



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

**December 13, 2017**  
**10:30 a.m. Regular Meeting**  
Chandlers, Meeting Room  
401 N. Roselle Road  
Schaumburg, IL 60194

**AGENDA**

- I. Call to Order
  - A. Roll Call
  
- II. Introduction of Guests:
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. Approval of Consent Agenda: - Pages 3-39
  - A. Approval of Minutes, November 15, 2017
  - B. NWSRA Financial Reports, November 30, 2017
    - 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. #12 – 137,128.37
  - D. Bi-Weekly Payroll:
    - 1. 10/29/17 - \$100,942.36
    - 2. 11/12/17 - \$97,395.01
    - 3. 11/26/17 - \$90,827.96
  
  - E. ADA Compliance Projects (Detail of projects listed on the Directors Site)
    - 1. Elk Grove Park District – Various Projects - \$70,372.17
    - 2. Palatine Park District – Various Projects - \$77,046.36

*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

- VI. Correspondence:
  - A. Written
  - B. Oral
  
- VII. Staff Reports:
  - A. None
  
- VIII. Old Business: - Pages 40-54
  - A. 2018 Budget & Public Comment
  - B. Park District Staff Member Benefits Usage/NWSRA Member District Staff Benefits
  - C. NWSRA ADA Compliance Project Guidelines
    - 1. Update
    - 2. Proposal Recreational Accessibility Consultants
  - D. Other
  
- IX. New Business: - Pages 55-68
  - A. Installation of Officers:
    - 1. Chairman; Diane Hilgers
    - 2. Vice Chairman; Jay Morgan
    - 3. Organizational Chair; Amy Charlesworth
    - 4. Personnel Committee Chair; Ryan Risinger
  - B. Recognition of Board Members:
    - 1. Past Chair – Tony LaFrenera
  - C. Bus Bid
  - D. Surplus Ordinance #O2017-5
  - E. Resolution 2017-16 – Sexual Harassment Policy
  - F. Other
  
- X. Informational/Action Items: - Pages 69-79
  - A. Accident/Injury Summary for 2017
  - B. Pursuit 3 and 4
  - C. Other
  
- XI. Closed Session:
 

Closed Session in accordance with Open Meeting Act to consider information regarding:

  - 1. Executive Session Minutes – 5ILCS 120/2(c)(21)
  - 2. Personnel – 5ILCS 120/2(c)(1)
  
- XII. Action as a result of Closed Session - Pages 80-82
  - 1. Resolution
  
- 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

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**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 15TH DAY OF NOVEMBER, 2017 AT 10:30 A.M.**

Chairman LaFrenere called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Brian Meyer, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Rick Wulbecker, Hanover Park Park District; Dean Bostrom, Hoffman Estates Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Patti Mitchell, 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; and Jan Buchs, Wheeling Park District.

Also present: Tracey Crawford, Executive Director; Jayne Finger, Andrea Griffin and Rachel Hubsch (incoming) Superintendents of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; Jodi Schultz, Manager of Special Recreation; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Chairman LaFrenere congratulated Manny Aguilar, Manager of Special Recreation (not present), and recognized Jodi Schultz for 10 years of service to NWSRA.

Public Comment

None

Agenda

Chairman LaFrenere asked for a motion to approve the agenda dated November 15, 2017. Trustee Risinger made the motion and Trustee Charlesworth seconded the motion to approve the agenda dated November 15, 2017.

Approval of Consent Agenda

Chairman LaFrenere asked for a motion to approve the Consent Agenda of November 15, 2017. Trustee Morgan made the motion and Trustee Fletcher seconded the motion to approve the Consent Agenda dated November 15, 2017. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik, Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

## Correspondence

### Written

NWSRA received letters from State Representative Carol Sente and IAPD congratulating Ala Carte Entertainment on receiving the Best of the Best Award.

### Oral

None

## Staff Reports

### Program Report

Superintendent Griffin shared a heartwarming story about a Supper Club participant's progress. The Behavior Team has three staff members, and 41 participants have received support. Trustee Clark congratulated staff on their accomplishments and asked about the background/behavior pattern of the participant.

### Marketing and PR Report

Superintendent Selders reported that the Graphics Coordinator has made huge progress in the redesign of the Brochure and the overall look of the marketing materials. NWSRA continues to reach out to the community and make impressions by attending expos and open houses.

### SLSF Updates

Superintendent Sowa praised Ala Carte's work. They have been partners with NWSRA and SLSF for 30 years. The Gala was a success, raising more than \$97,000. The Gold Medal Fashion show is the next event and planning is well underway.

### Directors Report

Executive Director Crawford reminded the Board of the grant from the Wheaton Franciscan Sisters to open Pursuit 3. NWSRA invited five park districts to have lunch with Clearbrook to discuss Pursuit and STAR Academy. Director Crawford thanked Mt. Prospect, River Trails, Wheeling, Buffalo Grove and Prospect Heights for attending the luncheon. Clearbrook pledged financial support for Pursuit and STAR Academy and will do joint fundraising with SLSF. Pursuit 4 is planned for 2019/2020. Director Crawford praised the welcoming attitude of the communities and applauded her team and the 17 park districts.

### Old Business

Executive Director Crawford stated that the health survey is on the website and available to the board members for input. Other SRAs' survey information will also be on the website. The merit survey is live on the website; it includes information from neighboring park districts.

### New Business

Superintendent Finger presented to the Board the Day Camp Transportation Bids. Chairman LaFrener asked for a motion to approve the bid as presented. Trustee Hilgers made the motion and Trustee Wulbecker seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Surplus Ordinance

Chairman LaFrener asked for a motion to approve the surplus ordinance as presented. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### IT Services Bid

Superintendent Selders presented bids from 8 companies. Excalibur Technology was the second lowest bid but best in other variables; thus, was the company that was recommended.

Chairman LaFrener asked for a motion to approve the IT services bid as presented. Trustee Bostrom made the motion and Trustee Hilgers seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Information/Action Items

##### Personnel Committee Update

Trustee Morgan asked for a motion to approve the Personnel Committee minutes. Trustee Bostrom made the motion and Trustee Fletcher seconded the motion. Upon voice vote the motion was approved.

##### Collaborative positions

Trustee Morgan reported that due to the tremendous growth of programs, Executive Director Crawford outlined a plan to update some positions and add another position. Trustee Morgan asked for a motion to approve the recommendation. Trustee Bostrom made the motion and Trustee Charlesworth seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Proposed Salary Ranges

Trustee Morgan asked for a motion to approve the 2% increase in salary ranges for 2018. Trustee Risinger made the motion and Trustee Wulbecker seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Proposed Merit Pool

Trustee Morgan asked for a motion to approve the recommendation for a merit pool increase of 3% as presented. Trustee Mitchell made the motion and Trustee Bostrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Proposed Health Insurance

No changes were recommended. There is a slight increase in the budget. Trustee Morgan asked for a motion to approve the proposed health insurance as presented. Trustee Risinger made the motion and Trustee Clark seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Finance Committee Update

Trustee Hilgers thanked the members of the Finance Committee. Trustee Hilgers asked for a motion to approve the minutes of the Finance Committee meeting of November 2, 2017. Trustee Charlesworth made the motion and Trustee Morgan seconded the motion. Upon voice vote, the motion was approved.

The IMRF audit, FY 2017 Summary of Reserves, FY 2018 Budget Document, Assumptions, Capital Replacement Plan FY2018 – 2022, Proposed Unaudited 2017 Summary of Reserves, and PFM Investment Plan are included in the Finance Committee meeting minutes.

Executive Director Crawford noted that the budget document will be reformatted to be more readable. Boxes for the assumptions will be adjusted and the document will be in landscape format. Membership has gone up twenty-two percent. Executive Director Crawford clarified the reasons for the increase.

#### IMRF Contribution Rate 2018

Superintendent Breitlow stated the rate is 12.12 percent, down from the previous year. Trustee Bostrom made the recommendation to pay down or pay off the underfunded portion of the IMRF proposed 2018 rates, thus decreasing the rate even further. Executive Director Crawford informed the Board that she would contact IMRF and see if the NWSRA Budget would allow this payoff. She will update the Executive Committee upon further information being obtained.

#### NWSRA 2018 Committees

Executive Director Crawford thanked members of the board for volunteering for committees and congratulated Ryan Risinger, who will be the Chair of the Personnel Committee. Chairman LaFrener asked for a motion to approve the committees for 2018. Trustee Morgan made the motion and Trustee Bostrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik, Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### 2018 Board Meeting Schedule

Executive Director Crawford distributed the 2018 Board meeting schedule. Calendar invites will be sent out. Chairman LaFrener asked for a motion to approve the board meeting schedule. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon voice vote, the motion carried.

Trustee Fletcher made an announcement that Superintendent Breitlow has been elected to the IPRA Board of Directors.

Closed Session

None

#### Adjournment

After no further business, Chairman LaFrener asked for a motion to adjourn. Trustee Morgan made the motion and Trustee Bostrom seconded the motion to adjourn the November 15, 2017 meeting at 11:15 am. Upon voice vote the motion carried.

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Secretary





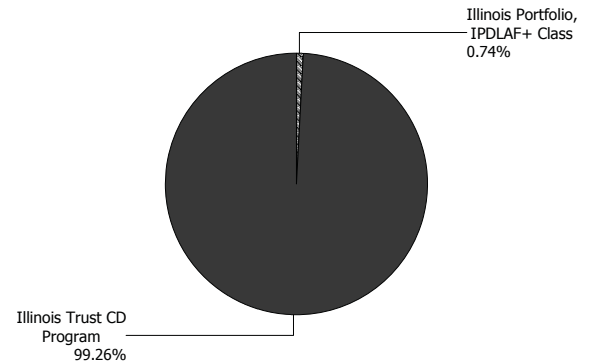
**Account Statement - Transaction Summary**

For the Month Ending **October 31, 2017**

**NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -**

<b>Illinois Portfolio, IPDLAF+ Class</b>	
Opening Market Value	9,276.48
Purchases	106,060.30
Redemptions	(105,168.35)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$10,168.43</b>
Cash Dividends and Income	10.30
<b>Illinois Trust CD Program</b>	
Opening Market Value	1,369,000.00
Purchases	105,000.00
Redemptions	(105,000.00)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$1,369,000.00</b>
Cash Dividends and Income	1,050.00

<b>Asset Summary</b>		
	<b>October 31, 2017</b>	<b>September 30, 2017</b>
<b>Illinois Portfolio, IPDLAF+ Class</b>	10,168.43	9,276.48
<b>Illinois Trust CD Program</b>	1,369,000.00	1,369,000.00
<b>Total</b>	<b>\$1,379,168.43</b>	<b>\$1,378,276.48</b>
<b>Asset Allocation</b>		





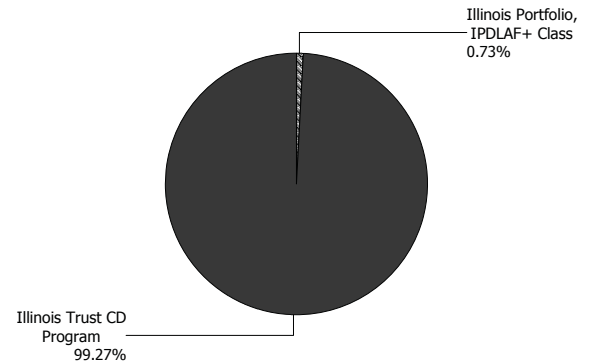
**Account Statement - Transaction Summary**

For the Month Ending **November 30, 2017**

**NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -**

<b>Illinois Portfolio, IPDLAF+ Class</b>	
Opening Market Value	10,168.43
Purchases	7.71
Redemptions	(174.43)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$10,001.71</b>
Cash Dividends and Income	7.71
<b>Illinois Trust CD Program</b>	
Opening Market Value	1,369,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$1,369,000.00</b>
Cash Dividends and Income	0.00

<b>Asset Summary</b>		
	<b>November 30, 2017</b>	<b>October 31, 2017</b>
<b>Illinois Portfolio, IPDLAF+ Class</b>	10,001.71	10,168.43
<b>Illinois Trust CD Program</b>	1,369,000.00	1,369,000.00
<b>Total</b>	<b>\$1,379,001.71</b>	<b>\$1,379,168.43</b>
<b>Asset Allocation</b>		



NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW NOVEMBER 30, 2017**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	121,173	399,798	520,970
	OPER/MMA (Village Bank & Trust)	1,532,432		1,532,432
	IPDLAF	105,864		105,864
	CASH BANKS		-	0
	TOTAL	<u>1,759,969</u>	<u>399,948</u>	<u>2,159,916</u>
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS		1,207,913	1,207,913
	PFM Asset Management	1,379,002		1,379,002
	TOTAL	<u>1,379,002</u>	<u>1,207,913</u>	<u>2,586,915</u>
<b><u>RESERVES:</u></b>				
	<b><u>OPERATING</u></b>			
	<b><u>CAPITAL</u></b>			
	MAX SAFE 1 (Village Bank & Trust)	1,334,960		1,334,960
	MAX SAFE 2 (Village Bank & Trust)	191,273		191,273
	SMALL BUS (Village Bank & Trust)	-		-
	TOTAL	<u>1,526,233</u>		<u>1,526,233</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>November 30, 2017</b>	<u>\$ 4,665,203</u>	<u>\$ 1,607,861</u>	<u>\$ 6,273,064</u>
 <b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>November 30, 2016</b>			
	CASH	\$ 1,983,784	\$ 204,498	\$ 2,188,282
	CASH BANKS	-	-	-
	RESERVES - OPER	1,268,918		1,268,918
	RESERVES - CAP	91,830		91,830
	RESERVES - INVEST	1,267,022	1,361,614	2,628,636
		<u>\$ 4,611,554</u>	<u>\$ 1,566,112</u>	<u>\$ 6,177,666</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2017

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	901,789	903,314	1,525	375,477	140,906	(234,571)	526,312	762,408	236,096
February	43,171	65,863	22,692	371,910	278,104	(93,807)	(328,739)	(212,241)	116,499
March	534,362	429,501	(104,861)	564,303	458,851	(105,452)	(29,941)	(29,350)	591
April	63,585	79,434	15,849	433,835	325,005	(108,829)	(370,250)	(245,572)	124,678
May	1,131,512	913,253	(218,259)	435,071	333,124	(101,947)	696,441	580,129	(116,312)
June	63,660	489,509	425,849	469,581	403,778	(65,803)	(405,921)	85,731	491,652
July	922,202	500,403	(421,799)	494,027	496,486	2,460	428,176	3,917	(424,259)
August	63,610	321,668	258,058	421,835	617,654	195,819	(358,225)	(295,986)	62,240
September	304,825	230,817	(74,008)	542,352	454,787	(87,565)	(237,527)	(223,970)	13,557
October	138,938	320,338	181,401	412,160	335,886	(76,274)	(273,223)	(15,548)	257,675
<b>November</b>	<b>1,019,431</b>	<b>525,224</b>	<b>(494,207)</b>	<b>369,127</b>	<b>467,803</b>	<b>98,676</b>	<b>650,304</b>	<b>57,421</b>	<b>(592,884)</b>
December	136,338		(136,338)	425,606		(425,606)	(289,268)	0	289,268
<b>TOTAL YTD</b>	<b>5,187,084</b>	<b>4,779,323</b>	<b>(407,761)</b>	<b>4,889,678</b>	<b>4,312,384</b>	<b>(577,294)</b>	<b>297,406</b>	<b>466,939</b>	<b>169,533</b>

