



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

**May 22, 2019**  
**10:30 a.m. Board Meeting**  
Park Central Conference Room  
3000 Central Road, Rolling Meadows, IL

### Agenda

- I. Call to Order  
Roll Call
  
- II. Introduction of Guests:
  1. Matt Beran – Lauterbach and Amen
  2. Michelle Bins – PFM Investments
  3. Cay Collier – Program Specialist
  4. Janae Winston – Program Specialist
  5. Rebecca Lizalde – Program Specialist
  6. Kaila Robinson – Program Specialist
  7. Erin Bartolone– Intern
  8. Georgia Klotz - Intern
  9. Morgan Wirkus – Intern
  10. Zofia Sobkiewicz – 20 Year Recognition
  11. Barb Bassett – 30 Year Recognition
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. Approval of Consent Agenda – Pages – 3-64
  - A. Approval of Minutes, March 20, 2019
  - B. NWSRA Financial Reports, March 31, 2019 & April 30, 2019
    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. #5 dated May 22, 2019 - \$76,886.22
    2. #4 dated April 30, 2019 - \$216,556.66
  - D. Bi-Weekly Payroll:
    1. Pay Period Ending – 03/03/19 \$ 105,149.30
    2. Pay Period Ending – 03/17/19 \$ 104,415.21
    3. Pay Period Ending – 03/31/19 \$ 97,703.98
    4. Pay Period Ending – 04/14/19 \$ 97,763.81
  - E. ADA Compliance Projects:
    1. Hoffman Estates Park District – \$93,490.35
      - a. Community Park – Recreation Facilities & Routes and Surfaces - \$50,993.38
      - b. Willow Park – Recreation Facilities & Routes and Surfaces - \$42,496.97

*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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2. Schaumburg Park District - \$38,769.20
    - a. Falk Park – Routes and Surfaces & Walking Surfaces - \$19,198.40
    - b. Various Parks – Playground Surfacing & Routes and Surfaces - \$19,200.00
  3. Mount Prospect - \$284,252.00
    - a. Busse Park – Playground and Components - \$284,252.00
- \* Details can be found on Directors Site**

VI. Correspondence

- A. Written
- B. Oral

VII. Staff Reports – Pages – 65-86

- A. Program Report
- B. Marketing and P/R Report
  1. 1<sup>st</sup> Quarter Outreach Report
- C. SLSF
- D. 1<sup>st</sup> Quarter Financial Reports
- E. 1<sup>st</sup> Quarter Goals Update
- F. 1<sup>st</sup> Quarter Directors Work Plan Update

VIII. Old Business – Pages – 87-101

- A. NWSRA Project Updates
  1. Snoezelen Sensory Room at Mount Prospect
  2. Dream Lab Accessible Technology Center at Rolling Meadows
  3. Community Sensory Garden at Hanover Park
- B. NWSRA Programming Space 4 – Wheeling
  1. Overview of Programming Space

IX. New Business – Pages – 102-122

- A. NWSRA Audit and Management Letter,  
Presented by Matt Beran, Lauterbach and Amen
- B. PFM Investment Update – Presented by Michelle Bins - Oral
- C. Fund Balance and Net Surplus Recommendations for FY2019
- D. Surplus Ordinance O2019-2 – Computers, Printer, and Golf Clubs
- E. Capital Funding Town Hall Meeting
- F. Other

X. Information/Action Items – Pages – 123-141

- A. Annual Information Request (EAV, Gross Population) Reminder
- B. New Policy Manual
- C. Direct Service Provider (DSP) Minimum Wage Update
- D. PDRMA Annual Review
- E. Transportation Survey Focus Groups
- F. Other

XI. Closed Session

- A. Section 2(c)(21) Semi-annual Review of Executive Session Minutes

XII. Action as a result of Closed Session – Pages 142-142

- A. Resolution 2019-8 Closed Session

XIII. Adjournment



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



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

# V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT THE NWSRA ADMINISTRATIVE OFFICES  
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 20<sup>th</sup> DAY OF MARCH, 2019 AT 10:30 A.M.**

Chairman Morgan called the meeting to order at 10:32 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; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District.

Jan Buchs arrived at 10:37 a.m.

Absent: Ryan Risinger, Ben Curcio, Robert Dowling, Amy Charlesworth, Dennis Stein

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Nanette Sowa, Superintendent of Development; Andrea Griffin, Superintendent of Recreation; Rachel Hubsch, Superintendent of Recreation; Maria Sposito, Graphic Communications Coordinator; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Superintendent Selders introduced Maria Sposito, Graphic Communications Coordinator. Superintendent Negrillo introduced Ed Hirsch, from Thrown Elements, and presented him with the Community Service Award.

Public Comment

The NWSRA Board of Directors issued Proclamation 2019-1, announcing Trustee Busby's retirement.

Agenda

Chairman Morgan asked for a motion to approve the agenda dated March 20, 2019. Trustee Fahnstrom made the motion and Trustee Hilgers seconded the motion to approve the agenda dated March 20, 2019. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Morgan called for a motion to approve the Consent Agenda of March 20, 2019. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated March 20, 2019. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None



The motion carried.

