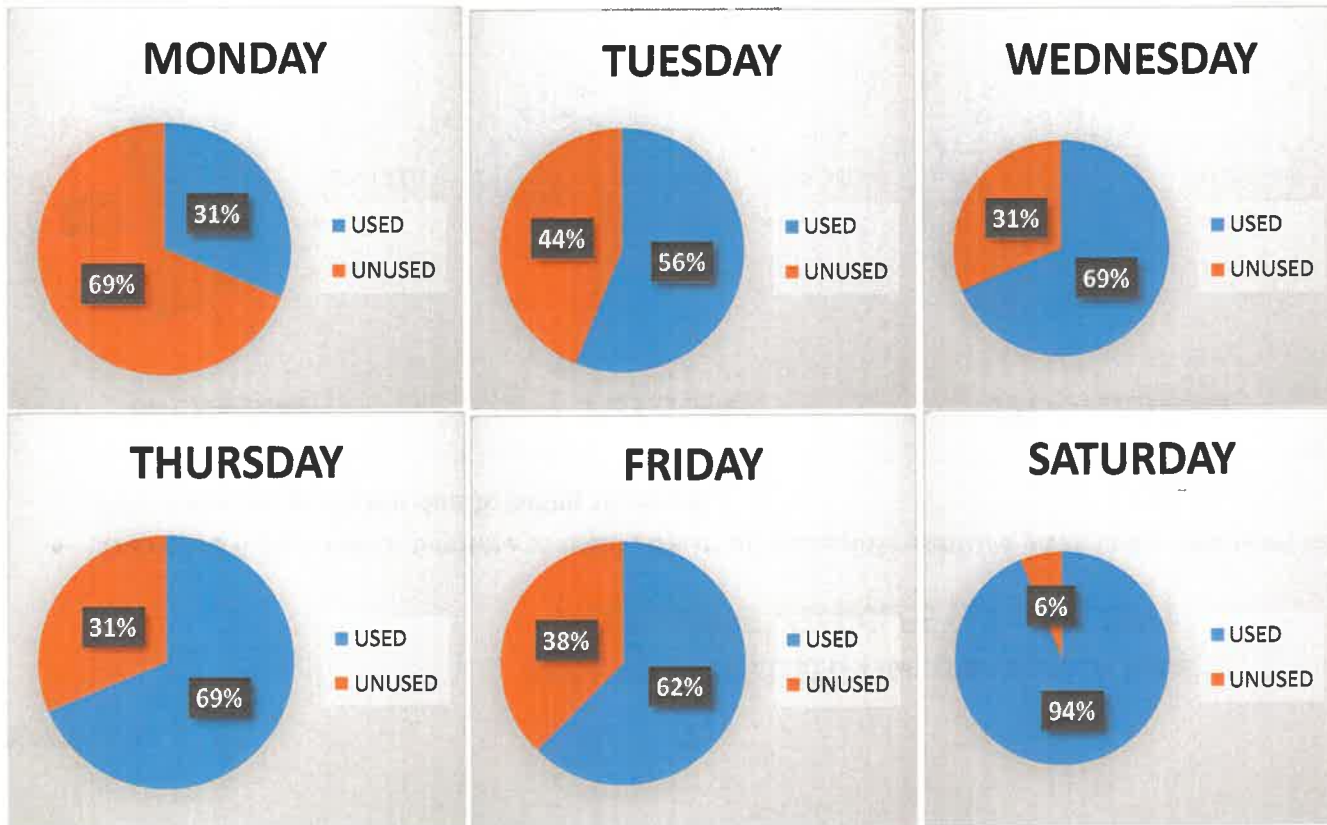
% OF VEHICLES USED (sample week in June)
ACCESSIBLE VEHICLES (17 IN FLEET)

- There are 4 days out of 6 where at least 76% of all accessible vehicles were used (this does not take into account those that were not available due to being serviced).



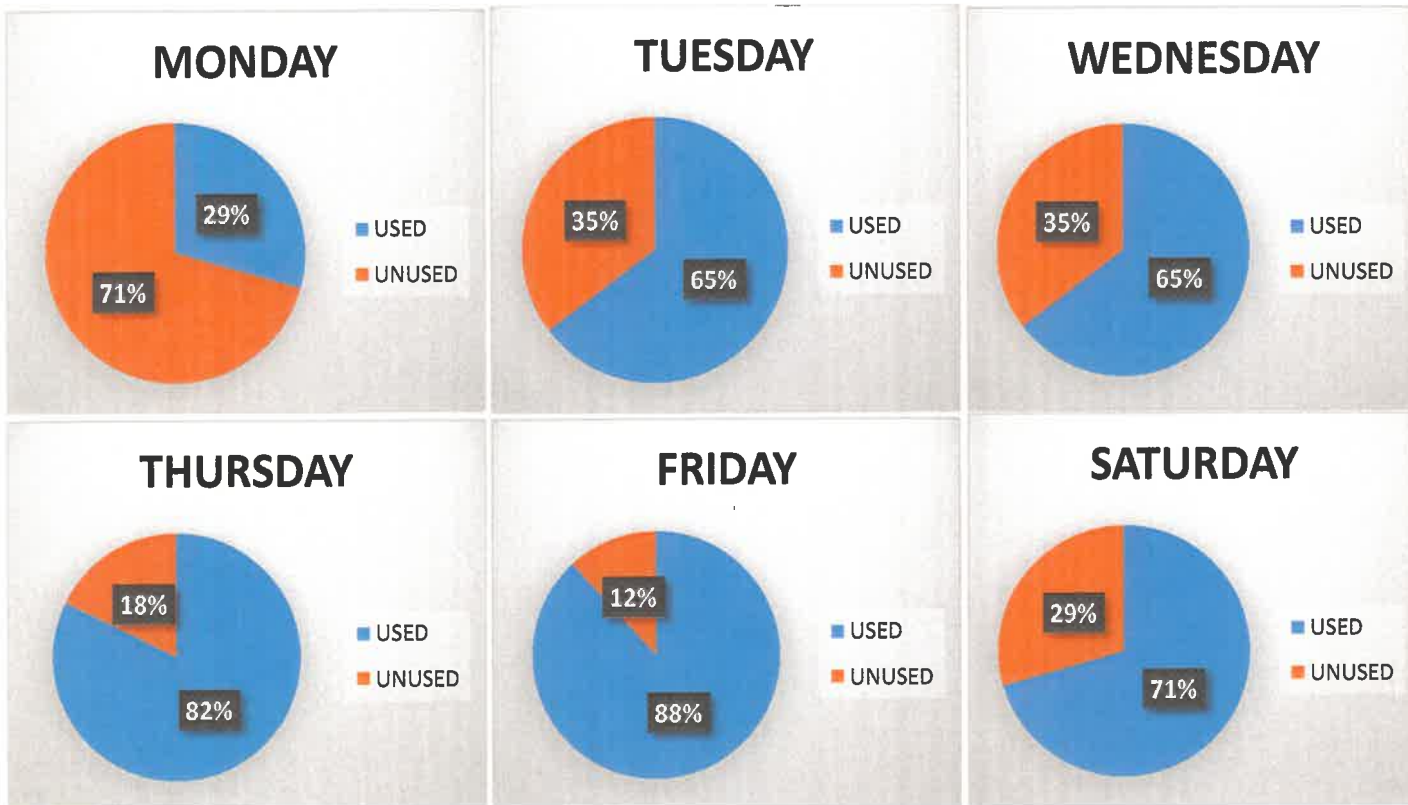
% OF VEHICLES USED (sample week in March)
ACCESSIBLE VEHICLES (16 IN FLEET)

- There are 5 days out of 6 where at least 56% of all accessible vehicles were used, and 94% were used on Saturdays (this does not take into account those that were not available due to being serviced).



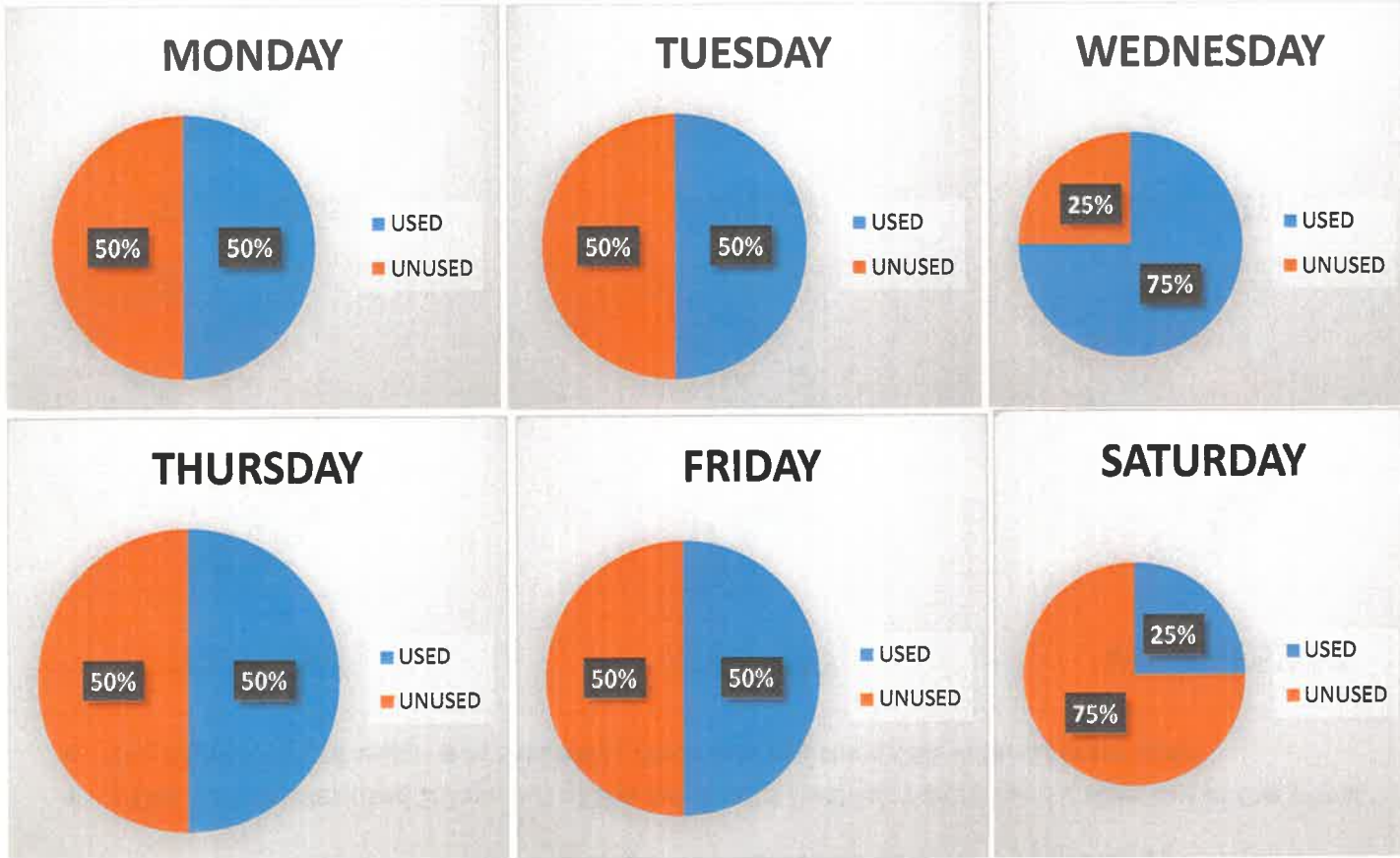
% OF VEHICLES USED (sample week in November)
ACCESSIBLE VEHICLES (17 IN FLEET)

- There are 5 days out of 6 where at least 65% of all accessible vehicles were used (this does not take into account those that were not available due to being serviced). There are 2 days where at least 82% of the accessible vehicles were used.