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	4,760,832	762,408	(345,398)	(93,278)	(9,945) a.	5,074,619
February	5,074,619	(212,241)	0	3,862	(140,575) a.	4,725,665
March	4,725,665	(29,350)	0	3,951	1,306 a.	4,701,572
April	4,701,572	(245,572)	0	3,951	672 a.	4,460,622
May	4,460,622	580,129	0	3,862	636 a.	5,045,249
June	5,045,249	85,731	0	3,951	862 a.	5,135,793
July	5,135,793	3,917	0	3,951	668 a.	5,144,328
August	5,144,328	(295,986)	0	3,928	(101,424) a.	4,750,846
September	4,750,846	(223,970)	0	3,971	98,266 a.	4,629,113
October	4,629,113	(15,548)	0	3,951	(10,436) a.	4,607,080
<b>November</b>	<b>4,607,080</b>	<b>57,421</b>	<b>0</b>	<b>3,921</b>	<b>(4,712) a.</b>	<b>4,663,710</b>
December	4,663,710	0			a.	4,663,710

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2017

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	169,967	64,656	(105,312)	11,231	8,082	(3,150)	158,736	56,574	(102,162)
February	98,564	57,648	(40,916)	15,015	25,816	10,801	83,549	31,832	(51,717)
March	36,528	17,950	(18,578)	102,393	8,020	(94,373)	(65,865)	9,930	75,795
April	16,678	31,728	15,050	2,793	32,157	29,363	13,885	(429)	(14,314)
May	32,778	74,698	41,920	107,717	137,427	29,709	(74,939)	(62,728)	12,211
June	30,200	29,954	(246)	100,460	76,880	(23,581)	(70,261)	(46,926)	23,335
July	18,678	33,533	14,854	5,901	131,130	125,229	12,777	(97,598)	(110,375)
August	36,408	45,079	8,671	1,450	34,836	33,386	34,958	10,243	(24,716)
September	124,658	59,744	(64,914)	117,048	9,155	(107,893)	7,610	50,589	42,978
October	36,350	282,532	246,182	118,657	78,217	(40,440)	(82,308)	204,315	286,622
<b>November</b>	<b>72,660</b>	<b>71,972</b>	<b>(687)</b>	<b>17,117</b>	<b>40,659</b>	<b>23,542</b>	<b>55,542</b>	<b>31,313</b>	<b>(24,229)</b>
December	32,211		(32,211)	105,366		(105,366)	(73,156)	0	73,156
<b>TOTAL YTD</b>	<b>673,469</b>	<b>769,493</b>	<b>96,024</b>	<b>599,784</b>	<b>582,378</b>	<b>(17,406)</b>	<b>73,686</b>	<b>187,115</b>	<b>113,430</b>

(B) CASH BALANCE

	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,436,876	56,574	(15,500)	0	(50)	1,477,900
February	1,477,900	31,832	0	0	(62)	1,509,670
March	1,509,670	9,930	112	0	0	1,519,712
April	1,519,712	(429)	0	0	(200)	1,519,083
May	1,519,083	(62,728)	0	1,500 a	(250)	1,457,605
June	1,457,605	(46,926)	0	0	(750)	1,409,929
July	1,409,929	(97,598)	0	0	0	1,312,332
August	1,312,332	10,243	0	0	500	1,323,074
September	1,323,074	50,589	0	0	0	1,373,663
October	1,373,663	204,315	0	0	250	1,578,228
<b>November</b>	<b>1,578,228</b>	<b>31,313</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>1,609,741</b>
December	1,609,741	0				1,609,741

a) Oversight during audit - \$1,499.97 Prepaid expense reversal from 2013 & 2015

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ELEVEN MONTHS ENDING NOVEMBER 30, 2017

	2017			2016 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	270,362	68,640	201,722	98,658
RESTRICTED FUNDRAISING	59,221	55,085	4,136	56,930
RESTRICTED DONATIONS	3,070	2,633	436	2,990
UNRESTRICTED FUNDRAISING	266,313	245,260	21,053	245,214
UNRESTRICTED DONATIONS	34,651	26,750	7,901	36,766
INVESTMENT TRANSFER	275,000	275,000	0	0
TOTAL REVENUE	908,616	673,368	235,247	440,558
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	39,777	37,964	1,813	28,669
RESTRICTED FUNDRAISING	11,409	12,880	(1,471)	11,704
UNRESTRICTED FUNDRAISING	95,341	90,606	4,734	88,663
GRANTS GIVEN	434,351	458,333	(23,982)	199,234
RECONCILIATION DISCREPANCY	1,500 <sup>a</sup>	0	1,500	0
TOTAL EXPENSES	582,378	599,784	(17,406)	328,270
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	326,238	73,585	252,653	112,287
<b><u>INVESTMENT INCOME (LOSS)</u></b>	135,878	101	135,777	63,504
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 462,115	\$ 73,686	\$ 388,430	\$ 175,791

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

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of November 30, 2017

	Nov 30, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	121,172.55
10700 · IPDLAF+	105,863.70
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,369,000.00
11200 · PFM Investments Hold Account - Other	10,001.71
<b>Total 11200 · PFM Investments Hold Account</b>	1,379,001.71
11500 · VB&T Operating/MM Account	1,532,432.43
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,334,959.77
11660 · MAX SAFE 2 (Village Bank&Trust)	191,272.88
11800 · Credit Card - American Express	426.00
11810 · Credit Card - Discover	81.50
11820 · Credit Card - MasterCard	483.98
11830 · Credit Card - Visa	-2,821.51
11840 · MC/VISA On-Line	337.00
<b>Total Checking/Savings</b>	4,663,710.01
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	530.19
<b>Total Accounts Receivable</b>	530.19
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	12,558.21
12200 · PREPAID EXPENSES	3,353.86
12300 · Prepaid Lease	116,767.75
<b>Total Other Current Assets</b>	132,679.82
<b>Total Current Assets</b>	4,796,920.02
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	217,531.52
13110 · Accum.Depre- Equipment	-41,025.77
13200 · Transportation Equipment	1,099,898.35
13210 · Accum.Depre.	-1,183,663.16
13300 · Leasehold Improvements	64,128.49
<b>Total Fixed Assets</b>	1,570,243.43
<b>TOTAL ASSETS</b>	<b>6,367,163.45</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,250.00
21700 · Unclaimed Payroll/Property	103.35
22100 · FSA WH/PYMTS	9,411.38
23000 · Deferred Revenue	49,494.50
<b>Total Other Current Liabilities</b>	61,259.23
<b>Total Current Liabilities</b>	61,259.23
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	98,063.17
<b>Total Long Term Liabilities</b>	98,063.17
<b>Total Liabilities</b>	159,322.40

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of November 30, 2017

	<u>Nov 30, 17</u>
<b>Equity</b>	
29500 - Retained Earnings	4,157,957.29
29550 - INVESTMENT IN CAPITAL ASSETS	1,582,945.35
Net Income	466,938.41
<b>Total Equity</b>	<u>6,207,841.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,367,163.45</u></u>



Special Leisure Services Foundation  
**Balance Sheet**  
As of October 31, 2017

	<u>Oct 31, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	378,881.15
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	76,907.93
11300 · BENJAMIN EDWARDS - Other	1,120,724.55
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,197,632.48</u>
11820 · Credit Card - MasterCard	-92.99
11830 · Credit Card - Visa	1,225.62
11840 · Credit Card - On-Line	431.37
<b>Total Checking/Savings</b>	<u>1,578,227.63</u>
Other Current Assets	
12200 · Event Deposits	450.00
<b>Total Other Current Assets</b>	<u>450.00</u>
<b>Total Current Assets</b>	<u>1,578,677.63</u>
<b>TOTAL ASSETS</b>	<u><u>1,578,677.63</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,405,392.68
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	155,801.90
<b>Total Equity</b>	<u>1,578,677.63</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,578,677.63</u></u>

Special Leisure Services Foundation  
**Balance Sheet**  
As of November 30, 2017

	<u>Nov 30, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	399,797.54
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	76,934.46
11300 · BENJAMIN EDWARDS - Other	1,130,978.92
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,207,913.38</u>
11810 · Credit Card - Discover	120.00
11820 · Credit Card - MasterCard	1,605.00
11830 · Credit Card - Visa	155.00
<b>Total Checking/Savings</b>	<u>1,609,740.92</u>
Other Current Assets	
12200 · Event Deposits	250.00
<b>Total Other Current Assets</b>	<u>250.00</u>
<b>Total Current Assets</b>	<u>1,609,990.92</u>
<b>TOTAL ASSETS</b>	<b><u>1,609,990.92</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,405,392.68
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	187,115.19
<b>Total Equity</b>	<u>1,609,990.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,609,990.92</u></b>



# BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

One North Brentwood Blvd., Suite 850

Saint Louis, MO 63105

314-726-1600

\* 0033159 02 AV 0.370 02 TR 00152 X109PD04 000000

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



September 1, 2017 - September 30, 2017

Account Number: ~~XXXXXXXX~~

### Portfolio at a Glance

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,167,713.14</b>	<b>\$1,197,097.58</b>
Withdrawals (Cash & Securities)	0.00	-125,000.00
Dividends, Interest and Other Income	2,500.48	15,938.98
<b>Net Change in Portfolio<sup>1</sup></b>	<b>12,073.95</b>	<b>94,251.01</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,182,287.57</b>	<b>\$1,182,287.57</b>
Estimated Annual Income	\$16,775.23	

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

### Your Financial Advisor Is:

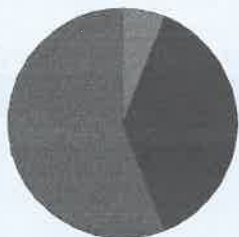
HANSON / FISHER / VANDERLUGT  
(630) 871-2673

S 0033159 X109PD04 029333

### 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
6%	Cash, Money Funds, and Bank Deposits	49,732.24	125,605.18	76,541.56
38%	Fixed Income	391,337.10	395,733.75	445,306.75
56%	Mutual Funds	756,028.24	646,374.21	660,439.26
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,197,097.58</b>	<b>\$1,167,713.14</b>	<b>\$1,182,287.57</b>

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

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

November 1, 2017 - November 30, 2017  
 Account Number: ~~XXXXXXXX~~ ~~XXXXXXXX~~

**Portfolio at a Glance**

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,197,632.48</b>	<b>\$1,197,097.58</b>
Withdrawals (Cash & Securities)	0.00	-125,000.00
Dividends, Interest and Other Income	26.53	16,331.88
<b>Net Change in Portfolio<sup>1</sup></b>	<b>10,254.37</b>	<b>119,483.92</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,207,913.38</b>	<b>\$1,207,913.38</b>
Estimated Annual Income	\$16,827.20	

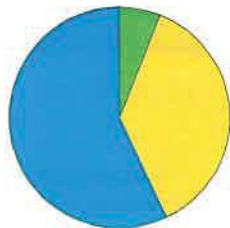
<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

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

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**Asset Summary**



Percent	Asset Type	Prior Year-End	Last Period	This Period
6%	Cash, Money Funds, and Bank Deposits	49,732.24	76,907.93	76,934.46
37%	Fixed Income	391,337.10	444,545.60	443,689.00
57%	Mutual Funds	756,028.24	676,178.95	687,289.92
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,197,097.58</b>	<b>\$1,197,632.48</b>	<b>\$1,207,913.38</b>

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

\* 0027713 02 AV 0.370 02 TR 00117 X107PD03 000000

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



October 1, 2017 - October 31, 2017

Account Number: ~~XXXXXXXX~~

### Your Financial Advisor Is:

HANSON / FISHER / VANDERLUGT  
(630) 871-2673

### Portfolio at a Glance

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,182,287.57</b>	<b>\$1,197,097.58</b>
Withdrawals (Cash & Securities)	0.00	-125,000.00
Dividends, Interest and Other Income	366.37	16,305.35
<b>Net Change in Portfolio<sup>1</sup></b>	<b>14,978.54</b>	<b>109,229.55</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,197,632.48</b>	<b>\$1,197,632.48</b>

Estimated Annual Income \$16,800.67

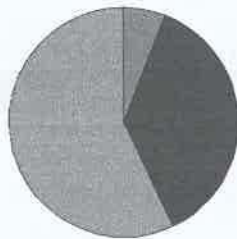
<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 027713 X107PD03 027260

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### Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
6%	Cash, Money Funds, and Bank Deposits	49,732.24	76,541.56	76,907.93
37%	Fixed Income	391,337.10	445,306.75	444,545.60
57%	Mutual Funds	756,028.24	660,439.26	676,178.95
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,197,097.58</b>	<b>\$1,182,287.57</b>	<b>\$1,197,632.48</b>

Please review your allocation periodically with your Financial Advisor.



**Warrant #12  
Summary  
December 13, 2017**

<b>Administration</b>	<b>Programs</b>	<b>Salary</b>	<b>Liability/Audit/IMRF</b>	<b>ADA/Capital</b>
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 IPDLAF Electronic Accounts Payable (PCARDS, IMRF,ADP)**

**147,621.63**

**Total VB&T Business Checking Accounts Payable**

**92,337.81**

**239,959.44**

---

Motion to approve Warrant #12 dated December 13, 2017 totaling

**\$239,959.44**

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

Vendor	Description	Account	Amount
<b>IMRF</b>	November 2017	442201	30,331.22
<b>ADP</b>	FSA Monthly - Nov	424303	120.18
	Payroll 11/9/17	424301	141.95
	Payroll 11/9/17	424302	595.29
	Payroll 11/22/17	424301	141.95
	Payroll 11/22/17	424302	595.29
			<u>1,594.66</u>
<b>Excalibur</b>	Invoice 165109	421902	400.00
	Invoice 165061	421902	148.75
	Invoice 165564	421902	380.00
	Invoice 165233	421902	258.24
	Invoice 165400	421902	2,551.20
	Invoice 165577	421902	50.00
	Invoice 165623	421902	115.00
	Invoice 165679	421902	370.00
	Invoice 165650	421902	897.50
	Invoice 165739	421902	485.00
	Invoice 165581	421902	5,605.75
	Office 365 - Deposit	421902	9,884.35
			<u>21,145.79</u>
<b>BMO Solutions</b>			
Netflix	Fraudulent charges - to be refunded	12000	13.99
Netflix	Fraudulent charges - to be refunded	12000	11.89
Band Camp	Fraudulent charges - to be refunded	12000	25.00
Netflix	Fraudulent charges - to be refunded	12000	7.99
Facebook	Fraudulent charges - to be refunded	12000	11.58
Band Camp	Fraudulent charges - to be refunded	12000	-25.00
Amazon	office supplies	421101	59.90
Amazon	office supplies	421101	95.98
Henning Brothers	office supplies	421103	9.75
Name Badges, INT	office supplies	421104	29.97
Lowe's	office supplies	421105	22.87
Amazon	office supplies	421105	49.40
Accurate Office	office supplies	421105	145.50
Accurate Office	office supplies	421105	448.34
Accurate Office	office supplies	421105	4.36
Accurate Office	office supplies	421105	14.82
Accurate Office	office supplies	421105	411.54
Accurate Office	office supplies	421105	34.56
Garveys Office	office supplies	421105	567.29
Staples	office supplies	421105	1,501.83
Amazon	office supplies	421105	76.97
Office Max	office supplies	421106	149.54
Best Buy	office supplies	421106	123.60
Best Buy	office supplies	421106	225.72
Office Max	office supplies	421106	41.39
Best Buy	office supplies	421106	-126.98
Savor	office supplies	421106	181.95