#### Correspondence

Executive Director Crawford received a letter from Heidi Katz, attorney at Robbins Schwartz, announcing her impending retirement.

#### Staff Reports

##### Program Report

Superintendent Griffin described the training that NWSRA's behavior intervention team gave to Palatine police officers on best practices for working with individuals with autism. NWSRA is reaching out to social workers at each of the member park district area's police departments regarding this training. Trustee Clark reiterated the importance of the training and encouraged Board members' to follow up with their police departments. Trustee O'Brien asked what the timeframe is for training the 17 areas. Superintendent Griffin stated that training will be available whenever the police departments are ready.

Superintendent Hubsch reported that Park District Visitation Day for Interns will be held on July 23, and handed out flyers.

##### Marketing and PR Report/Outreach Report

Superintendent Selders handed out a packet of the revamped Day Camp marketing materials and explained the messaging behind the concepts. Superintendent Selders praised the new Graphic Communications Coordinator for her work on these projects. Superintendent Hubsch reviewed other program changes and expanded options. Trustee LaFrener asked how the new logos are going to be used and whether the NWSRA logo will be retained. Superintendents Hubsch and Selders outlined plans for use of camp and NWSRA logos.

Superintendent Selders reported that an online survey has been created for participants' parents to give input on NWSRA's strategic planning efforts. There have been complimentary articles written about the fashion show and skating championships. The NWSRA website is now multilingual.

##### SLSF

Superintendent Sowa explained the Event 10, whereby, after each event last year, she called 10 people and encouraged them to increase their level of participation. Some early success has been achieved. The Ala Carte and NWSRA Golf Outing will be held in Mt. Prospect. Kevin's Club has one additional member, for a total of three.

##### Director's Update

Executive Director Crawford recapped her activities and focus since the last Board meeting. Director Crawford announced that Superintendent Sowa will be retiring in August, and will be succeeded by Cathy Splett.

##### Old Business

##### NWSRA Project Updates

Superintendent Griffin stated that equipment for the sensory room at Mount Prospect has been ordered, and electrical work is expected to be completed under budget. NWSRA is working with Trustee O'Brien on the community sensory garden in Hanover Park. Three RFPs are in process.

Superintendent Hubsch stated that she and Superintendent Selders met with Microsoft and The Backyard Experience to design the Dream Lab Accessible Technology Center in Rolling Meadows. Superintendent Hubsch expounded on the extraordinary work that The Backyard Experience does in the community and their connection to Chuck Jones, cartoonist for Looney Tunes. Microsoft will also work with NWSRA on adaptive art. The opening of the Dream Lab is planned for September.

#### New Business

##### Surplus Ordinance O2019-1

Chairman Morgan asked for a motion to pass Surplus Ordinance O2019-1. Trustee LaFreneere made the motion and Trustee Clark seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFreneere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

##### Wheeling Park District Lease Agreement

The lease agreement for the NWSRA early childhood space in Wheeling has been reviewed by the attorneys and needs approval from the Boards of Directors for Wheeling Park District and NWSRA. Executive Director Crawford thanked the Wheeling Park District staff for their excellent cooperation.

Trustee Clark made the motion to approve the Wheeling Park District Lease Agreement and Trustee O'Brien seconded the motion. Trustee Fletcher asked if all of the other agreements are five years.

Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFreneere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Information/Action Items

##### Board and Staff Policy Updates

Superintendent Negrillo and Executive Director Crawford gave an overview of the new employee reimbursement law and NWSRA's related policy. Trustees discussed the issue and many shared their park districts' approaches. Chairman Morgan asked for a motion to approve NWSRA's reimbursement policy as presented. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFreneere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Legislation Updates

Executive Director Crawford reported on the minimum wage law and how NWSRA and the member park districts will be affected. NWSRA is working on budget numbers based on the new law; those will be presented to the Finance Committee in November. In May, the member agency contributions will be present to the Board. Trustees had an extensive discussion about the various aspects of the issues for SRAs, park districts and participants' families.

Tri-Annual Member District Assessment Review

Executive Director Crawford recommended that the assessment formula stay the same for one year. Chairman Morgan asked for a motion to approve the tri-annual member district assessment. Trustee O'Brien made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Closed Session

Trustee Clark made a motion to go into closed session. Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Adjournment

After no further business, Chairman Morgan called for a motion to adjourn. Trustee Meyer made the motion and Trustee Fahnstrom seconded the motion to adjourn the March 20, 2019 meeting at 12:02 pm. Upon voice vote, the motion carried.