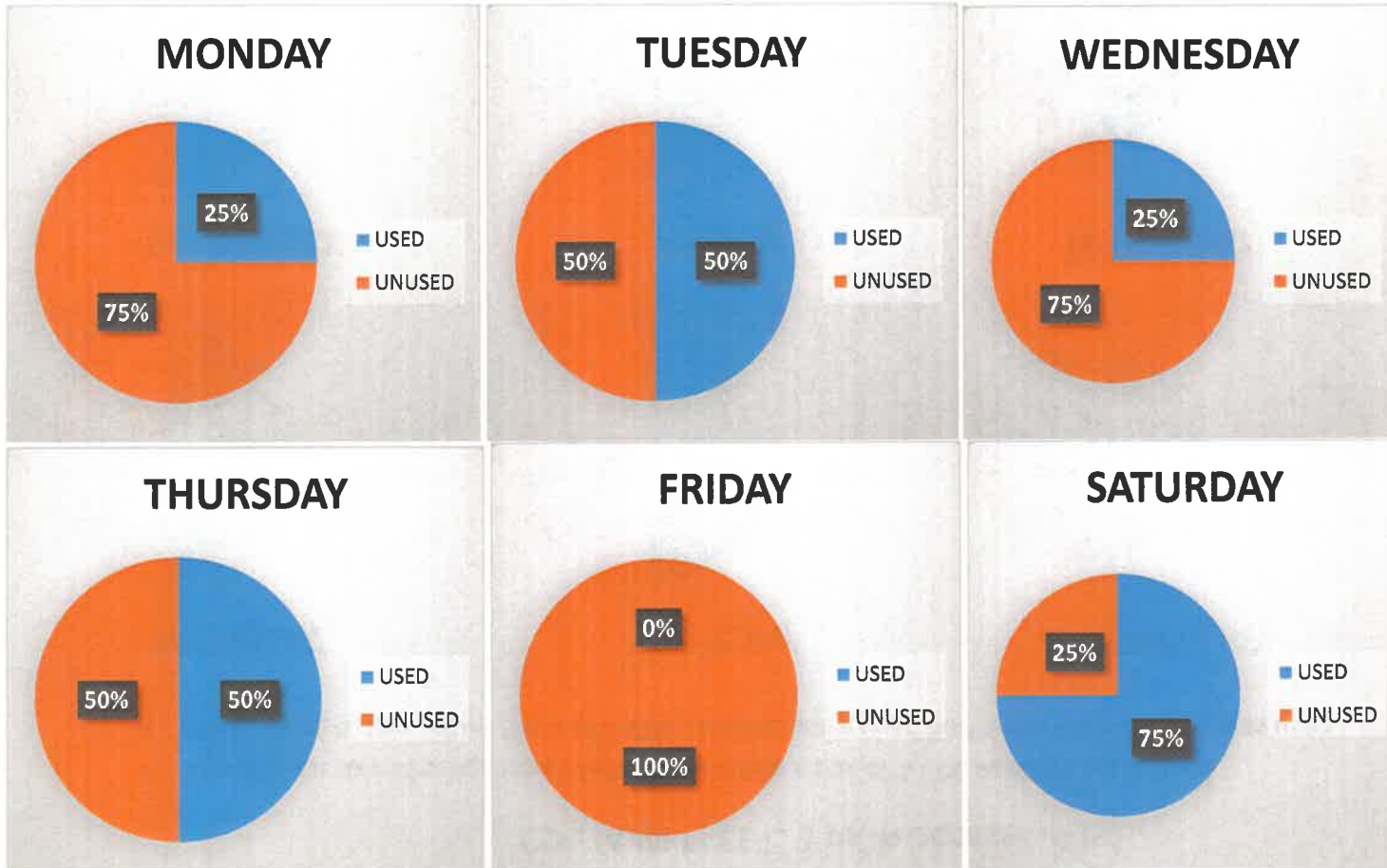
% OF VEHICLES USED (sample week in June)
CDL (4 IN FLEET, 3 with accessibility)

- The highest day of usage was Wednesday when 3 out of 4 CDL vehicles were used
- There were 4 days when 2 out of 4 CDL vehicles were used and 1 day when only 1 was used.



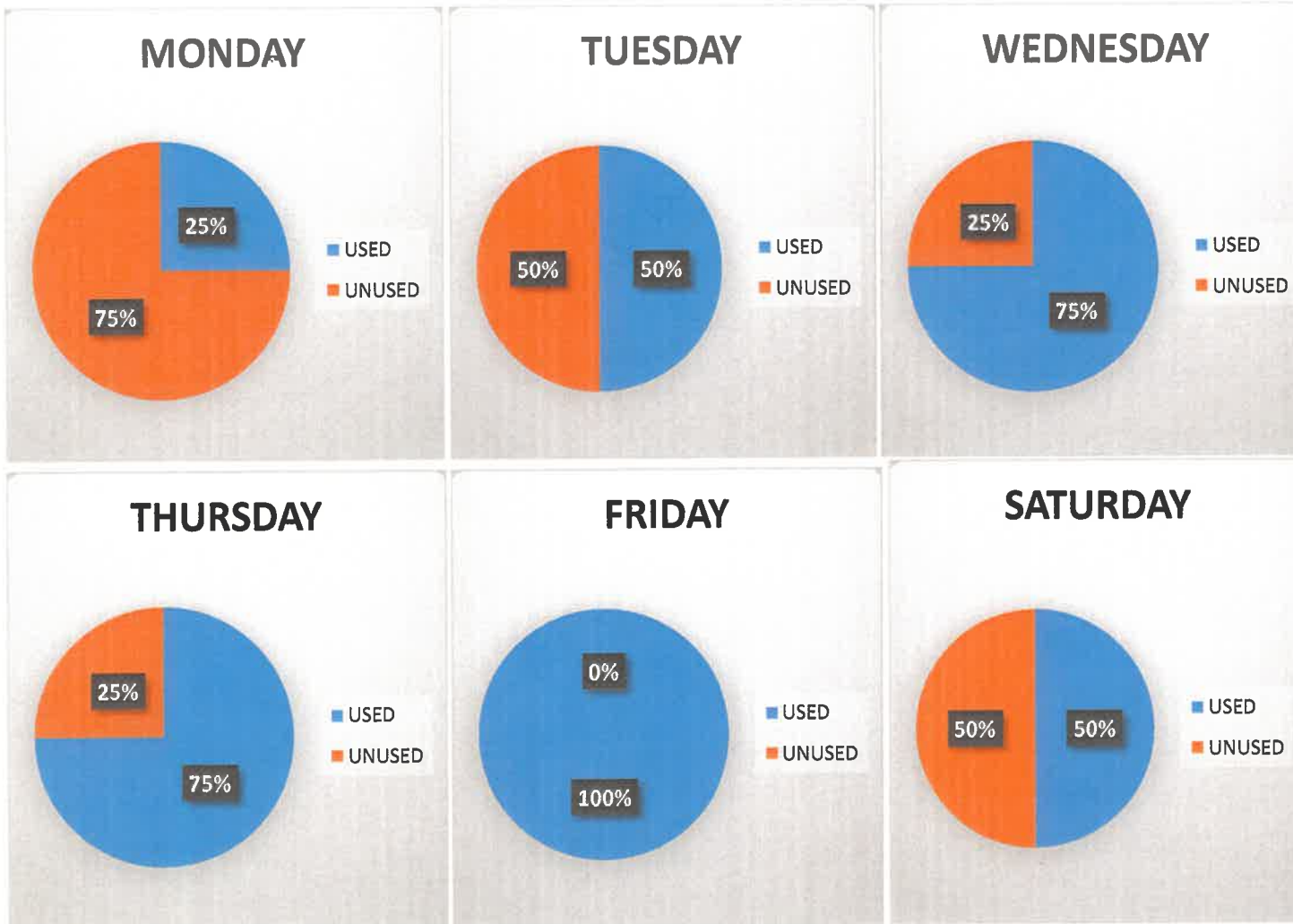
% OF VEHICLES USED (sample week in March)
CDL (4 IN FLEET, 3 with accessibility)

- 1 CDL Vehicle was used 2 days out of the week, and 2 vehicles were used 2 days out of the week.
- The highest day of usage was Saturdays when 3 out of the 4 CDL vehicles were used.