**Northwest Special Recreation Association**  
**VB Electronic Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Authorize.net	Credit card and bank fees	421152	21.75
Verizon	telephone/fax	421301	182.00
First Communications	telephone/fax	421304	400.65
Converged Digital Networks	telephone/fax	421305	416.49
Converged Digital Networks	telephone/fax	421305	188.00
IPRA	conference/education	421402	89.00
IPRA	conference/education	421402	89.00
IAPD	conference/education	421402	200.00
IPRA	conference/education	421402	235.00
IPRA	conference/education	421402	235.00
IPRA	conference/education	421402	89.00
IAPD	conference/education	421402	200.00
IPRA	conference/education	421402	280.00
IPRA	conference/education	421402	294.00
IPRA	conference/education	421402	275.00
IPRA	conference/education	421402	280.00
IPRA	conference/education	421402	765.00
IAPD/IPRA	conference/education	421402	235.00
IAPD/IPRA	conference/education	421402	280.00
IAPD/IPRA	conference/education	421402	280.00
IAPD/IPRA	conference/education	421402	235.00
IAPD/IPRA	conference/education	421402	235.00
IPRA	conference/education	421402	315.00
IAPD/IPRA	conference/education	421402	294.00
IAPD/IPRA	conference/education	421402	235.00
Jewel	conference/education	421406	42.60
Bowlero	conference/education	421406	879.86
Egglectic Café	conference/education	421406	31.06
Jimmy Johns	conference/education	421406	48.99
Toscana	conference/education	421406	95.50
Panera	conference/education	421406	14.19
Starbucks	conference/education	421406	5.51
Gurnee PD		421406	40.00
Crisis Prevention	conference/education	421407	799.00
Chipotle	conference/education	421407	11.98
Niko Pizzeria	conference/education	421407	19.50
Cross Street Grill	conference/education	421407	10.98
Smart CEU	conference/education	421407	1,120.00
Crisis Prevention Institute	conference/education	421407	749.00
WILS	conference/education	421407	5.00
WILS	conference/education	421407	5.00
WILS	conference/education	421407	5.00
WILS	conference/education	421407	5.00
WILS	conference/education	421407	5.00
NCTRC	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	80.00
IPRA		421504	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00



**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	273.83
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
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IPRA	memberships/certifications	421507	254.00
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IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
IPRA	memberships/certifications	421507	254.00
SPRA	memberships/certifications	421512	10.00
Amazon	memberships/certifications	421513	10.99
Comcast	maintenance/utilities	421706	139.85
Comcast	maintenance/utilities	421706	157.56
AT&T	maintenance/utilities	421706	70.35
Comcast	maintenance/utilities	421706	162.57
Converged Digital Networks	computers	421901	2,099.75
Vitasys	computers	421901	5,000.00
Converged Digital Networks	computers	421902	1,716.55
Adobe CC	computers	421905	31.85
Apple Store	computers	421905	0.99
Dropbox	computers	421905	99.00
Adobe CC	computers	421905	1,274.50
Apple Store	computers	421905	105.19
Amazon	computers	421906	10.61
Walmart	computers	421906	1,242.00
Amazon	computers	421906	101.97
Lowes	computers	421906	31.20
Five Below	computers	421906	22.00
Walmart	computers	421906	10.31
Apple Store	computers	421906	119.00
Apple Store	computers	421906	69.00
Tobii Dynavox	computers	421906	604.45
Microsoft Store	computers	421906	3,037.68
Amazon	computers	421906	222.72
Apple Store	computers	421906	2,909.00
Amazon	computers	421906	66.20
Amazon	computers	421906	90.60
Walmart	computers	421906	327.91
Amazon	computers	421906	39.99
Amazon	computers	421906	8.99
Amazon	computers	421906	464.81
Apple Store	computers	421906	237.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Apple Store	computers	421906	897.00
Amazon	computers	421906	279.72
NSSRA	rental municipal	422104	187.00
Rob Roy Golf Course	rental municipal	422104	257.00
BWW	commercial expense	422201	221.59
Rack House	commercial expense	422201	268.20
Bahama Breeze	commercial expense	422201	62.00
Bahama Breeze	commercial expense	422201	561.04
Arlington Lanes	commercial expense	422202	15.75
Arlington Lanes	commercial expense	422202	6.75
Sky Center	commercial expense	422202	84.50
Sky Center	commercial expense	422202	84.50
Poplar Creek Bowl	commercial expense	422202	68.40
Elk Grove Bowl	commercial expense	422202	38.68
Sky Center	commercial expense	422202	117.00
Sky Center	commercial expense	422202	104.00
Sky Center	commercial expense	422202	104.00
Brunswick Zone	commercial expense	422202	48.00
Poplar Creek Bowl	commercial expense	422202	62.70
Allways Catering	commercial expense	422204	663.00
Chicago Cubs	commercial expense	422204	200.00
Countyline	commercial expense	422204	246.75
Village Tavern & Grill	commercial expense	422204	242.14
Jewel	commercial expense	422206	78.14
Poplar Creek Bowl	commercial expense	422206	59.85
AMC	commercial expense	422206	29.30
AMC	commercial expense	422206	67.90
AMC	commercial expense	422206	6.71
Trickster Art	commercial expense	422206	20.00
Arlington Lanes	commercial expense	422206	45.00
Arlington Lanes	commercial expense	422206	49.50
Arlington Lanes	commercial expense	422206	45.00
Arlington Lanes	commercial expense	422206	45.00
Arlington Lanes	commercial expense	422206	45.00
Brunswick Zone	commercial expense	422206	96.00
Brunswick Zone	commercial expense	422206	231.00
Brunswick Zone	commercial expense	422206	279.00
Brunswick Zone	commercial expense	422206	90.00
Brunswick Zone	commercial expense	422206	180.00
Poplar Creek Bowl	commercial expense	422206	51.30
Thrown Elements	commercial expense	422206	378.00
Poplar Creek Bowl	commercial expense	422206	68.40
Poplar Creek Bowl	commercial expense	422206	65.55
Morton Arboretum	commercial expense	422206	420.00
Arlington Lanes	commercial expense	422206	20.25
Arlington Lanes	commercial expense	422206	12.35
Elly's Pancake	commercial expense	422206	11.49
Arlington Lanes	commercial expense	422206	22.50
Arlington Lanes	commercial expense	422206	4.80
Arlington Lanes	commercial expense	422206	22.50
Arlington Lanes	commercial expense	422206	12.75
Brunswick Zone	commercial expense	422206	54.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Brunswick Zone	commercial expense	422206	36.00
Brunswick Zone	commercial expense	422206	39.00
Brunswick Zone	commercial expense	422206	48.00
Gus Diner	commercial expense	422206	111.22
Lazermaxx	commercial expense	422206	10.00
Lazermaxx	commercial expense	422206	27.00
Streamwood Bowl	commercial expense	422206	116.50
Sweet Baby Rays	commercial expense	422206	78.42
Javiers	commercial expense	422206	189.05
Streamwood bowl	commercial expense	422206	102.00
Streamwood Bowl	commercial expense	422206	110.00
Streamwood bowl	commercial expense	422206	121.50
Jimmy Johns	commercial expense	422209	157.52
Gumrai Thai	commercial expense	422209	233.60
Little Ceasars	commercial expense	422209	85.12
Senior Tacos	commercial expense	422209	166.84
Bengston's	commercial expense	422209	136.00
Los Burritos	commercial expense	422209	156.09
Panda Express	commercial expense	422209	116.20
Dan Thai	commercial expense	422209	174.00
Little Ceasars	commercial expense	422209	51.50
Walmart	program development	422303	74.91
Walmart	program development	422303	35.64
GFS	program development	422303	51.46
Dollar Tree Store	program development	422303	1.00
Staples	program development	422303	18.49
Amazon	program development	422303	51.40
Ace	program development	422303	41.60
Jewel	program development	422303	5.48
Jewel	program development	422303	2.50
Jewel	program development	422303	4.49
Amazon	program development	422303	11.95
Amazon	program development	422303	62.56
Jewel	supplies	422401	68.50
Moretti's	supplies	422401	200.00
Moretti's	supplies	422401	66.28
Moretti's	supplies	422401	200.00
Moretti's	supplies	422401	86.40
Moretti's	supplies	422401	84.00
Hobby Lobby	supplies	422401	48.86
Gordon's Food Service	supplies	422401	63.04
Walgreens	supplies	422401	6.00
Redbox	supplies	422401	1.50
Ultimate Screen Printing	supplies	422401	507.50
Jewel	supplies	422401	46.81
Aldi	supplies	422401	24.82
Jewel	supplies	422401	23.51
Jewel	supplies	422402	17.83
Jewel	supplies	422402	24.95
Jewel	supplies	422402	4.29
Walmart	supplies	422402	21.44
Crown Trophy	supplies	422404	99.72

**Northwest Special Recreation Association**  
**VBET Electronic Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Ultimate Screen Printing	supplies	422404	277.50
Dollar Tree	supplies	422404	23.00
Ultimate Screen Printing	supplies	422405	1,265.00
Ultimate Screen Printing	supplies	422405	202.50
NPN360	supplies	422405	442.79
Aldi	supplies	422406	33.05
Aldi	supplies	422406	19.44
Aldi	supplies	422406	19.44
Aldi	supplies	422406	21.39
Walmart	supplies	422406	8.28
Walmart	supplies	422406	8.26
Walmart	supplies	422406	8.26
Walmart	supplies	422406	8.26
Meijer	supplies	422406	42.82
Meijer	supplies	422406	25.20
Meijer	supplies	422406	25.20
Meijer	supplies	422406	27.72
Aldi	supplies	422406	31.36
Aldi	supplies	422406	18.45
Aldi	supplies	422406	18.45
Aldi	supplies	422406	20.28
Jewel	supplies	422406	6.46
Jewel	supplies	422406	6.47
Jewel	supplies	422406	6.47
Jewel	supplies	422406	6.47
Aldi	supplies	422406	52.00
Aldi	supplies	422406	30.59
Aldi	supplies	422406	30.59
Aldi	supplies	422406	33.66
Walmart	supplies	422406	73.65
Walmart	supplies	422406	26.59
Meijer	supplies	422406	14.99
Michaels	supplies	422406	86.49
Party City	supplies	422406	14.97
Meijer	supplies	422406	6.88
Meijer	supplies	422406	5.73
Jewel	supplies	422406	34.00
Jewel	supplies	422406	67.57
Jewel	supplies	422406	45.74
Aldi	supplies	422406	24.45
Aldi	supplies	422406	10.91
Ultimate Screen Printing	supplies	422406	158.00
Amazon	supplies	422406	195.96
Ultimate Screen Printing	supplies	422406	552.00
Ultimate Screen Printing	supplies	422406	171.00
Ultimate Screen Printing	supplies	422406	115.00
Ultimate Screen Printing	supplies	422406	309.00
Ultimate Screen Printing	supplies	422406	368.00
Ultimate Screen Printing	supplies	422406	458.00
Jewel	supplies	422406	25.96
Spunky Dunders	supplies	422406	9.08
Aldi	supplies	422406	8.07

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Jewel	supplies	422406	11.50
Jewel	supplies	422406	10.55
Aldi	supplies	422406	10.70
Jewel	supplies	422406	12.85
Jewel	supplies	422406	9.95
Amazon	supplies	422409	47.07
Meijer	supplies	422409	79.54
Jewel	supplies	422409	37.16
Meijer	supplies	422409	15.50
Meijer	supplies	422409	34.05
Meijer	supplies	422409	14.97
Walmart	supplies	422409	17.68
Walmart	supplies	422409	19.93
Walmart	supplies	422409	10.82
Walmart	supplies	422409	9.18
Jewel	supplies	422409	6.40
Walmart	supplies	422409	4.34
Amazon	supplies	422409	41.97
Amazon	supplies	422409	72.21
Hobby Lobby	supplies	422410	208.33
Hobby Lobby	supplies	422410	12.92
Hobby Lobby	supplies	422410	61.33
Hobby Lobby	supplies	422410	39.59
Crisis Prevention Institute	supplies	422413	1,445.00
School Health	supplies	422414	1,083.73
School Health	supplies	422414	415.80
Baudville	supplies	422415	315.35
Ultimate Screen Printing	supplies	422416	3,985.55
Amazon	supplies	422417	45.61
Dollar Tree	supplies	422417	4.00
Jewel	supplies	422417	9.90
Target	supplies	422417	8.80
Target	supplies	422417	-8.80
Dick Sporting Goods		422417	1,089.60
Honey Baked Ham	supplies	422418	36.87
Amazon	supplies	422418	495.00
Amazon	supplies	422418	97.30
Amazon	supplies	422418	164.97
Walmart	supplies	422418	16.94
Amazon	supplies	422418	375.59
Amazon	supplies	422418	854.23
Dynavox	supplies	422418	319.75
Amazon	supplies	422418	179.99
Amazon	supplies	422418	22.48
Flaghouse	supplies	422418	1,068.36
Especial Needs	supplies	422418	274.95
Michaels	supplies	422418	5.65
Amazon	supplies	422418	218.43
Amazon	supplies	422418	148.95
Amazon	supplies	422418	297.49
Best Buy	supplies	422418	659.92
Amazon	supplies	422418	249.95

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

Vendor	Description	Account	Amount
Amazon	supplies	422418	8.99
Amazon	supplies	422418	34.78
Amazon	supplies	422418	266.92
Amazon	supplies	422418	138.76
Amazon	supplies	422418	187.04
Amazon	supplies	422418	140.02
Ultimate Screen Printing	supplies	422419	3,025.00
United VIP Car	commercial transportation	422504	600.00
United VIP Car	commercial transportation	422504	600.00
United VIP Car	commercial transportation	422504	1,070.36
BP	transportation/gas/tolls/parking	422801	28.49
BP	transportation/gas/tolls/parking	422801	33.70
Marathon	transportation/gas/tolls/parking	422801	29.80
PB Payment Services	printing	422901	369.35
PB payment Services	printing	422902	381.45
Amazon	printing	422904	10.99
Amazon	printing	422904	-10.99
Amazon	printing	422904	9.98
Konica minolta	printing	422906	1,071.30
Vistaprint.com	printing	422908	31.84
Vistaprint	printing	422908	31.84
Indeed	public awareness/subscriptions/ads	423102	50.00
Verizon		423102	130.08
Dollar Tree	public awareness/subscriptions/ads	423105	8.25
4Imprint	public awareness/subscriptions/ads	423105	1,927.36
Ultimate Screen Printing	public awareness/subscriptions/ads	423107	960.00
Ultimate Screen Printing	public awareness/subscriptions/ads	423107	432.00
Daily Herald	public awareness/subscriptions/ads	423108	52.40
Edible Arrangements	public awareness/subscriptions/ads	423109	55.70
Teachers Pay Teachers	ADA compliance	450018	7.00
Amazon	ADA compliance	450018	34.91
Amazon	ADA compliance	450018	139.67
Amazon	ADA compliance	450021	86.96
Amazon	ADA compliance	450022	105.70
Amazon	ADA compliance	450022	193.38
Amazon	ADA compliance	450022	49.95
Amazon	ADA compliance	450022	49.95
Apple Store	capital equipment replacement	460001	7,475.00
Apple Store	capital equipment replacement	460001	1,975.00
		Total	<b>94,549.96</b>
<b>Total Warrant #12 for Electronic Accounts Payable</b>			<b>147,621.63</b>