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Secretary



**Account Statement - Transaction Summary**

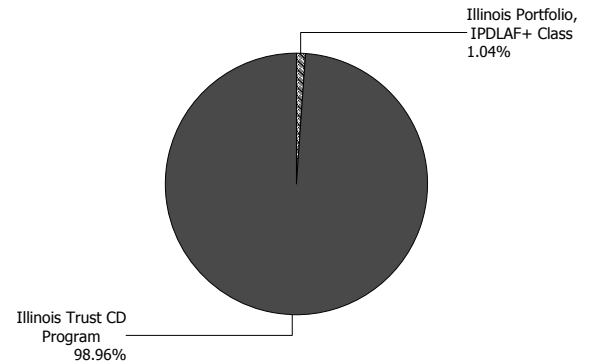
For the Month Ending **April 30, 2019**

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

<b>Illinois Portfolio, IPDLAF+ Class</b>	
Opening Market Value	11,701.91
Purchases	138,148.75
Redemptions	(135,162.87)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$14,687.79</b>
Cash Dividends and Income	43.75
<b>Illinois Trust CD Program</b>	
Opening Market Value	1,394,000.00
Purchases	135,000.00
Redemptions	(135,000.00)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$1,394,000.00</b>
Cash Dividends and Income	3,105.00

<b>Asset Summary</b>		
	<b>April 30, 2019</b>	<b>March 31, 2019</b>
<b>Illinois Portfolio, IPDLAF+ Class</b>	14,687.79	11,701.91
<b>Illinois Trust CD Program</b>	1,394,000.00	1,394,000.00
<b>Total</b>	<b>\$1,408,687.79</b>	<b>\$1,405,701.91</b>

**Asset Allocation**





## Account Statement - Transaction Summary

For the Month Ending **March 31, 2019**

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

#### Illinois Portfolio, IPDLAF+ Class

Opening Market Value	4,316.48
Purchases	207,550.36
Redemptions	(200,164.93)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$11,701.91**

Cash Dividends and Income 32.44

#### Illinois Trust CD Program

Opening Market Value	1,396,951.51
Purchases	200,000.00
Redemptions	(202,951.51)
Unsettled Trades	0.00
Change in Value	0.00

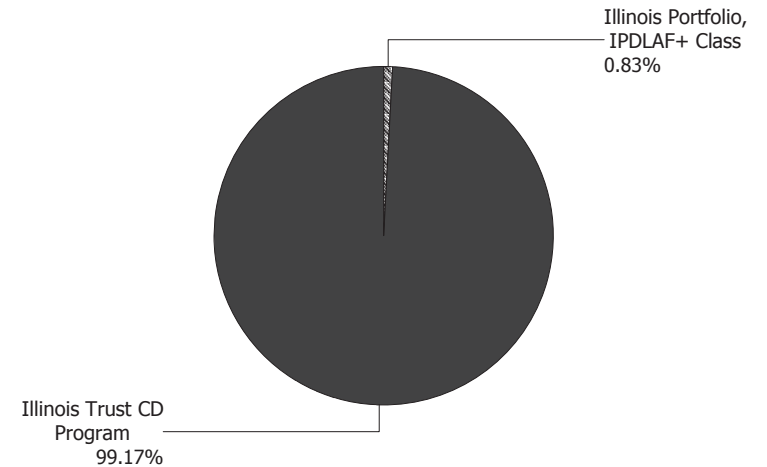
**Closing Market Value** **\$1,394,000.00**

Cash Dividends and Income 4,566.41

#### Asset Summary

	March 31, 2019	February 28, 2019
<b>Illinois Portfolio, IPDLAF+ Class</b>	11,701.91	4,316.48
<b>Illinois Trust CD Program</b>	1,394,000.00	1,396,951.51
<b>Total</b>	<b>\$1,405,701.91</b>	<b>\$1,401,267.99</b>

#### Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW APRIL 30, 2019**

<u>WORKING CASH</u>		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
PETTY CASH	\$	500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)		516,535	406,688	923,224
OPER/MMA (Village Bank & Trust)		1,625,572		1,625,572
IPDLAF		9,607		9,607
CASH BANKS		-		-
TOTAL		2,152,214	406,838	2,559,053
<u>RESERVES: INVESTMENTS</u>				
BF EDWARDS			1,175,678	1,175,678
PFM Asset Management		1,408,688		1,408,688
TOTAL		1,408,688	1,175,678	2,584,366
<u>RESERVES:</u>				
<u>OPERATING</u>				
MAX SAFE 1 (Village Bank & Trust)		1,498,915		1,498,915
MAX SAFE 2 (Village Bank & Trust)		187,082		187,082
TOTAL		1,685,997		1,685,997
<u>TOTAL CASH &amp; RESERVES</u>				
<u>April 30, 2019</u>	\$	5,246,899	\$ 1,582,516	\$ 6,829,416
<u>TOTAL CASH &amp; RESERVES</u>				
<u>April 30, 2018</u>				
CASH	\$	1,869,902	\$ 295,414	\$ 2,165,316
RESERVES - OPER		1,341,835		1,341,835
RESERVES - CAP		192,218		192,218
RESERVES - INVEST		1,383,832	1,222,602	2,606,434
	\$	4,787,787	\$ 1,518,016	\$ 6,305,803