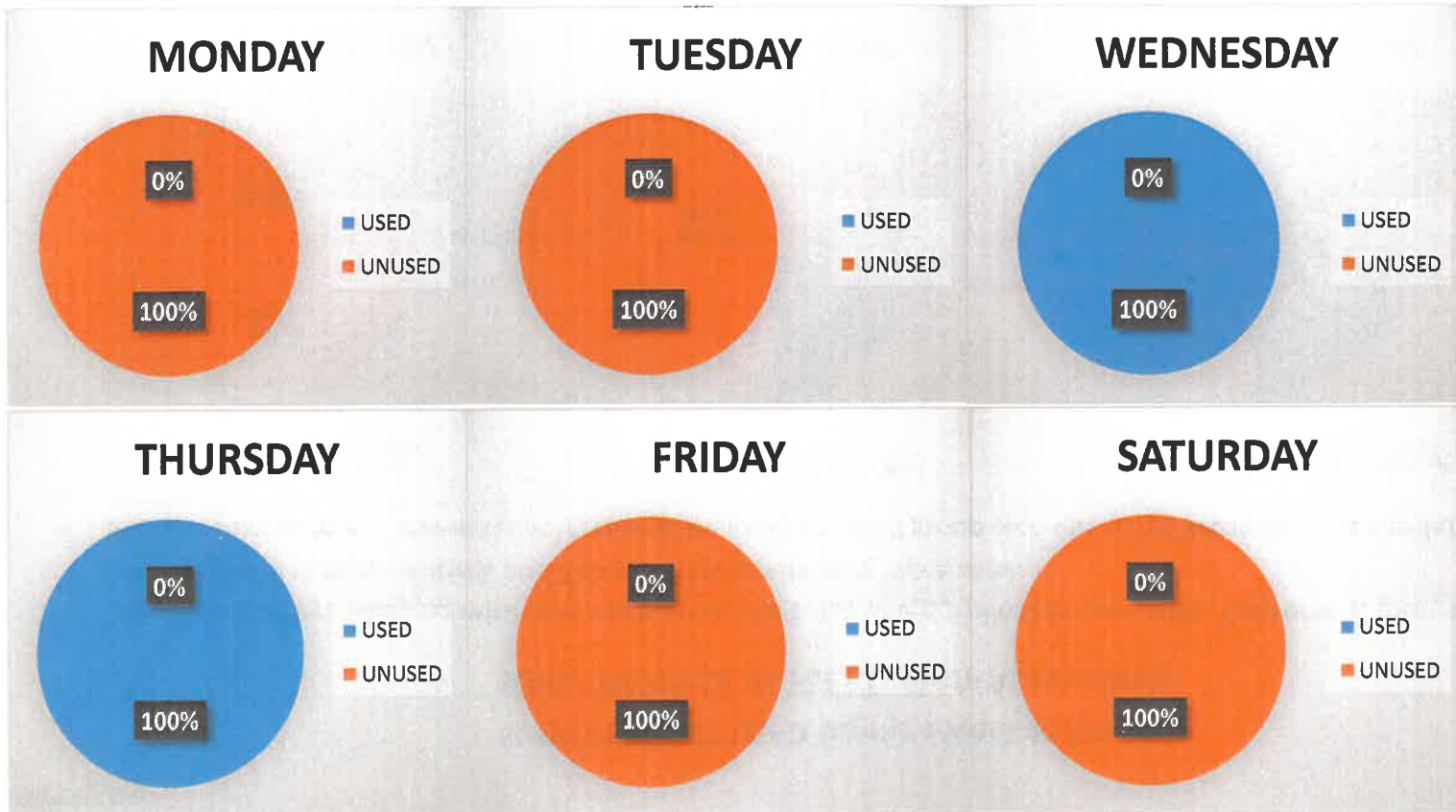
% OF VEHICLES USED (sample week in November)
CDL (4 IN FLEET, 3 with accessibility)

- The highest days of usage was Wednesday and Thursday when 3 CDL vehicles were used
- There was 1 day when 2 out of 4 CDL vehicles were used, 1 day when 1 out of 4 CDL vehicles were used, and 1 day where no CDL vehicles were used.



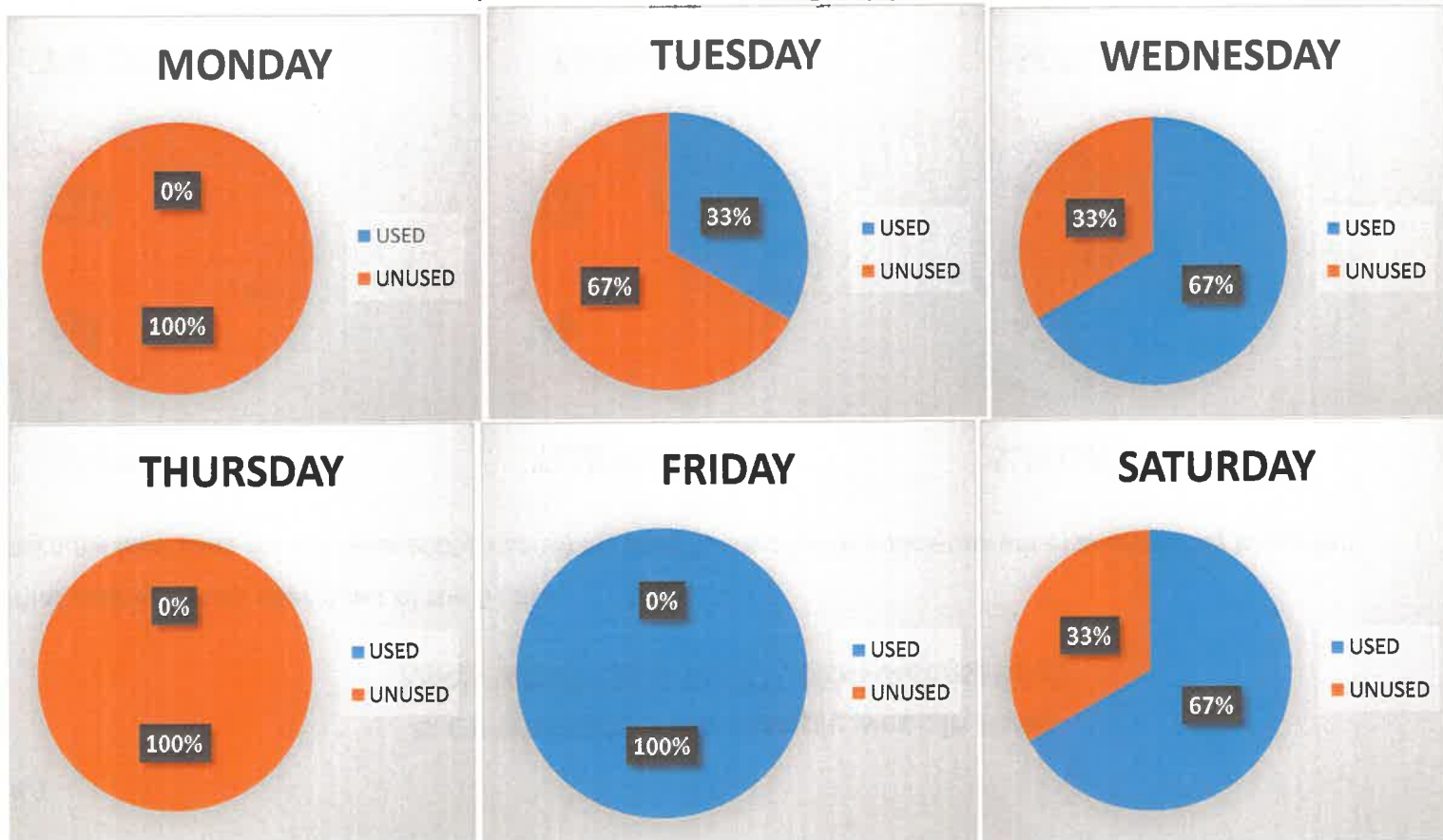
% OF VEHICLES USED (sample week in June)
MINI VANS (2 IN FLEET, Non-Accessible)

- Mini vans were not used 4 out of the 6 days
- Because mini vans are non-accessible, cannot be used for small group pick-ups when accessibility is needed



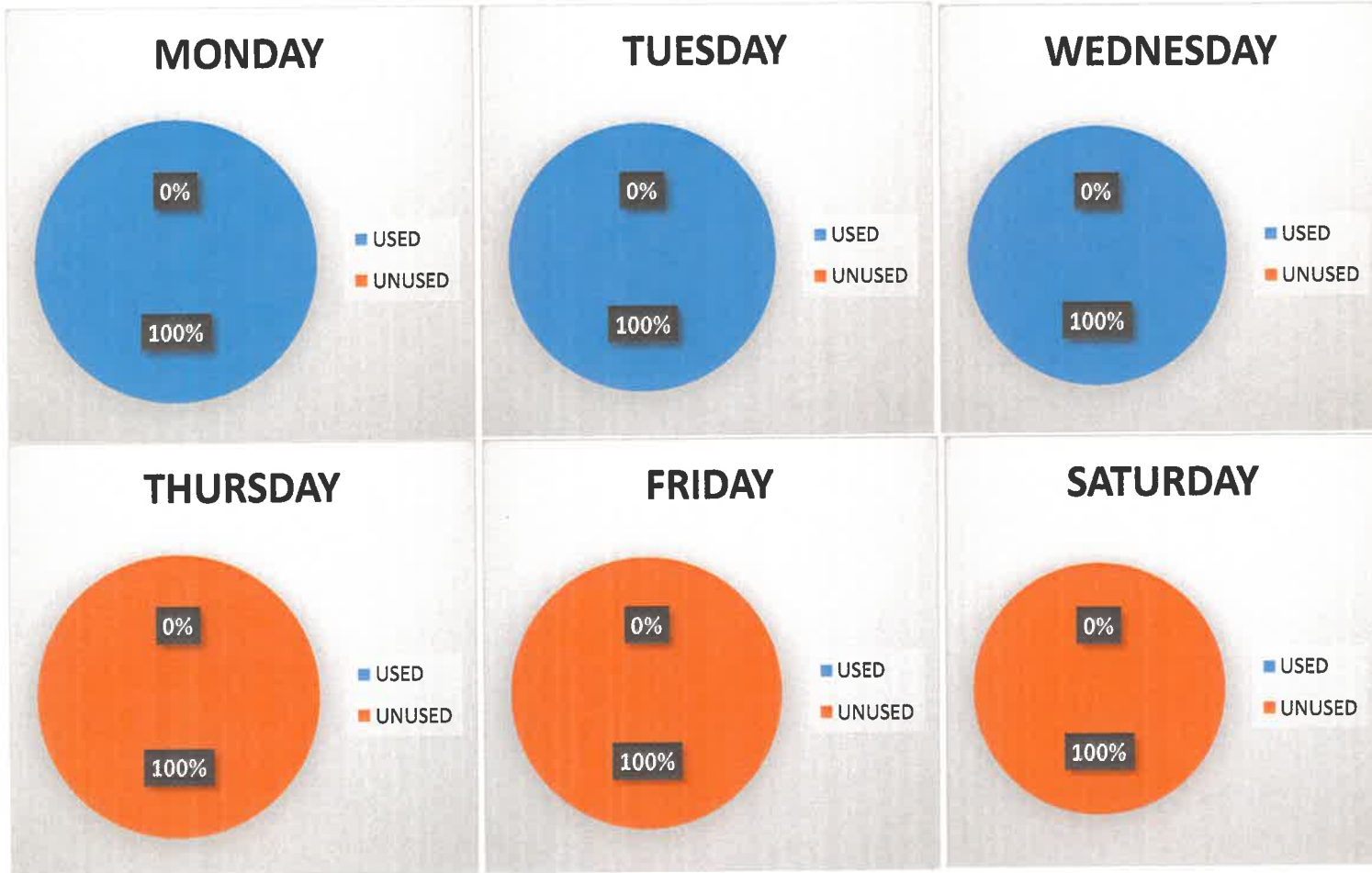
% OF VEHICLES USED (sample week in March)
MINI VANS (3 IN FLEET, Non-Accessible)