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

Num	Name	Memo	Account	Amount
25348	Manny Aguilar	CPRP Reimbursement CPRP Reimbursement	10400 - VB&T Business Checking 421503 - CPRP Exam / Renewal	-309.00 309.00 <hr/> 309.00
25349	Alexian Brothers Corporate Health Service	Invoice 639466 & 629040 Invoice 629040 Invoice 639466	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals 441002 - Drug Tests / Physicals	-53.00 28.00 25.00 <hr/> 53.00
25350	Eric Brandt	VOID: DJ 1027 & 1208 2017	10400 - VB&T Business Checking	0.00 0.00
25351	Buffalo Grove Park District	Invoice 2611 Invoice 2611	10400 - VB&T Business Checking 450003 - Buffalo Grove	-275.85 275.85 <hr/> 275.85
25352	Coach Eve Learn to Swim, LLC	Invoice 20161683 Invoice 20161683	10400 - VB&T Business Checking 422206 - Weekly Programs	-6,595.23 6,595.23 <hr/> 6,595.23
25353	FVSRA	37th Annual Swim- 12 37th Annual Swim- 12	10400 - VB&T Business Checking 422106 - Weekly Programs	-120.00 120.00 <hr/> 120.00
25354	First Advantage Occupational Health Servi	Invoice 2522131710 Invoice 2522131710	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals	-35.92 35.92 <hr/> 35.92
25355	Frontline Technologies Group LLC	INVUS70216 INVUS70216	10400 - VB&T Business Checking 12200 - PREPAID EXPENSES	-853.86 853.86 <hr/> 853.86
25356	Tori Gonzalez	CPRP Reimbursement CPRP Reimbursement	10400 - VB&T Business Checking 421503 - CPRP Exam / Renewal	-309.00 309.00 <hr/> 309.00
25357	Illinois Director of Employment Security	Qtr 3/2017 - Acct 808957 Qtr 3/2017 - Acct 808957	10400 - VB&T Business Checking 441003 - Unemployment	-1,678.00 1,678.00 <hr/> 1,678.00
25358	Illinois State Police	HC9708218 HC9708218	10400 - VB&T Business Checking 441001 - Criminal Background Checks	-2,500.00 2,500.00 <hr/> 2,500.00
25359	Intuit, Inc.	Item 122 - 2017 1099 Kit - 25 forms Item 122 - 2017 1099 Kit - 25 forms	10400 - VB&T Business Checking 424304 - W2 Processing	-72.99 72.99 <hr/> 72.99
25360	J & R Lock & Safe, Inc.	Invoice 0000384609 Invoice 0000384609	10400 - VB&T Business Checking 421103 - Locksmith / Keys	-261.50 261.50 <hr/> 261.50
25361	Elizabeth Medrano	Yoga Class 10/16/17 Yoga Class 10/16/17	10400 - VB&T Business Checking 422209 - PURSUIT	-40.00 40.00 <hr/> 40.00
25362	School District 54	Inv OM28056 & OM28057 Inv OM28056 Inv OM28057	10400 - VB&T Business Checking 422106 - Weekly Programs 422106 - Weekly Programs	-162.00 54.00 108.00 <hr/> 162.00
25363	SEASPAR	39th Annual Swim - 10	10400 - VB&T Business Checking	-100.00

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

Num	Name	Memo	Account	Amount
		39th Annual Swim - 10	422106 · Weekly Programs	100.00
				<u>100.00</u>
25364	Snyder, Joann	Mileage - Oct 2017	10400 · VB&T Business Checking	-80.79
		Mileage - Oct 2017	422601 · Staff Mileage	80.79
				<u>80.79</u>
25365	South Barrington Park District	JOliveri Oct 2017	10400 · VB&T Business Checking	-160.00
		JOliveri Oct 2017	450015 · South Barrington	160.00
				<u>160.00</u>
25366	Special Olympics Illinois	15 WCB Tickets	10400 · VB&T Business Checking	-300.00
		15 WCB Tickets	422204 · Special Events	300.00
				<u>300.00</u>
25367	TPM Graphics, Inc.	Invoice 79924	10400 · VB&T Business Checking	-1,000.00
		Invoice 79924	422908 · Stationary / Business Cards	1,000.00
				<u>1,000.00</u>
25368	U.S. Postal Service	2018 Postage	10400 · VB&T Business Checking	-2,500.00
		2018 Postage	12200 · PREPAID EXPENSES	2,500.00
				<u>2,500.00</u>
25369	WDSRA	Invoice 15274 Fall 2017	10400 · VB&T Business Checking	-97.54
		Invoice 15274 Fall 2017	423102 · Ads / Job Postings	97.54
				<u>97.54</u>
25370	WEX Bank	Invoice 52002360	10400 · VB&T Business Checking	-5,265.23
		Invoice 52002360	422801 · Gas	5,265.23
				<u>5,265.23</u>
25371	Wright, Jocelyn	CDL Reimbursement 4/19/17	10400 · VB&T Business Checking	-50.00
		CDL Reimbursement 4/19/17	421502 · CDL Reimbursement / Renewal	50.00
				<u>50.00</u>
25372	School District 54	Inv OM27845	10400 · VB&T Business Checking	-108.00
		Inv OM27845	422106 · Weekly Programs	108.00
				<u>108.00</u>
25373	Eric Brandt	VOID: DJ 102717	10400 · VB&T Business Checking	0.00
				0.00
25375	Nicor Gas	Svc 10/13/17 - 11/13/17	10400 · VB&T Business Checking	-171.35
		82-52-44-00007 10/13-11/13	421703 · Gas	89.83
		92-52-44-00006 10/13-11/13	421703 · Gas	81.52
				<u>171.35</u>
25376	HRdirect	Invoice INV5787928	10400 · VB&T Business Checking	-78.99
		Invoice INV5787928	421106 · Miscellaneous	78.99
				<u>78.99</u>
25377	ASTRA	Invoice 1 11/8/17	10400 · VB&T Business Checking	-3,700.00
		Invoice 1 11/8/17	421407 · Other Trainings/Workshops	3,700.00
				<u>3,700.00</u>
25378	U.S. Postal Service	NWSRA Nov 17 Brochure	10400 · VB&T Business Checking	-332.70
		NWSRA Nov 17 Brochure	421201 · Postage	332.70
				<u>332.70</u>
25379	Paddock Publications Inc.	Invoice T4486937	10400 · VB&T Business Checking	-75.60
		Invoice T4486937	423103 · Legal Notices	75.60
				<u>75.60</u>



**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #12  
 December 13, 2017**

Num	Name	Memo	Account	Amount
25380	Hanover Park Park District	Invoice 1217	10400 - VB&T Business Checking	-1,443.00
		Invoice 1217	421803 - HPPD Rental Space	1,443.00
				1,443.00
25381	Rolling Meadows Park District	Invoice 17-512	10400 - VB&T Business Checking	-960.00
		Invoice 17-512	421701 - Condo Maintenance	960.00
				960.00
25382	Park Central Condo Assn.	Invoice 512	10400 - VB&T Business Checking	-1,065.00
		Invoice 512	421801 - Condo Association Fee	1,065.00
				1,065.00
25383	Hernandez, Jennifer M. Jennifer Hrametz	DD Error P/D 8/18 - 11/22/17	10400 - VB&T Business Checking	-454.15
		DD Error P/D 8/18 - 11/22/17	12000 - Accounts Receivable	454.15
				454.15
25384	American Solutions for Business	Invoice - INV03308712	10400 - VB&T Business Checking	-1,206.09
		Invoice - INV03308712	422405 - Summer Day Camp	1,206.09
				1,206.09
25385	Beyda, Jeff A.	Reimburse - Chopsticks 112817	10400 - VB&T Business Checking	-143.39
		Reimburse - Chopsticks 112817	422209 - PURSUIT	143.39
				143.39
25386	Bill's Auto & Truck Repair	Invoices 90226-90601	10400 - VB&T Business Checking	-4,335.45
		Invoices 90226	422702 - Emergency Repair Service	1,815.75
		Invoices 90447	422703 - General Equipment	100.26
		Invoices 90263-90601	422704 - Regular / Repair Service	2,419.44
				4,335.45
25387	ComEd	Acct 4629682000 10/26-11/28	10400 - VB&T Business Checking	-405.72
		Acct 4629682000 10/26-11/28	421702 - Electric	405.72
				405.72
25388	Elizabeth Medrano	Yoga Class 11/20/17	10400 - VB&T Business Checking	-40.00
		Yoga Class 11/20/17	422209 - PURSUIT	40.00
				40.00
25389	NCPERS Group Life Insurance	Invoice 54361217	10400 - VB&T Business Checking	-16.00
		Invoice 54361217	421603 - Premium	16.00
				16.00
25390	PDRMA	Invoice 1117132H	10400 - VB&T Business Checking	-44,119.29
		Invoice 1117132H	421603 - Premium	44,119.29
				44,119.29
25391	Katrina Place	Mileage & Reimburse Michaels 112317	10400 - VB&T Business Checking	-175.58
		Mileage	422601 - Staff Mileage	112.35
		Reimburse Michaels 112317	450022 - Miscellaneous	63.23
				175.58
25392	Michael Rusin	Mileage & Key Deposit Refund	10400 - VB&T Business Checking	-105.11
		Mileage	422601 - Staff Mileage	55.11
		Key Deposit Refund	21600 - Security Deposits	50.00
				105.11
25393	Robbins Schwartz	Invoice 278030 HAK	10400 - VB&T Business Checking	-50.00
		Invoice 278030 HAK	421002 - Legal Fees	50.00
				50.00
25394	Jaime Swain	Refund - 5170 Fall 2017	10400 - VB&T Business Checking	-25.00
		Refund - 5170 Fall 2017	11500 - VB&T Operating/MM Account	25.00
				25.00

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #12**  
**December 13, 2017**

Num	Name	Memo	Account	Amount
25395	Jennifer Voss	Zumba 10/31 - 11/14 Zumba 10/31 - 11/14	10400 - VB&T Business Checking 422206 - Weekly Programs	-255.00 255.00 <hr/> 255.00
25396	Manny Aguilar	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-118.77 118.77 <hr/> 118.77
25397	Mary Lou D'Astice	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-28.89 28.89 <hr/> 28.89
25398	Jessica Earhart	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-18.73 18.73 <hr/> 18.73
25399	Nicole Estrada	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-39.59 39.59 <hr/> 39.59
25400	Andrea Griffin	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-53.50 53.50 <hr/> 53.50
25401	Rachel Hubsch	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-94.70 94.70 <hr/> 94.70
25402	Mackenzie Irelan	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-42.80 42.80 <hr/> 42.80
25403	Lauren Jevaney	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-44.94 44.94 <hr/> 44.94
25404	Jacklyn Moore	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-50.83 50.83 <hr/> 50.83
25405	Trisha Palmieri	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-141.24 141.24 <hr/> 141.24
25406	Pineda, Ana	Mileage Mileage	10400 - VB&T Business Checking 450020 - Rovers Salary	-41.62 41.62 <hr/> 41.62
25407	Ross, Jordan	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-46.55 46.55 <hr/> 46.55
25408	Jodi Schultz	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-50.83 50.83 <hr/> 50.83
25409	Snyder, Joann	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-69.55 69.55 <hr/> 69.55
25410	Sowa, Nanette E.	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-41.73 41.73 <hr/> 41.73

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #12  
 December 13, 2017**

Num	Name	Memo	Account	Amount
				41.73
25411	Catherine Splett	Mileage	10400 - VB&T Business Checking	-10.70
		Mileage	422601 - Staff Mileage	10.70
				10.70
25412	Erica Stanko	Mileage	10400 - VB&T Business Checking	-42.27
		Mileage	422601 - Staff Mileage	42.27
				42.27
25413	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-33.71
		Mileage	422601 - Staff Mileage	33.71
				33.71
25414	Theresa Waite	Mileage	10400 - VB&T Business Checking	-65.27
		Mileage	422601 - Staff Mileage	65.27
				65.27
25415	Wright, Jocelyn	Mileage	10400 - VB&T Business Checking	-51.90
		Mileage	422601 - Staff Mileage	51.90
				51.90
25416	Paddock Publications Inc.	Invoice T4487528	10400 - VB&T Business Checking	-113.40
		Invoice T4487528	423103 - Legal Notices	113.40
				113.40
25417	Hudson Energy Services, LLC	Invoice 1711007351	10400 - VB&T Business Checking	-469.85
		Invoice 1711007351	421704 - Hudson Energy	469.85
				469.85
25418	Palatine Stable	Invoice 92017 & 112817	10400 - VB&T Business Checking	-4,294.00
		Invoice 92017 & 112817	422106 - Weekly Programs	4,294.00
				4,294.00
25419	Steve Brandt	DJ 120817 & 102717	10400 - VB&T Business Checking	-300.00
		DJ 120817 & 102717	422201 - Clubs	300.00
				300.00
25420	John S. Swift Company, Inc.	Invoice 17-0446	10400 - VB&T Business Checking	-3,987.11
		Invoice 17-0446	422907 - Seasonal Brochure	3,987.11
				3,987.11
<b>Total for Warrant #12 VB&amp;T Business Checking Accounts Payable</b>				<b>92,337.81</b>

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Payroll  
**Date:** December 13, 2017

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**Motion:**

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

1. 10/29/17 - \$100,942.36
2. 11/12/17 - \$97,395.01
3. 11/26/17 - \$90,827.96

Liability	Taxes Debited					
Recap	Federal Income Tax			9,678.09		
	Earned Income Credit Advances			.00		
	Social Security - EE			6,029.80		
	Social Security - ER			6,029.75		
	Social Security Adj - EE			.00		
	Medicare - EE			1,410.13		
	Medicare - ER			1,410.18		
	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			4,431.00		
	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		
	Local Income Tax			.00		
	School District Tax			.00		
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX		<b>28,988.95</b>	
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	67,062.06	
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	4,891.35	
<b>Total Amount Debited From Your Accounts</b>					<b>100,942.36</b>	
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00		
Taxes - Your Responsibility	None This Payroll					
					<b>Total Liability</b>	
					<b>100,942.36</b>	
					<b>100,942.36</b>	

Liability Recap	Taxes Debited				
		Federal Income Tax		9,421.80	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,879.43	
		Social Security - ER		5,879.47	
		Social Security Adj - EE		.00	
		Medicare - EE		1,375.05	
		Medicare - ER		1,375.04	
		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		4,318.94	
		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	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	28,249.73
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	65,596.93
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	3,548.35
		<b>Total Amount Debited From Your Accounts</b>			97,395.01
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					<b>Total Liability</b>
					97,395.01
					97,395.01

Liability	Taxes Debited					
Recap		Federal Income Tax		9,169.23		
		Earned Income Credit Advances		.00		
		Social Security - EE		5,556.90		
		Social Security - ER		5,556.92		
		Social Security Adl - EE		.00		
		Medicare - EE		1,299.64		
		Medicare - ER		1,299.60		
		Medicare Adl - EE		.00		
		Medicare Surtax - EE		.00		
		Medicare Surtax Adl - EE		.00		
		COBRA Premium Assistance Payments		.00		
		Federal Unemployment Tax		.00		
		State Income Tax		4,036.63		
		State Unemployment Insurance - EE		.00		
		State Unemployment/Disability Ins - ER		.00		
		State Unemployment Insurance Adl - EE		.00		
		State Disability Insurance - EE		.00		
		State Disability Insurance Adl - EE		.00		
		Workers' Benefit Fund Assessment - EE		.00		
		Workers' Benefit Fund Assessment - ER		.00		
		Local Income Tax		.00		
		School District Tax		.00		
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	<b>26,918.92</b>	
	Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	61,107.33
			ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	2,801.71
		<b>Total Amount Debited From Your Accounts</b>			<b>90,827.96</b>	
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00		
Taxes - Your Responsibility		None This Payroll				
					<b>Total Liability</b> <b>90,827.96</b> <b>90,827.96</b> <b>90,827.96</b>	



**Statistical Summary**  
**Recap**

**NORTHWEST SPECIAL RE**  
 Company Code: **P5E**  
 Region Name: **CHICAGO REGION**

Batch : **8854**  
 Quarter Number: **4**  
 Service Center: **060**

Period Ending : **11/26/2017**  
 Pay Date : **12/08/2017**  
 Current Date : **12/04/2017**

**Week 49**  
 Page 1

# VIII. Old Business

[Return to Home](#)



**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** 2018 Budget Approval  
**Date:** December 13, 2017

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**Motion:**

A motion to approve the 2018 Budget as presented.