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW MARCH 31, 2019**

<u>WORKING CASH</u>	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	490,391	401,931	892,322
OPER/MMA (Village Bank & Trust)	1,515,471		1,515,471
IPDLAF	47,065		47,065
CASH BANKS	-		-
TOTAL	2,053,427	402,081	2,455,508
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS		1,155,973	1,155,973
PFM Asset Management	1,405,702		1,405,702
TOTAL	1,405,702	1,155,973	2,561,675
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	1,495,915		1,495,915
MAX SAFE 2 (Village Bank & Trust)	186,708		186,708
TOTAL	1,682,623		1,682,623
<u>TOTAL CASH &amp; RESERVES</u>			
<u>March 31, 2019</u>	\$ 5,141,752	\$ 1,558,054	\$ 6,699,806
<u>TOTAL CASH &amp; RESERVES</u>			
<u>March 31, 2018</u>			
CASH	\$ 1,871,604	\$ 327,065	\$ 2,198,669
RESERVES - OPER	1,340,096		1,340,096
RESERVES - CAP	191,977		191,977
RESERVES - INVEST	1,382,046	1,219,770	2,601,816
	\$ 4,785,723	\$ 1,546,835	\$ 6,332,558

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

APRIL 30, 2019

(A) BUDGET  
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	948,647	710,865	(237,783)	401,084	181,515	(219,568)	547,564	529,349	(18,214)
February	62,547	422,818	360,271	399,880	376,603	(23,277)	(337,333)	46,215	383,548
March	563,512	315,198	(248,314)	453,422	477,682	24,260	110,091	(162,484)	(272,574)
<b>April</b>	<b>103,569</b>	<b>454,438</b>	<b>350,869</b>	<b>671,175</b>	<b>353,162</b>	<b>(318,013)</b>	<b>(567,606)</b>	<b>101,276</b>	<b>668,883</b>
May	1,225,847		(1,225,847)	476,908		(476,908)	748,939		(748,939)
June	538,659		(538,659)	524,377		(524,377)	14,281		(14,281)
July	551,339		(551,339)	461,858		(461,858)	89,481		(89,481)
August	106,377		(106,377)	462,625		(462,625)	(356,248)		356,248
September	346,863		(346,863)	736,076		(736,076)	(389,214)		389,214
October	183,464		(183,464)	397,517		(397,517)	(214,053)		214,053
November	1,068,814		(1,068,814)	397,017		(397,017)	671,797		(671,797)
December	192,302		(192,302)	468,278		(468,278)	(275,976)		275,976
<b>TOTAL YTD</b>	<b>1,678,276</b>	<b>1,903,319</b>	<b>225,043</b>	<b>1,925,561</b>	<b>1,388,962</b>	<b>(536,599)</b>	<b>(247,285)</b>	<b>514,357</b>	<b>761,642</b>

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,204,174	529,349	(398,872)	6,452	(90,881) a.	5,250,222
February	5,250,222	46,215	0	6,421	(2,729) a.	5,300,129
March	5,300,129	(162,484)	0	3,921	(233) a.	5,141,333
<b>April</b>	<b>5,141,333</b>	<b>101,276</b>	<b>0</b>	<b>3,830</b>	<b>2,746 a.</b>	<b>5,249,186</b>
May	5,249,186	0			a.	5,249,186
June	5,249,186	0			a.	5,249,186
July	5,249,186	0			a.	5,249,186
August	5,249,186	0			a.	5,249,186
September	5,249,186	0			a.	5,249,186
October	5,249,186	0			a.	5,249,186
November	5,249,186	0			a.	5,249,186
December	5,249,186	0			a.	5,249,186

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



NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2019

(A) BUDGET  
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	948,647	710,865	(237,783)	401,084	181,515	(219,568)	547,564	529,349	(18,214)
February	62,547	422,818	360,271	399,880	376,603	(23,277)	(337,333)	46,215	383,548
<b>March</b>	<b>563,512</b>	<b>315,198</b>	<b>(248,314)</b>	<b>453,422</b>	<b>477,682</b>	<b>24,260</b>	<b>110,091</b>	<b>(162,484)</b>	<b>(272,574)</b>
April	103,569	(103,569)		671,175	(671,175)		(567,606)	0	567,606
May	1,225,847	(1,225,847)		476,908	(476,908)		748,939	0	(748,939)
June	538,659	(538,659)		524,377	(524,377)		14,281	0	(14,281)
July	551,339	(551,339)		461,858	(461,858)		89,481	0	(89,481)
August	106,377	(106,377)		462,625	(462,625)		(356,248)	0	356,248
September	346,863	(346,863)		736,076	(736,076)		(389,214)	0	389,214
October	183,464	(183,464)		397,517	(397,517)		(214,053)	0	214,053
November	1,068,814	(1,068,814)		397,017	(397,017)		671,797	0	(671,797)
December	192,302	(192,302)		468,278	(468,278)		(275,976)	0	275,976
<b>TOTAL YTD</b>	<b>1,574,707</b>	<b>1,448,881</b>	<b>(125,826)</b>	<b>1,254,386</b>	<b>1,035,800</b>	<b>(218,586)</b>	<b>320,321</b>	<b>413,081</b>	<b>92,760</b>

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,204,174	529,349	(398,872)	6,452	(90,881) a.	5,250,222
February	5,250,222	46,215	0	6,421	(2,729) a.	5,300,129
<b>March</b>	<b>5,300,129</b>	<b>(162,484)</b>	<b>0</b>	<b>3,921</b>	<b>(233) a.</b>	<b>5,141,333</b>
April	5,141,333	0			a.	5,141,333
May	5,141,333	0			a.	5,141,333
June	5,141,333	0			a.	5,141,333
July	5,141,333	0			a.	5,141,333
August	5,141,333	0			a.	5,141,333
September	5,141,333	0			a.	5,141,333
October	5,141,333	0			a.	5,141,333
November	5,141,333	0			a.	5,141,333
December	5,141,333	0			a.	5,141,333