- There were 2 days when no mini vans were used, and 1 day when 1 mini van was used. Conversely, there was 1 day where all mini vans were used, and 2 days where 2 mini vans were used.
- Because mini vans are non-accessible, cannot be used for small group pick-ups when accessibility is needed



% OF VEHICLES USED (sample week in November)
MINI VANS (2 IN FLEET, Non-Accessible)

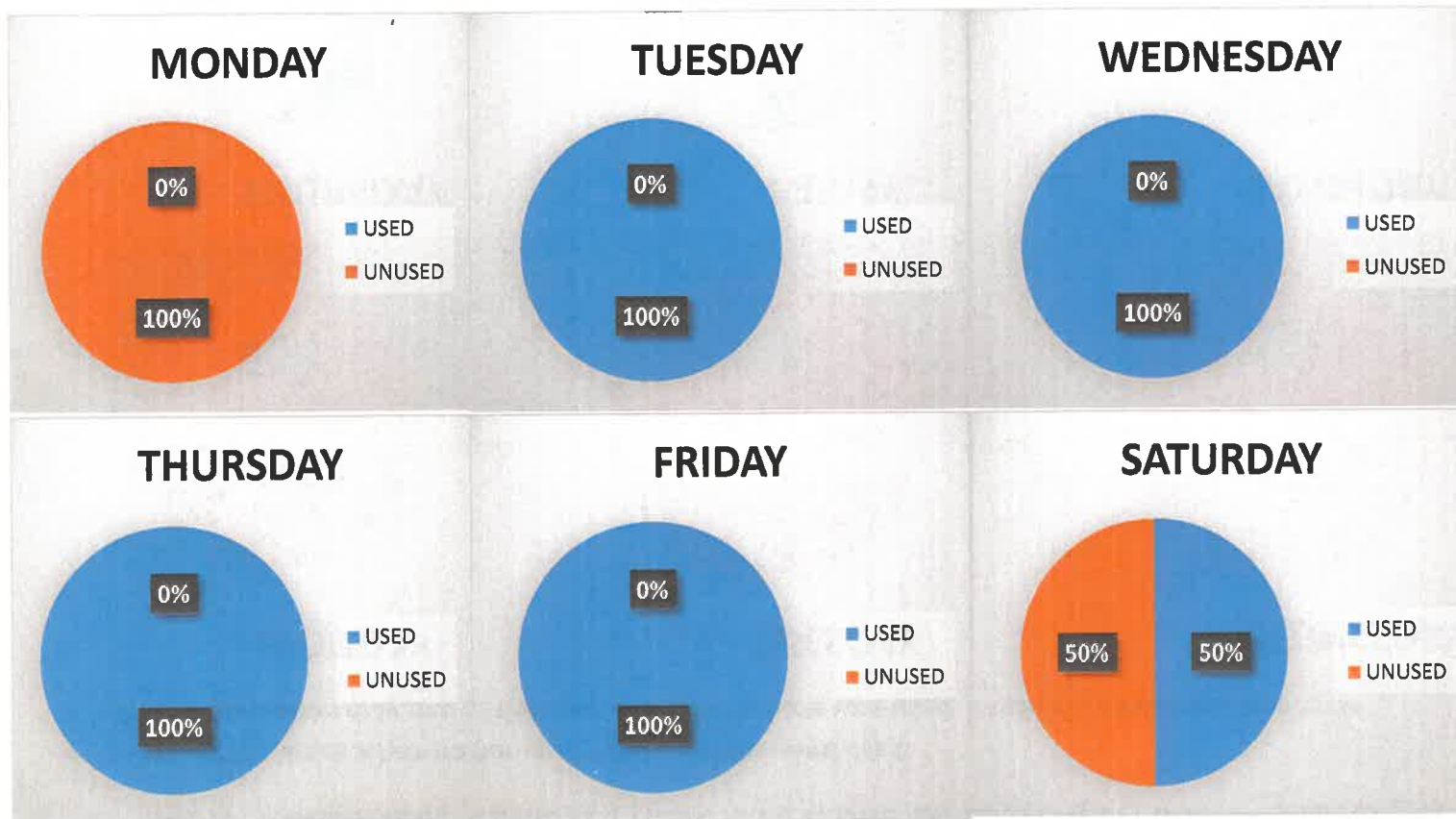
- There were 3 days when no mini vans were used, and 3 days when both mini vans were used.
- Because mini vans are non-accessible, cannot be used for small group pick-ups when accessibility is needed



% OF VEHICLES USED (sample week in June)

NON- ACCESSIBLE VEHICLES (2 IN FLEET, one 14 passenger, one 44 passenger CDL)

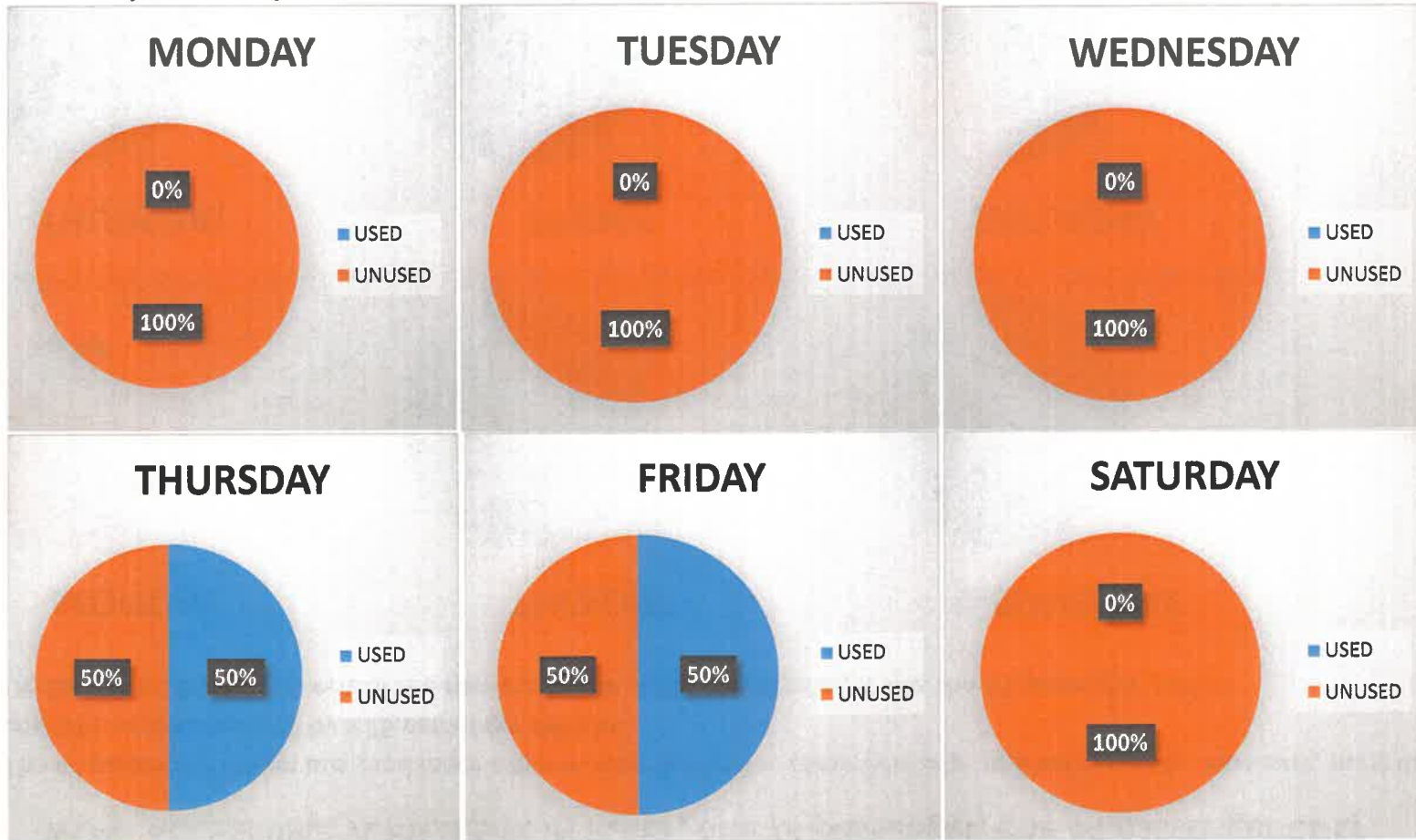
- The 44 passenger school bus used more often in June due to day camp field trips and swim routes. However, most days could be accommodated by a 26 passenger vehicle.
- On Saturdays, when only one of the non-accessible vehicles was used, it was the 14 passenger vehicle



% OF VEHICLES USED (sample week in March)

NON- ACCESSIBLE VEHICLES (2 IN FLEET, one 14 passenger, one 44 passenger CDL)