NWSRA Budget Worksheet FY 2018

Line Item #	Description	FY 2017	PYE 2017	PYE 2017 - FY 2017	Proposed FY 2018	Proposed FY 2018 - FY 2017	% Change FY 2017 - Proposed FY 2018
<b>Income</b>							
310000	Member District Assessments	4,152,137.48	4,152,137.55	0.07	4,235,180.21	\$83,042.73	2.0%
321000	Transportation - Door to Door	8,650.00	5,611.00	-3,039.00	4,836.00	-3,814.00	-44.1%
321100	Transportation - Pick up Points	19,350.00	19,658.50	308.50	19,200.00	-150.00	-0.8%
320000	Program Fees	543,787.31	545,864.78	2,077.47	626,250.00	82,462.69	15.2%
340000	Non-Program Revenue	59,596.00	73,283.50	13,687.50	138,500.00	78,904.00	132.4%
350000	SLSF Grant Contributions	275,000.00	275,000.00	0.00	334,000.00	59,000.00	21.5%
360000	Sale of Fixed Assets	2,000.00	1,346.94	-653.06	750.00	-1,250.00	0.0%
370000	Interest	12,400.90	22,338.08	9,937.18	33,862.00	21,461.10	173.1%
380000	Revenue SLSF	500.00	512.50	12.50	500.00	0.00	0.0%
385000	Transfer of Reserve	250,000.00	200,000.00	-50,000.00	100,000.00	-150,000.00	0.0%
	<b>Total Income</b>	<b>5,323,421.69</b>	<b>5,295,752.85</b>	<b>-27,668.84</b>	<b>5,493,078.21</b>	<b>169,656.52</b>	<b>3.2%</b>
<b>Operating Expenses-Administration</b>							
421000	Professional Fees	12,480.00	11,158.75	-1,321.25	14,010.00	1,530.00	12.3%
421100	Office Supplies	2,910.00	6,759.73	3,849.73	4,100.00	1,190.00	40.9%
421150	Credit Card & Bank Fees	8,400.00	8,670.41	270.41	8,570.00	170.00	2.0%
421200	Postage	7,560.00	9,659.56	2,099.56	5,000.00	-2,560.00	-33.9%
421300	Telephone/Fax	10,050.00	11,722.00	1,672.00	14,476.00	4,426.00	44.0%
421400	Conference/Education	27,506.77	35,502.63	7,995.86	38,427.00	10,920.23	39.7%
421500	Memberships	15,164.00	15,828.65	664.65	18,514.00	3,350.00	22.1%
421600	Health Insurance	589,454.53	464,210.07	-125,244.46	589,498.55	44.02	0.0%
421700	Maintenance/Utilities	47,805.68	36,651.14	-11,154.54	46,710.00	-1,095.68	-2.3%
421800	Rent	179,780.00	168,374.46	-11,405.54	30,096.00	-149,684.00	-83.3%
421900	Computer	70,505.00	106,876.41	36,371.41	110,141.35	39,636.35	56.2%
	<b>Subtotal Administration Expenses</b>	<b>971,615.98</b>	<b>875,413.81</b>	<b>-96,202.17</b>	<b>879,542.90</b>	<b>-92,073.08</b>	<b>-9.5%</b>
<b>Program</b>							
422100	Rental Municipal	31,341.25	26,423.44	-4,917.81	35,925.00	4,583.75	14.6%
422200	Rental Commercial	135,060.00	132,616.39	-2,443.61	136,845.00	1,785.00	1.3%
422300	Program Development	6,000.00	8,022.24	2,022.24	34,200.00	28,200.00	470.0%
422400	Program Supplies	42,748.50	67,245.60	24,497.10	46,986.50	4,238.00	9.9%
422500	Commercial Transportation	79,683.50	80,149.23	465.73	85,925.00	6,241.50	7.8%
422600	Staff Mileage	17,500.00	25,267.64	7,767.64	30,000.00	12,500.00	71.4%
422700	Transportation Maintenance	76,375.00	70,544.02	-5,830.98	76,900.00	525.00	0.7%
422800	Gas/Tolls	48,000.00	43,318.77	-4,681.23	50,635.00	2,635.00	5.5%
422900	Printing	41,600.00	50,251.06	8,651.06	53,960.00	12,360.00	29.7%
423100	Public Awareness/Subscriptions/Ads	10,150.00	15,748.97	5,598.97	21,885.00	11,735.00	115.6%
	<b>Subtotal Program Expenses</b>	<b>488,458.25</b>	<b>519,587.36</b>	<b>31,129.11</b>	<b>573,261.50</b>	<b>84,803.25</b>	<b>17.4%</b>
<b>Salary</b>							
424100	Full Time Staff Salary	2,067,032.79	1,917,015.37	-150,017.42	2,149,247.16	82,214.37	4.0%
424200	Part Time Staff Salary	462,025.00	408,189.15	-53,835.85	485,785.00	23,760.00	5.1%
424300	Payroll Processing	28,765.70	25,632.20	-3,133.50	28,299.36	-466.34	-1.6%
424500	Car Allowance	7,800.00	7,800.00	0.00	7,800.00	0.00	0.0%
	<b>Subtotal Salary Expenses</b>	<b>2,565,623.49</b>	<b>2,358,636.72</b>	<b>-206,986.77</b>	<b>2,671,131.52</b>	<b>105,508.03</b>	<b>4.1%</b>
<b>Liability/Audit/IMRF</b>							
441000	Liability/PDRMA	85,469.39	86,417.47	948.08	82,361.00	-3,108.39	-3.6%
442000	Audit	6,000.00	6,000.00	0.00	6,150.00	150.00	2.5%
442100	FICA	231,428.05	206,585.49	-24,842.56	242,257.55	10,829.50	4.7%
442200	IMRF	279,049.43	267,463.10	-11,586.33	261,435.00	-17,614.43	-6.3%
	<b>Subtotal Liability/Audit/IMRF Expenses</b>	<b>601,946.87</b>	<b>566,466.06</b>	<b>-35,480.81</b>	<b>592,203.55</b>	<b>-9,743.32</b>	<b>-1.6%</b>
<b>ADA Compliance / Capital</b>							
450000	ADA Compliance	496,144.58	480,609.50	-15,535.08	544,336.37	48,191.79	9.7%
460000	Capital Equipment Replacement	192,940.00	221,220.90	28,280.90	225,000.00	32,060.00	16.6%
	<b>Subtotal ADA/Capital Expenses</b>	<b>689,084.58</b>	<b>701,830.40</b>	<b>12,745.82</b>	<b>769,336.37</b>	<b>80,251.79</b>	<b>11.6%</b>
	<b>Total Expenses</b>	<b>5,316,729.17</b>	<b>5,021,934.35</b>	<b>-294,794.82</b>	<b>5,485,475.84</b>	<b>168,746.67</b>	<b>3.2%</b>
	<b>Net Income</b>	<b>6,692.52</b>	<b>273,818.50</b>	<b>267,125.98</b>	<b>7,602.37</b>	<b>909.85</b>	<b>13.6%</b>

DATE: December 13, 2017

TO: Tony LaFrener, Chair

FROM: Tracey Crawford, Executive Director

RE: Member District Benefits at NWSRA

---

The enclosed memo outlines the benefits available to NWSRA full time staff by Member Park Districts for use of their programs and services. NWSRA recognizes the importance of a healthy lifestyle and there for is offering NWSRA programs and services to Member District full time staff. Additional enclosed memo outlines the benefits available to Member District full time staff by NWSRA.



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

11/2017

### **Yearly Member District Services and Program Usage**

Promoting healthy lifestyles and providing access to leisure and recreational activities has proven to decrease health care costs, reduces depression, relieve stress and improve quality of life. NWSRA and its Member Districts have recognized this benefit through the Member Park District Services, Memberships and Program Usage Agreement. A unique benefit of the collaboration between NWSRA and Member Districts is the access of services, memberships and programs that are offered to Member District Full Time Staff.

The following benefits will be extended to Member District Full Time Staff and their immediate families, which includes spouse and/or children living in the same house hold. All transportation fees must be paid in full by the Member District Full Time Staff and/or their immediate family.

### GENERAL RECREATION PROGRAMS & SPECIAL EVENTS

- There will be no fee for programs with the exception of Day Camp in which a 50% fee will be charged
- Direct cost for contractual programs/events will be charged to the employee and/or their immediate family
- Employee and/or immediate family is responsible for all out of pocket expenses in connection with attendance in the program

### SPORTS

- There will be no fee for programs
- Employee or immediate family is responsible for cost of costumes, uniforms, spirit wear and tournament fees if not covered in program registration fee

### SWIM LESSONS

- A 75% fee will be charged for all group and individual swim lessons

### SENSORY THERAPY/AUTISM MOVEMENT THERAPY/SAFETY FOR YOURSELF/MUSIC LESSONS

- These programs are not eligible for reduced or complimentary programming

### STAR ACADEMY & PURSUIT ADULT DAY PROGRAM

- These programs are not eligible for reduced or complimentary programming

### CLUBS

- Employee and/or immediate family is responsible for all out of pocket expenses in connection with attendance in the program

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

## **Member Park District Services, Memberships and Program Usage Agreement**

Promoting healthy lifestyles and providing access to leisure and recreational activities has proven to decrease health care costs, reduce depression, relieve stress and improve quality of life. NWSRA and its Member Districts have recognized this benefit through the Member Park District Services, Memberships and Program Usage Agreement. NWSRA's goal of retaining and developing quality employees is vital toward ensuring continuity of services and decreased costs associated with replacement of staff. A unique benefit of the collaboration between NWSRA and Member Districts is the access of services, memberships and programs that are offered to NWSRA Full Time Staff. This procedure was written to support the agreement that is outlined in the NWSRA Full Time Staff Policy and Procedure Manual and approved by the NWSRA Board of Directors.

Access to these benefits will allow NWSRA to accomplish the following goals for their full time staff:

1. Provision of unique benefits at a low cost
2. Promotion of healthy leisure lifestyles
3. Utilization of benefits as a recruitment tool to attract top talent

These benefits provided by individual Member Districts are only available to NWSRA Full Time Staff.

### **PROCEDURE**

#### **Staff Involved:**

- NWSRA Superintendent of Recreation
- Superintendent at Member Districts
- Individual NWSRA Full Time Staff

#### **List of forms used:**

- Yearly Member Park District Benefits Form
- NWSRA Individual Employee "Home" Park District Form

All forms pertaining to full time employee benefits will be saved in: U:/Contracts and Agreements/Employee Benefits

#### **Responsibilities of Staff:**

Full time staff in good standing have the opportunity to choose one Member Park District to designate as a "Home" District.

Benefits may include access to Member Park District services, memberships and programs. Annually, NWSRA Full Time Staff will select a "Home" Member Park District. NWSRA will work with each Member District staff will conduct an annual review of the services, memberships and programs made available to full time NWSRA employees. The Member Park District services, memberships and programs selected for access by the NWSRA full time employees will be provided to the NWSRA Board of Trustees for review once a year.

Following are the procedures that will take place to ensure proper designation of “Home” Member Districts by NWSRA Full Time Staff and the designation of Member Park District services, memberships and programs offered to NWSRA Full Time Staff:

- In November, the NWSRA Superintendent of Recreation, will email Member District Superintendents with all districts current offerings of services, memberships and programs available to NWSRA Full Time Staff. Member District Superintendents will give approval to continue with the current offering or inform the NWSRA Superintendent of Recreation of changes to the current offerings by reviewing the Yearly Member District Benefits Form.
- In January, NWSRA Full Time Staff will designate one Member District as their “Home” Park District. Each Member District will receive the NWSRA Individual Employee “Home” District Form, indicating that their Park District has been selected for this benefit.
- In the event an NWSRA full time employee leaves the agency, the NWSRA Superintendent of Recreation, will notify the designated “Home” Member District of that employees termination of employment with NWSRA.
- When a new NWSRA full time employee is hired, the NWSRA Superintendent of Recreation will notify the Park District by completing and sending a “Home” Park District Form.

This document will work in supplement to the Park District Facility Usage 6.12 policy.

## **Member District Benefits**

NWSRA enjoys a great working relationship with its Member Districts and encourages Member District full time employees to take advantage of NWSRA programs and services. Through the Member District Benefits, NWSRA Member District Full Time employees in good standing and their immediate family who reside in their household will have the ability to access NWSRA programs and services regardless of the Member Districts offerings to NWSRA full time employees.

Procedure:

- In December, NWSRA Superintendent will notify Member District Superintendent of programs and services available to Member District Full Time employees in good standing and their immediate family members who reside in their household with the NWSRA Member District Benefits Memo.
- In January, Member District Superintendents will notify the NWSRA Superintendent of Recreation in writing of their Full Time employees in good standing and their immediate family members who reside in their household that would like to use the Yearly Member District Benefits.
- In the event a Member District full time employee leaves the district the Superintendent, will notify the NWSRA Superintendent of Recreation of that employee’s termination of employment with the Member District.
- When a new Member District full time employee is hired, the Superintendent will notify in writing the NWSRA Superintendent of Recreation that the new employee would like to use the Member District Benefits.
- When Member District full time employee registers for program they will let the NWSRA Registration Coordinator know that they are using the Member District Benefits

## 2018 Yearly Member District Benefits Form

Updated 11/20/2017

Park District	Benefits			
	Pool Pass	Fitness Pass	Resident /Discounted Rate for Programs	Other
Arlington Heights	x employee			group fitness class pass
Bartlett				not participating
Buffalo Grove	x family	x family		complimentary programming for immediate family (direct cost for contracted programs). Discounted golf fees for employee and immediate family
Elk Grove				
Hanover Park	x family	x family		
Hoffman Estates				handle each request by NWSRA staff on a case by case basis
Inverness				not participating
Mount Prospect	x employee	x employee		Six (6) 18- hole rounds of golf (annually) at Mt. Prospect Golf Club
Palatine	x family	x family		immediate family discounted rate for special events, complimentary programming, 25% towards contractual programs, discounted golf fees for employee only
Prospect Heights	x family	x family		Old Orchard Country Club Pass - 20 use pass & complimentary programming (contracted programs 100% cost) for immediate family
River Trails	x family	x family		complimentary programming for immediate family (direct cost for contracted programs)
Rolling Meadows	X family	x family	family skate pass	complimentary programming for immediate family (direct cost for contracted programs)
Salt Creek				complimentary programming for immediate family (direct cost for contracted programs & 50% cost for perschool, day camp and leagues) and complimentary golf
Schaumburg	x family	x family	resident rate	
South Barrington				not participating
Streamwood	x employee	x employee		complimentary programming for immediate family (direct cost for contracted programs)
Wheeling	x family	x family		complimentary open gym at CRC

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** NWSRA ADA Compliance Project from RAC LLC  
**Date:** December 13, 2017

---

Over the summer, the ADA Compliance Committee met to analyze the NWSRA Member District Compliance projects from 2004 to present. A three tiered process was created:

- **Step One:** Categories and subcategories were created for the analysis of submitted ADA Compliance projects from NWSRA Member Districts seeking ADA Compliance funds from 2004 until present
- **Step Two:** The projects were reviewed and re-categorized into the more detailed categories and subcategories that were created and approved by the committee and the NWSRA Board of Directors
- **Step Three:** Analyzing each project against similar submissions, ADA Title 2, the 2010 Standards and the Illinois Accessibility Code to recommend guidelines for the usage of ADA Compliance funds.