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

FOUR MONTHS ENDING APRIL 30, 2019

	2019			2018 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	\$ 166,825	\$ 203,167	\$ (36,342)	\$ 232,933
RESTRICTED FUNDRAISING	10,216	15,897	(5,681)	13,695
RESTRICTED DONATIONS	4,600	7,284	(2,685)	2,231
UNRESTRICTED FUNDRAISING	73,670	83,060	(9,390)	89,055
UNRESTRICTED DONATIONS	20,146	23,325	(3,179)	18,303
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	\$ 275,458	\$ 332,733	\$ (57,276)	\$ 356,217
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	\$ 13,929	\$ 14,797	\$ (869)	\$ 17,883
RESTRICTED FUNDRAISING	1,349	1,470	(121)	569
UNRESTRICTED FUNDRAISING	12,795	22,745	(9,950)	20,967
GRANTS GIVEN	27,720	65,000	(37,280)	82,966
TOTAL EXPENSES	\$ 55,792	\$ 104,012	\$ (48,220)	\$ 122,385
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	\$ 219,665	\$ 228,721	\$ (9,056)	\$ 233,832
<b><u>INVESTMENT INCOME (LOSS)</u></b>	95,055	0	95,055	8,185
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 314,720	\$ 228,721	\$ 85,999	\$ 242,017

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

April 30, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070	29,955	(14,115)	86,366	12,113	(74,253)	(42,297)	17,842	60,138
<b>April</b>	<b>19,725</b>	<b>49,523</b>	<b>29,799</b>	<b>5,011</b>	<b>28,015</b>	<b>23,004</b>	<b>14,713</b>	<b>21,508</b>	<b>6,795</b>
May	53,576		(53,576)	149,556		(149,556)	(95,980)		95,980
June	28,680		(28,680)	10,241		(10,241)	18,438		(18,438)
July	19,775		(19,775)	5,923		(5,923)	13,852		(13,852)
August	38,986		(38,986)	4,203		(4,203)	34,783		(34,783)
September	85,941		(85,941)	71,048		(71,048)	14,893		(14,893)
October	50,234		(50,234)	114,382		(114,382)	(64,147)		64,147
November	76,783		(76,783)	27,700		(27,700)	49,082		(49,082)
December	20,718		(20,718)	219,007		(219,007)	(198,289)		198,289
<b>TOTAL YTD</b>	<b>332,733</b>	<b>370,512</b>	<b>37,779</b>	<b>104,012</b>	<b>55,792</b>	<b>(48,220)</b>	<b>228,721</b>	<b>314,720</b>	<b>85,999</b>

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
March	1,540,294	17,842	0	0	330	1,558,465
<b>April</b>	<b>1,558,465</b>	<b>21,508</b>	<b>0</b>	<b>0</b>	<b>3,315</b>	<b>1,583,288</b>
May	1,583,288	0				1,583,288
June	1,583,288	0				1,583,288
July	1,583,288	0				1,583,288
August	1,583,288	0				1,583,288
September	1,583,288	0				1,583,288
October	1,583,288	0				1,583,288
November	1,583,288	0				1,583,288
December	1,583,288	0				1,583,288

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

THREE MONTHS ENDING MARCH 31, 2019

	2019			2018 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	\$ 167,658	\$ 197,333	\$ (29,675)	\$ 232,933
RESTRICTED FUNDRAISING	4,436	7,949	(3,513)	7,215
RESTRICTED DONATIONS	4,600	6,912	(2,311)	2,231
UNRESTRICTED FUNDRAISING	54,535	77,490	(22,955)	73,717
UNRESTRICTED DONATIONS	14,928	23,325	(8,397)	16,638
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	\$ 246,158	\$ 313,008	\$ (66,850)	\$ 332,734
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	\$ 8,876	\$ 11,491	\$ (2,615)	\$ 13,568
RESTRICTED FUNDRAISING	1,229	260	969	521
UNRESTRICTED FUNDRAISING	11,696	22,250	(10,554)	20,967
GRANTS GIVEN	5,976	65,000	(59,024)	34,971
TOTAL EXPENSES	\$ 27,777	\$ 99,001	\$ (71,224)	\$ 70,027
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	\$ 218,382	\$ 214,008	\$ 4,374	\$ 262,707
<b><u>INVESTMENT INCOME (LOSS)</u></b>	74,830	0	74,830	3,093
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 293,212	\$ 214,008	\$ 79,204	\$ 265,800