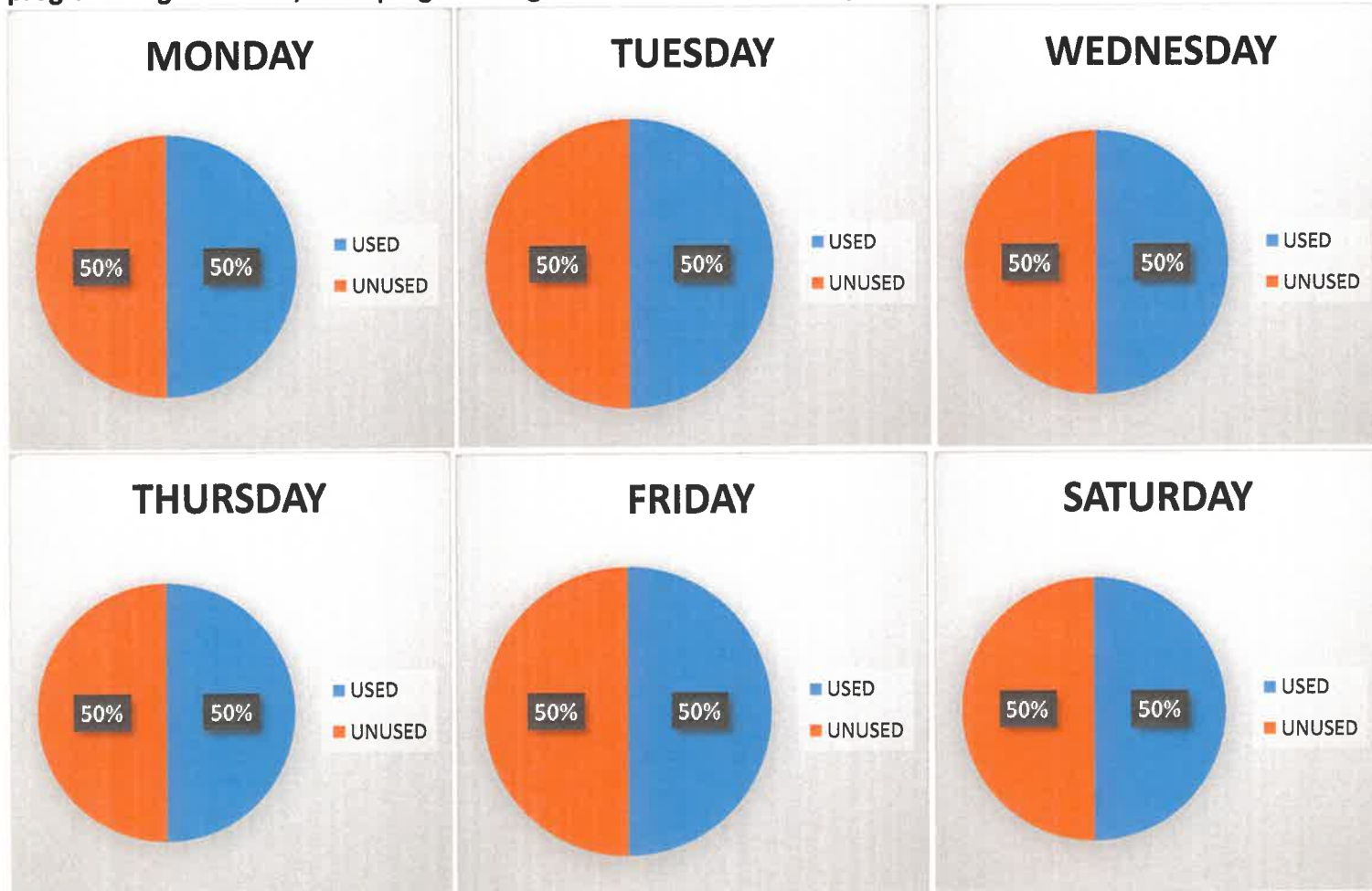
- 4 days of the week when no non-accessible vehicles were used.
- On the days when only one of the non-accessible vehicle was used, it was the 14 passenger vehicle



% OF VEHICLES USED (sample week in November)

NON- ACCESSIBLE VEHICLES (2 IN FLEET, one 14 passenger, one 44 passenger CDL)

- The 14 passenger non-accessible vehicle was only used on Saturday
For the remaining 5 days of the week, the 44 passenger vehicle was used 3 times for CDL practice and twice for programming. However, most programming can be accommodated by vehicles with less than 44 seats.



REPORT C
TYPE OF VEHICLE
REQUESTED

APPENDIX C- TYPE OF VEHICLE REQUESTED

Assumptions:

- 1) These reports are shown in different series.
 - A) Report C-1 shows the type of vehicle requested in regularly occurring programs (same programs occur weekly) for a typical week each season. Requests shown are ONLY for weekly programs and PURSUIT. (In the past, requests were not saved, or always entered on a form for clubs, special events, SLSF or Leisure Education Classes). However, the report does provide a large sample of requested vehicles.
 - B) Report C-2 is a summary of requests for all non-regular occurring events in each season.
 - C) Report C-3 specifically address the accessibility needs for Social Clubs and Leisure Education.

There are 8 Social Clubs. Each club takes a total of 15 outings per year broken down as:

Fall: 5 outings

Winter/Spring: 6 outings

Summer: 4 outings

NWSRA provides transportation for 56 Leisure Education classrooms. Each classroom receives 3 outings per school year. 80% of the classrooms require accessibility.

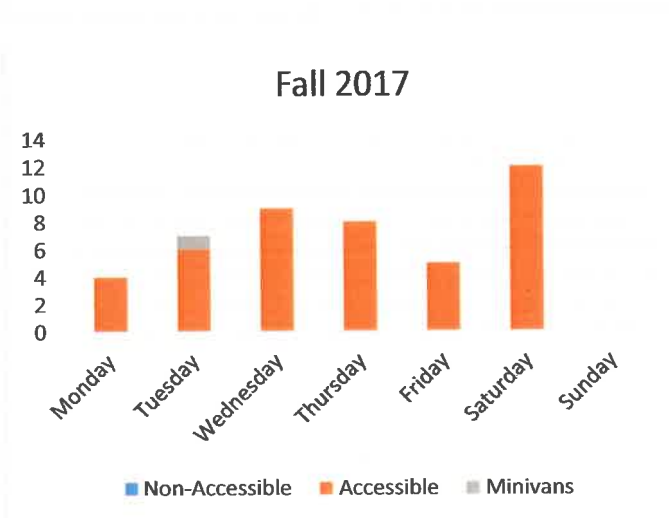
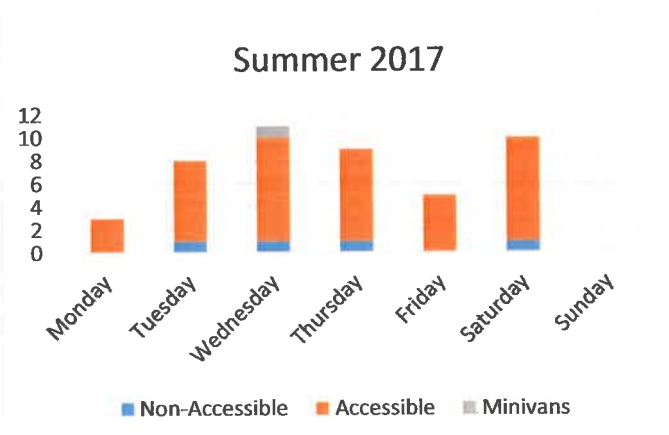
Findings/Summary

- 1) Accessible vehicles are requested the most frequently.
- 2) One non-accessible vehicle was requested on three days in winter/ spring and four days in summer for repeat weekly programs.
- 3) One mini van was requested for one day in summer and one day in fall for repeat, weekly programs.

REPORT C-1

TYPE OF VEHICLE REQUESTED (examines one week of each season)

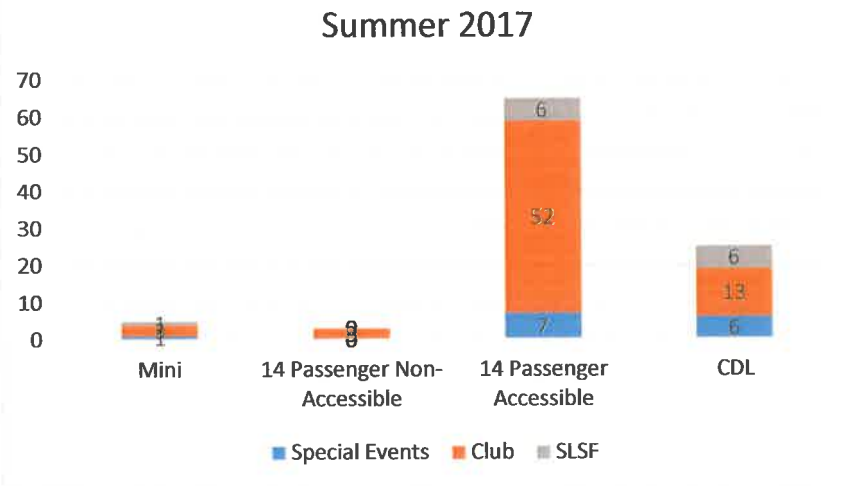
*only includes requests for weekly programs and PURSUIT (no clubs, special events, SLSF or LEDS)



REPORT C-2

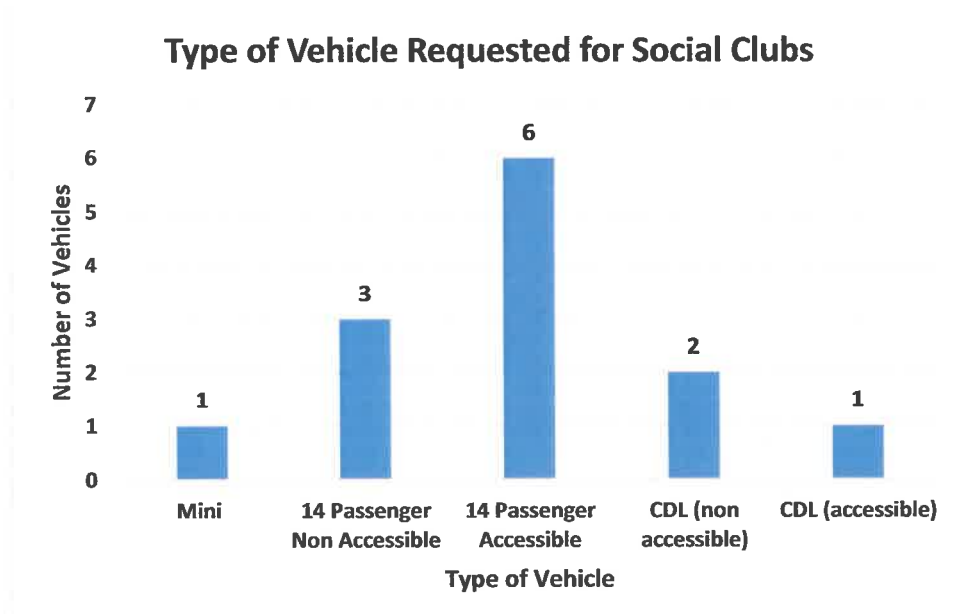
Requests for “Non-Regularly Occurring Events”

Social Clubs, SLSF Events and Special Events do not occur weekly, as NWSRA programs do, so a sample week of requests does not represent a true picture of the number of requests/needs.

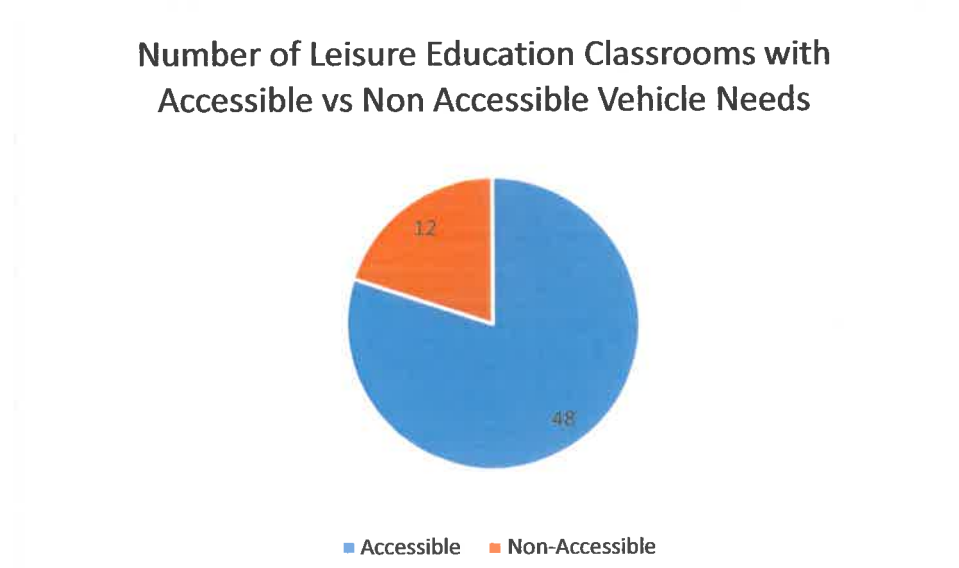


TYPE OF VEHICLE REQUESTED – Social Clubs and Leisure Education Classes

There are 8 Social Clubs total. Each club takes 15 outings per year. The chart below shows vehicle needs for each social club for one outing.