After the completion of steps one and two, the committee has determined that the scope of the project will need the use of outside consultation to ensure the neutral review of the projects and the accurate analyzation of the projects against the ADA Title 2, the 2010 Standards and the Illinois Accessibility Code.

**Motion:**

A motion to approve the enclosed proposal as presented from Recreation Accessibility Consultants to analyze each NWSRA Member District project from 2004 until 2017 against the ADA Title 2, the 2010 Standards and the Illinois Accessibility Code to create recommend guidelines for the usage of ADA Compliance funds by the NWSRA Member Districts.





December 6, 2017

Tracey Crawford  
Executive Director  
NWSRA  
3000 Central Avenue  
Rolling Meadows, IL

Dear Tracey:

It was a pleasure to meet last week and discuss the NWSRA ADA Compliance Project. I understand the need to revisit the process for the use of the 5-8 levy for accessibility projects, by the NWSRA partner park districts.

During our discussion, the idea surfaced of having our firm review the process and offer pertinent recommendations. Towards that end, I have drafted this proposal for your consideration.

### **Our Company**

The W-T Group, LLC (WTG) has provided high quality services since 1971. Parks and recreation agencies across the country know our accessibility practice, which was Recreation Accessibility Consultants, LLC (RAC). In our work, we have consulted nationwide on compliance with the Americans with Disabilities Act (ADA). Formed in 2008, we have since aided more than 240 jurisdictions, large and small, including several NWSRA partners.

Importantly, we have career experience in parks and recreation. We have added to that by consulting on inclusion and agency policies from Maryland to Oregon and of course, here in Illinois.

### **What Makes Us Unique?**

***We know accessibility.*** I will lead this project. My experience includes more than 30 years in local government, and a law degree earned along the way. Working closely with me is Shelley Zuniga, a Certified ADA Coordinator and a Certified Access Specialist (CASP). Zuniga too worked in local government, always in the area of service for people with disabilities.

***We are recognized nationwide for our superior service.*** The National Recreation and Park Association (NRPA) has designated our firm as its preferred provider of accessibility consulting services for its more than 60,000 members. If NWSRA staffs are members of NRPA, we offer you a 10% discount on our services.

### **Our People**

Our people and their experience separates us from other firms. A review of the team assigned to the NWSRA project follows below.

---

One Source. Infinite Solutions.

Accessibility Consultants | Civil Engineering | Structural Engineering  
Mechanical/Electrical/Plumbing Engineering | Land Surveying  
Telecommunication Design | Construction | Aquatic Design | Program Management

I, **John N. McGovern, JD**, lead the WTG accessibility practice, a discipline within WTG. I have more than 30 years of experience, always in the area of making local government services available to people with disabilities. An attorney licensed in Illinois, my accessibility experience is significant: I am one of only two people nationwide who served on all three US Access Board federal advisory committees developing the 2010 Standards for Accessible Design. I chaired the first committee. A sought after trainer, I speak at least ten times annually at national and state conferences. I have been involved with every one of our firms' more than 240 accessibility consults since 2008.

**Shelley A. Zuniga, Certified Access Specialist (CASP), Certified ADA Coordinator**, is the Vice President for the WTG accessibility practice. Only two states have a professional access credential, California (the CASp), and Texas. Our firm has employees with both credentials. She has been involved with more than 200 accessibility consults since she joined us in 2008. Her career experience in therapeutic recreation is a great asset to NWSRA.

**Dana Esposito, Certified ADA Coordinator**, is the Senior Accessibility Specialist for the WTG accessibility practice. There is no nationwide credential for access, but the voluntary ADA Coordinator credential is of great value. Esposito has been involved with more than 100 accessibility consults since 2015.

### **Scope of Work**

In 2003, the Illinois General Assembly overrode a gubernatorial veto and as a result, the 5-8 levy became the only operational levy, for any type of local government, to be exempt from the aggregate when calculating property tax levies. This has had significant impact on park districts and municipalities that are partners in a special recreation joint agreement. Only those partner entities may levy the 5-8 tax, and the partner park districts must use the proceeds of that levy for the "programs" of the joint agreement.

We would provide four services under this proposal, and I describe each below. I also describe an alternate.

#### ***Service 1: Review the 2004 to 2017 Historical Usage of the 5-8 Levy***

Typically, the 5-8 levy is used for three types of programs: special recreation programs conducted by an SRA, inclusion support for participation in partner park district programs, and accessibility projects at partner park district sites. The first two uses are very important, but our work will focus on the third use.

We will review the currently established categories for projects. Our purpose is twofold:

- A. What is the 5-8 levy currently being used for?
- B. Is the use consistent within the NWSRA partners?

#### ***Service 2: Contrast the 2004 to 2017 Historical Use Against ADA title II and the 2010 Standards***

We believe an important step is to review historical use against the ADA requirements. As a simple example, the 2010 Standards does not require an accessible route to a water slide platform. If a partner wants to install one, is that project eligible for 5-8 funding? It is not a required asset. I offer only one example here. This will be the most complex service.

We will not limit ourselves to the 2010 Standards. We will also explore the Illinois Accessibility Code requirements.

Finally, we will review guidance that is not yet final and enforceable, such as website guidelines, outdoor developed areas (trails, picnic areas, etc.) guidelines, and other pending guidance bottled up in the current administration of President Trump.

***Service 3: Recommend Project Funding Tiers***

NWSRA has established a policy regarding the percentage of a project that is eligible for funding by the 5-8 levy. We will review that and make our own recommendations for the same. Our recommendations will be prospective only; it is unnecessary and unwise to revisit projects already approved. Again, building on Service 2 above, we will match this closely to actual ADA requirements.

The benefit of having an outside look at this process is significant. From time to time, those that control and use the 5-8 levy should have a neutral review of processes and project eligibility. That will be our role.

***Service 4: Review Recommendations with the NWSRA ADA Committee***

It would be a pleasure to attend an ADA Committee meeting and review our recommendations.

**Cost and Timing**

We could start this review as early as December 20. The work would likely be completed in stages, but I anticipate that services 1, 2, and 3 will be completed by the end of February if not earlier. Meeting with the ADA Committee would be at a date and time to be determined.

As to cost, I will do most of the project work, with support from Dana Esposito. Shelley Zuniga will also be involved in matching categorical activity to IAC, the 2010 Standards, and other pending federal guidelines. I have determined the cost at \$6,900. ***Reducing it by \$690 for the NRPA discount, the project cost is \$6,210.***

**Terms and Conditions**

This is a professional service and is subject to the attached terms and conditions. This offer is valid for 30 days.

Payment is due within 30 days of receipt of our invoice. We will invoice as portions of the work are completed.

**Conclusion**

Thank you for the opportunity to submit this proposal. If there are any questions, please call me at 224-293-6451 or email me at [john.mcgovern@rac-llc.com](mailto:john.mcgovern@rac-llc.com). If this proposal meets your needs, please sign below and scan and email it to me, or fax it to me at 224-293-6455.

We appreciate the opportunity to assist NWSRA and the partner park districts in meeting the needs of residents with disabilities.

Sincerely,

**John N. McGovern**

John N. McGovern, JD  
President

**FOR THE NWSRA**

\_\_\_\_\_/\_\_\_\_\_/2017  
**Tracey Crawford, Executive Director**

JNM/NWSRA 5-8 PROJECT PROPOSAL 201701



# The W-T Group, LLC

Db a Recreation Accessibility Consultants, LLC

2675 Pratum Avenue | Hoffman Estates, IL 60192

PH: (224) 293-6333 | [www.wtengineering.com](http://www.wtengineering.com)

## GENERAL TERMS AND CONDITIONS

1. **BILLING AND PAYMENT** – The Client or Owner agrees to compensate the Consultant for services on a fixed fee basis. Services and expenses will be invoiced upon completion of that service, not necessarily at the end of the project. Invoice amounts are due within 30 days. Interest of 1% per month compounded daily applies to all invoices outstanding after 30 days.
2. **REIMBURSABLE EXPENSES** - Reimbursable expenses shall be marked up 10% and are subject to the payment terms described in Condition 1 above.
3. **CONSEQUENTIAL DAMAGES** – The Client, Owner, and Consultant agree to waive consequential damages for claims, disputes or other matters arising from or related to this Agreement against each other.
4. **DELAYS** – The Consultant will not be liable for delays due to force majeure or for any delays caused by others or by circumstances outside the control of Consultant.
5. **DISPUTE RESOLUTION** – Any dispute under this contract shall be subject to mediation as a condition precedent to litigation. Mediation shall be initiated by a written demand served by any party hereto to the other party. Mediation shall take place at such forum and with a mediator acceptable to both parties hereto. Costs of mediation shall be shared equally by the parties.
6. **ENVIRONMENTAL** – The Consultant assumes no responsibility for the detection or removal of any hazardous substances found at the job site.
7. **JOBSITE SAFETY** – The Consultant is not responsible for job site safety or for construction means, methods, techniques, or sequences. Job site safety and construction means, methods, techniques, and sequences are the responsibility of the Owner.
8. **LIMITATION OF LIABILITY** – The Client or Owner agrees, to the fullest extent permitted by law, to limit the liability of the Consultant so that the total aggregate liability of the Consultant shall not exceed the Consultant's fee paid for services rendered pursuant to this Agreement.

It is acknowledged and agreed that this limitation of liability applies to any and all causes of action, be it sounding in contract, tort, statutory violation or otherwise. The

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Accessibility Consultants | Structural Engineering | Civil Engineering  
Mechanical/Electrical/Plumbing Engineering | Land Surveying  
Telecommunication Design | Construction | Aquatic Design | Program Management

## TERMS AND CONDITIONS

January 5, 2017 page 2

Client or Owner agrees to bring any claims against the Consultant Company, not any individual directors, officers or employees of the Consultant.

9. **OWNER PROVIDED INFORMATION** – The Consultant shall have the right to rely on the accuracy of any information provided by the Owner or Client. The Consultant will not review this information for accuracy *except as noted in the proposal*.
10. **OWNERSHIP OF INSTRUMENTS OF SERVICE** – All documents, including drawings, plats, and other data prepared or furnished by Consultant pursuant to this Agreement are Instruments of Service with respect to the Project. The Consultant retains all intellectual property rights including common law, statutory, and other reserved rights in the instruments of service, including copyrights.

The Consultant grants a nonexclusive license to use the Instruments of Service to the Client or Owner for purposes related to reporting, grant seeking, public information, risk management, and other management purposes, provided Owner or Client shall comply with all obligations required by this Agreement, including prompt payment of all sums when due. Any termination of this Agreement prior to completion of the services shall terminate this license. For use of this report by the Client or Owner for other purposes, the express written consent of the Consultant must be obtained.

11. **RIGHT OF ACCESS** – The Consultant shall have access to the job site whenever work is in preparation or in progress.
12. **TERMINATION** – The contract may be terminated by either party for convenience with 14 days written notice, or for cause with 7 days written notice. The project may be suspended by the client with 30 days written notice. In the event of suspension or cancellation for convenience, the Client shall pay all fees and expenses incurred prior to the date of notice.
13. **STANDARD OF CARE** – The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the skill and care used by members of the Consultant's profession under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under the Agreement or otherwise in connection with Consultant's services.

GENERAL CONDITIONS 201701

*reviewed January 5, 2017*

# **IX. New Business**

[Return to home](#)

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Installation of Officers  
**Date:** December 13, 2017

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**Motion:**

A motion to approve the following installation of officers:

Installation of Officers:

1. Chairman; Diane Hilgers
2. Vice Chairman; Jay Morgan
3. Organizational Chair; Amy Charlesworth
4. Personnel Committee Chair; Ryan Risinger

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





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

## **Northwest Special Recreation Association 2018 Committee/Task Force Assignments**

### **EXECUTIVE COMMITTEE**

**Diane Hilgers, Chair**  
**Jay Morgan, Vice Chairman\*\***  
**Tony LaFrener, Past Chair**  
**Ryan Risinger, Personnel Committee Chair**

### **SPECIAL LEISURE SERVICES FOUNDATION**

**Amy Charlesworth, Organizational Treasurer**  
**Dennis Stein**  
**Mike Clark**  
**Tony LaFrener**

### **PERSONNEL COMMITTEE**

**Ryan Risinger, Chair**  
**Dean Bostrom**  
**Jan Buchs**  
**Bret Fahnstrom**  
**Rick Hanetho**  
**Rita Fletcher**

### **FINANCE COMMITTEE**

**Jay Morgan, Chair**  
**Bob Dowling**  
**Tom Busby**  
**Rick Wulbecker**  
**Dan Malartsik**  
**Christina Ferraro**

### **ADA COMPLIANCE PROJECT COMMITTEE**

**Tom Pope**  
**Gary Buczkowski**  
**Ryan Risinger**  
**Amy Charlesworth**

**\*\*The Vice Chair for the NWSRA Board also serves as the Finance Committee Chair. Updated 11/8/16**

*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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3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • [www.nwsra.org](http://www.nwsra.org)

Date: November 27, 2017

To: Tony LaFrener, Chairman  
From: Tracey Crawford, Executive Director

Re: Vehicle Bid Summary, 20 passenger Accessible Shuttle Bus

---

The capital replacement plan schedules the purchase of a 20 passenger accessible vehicle in 2017. This is also reflected in the 2017 budget. A notice of the request for bids was posted in the Daily Herald and made available online through the FOIA and Transparency site and at the [www.nwsra.org/bid](http://www.nwsra.org/bid). One company, Best Bus Sales, responded with a bid.

Staff have attached a document including the following:

1. Listing of the company, type of vehicle and price.
2. Warranty information of the bid.
3. Detailed chart of warranty, construction, rear cap, wheelchair lift, sidewalls and sidewall construction for the bidder.
4. Summary explaining the rationale for the final recommendation.

Motion: To accept the staff recommendation of the recommended bid from Best Bus Sales for the 2018 Glaval Universal E450 not to exceed \$67,210.00.