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
<b>March</b>	<b>44,070</b>	<b>29,955</b>	<b>(14,115)</b>	<b>86,366</b>	<b>12,113</b>	<b>(74,253)</b>	<b>(42,297)</b>	<b>17,842</b>	<b>60,138</b>
April	19,725		(19,725)	5,011		(5,011)	14,713	0	(14,713)
May	53,576		(53,576)	149,556		(149,556)	(95,980)	0	95,980
June	28,680		(28,680)	10,241		(10,241)	18,438	0	(18,438)
July	19,775		(19,775)	5,923		(5,923)	13,852	0	(13,852)
August	38,986		(38,986)	4,203		(4,203)	34,783	0	(34,783)
September	85,941		(85,941)	71,048		(71,048)	14,893	0	(14,893)
October	50,234		(50,234)	114,382		(114,382)	(64,147)	0	64,147
November	76,783		(76,783)	27,700		(27,700)	49,082	0	(49,082)
December	20,718		(20,718)	219,007		(219,007)	(198,289)	0	198,289
<b>TOTAL YTD</b>	<b>313,008</b>	<b>320,989</b>	<b>7,980</b>	<b>99,001</b>	<b>27,777</b>	<b>(71,224)</b>	<b>214,008</b>	<b>293,212</b>	<b>79,204</b>

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
<b>March</b>	<b>1,540,294</b>	<b>17,842</b>	<b>0</b>	<b>0</b>	<b>330</b>	<b>1,558,465</b>
April	1,558,465	0				1,558,465
May	1,558,465	0				1,558,465
June	1,558,465	0				1,558,465
July	1,558,465	0				1,558,465
August	1,558,465	0				1,558,465
September	1,558,465	0				1,558,465
October	1,558,465	0				1,558,465
November	1,558,465	0				1,558,465
December	1,558,465	0				1,558,465

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWO MONTHS ENDING FEBRUARY 28, 2019

	2019			2018 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	\$ 163,000	\$ 195,500	\$ (32,500)	\$ 226,000
RESTRICTED FUNDRAISING	2,626	0	2,626	5,595
RESTRICTED DONATIONS	4,600	6,539	(1,939)	1,831
UNRESTRICTED FUNDRAISING	58,135	58,100	35	65,692
UNRESTRICTED DONATIONS	10,047	8,800	1,247	8,607
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	\$ 238,408	\$ 268,939	\$ (30,531)	\$ 307,725
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	\$ 5,474	\$ 8,184	\$ (2,710)	\$ 7,461
RESTRICTED FUNDRAISING	2	0	2	386
UNRESTRICTED FUNDRAISING	10,187	4,450	5,737	20,633
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	\$ 15,664	\$ 12,634	\$ 3,029	\$ 28,480
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	\$ 222,745	\$ 256,304	\$ (33,560)	\$ 279,245
<b><u>INVESTMENT INCOME (LOSS)</u></b>	61,146	0	61,146	11,670
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 283,890	\$ 256,304	\$ 27,586	\$ 290,915

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 28, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	215,749	245,194	29,445	8,364	4,728	(3,636)	207,386	240,466	33,081
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070		(44,070)	86,366		(86,366)	(42,297)	0	42,297
April	19,725		(19,725)	5,011		(5,011)	14,713	0	(14,713)
May	53,576		(53,576)	149,556		(149,556)	(95,980)	0	95,980
June	28,680		(28,680)	10,241		(10,241)	18,438	0	(18,438)
July	19,775		(19,775)	5,923		(5,923)	13,852	0	(13,852)
August	38,986		(38,986)	4,203		(4,203)	34,783	0	(34,783)
September	85,941		(85,941)	71,048		(71,048)	14,893	0	(14,893)
October	50,234		(50,234)	114,382		(114,382)	(64,147)	0	64,147
November	76,783		(76,783)	27,700		(27,700)	49,082	0	(49,082)
December	20,718		(20,718)	219,007		(219,007)	(198,289)	0	198,289
TOTAL YTD	268,939	299,554	30,615	12,634	15,664	3,029	256,304	283,890	27,586

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	283,890	(8,520)	0	(1,603)	1,540,356
February	1,540,356	0	0	0	(62)	1,540,294
March	1,540,294					1,540,294
April	1,540,294					1,540,294
May	1,540,294					1,540,294
June	1,540,294					1,540,294
July	1,540,294					1,540,294
August	1,540,294					1,540,294
September	1,540,294					1,540,294
October	1,540,294					1,540,294
November	1,540,294					1,540,294
December	1,540,294					1,540,294

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ONE MONTH ENDING JANUARY 31, 2019

	2019			2018 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	162,167	191,333	(29,167)	221,833
RESTRICTED FUNDRAISING	1,176	0	1,176	3,449
RESTRICTED DONATIONS	4,600	6,266	(1,666)	1,331
UNRESTRICTED FUNDRAISING	23,375	13,750	9,625	36,005
UNRESTRICTED DONATIONS	8,284	4,400	3,884	6,057
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	199,602	215,749	(16,147)	268,675
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	3,243	5,664	(2,421)	4,277
RESTRICTED FUNDRAISING	2	0	2	57
UNRESTRICTED FUNDRAISING	1,483	2,700	(1,217)	1,636
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	4,728	8,364	(3,636)	5,970
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	194,874	207,386	(12,511)	262,705
<b><u>INVESTMENT INCOME (LOSS)</u></b>	45,592	0	45,592	36,819
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 240,466	\$ 207,386	\$ 33,081	\$ 299,524