NWSRA provides transportation to 56 Leisure Education Classrooms each year. Each classroom receives 3 outings. 80% of the classrooms require accessibility.



REPORT D

**NUMBER OF SEATS
REQUESTED FOR EACH
VEHICLE NEEDED**

APPENDIX D- NUMBER OF SEATS REQUESTED FOR EACH VEHICLE NEEDED

Assumptions:

- 1) Report D-1 compares the number of seats needed each day, for each program accessibility needs. Staff request the number of seats and amount of accessibility needed for each program. The Operations Coordinator then assigns vehicles based on availability.
- 2) Report D-2 gives an overview of the number of seats plus accessibility needs for Social Clubs. There are 8 separate Social Clubs which each take 15 outings per year.

Report D-2 also shows the number of seats needed and accessibility for Leisure Education Classes that can not be accommodated by a 14 passenger vehicle. (Report C-3 shows that 80% of all the Leisure Education Classes require accessibility) 40 of 56 Leisure Education classes can be accommodated by a 14 passenger vehicle. The remaining 16 classes would require multiple vehicles or a CDL.

- 3) Seat numbers are broken down by the following ranges:
 - 1-4 (could be accommodated by a mini van)
 - 5-12 (could be accommodated by a club van. NWSRA does not own any this size)
 - 13-14 (could be accommodated by a 14 passenger van)
 - 15+ (could be accommodated by a CDL vehicle or two separate vehicles)

Findings/Summary

- 1) The number of days and vehicles each season for weekly programs requesting 1-4 seats was:
 - Winter Spring: 4 days/ 16 requests
 - Summer: 4 days/10 requests
 - Fall: 5 days/11 requests
- 2) There were a total of 37 requests for 1-4 seats. Out of the 37 requests, 95% required accessibility.
- 3) The majority of requests for weekly programs, regardless of number of seats needed required accessibility.
 - In winter/spring, there was a non accessible request for 1 vehicle with 5-12 seats on Friday and 1 on Saturday.
 - In summer, there was a non accessible request for 5-12 seats for 1 vehicle on 4 days, and 1-4 seats for 1 day.
 - In fall, there was 1 day with 1 non-accessible vehicle request for 1-4 seats
- 4) Social Clubs require at least 13-14 vehicles.
 - 7 vehicles require accessibility
 - 10 vehicles needed require 14 or less seats

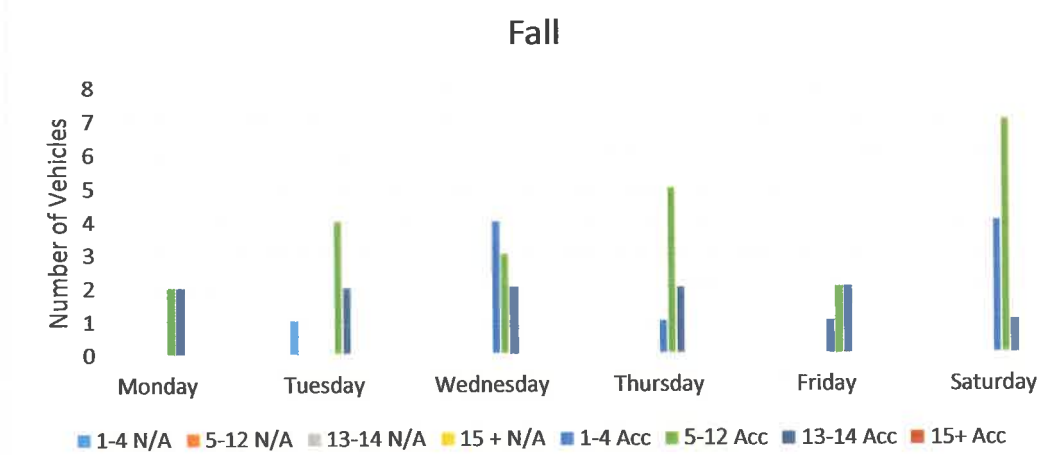
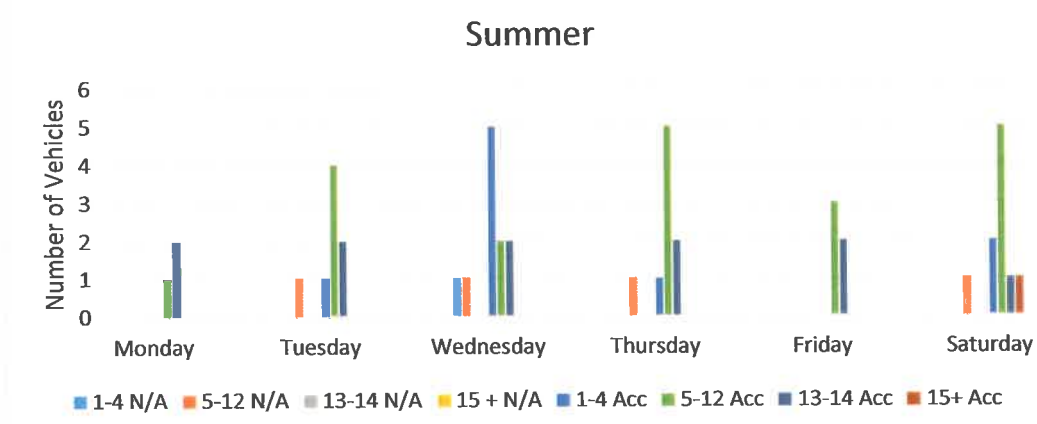
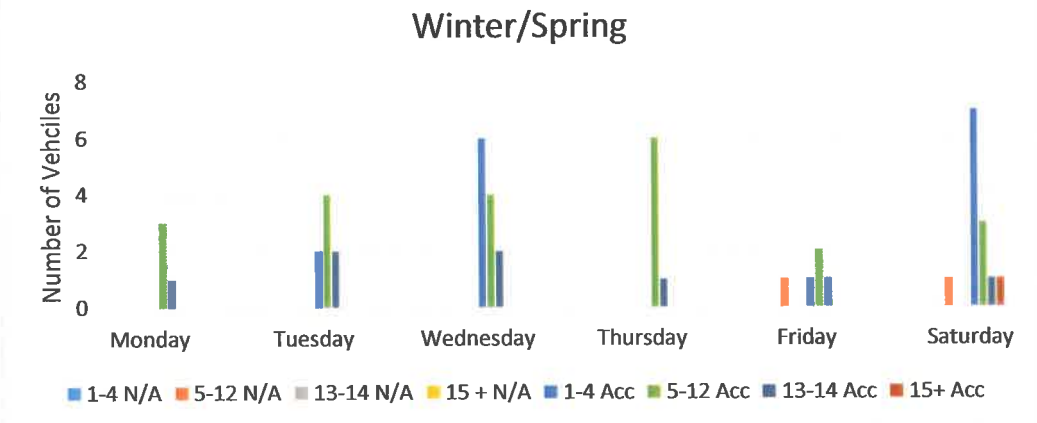
- 2 of the 3 vehicles that need to be larger than 14 seats can be accommodated by an accessible 26 passenger vehicle.
- 5) There are 16 Leisure Education classes requiring a CDL vehicle.
- A 44 passenger vehicle works for only one class
 - 14 classes could be accommodated by a 26 passenger accessible CDL vehicle
 - 1 class could be accommodated by a 20 passenger accessible vehicle
- 6) Day Camp uses a combination of NWSRA and chartered vehicles. NWSRA vehicles are used for swim routes and some of the fieldtrips. Chartered vehicles are used for the routes to and from camp and the remaining fieldtrips.

Although the 44 passenger non-accessible school bus was used:

- only 20% (3) of the field trips required a vehicle larger than 26 passengers.
- Only 13% (4) of the weekly swim routes required a vehicle larger than 26 passengers

REPORT D-1

Number of Seats (with or without Accessibility) Requested for Each Vehicle Needed
 only includes requests for weekly programs and PURSUIT (no clubs, special events, SLSF or LEDS)



N/A= No Wheelchair Accessibility Requested

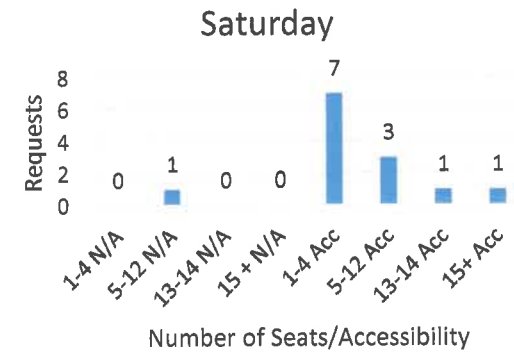
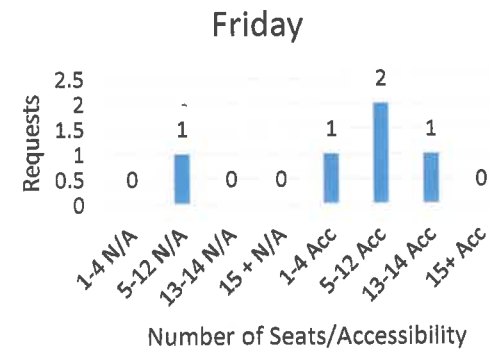
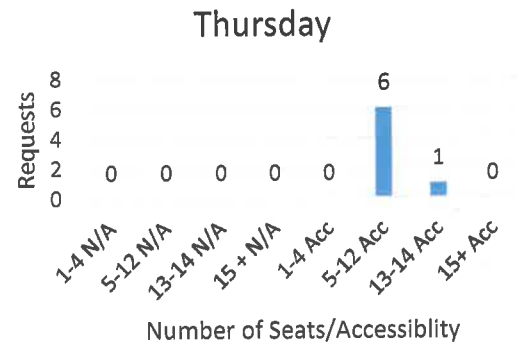
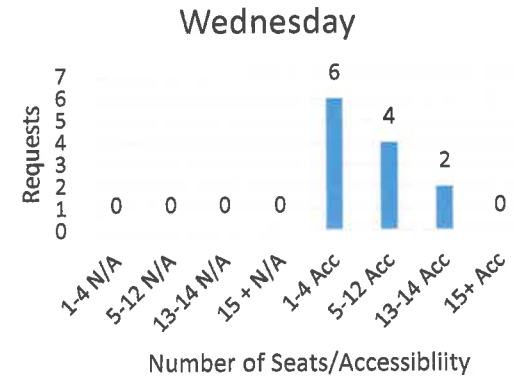
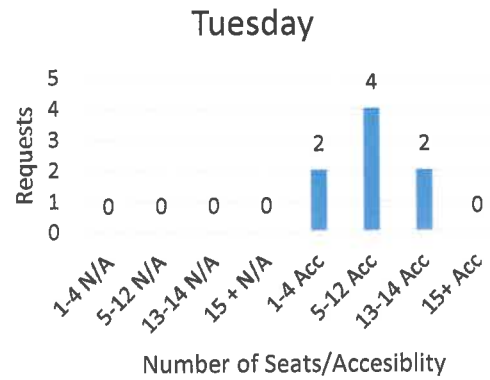
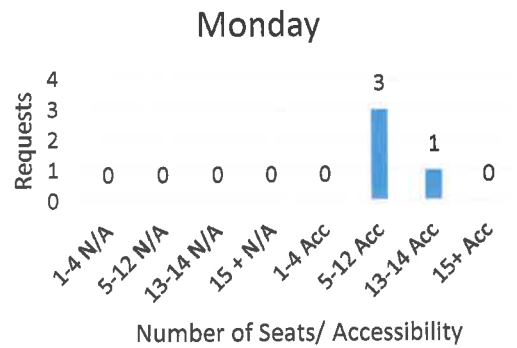
Acc= Wheelchair Accessibility Needed