Date: November 27, 2017  
 To: Tracey Crawford, Executive Director  
 From: Trisha Breitlow, Superintendent of Administrative Services  
 Barb Bassett, Operations Coordinator  
 Re: Vehicle Bid Summary – 20 Passenger - Accessible Shuttle Bus

Request for vehicle bids was published in the Daily Herald. One vendor returned sealed bid specifications for an accessible shuttle bus which was opened on November 27, 2017. NWSRA staff attending the bid opening were Barb Bassett, Operations Coordinator and Erica Stanko, Volunteer/ Recruitment Coordinator. A synopsis of the information is listed below:

<b>Company</b>	<b>Vehicle</b>	<b>Price</b>
Best Bus Sales	2018 Glaval Universal Ford E 450	\$67,210.00

**Warranty Chart**

	Chassis	Exterior Body	Interior Modifications	Engine/Drive Train	Rust Proofing	Wheelchair Lift
Best Bus Sales	3 Year 36,000 Miles Ford	4 Year 100,000 Miles Glaval Bus	4 Year 100,000 Miles Glaval Bus	5 Year 60,000 Miles Ford	4 Year 100,000 Miles Glaval Bus	Parts and Labor 3 Year Unlimited cycles Power Train - Parts and Labor 5 Years Unlimited cycles Braun Service Dealer or Best Bus Sales

	<b>BEST BUS SALES GLAVAL</b>
<b>Warranty (Interior Modifications and Rustproofing) (See Bid Summary for Specifics)</b>	5 year 100,000 mile warranty
<b>Construction</b>	1.5" galvanized tubular construction Sidewall to ceiling and floor bolted Marine grade plywood
<b>Entry Step Construction</b>	Rubber isolators extend the full length of the frame rail (Allows even weight distribution reducing isolated stresses on structures) Galvanized steel 100%
<b>Rear Cap</b>	5 piece rear cap for easy repair when damaged
<b>Wheelchair Lift</b>	Mounted to steel with plates , No wood sub floor under the lift (Allows for constant torque and stability)
<b>Sidewalls</b>	Vacuum laminated with Sikaflex glue and FRP panels
<b>Sidewall Construction</b>	20" on center

**Summary:**

Analysis of the bid specifications from the vendor indicates the preferred floor plan, price, warranty and construction. The vehicle met industry safety standards. One of the primary differences between bus manufacturers is how the body is constructed. Glaval uses a special vacuum sealing procedure that significantly reduces road noise and increases efficiency for both the Air Conditioning units as well as the heaters. Other key differences between Glaval and other manufacturers is the use of insulating spray foam and the Steel Cage construction versus Aluminum Cage construction. Glaval uses a special expanding spray foam on both the top and underside of the bus to further insulate the bus. The construction process of the Glaval is a higher grade and is a premium product. The Glaval is the highest ranking model of its parent company Forest River, Inc.

NWSRA currently has ten Glaval vehicles in the fleet with an additional Glaval to be delivered in late December/early January.

Best Bus Sales also offers Gold Circle Service which includes free pick-up and delivery service.

**Recommendation:**

Staff recommends accepting the bid from Best Bus Sales for the purchase of a 2018 Glaval Universal for the price of \$67,210.00.

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: Surplus Ordinance- Computers and File Cabinet**  
**Date: December 5, 2017**

Attached for your review is a Surplus Ordinance for the disposal through electronic recycling for computers and recycling of a file cabinet. Following are the reasons for their proposed disposal:

### **Computers**

- The computers are beyond usable life, noting the following issues:
  - Inability to update various types of software due to outdated operating system
  - General slowness of computer due to wear on hard drive
  - Inability to process newer software's efficiently due to outdated system
- All computers listed have met and exceeded their anticipated lifetime on the replacement schedule
- The cost of upkeep for these computers outweighs the cost of replacement

### **File cabinet**

- The file cabinet is in a complete state of disrepair, as the drawers won't close and slide properly and there are noticeable holes
- Due to a donation of new file cabinets, this file cabinet is not needed

Please consider approval of the Surplus Ordinance as presented.

Motion to approve the Surplus Ordinance for disposal of computers and file cabinet.

**NORTHWEST SPECIAL RECREATION ASSOCIATION  
ORDINANCE #O2017-5**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR  
SALE OF SURPLUS PERSONAL PROPERTY OF THE NORTHWEST SPECIAL  
RECREATION ASSOCIATION COOK COUNTY, ILLINOIS**

**WHEREAS**, the Northwest Special Recreation Association, Cook County, Illinois (“Park District”) owns personal property as described in Addendum A. hereinafter known as the “Property,” and

**WHEREAS**, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

**WHEREAS**, the Board of Park Commissioners (“Board”) has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Northwest Special Recreation Association, Cook County, Illinois, as follows:

**Section 1.** The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

**Section 2.** The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder.

or

Trade-In the Property

or

Donate the Property to such person or entity that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

**Section 3.** The seller, Northwest Special Recreation Association, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Northwest Special

Recreation Association neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an “**as is**” condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Northwest Special Recreation Association and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

**Section 4.** The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

**Section 5.** This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Ayes:

Nays:

Absent:

\_\_\_\_\_  
Chairman, Tony LaFrener  
Board of Trustees  
Northwest Special Recreation Association

ATTEST:

\_\_\_\_\_  
Secretary Tracey Crawford  
Board of Trustees  
Northwest Special Recreation Association

STATE OF ILLINOIS     )  
                                  )  
COUNTY OF COOK     )     SS.

SECRETARY’S CERTIFICATE

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

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

AN ORDINANCE authorizing and providing for the conveyance or sale of surplus personal property of the Northwest Special Recreation Association, Cook County, Illinois

adopted at a duly called Regular Meeting of the Board of Trustees of the Agency, held at the Park Central, in said Agency at 10:30 a.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**I FURTHER CERTIFY** that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Northwest Special Recreation Association, Rolling Meadows, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Tracey Crawford, Secretary  
Board of Trustees  
Northwest Special Recreation Association

(SEAL)



<b>Equipment or Item Name</b>	<b>Description of Asset</b>	<b>Method of Disposal (if known)</b>	<b>Fair Value</b>	<b>staff initials</b>	
Computer	Dell Optiplex 360	Recycling	\$40.00	BS	
Computer	Dell Optiplex 360	Recycling	\$40.00	BS	
Computer	Dell Optiplex 380	Recycling	\$40.00	BS	
Computer	Dell Optiplex 380	Recycling	\$40.00	BS	
Computer	Dell Optiplex 380	Recycling	\$40.00	BS	
Computer	HP Pro 3400 Series MT	Recycling	\$40.00	BS	
Computer	HP Compaq Pro 3600	Recycling	\$40.00	BS	
File cabinet	2 drawer file cabinet	trash	\$0.00	JKF	

DATE: December 13, 2017

TO: Tony LaFrenere, Chair

FROM: Tracey Crawford, Executive Director

RE: Amendments to State Officials and Employees Ethics Act, PA 100-544

---

The State Officials and Employees Ethics Act were introduced in the Illinois House of Representatives on November 6, 2017 to require that personnel policies of units of local government shall prohibit sexual harassment and that such policies shall include specific prescribed content. These amendments became law as Public Act 100-554 on November 16, 2017.

NWSRA's existing and current Non-Discrimination and Anti-Harassment Policy and its Procedures Manual already contain most but not all provisions which PA 100-544 mandates to be included in a local government unit's policy prohibiting sexual harassment. The existing policy is currently being reviewed for recommendation and update by NWSRA attorney, Heidi Katz.

Attached is a resolution indicating compliance with the Act by updating the current policy with approval at the Board meeting on January 24, 2018.

**RESOLUTION 2017-16 OF NWSRA BOARD OF TRUSTEES TO AMEND  
NWSRA’S POLICIES AND PROCEDURES PROHIBITING SEXUAL HARASSMENT  
TO INCORPORATE SUCH ADDITIONAL PROVISIONS AS MAY BE NEEDED  
TO ESTABLISH AND CONFORM THE POLICY TO THE REQUIREMENTS  
OF PUBLIC ACT 100-554**

**WHEREAS**, amendments to the State Officials and Employees Ethics Act were introduced in the Illinois House of Representatives on November 6, 2017 to require, among other things, that personnel policies of units of local government shall prohibit sexual harassment and that such policies shall include specific prescribed content; and

**WHEREAS**, such amendments after passage by the Illinois House of Representatives and Illinois Senate on November 7, 2017 became law as Public Act 100-554 (“PA 100-554” or the “Act”) on and effective November 16, 2017; and

**WHEREAS**, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/7-5) as amended by PA 100-554 states that no later than 60 days after the effective date of Act,

...each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment...[and that such] policy shall include, at a minimum: (i) a prohibition on sexual harassment; and (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under [the State Officials and Employees Ethics Act], the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

; and

**WHEREAS**, NWSRA’s existing and current Non-Discrimination and Anti-Harassment Policy and its Procedures Manual (“Anti-Harassment Policy and Procedures”) already contain most but not all provisions which PA 100-544 mandates be included in a local government unit’s policy prohibiting sexual harassment; and

**WHEREAS**, this Board of Trustees desires and intends for NWSRA to comply with the requirements of PA 100-554;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Northwest Special Recreation Association that:

**Section 1.** The preamble recitals set forth above are hereby reaffirmed and incorporated in this Resolution as if fully set forth herein.

**Section 2.** The Executive Director and other responsible administrative staff of NWSRA are hereby directed to prepare for consideration and approval at the next regular meeting of this Board proposed changes to NWSRA's Anti-Harassment Policy and Procedures which incorporate such additional provisions as may be needed to establish and conform the said Policy and Procedures to the requirements of Public Act 100-544.

**Section 3.** All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby repealed, and this resolution shall take effect immediately upon its passage.

Adopted this 13<sup>th</sup> day of December, 2017.

AYES:

NAYS:

ABSENT:

(Seal)

---

Tony LaFrener  
Chair, Board of Trustees  
Northwest Special  
Recreation Association

ATTEST:

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Tracey Crawford  
Secretary, Board of Trustees  
Northwest Special  
Recreation Association

# **X. Information /Action Items**

[Return to home](#)

DATE: 12/13/17

TO: Tony LaFrene, NWSRA Chair  
FROM: Tracey Crawford, Executive Director  
RE: 2017 Accident/Incident Summary

---

Attached is the vehicle accident and employee injury summary for 2017, comparing it to the last two years (as reported through the end of November), based on all incidences reported within the agency, including those not sent to PDRMA.

There are no significant or major incidents to report, and both the vehicle incidents and employee injuries are the lowest number of incidents in the last three years.

TO: Tracey Crawford  
 FROM: Trisha Breitlow  
 DATE: 12/1/17  
 RE: Accident/Incident Summary

---

Below is the vehicle accident and employee injury summary for 2017, comparing it to the last two years (as reported through the end of November), based on all incidences reported within the agency, including those not sent to PDRMA.

<b>VEHICLES</b>	2015	2016	2017	TOTAL
Backing/Parking/Turning	4	3	3	10
Not Paying Attention to Lights	0	0	0	0
Rear Ended	1	0	0	1
Driving Too Close	3	1	0	4
Miscellaneous	1	1	2	4
<b>Total</b>	<b>9</b>	<b>5</b>	<b>5</b>	<b>19</b>

<b>EMPLOYEE INJURY</b>	2015	2016	2017	TOTAL
Slip/Trip/Fall	2	2	2	6
Lifting/Transferring/Back	1	1	1	3
Equipment Usage	0	1	1	2
Confined Spaces/Awareness of Environment	1	0	0	1
Vehicle Usage	1	0	0	1
Miscellaneous	2	7	1	10
<b>Sub Total</b>	<b>7</b>	<b>11</b>	<b>5</b>	<b>23</b>

Participant Bite	22	16	16	54
Participant Hit/Scratch/Push	15	13	18	46
Participant Safety Rules	2	1	0	3
<b>Sub Total</b>	<b>39</b>	<b>30</b>	<b>34</b>	<b>103</b>

<b>EMPLOYEE INJURY TOTAL</b>	<b>46</b>	<b>41</b>	<b>39</b>	<b>126</b>
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## Accident Summary

**VEHICLES-** 2017 was the lowest year for incidences in the last three years. (One of two miscellaneous incidents in 2017 did not involve damage or cost and the second was vandalism). Two out of the three incidents in 2017 were part time staff drivers. Driver trainings continue to focus on backing up and mirror usage for both full time and part time staff.

**EMPLOYEE INJURY-** Employee injury is consistently mostly caused by participant behavior. Full time staff, part time staff in charge of day camp and some inclusion staff receive CPI training annually. Full time staff are also exploring training with the Handle with Care program. Focus for staff training will continue to be on preventative behavior management, appropriate lesson planning and de-escalation. In the last three years, employee injuries due to participant behavior have continued to decrease as training continues to focus on behavior management and the behavior team continues to provide resources to staff.

### PART TIME STAFF VS FULL TIME STAFF BREAKDOWN

	Full Time Staff	Part Time Staff
<b>OVERALL INJURIES</b>		
Slip/Trip/Falls	<b>100%</b>	<b>0%</b>
Lifting/Transferring/Back	<b>100%</b>	<b>0%</b>
Equipment Usage	<b>0%</b>	<b>100%</b>
Confined Spaces/Awareness of Environment	<b>N/A</b>	<b>N/A</b>
Vehicle Usage	<b>N/A</b>	<b>N/A</b>
Miscellaneous	<b>100%</b>	<b>0%</b>
Participant Behavior	<b>28%</b>	<b>72%</b>

The overall percentage breakdown of injuries due to participant behavior may be explained by the volume of part time staff that work NWSRA programs. Most employee injuries were single occurrences.





# e-Newsletter

VILLAGE OF SCHAUMBURG



## November Business Recognition

### **November Business of the Month:**

#### **Ala Carte Entertainment**

Ala Carte Entertainment is a long-time operator of over 20 restaurants, pubs, and entertainment venues in the Chicagoland area. Ala Carte is based in Schaumburg and employs about 1,500 employees at its restaurants across the region. Founded in 1970 by Fred Hoffmann, Ala Carte Entertainment has grown from a single restaurant to now 24. Some of Ala Carte's major concepts include Finn McCool's, Chandler's Chophouse, Famous Freddie's Roadhouse and Moretti's Ristorante & Pizzeria. Of these 24 total Chicagoland restaurants and pubs, five reside in Schaumburg. One reported source of pride for Ala Carte is that throughout the years, it has not had a single restaurant close for business.

Ala Carte has also been an active member of the community since its founding. It's a regular financial contributor and sponsor to a variety of local not-for-profit organizations. Most recently, Ala Carte was honored with the "Best Friend of Illinois Parks" award for its 30-year involvement with the Northwest Special Recreation Association (NWSRA). In addition to its long-term partnership, one of the most notable reasons for receiving the award was for raising \$1 million to assist with transportation of the NWSRA's clients from after-school programs to their homes. For more information, visit Ala Carte's [website](#).