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



SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

JANUARY 31, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	215,749	245,194	29,445	8,364	4,728	(3,636)	207,386	240,466	33,081
February	53,189		(53,189)	4,270		(4,270)	48,919	0	(48,919)
March	44,070		(44,070)	86,366		(86,366)	(42,297)	0	42,297
April	19,725		(19,725)	5,011		(5,011)	14,713	0	(14,713)
May	53,576		(53,576)	149,556		(149,556)	(95,980)	0	95,980
June	28,680		(28,680)	10,241		(10,241)	18,438	0	(18,438)
July	19,775		(19,775)	5,923		(5,923)	13,852	0	(13,852)
August	38,986		(38,986)	4,203		(4,203)	34,783	0	(34,783)
September	85,941		(85,941)	71,048		(71,048)	14,893	0	(14,893)
October	50,234		(50,234)	114,382		(114,382)	(64,147)	0	64,147
November	76,783		(76,783)	27,700		(27,700)	49,082	0	(49,082)
December	20,718		(20,718)	219,007		(219,007)	(198,289)	0	198,289
TOTAL YTD	215,749	245,194	29,445	8,364	4,728	(3,636)	207,386	240,466	33,081

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,266,589	240,466	(8,520)	0	(1,603)	1,496,933
February	1,496,933					1,496,933
March	1,496,933					1,496,933
April	1,496,933					1,496,933
May	1,496,933					1,496,933
June	1,496,933					1,496,933
July	1,496,933					1,496,933
August	1,496,933					1,496,933
September	1,496,933					1,496,933
October	1,496,933					1,496,933
November	1,496,933					1,496,933
December	1,496,933					1,496,933

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of April 30, 2019

	<b>Apr 30, 19</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	516,535.00
10700 · IPDLAF+	9,607.10
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,394,000.00
11200 · PFM Investments Hold Account - Other	14,687.79
<b>Total 11200 · PFM Investments Hold Account</b>	<b>1,408,687.79</b>
11500 · VB&T Operating/MM Account	1,625,572.02
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,498,915.05
11660 · MAX SAFE 2 (Village Bank&Trust)	187,082.01
11820 · Credit Card - MasterCard	888.49
11830 · Credit Card - Visa	862.00
11840 · MC/VISA On-Line	536.50
<b>Total Checking/Savings</b>	<b>5,249,185.96</b>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	3,359.50
<b>Total Accounts Receivable</b>	<b>3,359.50</b>
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	20,814.81
12200 · PREPAID EXPENSES	91.05
12300 · Prepaid Lease	50,106.67
<b>Total Other Current Assets</b>	<b>71,012.53</b>
<b>Total Current Assets</b>	<b>5,323,557.99</b>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	396,614.00
13110 · Accum.Depre- Equipment	-187,445.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,266,766.00
<b>Total Fixed Assets</b>	<b>1,616,802.00</b>
<b>TOTAL ASSETS</b>	<b>6,940,359.99</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21200 · Accounts Payable	3,453.83
<b>Total Accounts Payable</b>	<b>3,453.83</b>
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,150.00
21700 · Unclaimed Payroll/Property	88.73
22100 · FSA WH/PYMTS	7,454.57
<b>Total Other Current Liabilities</b>	<b>9,693.30</b>
<b>Total Current Liabilities</b>	<b>13,147.13</b>
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	88,688.00
<b>Total Long Term Liabilities</b>	<b>88,688.00</b>
<b>Total Liabilities</b>	<b>101,835.13</b>

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of April 30, 2019

	<u>Apr 30, 19</u>
Equity	
29500 - Retained Earnings	4,766,523.60
29550 - INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	514,357.26
<b>Total Equity</b>	<u>6,838,524.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>6,940,359.99</b></u>

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of March 31, 2019

	<b>Mar 31, 19</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	490,390.51
10700 · IPDLAF+	47,064.93
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,394,000.00
11200 · PFM Investments Hold Account - Other	11,701.91
<b>Total 11200 · PFM Investments Hold Account</b>	<b>1,405,701.91</b>
11500 · VB&T Operating/MM Account	1,515,471.46
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,495,915.03
11660 · MAX SAFE 2 (Village Bank&Trust)	186,707.58
11820 · Credit Card - MasterCard	-335.00
11830 · Credit Card - Visa	398.00
11840 · MC/VISA On-Line	-481.00
<b>Total Checking/Savings</b>	<b>5,141,333.41</b>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	3,359.50
<b>Total Accounts Receivable</b>	<b>3,359.50</b>
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	22,007.51
12300 · Prepaid Lease	54,027.91
<b>Total Other Current Assets</b>	<b>76,035.42</b>
<b>Total Current Assets</b>	<b>5,220,728.33</b>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	396,614.00
13110 · Accum.Depre- Equipment	-187,445.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,266,766.00
<b>Total Fixed Assets</b>	<b>1,616,802.00</b>
<b>TOTAL ASSETS</b>	<b>6,837,530.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21200 · Accounts Payable	2,329.07
<b>Total Accounts Payable</b>	<b>2,329.07</b>
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,150.00
21700 · Unclaimed Payroll/Property	88.73
22100 · FSA WH/PYMTS	7,026.02
<b>Total Other Current Liabilities</b>	<b>9,264.75</b>
<b>Total Current Liabilities</b>	<b>11,593.82</b>
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	88,688.00
<b>Total Long Term Liabilities</b>	<b>88,688.00</b>
<b>Total Liabilities</b>	<b>100,281.82</b>
<b>Equity</b>	
29500 · Retained Earnings	4,766,523.60
29550 · INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	413,080.91
<b>Total Equity</b>	<b>6,737,248.51</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,837,530.33</b>