REPORT D-2

Number of Seats (with or without Accessibility) Requested for Each Vehicle Needed

WINTER/SPRING 2017

only includes requests for weekly programs and PURSUIT (no clubs, special events, SLSF or LEDS)



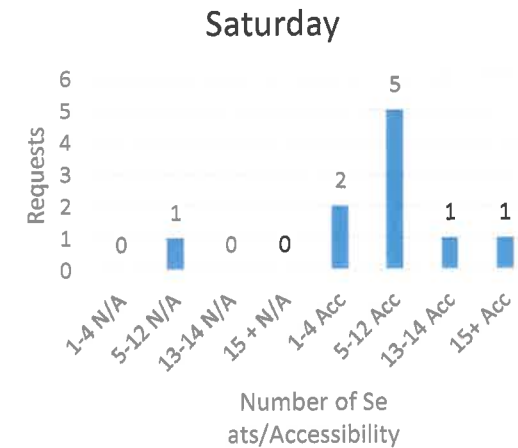
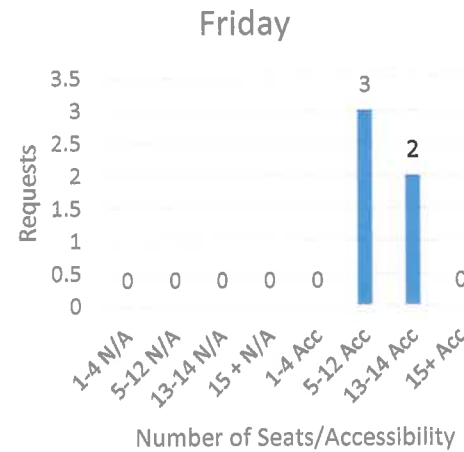
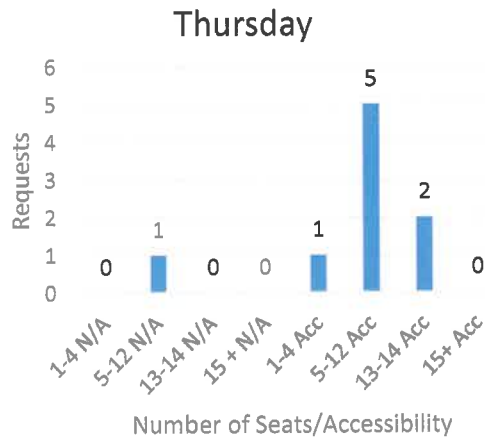
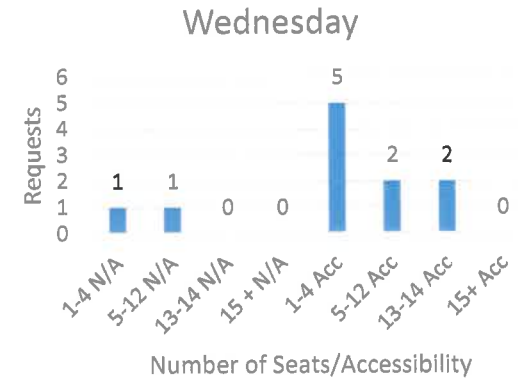
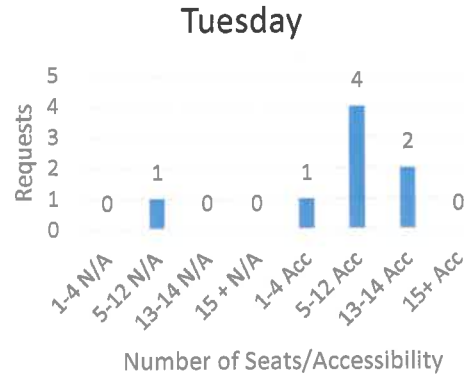
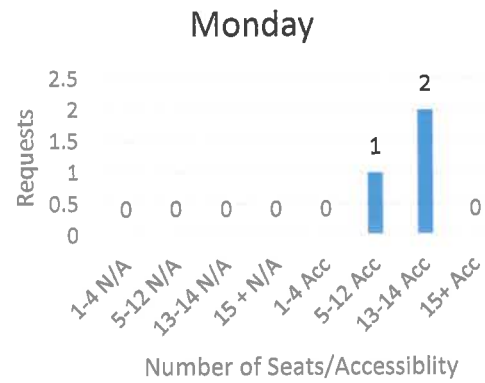
** N/A = No Wheelchair Accessibility Requested

** Acc= Wheelchair Accessibility Needed

REPORT D-2

Number of Seats (with or without Accessibility) Requested for Each Vehicle Needed SUMMER 2017

only includes requests for weekly programs and PURSUIT (no clubs, special events, SLSF or LEDS)



** N/A = No Wheelchair Accessibility Requeste

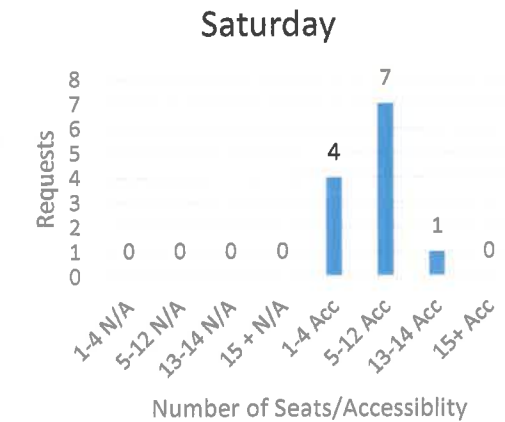
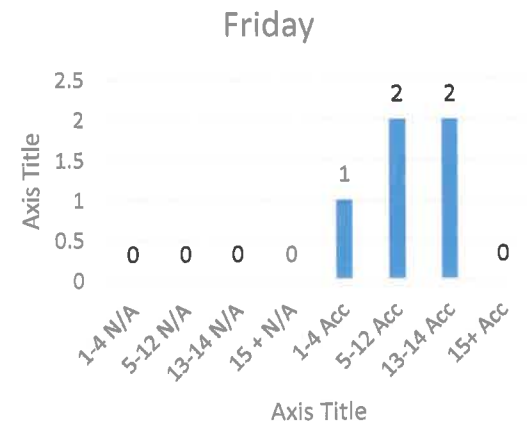
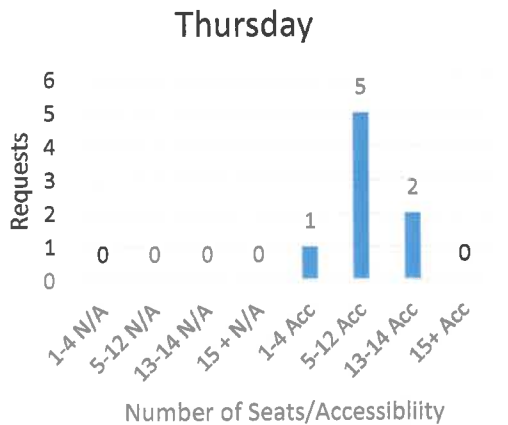
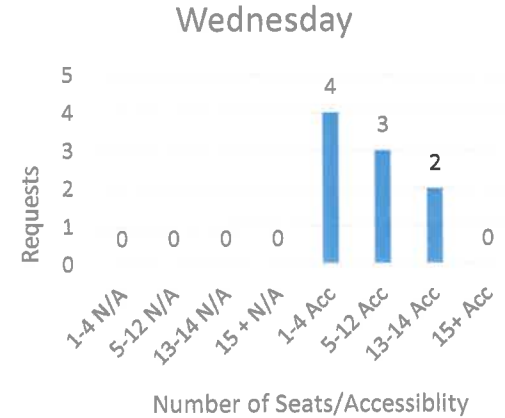
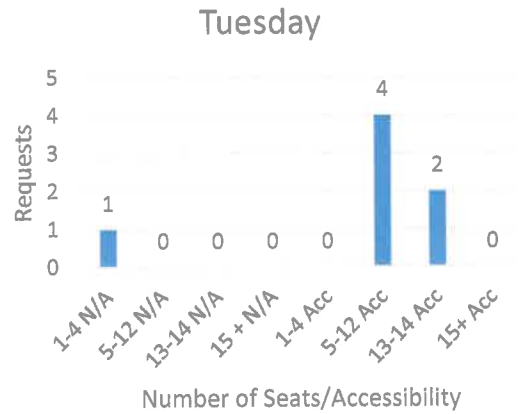
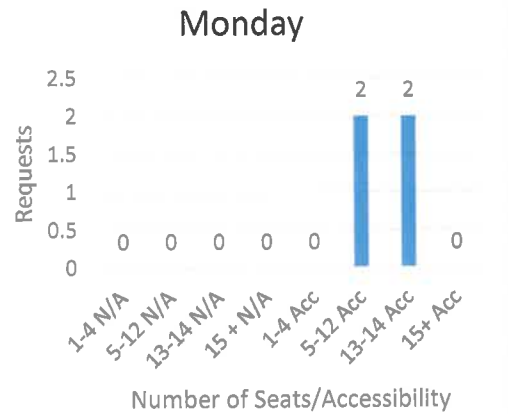
** Acc= Wheelchair Accessibility Needed