# Thank You Sponsors of Celebrate Ability Gala

Friday ~ November 3, 2017

To benefit



Programs & Services

**Special Thanks to  
the Gala Committee,  
Donors, and  
Volunteers.**

**Diamond Sponsor**



**Silver Sponsor**



**ZURICH**

**Media Sponsor**



**Emerald Table Sponsors**

- Arlington Heights Park District
- Carl & Grace Arthur
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- Mr. & Mrs. Tom Campone
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- Friends of Beth Anne & Doug Ausnehmer
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- Mount Prospect Park District
- River Trails Park District
- Rolling Meadows Park District
- Rubin Law, LLC
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**Table Sponsor**

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**Fabbrini's Flowers**



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SLSF is the fundraising arm of NWSRA, supporting children and adults with disabilities through  
**Athletics • Inclusion • Programs • Scholarships • Transportation**

# Northwest suburbs in 60 seconds

## **Nominate a Shining Star:**

Mount Prospect's Special Events Commission is seeking nominations of individuals and organizations that have had a positive impact on the community for its Shining Star awards. The categories cover a wide range of interest areas and are designed to seek out individuals who do things that often go unnoticed. The 25th Annual Shining Stars Gala, previously known as the Celestial Celebration, will be held Saturday, Feb. 3, at The Cotillion Banquets in Palatine, and the awards will be presented at the event. Visit [www.mountprospect.org](http://www.mountprospect.org) for a nomination form and detailed list of categories. Nominations must be in writing and received no later than midnight Nov. 27.

## **Auditor praises District 15:**

Palatine Township Elementary District 15 has received good financial news. At a recent board meeting, Chief School Business Official

Michael Adamczyk reviewed a recent audit of the district's finances for the fiscal year that ended June 30. He said District 15 received an "unqualified" opinion from auditor Miller Cooper, which is the highest opinion that can be received. The auditor recognized District 15 follows generally accepted accounting principles and that the financial reports are an accurate representation of its financial condition.

## **Palatine parks add adult care:**

Palatine Park District has started a new volunteer stewardship effort with the Pursuit Adult Day Program. Pursuit is a cooperative presented by Clearbrook and the Northwest Special Recreation Association, which provides adult day services for individuals with disabilities who have transitioned out of high school. Members of the program recently participated in stewardship projects at Palatine Stables where they assisted

with the care of horses, facility maintenance and other projects. After volunteers completed their duties, they were given the opportunity to interact with the horses.

## **Hanover Twp. holiday bazaar:**

Hanover Township will host its annual "Holiday Bazaar in Bartlett," a two-day craft show and bake sale, from 9 a.m. to 3 p.m. on Friday, Nov. 17, and Saturday, Nov. 18, at the Hanover Township Senior Center, 240 S. Route 59 in Bartlett. Attendees will be able to shop more than 35 vendors. Admission and parking are free. The township also will host a Breakfast with Santa at the Stars-N-Stripes cafe in the senior center Saturday, Nov. 18. Tickets for the event are \$5 for children and \$10 for adults, with all proceeds donated to the Hanover Township Adopt-A-Senior Program, in which sponsors buy gifts for low-income seniors. For details or to purchase tickets for the breakfast, call (630) 383-5600.

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### SGA YOUTH & FAMILY SERVICES

11 E. Adams, Suite 1500, Chicago 60603

312-663-0305 • www.sga-youth.org

Key Contact: Audrey Schroder, marketing and communications manager (aschroder@sga-youth.org)

Year Founded: 1911

Paid Employees: 271

SGA helps children, families and communities facing great challenges to realize their potential. By providing free, comprehensive services, SGA helps children, families and communities break the cycle of adversity and embrace a cycle of opportunity.

SGA provides a continuum of social services, from cradle to career, in some of Chicago's most challenged and consistently under-served communities. The result? Long-term, community-wide change.

Services Offered: early childhood education/development, education support, workforce development, parenting education/counseling

Social Media: facebook.com/sgayouth • twitter.com/SGA\_Youth • instagram.com/sga\_youth/ • linkedin.com/company/1896068/

### SLSF

3000 W. Central Rd., Suite 205, Rolling Meadows 60008  
847-392-2848 • www.slsf.me

Key Contact: Nanette Sowa, superintendent of development (nsowa@slsf.me)

Highest Ranking Paid Executive: Tracey Crawford, president (tcrawford@slsf.me)

Nanette Sowa, Superintendent of Development (nsowa@nwsra.org)

Year Founded: 1981

Paid Employees: 0

To support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.

Services Offered: fundraising events, sponsorships, grants, donations, volunteerism

Social Media: facebook.com/slsf.me

### SOUTHLAND HEALTH CARE FORUM

30 E. 15th St., Suite 405, Chicago Heights 60411

708-756-1000, ext. 53442 • www.southlandhealthcareforum.org

Key Contact: Karen J. Biesboer, resource coordinator (karen.biesboer@southlandhealthcareforum.org)

Highest Ranking Paid Executive: Jennifer Artis, CEO (jennifer.artis@southlandhealthcareforum.org)

Year Founded: 2003

Paid Employees: 5

Southland Health Care Forum provides training to the unemployed or those from low-income households in a variety of medical careers including LPN/RN/CNA/CMA. It also offers computer training.

changing lives through hope and trust

Services Offered: Workforce development: Offers medical careers and computer training skills. Provides resume assistance and job search training.

Social Media: Facebook • twitter.com/SouthlandHealth

### ST. COLETTA'S OF ILLINOIS INC.

18350 Crossing Drive, Tinley Park 60487

708-342-5200 • www.stcil.org

Key Contact: Annette Skafgaard, executive director (askafgaard@stcil.org)

Highest Ranking Paid Executive: Annette Skafgaard, executive director

To provide support and services to more than 400 children and adults with developmental disabilities — each individual is given the opportunity to grow in the least restrictive setting that meets his/her needs or abilities.

Services Offered: residential, educational and vocational services for children and adults with developmental disabilities and autism

Social Media: facebook.com/stcolettasofil/ • twitter.com/StColettasIL

### ST. PATRICK'S RESIDENCE NURSING AND REHABILITATION

1400 Brookdale Road, Naperville 60563

630-416-6565 • www.stpatrickresidence.org

Key Contact: Cathy Carr, marketing & development director (ccarr@stpatrickresidence.org)

Highest Ranking Paid Executive: Marilyn Daley, administrator

Year Founded: 1964

Paid Employees: 240

A nonprofit, long-term care and short-term rehabilitation facility served by the Carmelite Sisters for the Aged and Infirm caring for older adults with love, respect and dignity.

Services Offered: long-term care, short-term rehab, physical, occupational and speech therapies, on-site clinic, activity calendar, beauty/barbershop, coffee shop, first floor and rooftop gardens.

Social Media: www.stpatrickresidence.org

### THE LITERACY CONNECTION

270 N. Grove Ave., Elgin 60120

847-742-6565 • www.elginliteracy.org

Key Contact: Karen L. Oswald, executive director (koswald@elginliteracy.org)

Highest Ranking Paid Executive: Karen L. Oswald, executive director (koswald@elginliteracy.org)

Year Founded: 1984

Paid Employees: 6

2017 Projected Income: \$242,463

2017 Projected Expenses: \$242,463

To help adults in the northwest suburbs reach their literacy goals through one-on-one volunteer tutoring and small group instruction.

The Literacy Connection envisions a community in which adults have access to learning and volunteer opportunities that will enable them to reach their potential and fully participate in their communities.

Services Offered: Helping adults acquire fundamental literacy skills and learn to read, write, speak and understand English.

Social Media: facebook.com/literacyconnection • LinkedIn

### THEOSOPHICAL SOCIETY IN AMERICA

1926 N. Main St., Wheaton 60187

630-668-1571 • www.theosophical.org

Key Contact: Christopher Dixon, chief of staff (cdixon@theosophical.org)

Highest Ranking Paid Executive: Barbara Hebert, president (admin@theosophical.org)

Year Founded: 1875

Paid Employees: 45

To encourage open-minded inquiry into world religions, philosophy, science, and the arts in order to understand the wisdom of the ages, respect the unity of all life, and help people explore spiritual self-transformation.

Services Offered: Public programs on a wide range of spiritual topics from yoga to comparative religion; Quest Book Shop, a metaphysical gift store; Quest Books, a mind-76 of 82 press; a world-renowned library; and

847-741-2259 • www.uwelgin.org

Key Contact: Lynne A. Bosley, president (lbosley@uwelgin.org)

Year Founded: 1924

Paid Employees: 2

building community, improving lives, making every contribution count.

Social Media: facebook.com/unitedwayelgin/

### UNITED WAY OF METRO CHICAGO

333 S. Wabash Ave., 30th floor, Chicago 60604

312-906-2350 • www.liveunitedchicago.org

Key Contact: Wendy DuBoe, president and chief Executive officer (Wendy.DuBoe@uw-mc.org)

Highest Ranking Paid Executive: Wendy DuBoe, president and chief Executive officer

(Wendy.DuBoe@uw-mc.org)

Year Founded: 1932

United Way advances the common good, creating opportunities for a better life by focusing on the three key building blocks for strong families and healthy communities: Education, Income and Health.

Social Media: www.facebook.com/unitedwaychicago • twitter.com/unitedwaychi/

### WAYNE/WINFIELD AREA YOUTH AND FAMILY SERVICES (WAYS)

27W031 North Ave., West Chicago 60185

630-231-7166 • www.ways4change.org

Key Contact: Patricia Gherardini, executive director (wayspatricia@gmail.com)

Highest Ranking Paid Executive: Patricia Gherardini, executive director (wayspatricia@gmail.com)

Year Founded: 1983

Paid Employees: 7

2017 Projected Income: \$324,250

2017 Projected Expenses: \$324,250

Developing societal supports — counseling and youth programming — that enable youth, adults and families to grow and maintain healthy and responsible roles in community life

Services Offered: In English and Spanish: individual and family therapy; anger management and parenting classes; senior services; tutoring; youth prevention programming; summer day camp; and Community Continuing Education seminars

### WAYSIDE CROSS MINISTRIES

215 E. New York St., Aurora 60505

630-892-4239 • www.waysidecross.org

Key Contact: Birnie Harper, annual campaign coordinator (bharper@waysidecross.org)

Highest Ranking Paid Executive: James Lukose, executive director

Year Founded: 1928

Paid Employees: 40

To honor God by loving and serving the afflicted and powerless through sharing the Gospel of forgiveness and hope in Jesus Christ by empowering them to be disciples of Christ.

To be a Christ-centered ministry pursuing excellence through transformed lives for God's glory.

Social Media: Facebook

### WELLNESS HOUSE

131 N. County Line Road, Hinsdale 60521

630-323-5150 • www.wellnesshouse.org

Key Contact: Jeannie Cella, executive director

Highest Ranking Paid Executive: Jeannie Cella, executive director

Year Founded: 1990

# From the community: Harper College and NWSRA team up for Sensory Friendly Holiday Concert



Harper College Symphony Orchestra members invited families to learn more about the instruments prior to the show. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

DECEMBER 5, 2017, 11:43 AM

**A**ttending a holiday concert is a favorite tradition throughout the United States in the month of December. Listening to the sounds of the holidays brings cheer and joy to many, and has become a tradition for many families as they immerse themselves into the holiday spirit. However, for many families of individuals with disabilities, attending a holiday concert can be a daunting challenge. For a child with Autism, tasks such as waiting in line and staying quiet throughout the performance can often become overwhelming and lead to outbursts. To avoid these stressful situations, many parents often decide to stay home.

Fortunately, these families had a venue to celebrate the holiday season at a sensory friendly Holiday Concert, held on Monday, December 4 at the Harper College Performing Arts Center. Through the

collaborative efforts of the Harper College Symphony Orchestra and Northwest Special Recreation Association (NWSRA), families experienced the sounds of the holidays in a sensory friendly environment. As the Harper College Symphony Orchestra played, staff from NWSRA were available to assist families throughout the concert to increase everyone's ability to learn concert etiquette and enjoy the show. Lights were dimmed, and "wiggling" and noises throughout the concert were completely understood by all in attendance. NWSRA Senior Manager of Special Recreation JoAnn Snyder stated "This was an amazing opportunity for families who otherwise would not be able to enjoy this experience. This also provided a great environment for individuals with disabilities to learn about proper etiquette with trained and certified staff."

Members from the Symphony Orchestra greeted the families in the lobby prior to the concert, as they played music and shared information about their instruments. In addition, attendees were invited to a demonstration of Autism Movement Therapy. Through cognitive re-mapping, Autism Movement Therapy is a sensory integration technique incorporating movement and music in collaboration with Positive Behavior Support (PBS) strategies to assist individuals with Autism Spectrum Disorders in meeting and achieving their speech and language, social and academic goals.

A parent who attended the event stated "Thank you for a wonderful Sensory Friendly Holiday Concert! We LOVED it and can't wait until next year. A new family tradition for us to get into the holiday spirit. Please be sure to tell the staff and performers a heartfelt "Thank you!" My son smiled and bobbed to the music the whole concert." William Anthony Porter, Harper Symphony Orchestra conductor, stated: "Harper College reaches out to our partners in many ways, and the Harper Symphony Orchestra is pleased to partner with NWSRA to bring the joy of the holidays to all of our community through music."

The sensory friendly Holiday Concert was held as a prelude to the annual Harper College Symphony Orchestra Holiday Concert, which will be held on Sunday, December 10 at 3:00 p.m. at the Harper College Performing Arts Center. For more information about the annual Holiday Concert, please contact the Harper College Box Office at 847.925.6100.

All proceeds from this event supported Special Leisure Services Foundation (SLSF), which is the fundraising arm of NWSRA. SLSF provides funding for scholarships, accessible transportation, athletics, inclusion support and more to ensure that children and adults with disabilities have every opportunity to recreate within their community.

#### About NWSRA

Northwest Special Recreation Association (NWSRA) provides outstanding opportunities through recreation for children and adults with disabilities. NWSRA has grown tremendously over its 43 year history. NWSRA provides over 2,000 recreational programs and received more than 15,000 registrations annually. Athletics are very popular at NWSRA, with over 600 athletes competing in 16

sports. NWSRA has received the National Recreation and Park Association Excellence in Inclusion Award, given to one organization throughout the nation that has proven its leadership in the promotion of inclusion and diversity initiatives. NWSRA serves 17 northwest suburban communities, providing day camps, weekly programs, trips, special events, cultural arts and more. For more information on NWSRA, visit [www.nwsra.org](http://www.nwsra.org) or contact Brian Selders at 847-392-2848 or e-mail [bselders@nwsra.org](mailto:bselders@nwsra.org).

*This item was posted by a community contributor. To read more about community contributors, click [here](#).*

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# **XII. Closed Session Action**

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**NORTHWEST SPECIAL RECREATION ASSOCIATION  
RESOLUTION NO. 2017-17**

**A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES**

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

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

1. The foregoing preambles to this Resolution are hereby incorporated by this reference in, and made a part of, this Resolution.
2. The Agency Board, having met periodically but not less than semiannually to review all previously unreleased closed session meeting minutes, hereby determines as of the date of this resolution that the following sets of closed session minutes, or portions thereof, no longer require confidential treatment and are available for public inspection:
  - A.
3. The Agency Board hereby further determines that the need for confidentiality still exists as to all closed session minutes, or portions thereof, not listed in Section 2 above, and the same shall not be released for public inspection.
4. This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 13<sup>th</sup> day of December, 2017 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Tony LaFrener, Chairman,  
Board of Trustees

ATTEST:

\_\_\_\_\_  
Tracey Crawford, Recording Secretary  
Board of Trustees

STATE OF ILLINOIS     )  
  )  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

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

**A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES**

adopted at a duly called Regular Meeting of the Board of Trustees of Northwest Special Recreation Association held at Chandlers, 401 N. Roselle Road, Schaumburg, IL at 10:30 a.m. on the 13<sup>th</sup> of December, 2017

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

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Northwest Special Recreation Association at Rolling Meadows, Illinois, this 13<sup>th</sup> day of December, 2017.

\_\_\_\_\_  
Tracey Crawford

[SEAL]