REPORT D-2

Number of Seats (with or without Accessibility) Requested for Each Vehicle Needed

FALL 2017

only includes requests for weekly programs and PURSUIT (no clubs, special events, SLSF or LEDS)

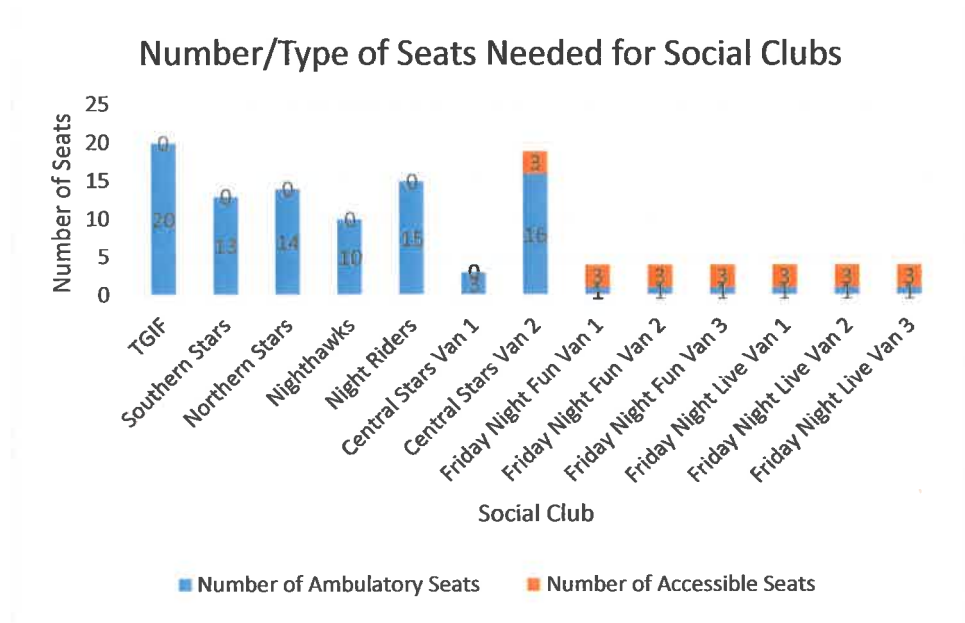


** N/A = No Wheelchair Accessibility Requested

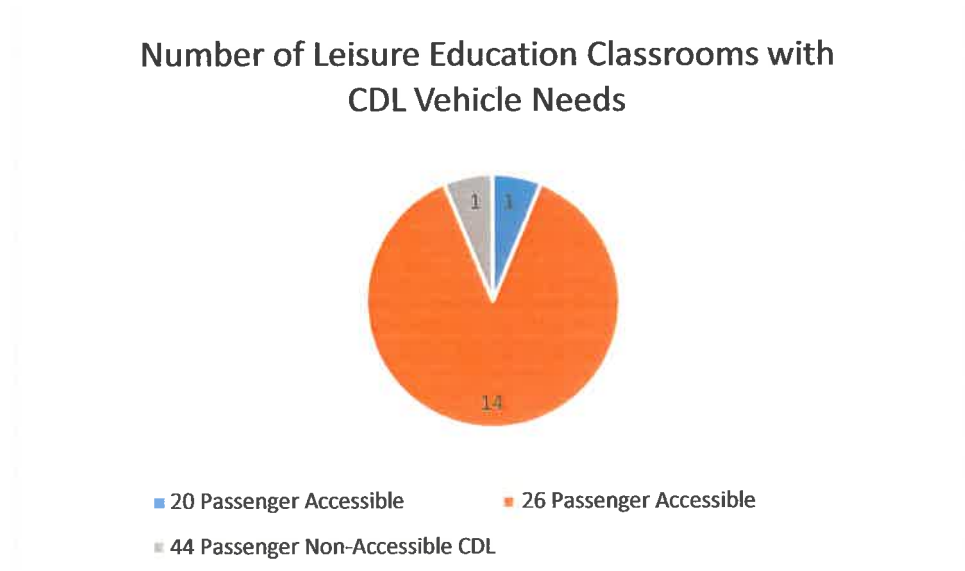
** Acc= Wheelchair Accessibility Needed

Number of Seats (with or without Accessibility) Needed for Social Clubs and Leisure Education Classes in 2017

There are 8 Social Clubs total. Each club takes 15 outings per year. The chart below shows vehicle needs for each social club for one outing.

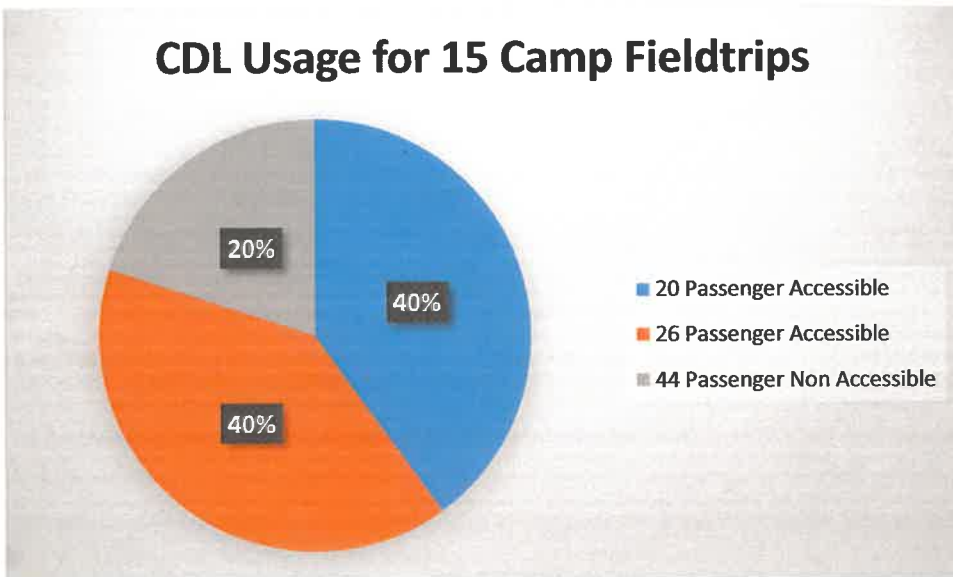


NWSRA provides transportation to 56 Leisure Education Classrooms each year. Each classroom receives 3 outings. 16 classrooms need a vehicle larger than 14 passengers (CDL).

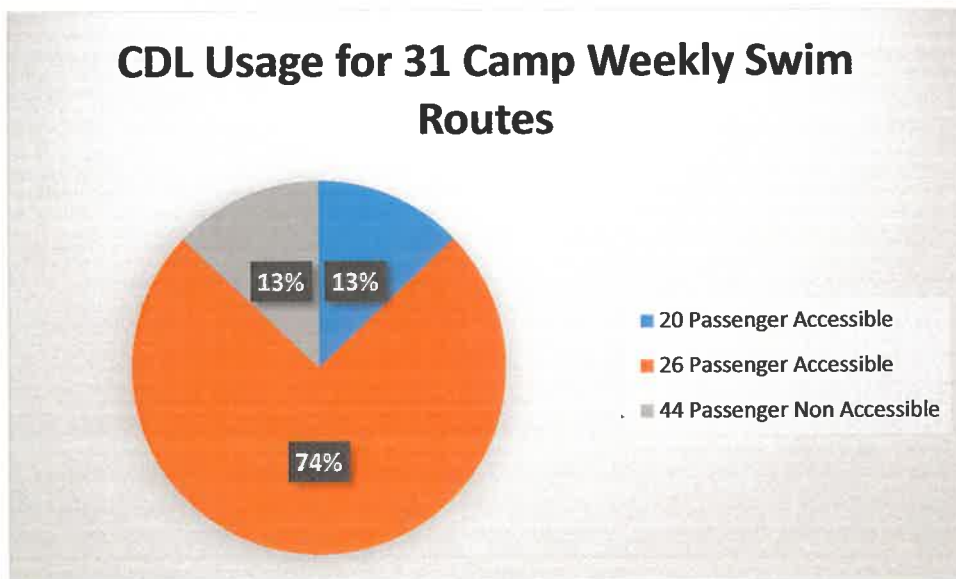


Size of CDL Vehicle Needed to Accommodate Summer Camp Needs 2017

There was only one camp which needed a 44 passenger vehicle. The camp needed 29 seats and could be accommodated by two smaller vehicles



There was only one camp that needed more a 44 passenger vehicle. The camp needed 28 seats and could be accommodated by two smaller vehicles.



To: NWSRA Board
From: Tracey Crawford, Executive Director
Re: New ADA Compliance Committee Member

During the March 22, 2017 Board Meeting, the Board approved and appointed Gary Buczkowski, Hoffman Estates Park District and Tom Pope, River Trails Park District to fill the void left when Jeff Acks retired from Hanover Park Park District on the ADA Task Force for NWSRA. It was felt that having actual Parks and Planning professionals on the task force would be beneficial as these are some of the key individuals submitting projects for approval.

In the next few months, the Task Force determined that the ADA Task Force needed to serve as and NWSRA standing committee that would oversee the ADA Compliance Project submissions reviewed by the Review Subcommittee and oversee the development of the ADA Compliance Project Guidelines and Tool for Member Districts.

During, the May 31, 2017, the ADA Task force was approved to be a standing NWSRA committee and NWSRA policy was changed to indicate that the ADA Compliance Committee Members shall be made up of:

1. The Executive Director of NWSRA
2. The NWSRA Superintendent of Recreation that oversees Inclusion
3. Two Member District Executive Directors
4. Two Member District Superintendent of Parks

The policy was also changed to reflect that the ADA Compliance Review Subcommittee Members shall be made up of:

1. The Executive Director of NWSRA
2. The NWSRA Superintendent of Recreation that oversees Inclusion
3. Two Member District Superintendent of Parks

Recently, Gary Buckwoski, retired from his position with the Hoffman Estates Park District. This left a vacancy on the ADA Compliance Committee. We are pleased to announce that Doug Kettel, Schaumburg Park District has stepped up, with the approval of his supervisor, and has requested to be on the committee.

Motion:

A motion to approve the appointment of Doug Kettel, Schaumburg Park District, to the ADA Compliance Committee.

X. Information /Action Items

[Return to home](#)

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MORETTI'S/NWSRA GOLF CLASSIC

Wednesday, August 15, 2018



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NC14

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Thursday, August 30, 2018



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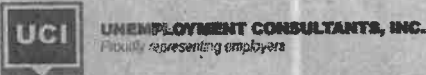
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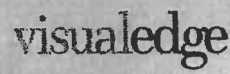
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