Special Leisure Services Foundation  
**Balance Sheet**  
As of April 30, 2019

	<u>Apr 30, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	406,688.01
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	32,361.31
11300 · BENJAMIN EDWARDS - Other	<u>1,143,317.10</u>
Total 11300 · BENJAMIN EDWARDS	1,175,678.41
11830 · Credit Card - Visa	<u>771.82</u>
Total Checking/Savings	1,583,288.24
Other Current Assets	
12200 · Event Deposits	5,500.00
12400 · Interest Receivable	<u>2,394.04</u>
Total Other Current Assets	<u>7,894.04</u>
Total Current Assets	<u>1,591,182.28</u>
<b>TOTAL ASSETS</b>	<b><u>1,591,182.28</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21200 · Deferred Revenue	<u>41,019.97</u>
Total Other Current Liabilities	<u>41,019.97</u>
Total Current Liabilities	<u>41,019.97</u>
Total Liabilities	41,019.97
Equity	
29000 · Retained Earnings	1,217,959.37
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	<u>314,719.89</u>
Total Equity	<u>1,550,162.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,591,182.28</u></b>

Special Leisure Services Foundation  
**Balance Sheet**  
As of March 31, 2019

	<u>Mar 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	401,930.89
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	31,996.85
11300 · BENJAMIN EDWARDS - Other	1,123,975.75
Total 11300 · BENJAMIN EDWARDS	1,155,972.60
11830 · Credit Card - Visa	411.82
Total Checking/Savings	1,558,465.31
Other Current Assets	
12200 · Event Deposits	3,500.00
12300 · ACCOUNTS RECEIVABLE-OTHER	5,833.37
12400 · Interest Receivable	1,875.56
Total Other Current Assets	11,208.93
Total Current Assets	1,569,674.24
<b>TOTAL ASSETS</b>	<b><u>1,569,674.24</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21200 · Deferred Revenue	41,019.97
Total Other Current Liabilities	41,019.97
Total Current Liabilities	41,019.97
Total Liabilities	41,019.97
Equity	
29000 · Retained Earnings	1,217,959.37
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	293,211.85
Total Equity	1,528,654.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,569,674.24</u></b>

Special Leisure Services Foundation  
**Balance Sheet**  
As of February 28, 2019

	<u>Feb 28, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	398,023.91
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	30,482.20
11300 · BENJAMIN EDWARDS - Other	1,111,226.12
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,141,708.32</u>
11830 · Credit Card - Visa	411.82
<b>Total Checking/Savings</b>	<u>1,540,294.05</u>
Other Current Assets	
12200 · Event Deposits	3,250.00
12300 · ACCOUNTS RECEIVABLE-OTHER	5,833.37
12400 · Interest Receivable	2,455.17
<b>Total Other Current Assets</b>	<u>11,538.54</u>
<b>Total Current Assets</b>	<u>1,551,832.59</u>
<b>TOTAL ASSETS</b>	<u><b>1,551,832.59</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21200 · Deferred Revenue	41,019.97
<b>Total Other Current Liabilities</b>	<u>41,019.97</u>
<b>Total Current Liabilities</b>	<u>41,019.97</u>
<b>Total Liabilities</b>	41,019.97
Equity	
29000 · Retained Earnings	1,217,959.37
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	275,370.20
<b>Total Equity</b>	<u>1,510,812.62</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,551,832.59</b></u>

Special Leisure Services Foundation  
**Balance Sheet**  
As of January 31, 2019

	<u>Jan 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	370,101.83
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	29,717.40
11300 · BENJAMIN EDWARDS - Other	<u>1,096,499.50</u>
Total 11300 · BENJAMIN EDWARDS	1,126,216.90
11820 · Credit Card - MasterCard	51.99
11830 · Credit Card - Visa	<u>411.82</u>
Total Checking/Savings	1,496,932.54
Other Current Assets	
12200 · Event Deposits	3,250.00
12300 · ACCOUNTS RECEIVABLE-OTHER	5,833.37
12400 · Interest Receivable	<u>2,392.86</u>
Total Other Current Assets	<u>11,476.23</u>
Total Current Assets	<u>1,508,408.77</u>
<b>TOTAL ASSETS</b>	<b><u>1,508,408.77</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21200 · Deferred Revenue	<u>41,019.97</u>
Total Other Current Liabilities	<u>41,019.97</u>
Total Current Liabilities	<u>41,019.97</u>
Total Liabilities	41,019.97
Equity	
29000 · Retained Earnings	1,217,959.37
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	<u>231,946.38</u>
Total Equity	<u>1,467,388.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,508,408.77</u></b>





**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

April 1, 2019 - April 30, 2019  
 Account Number: ~~ERR-112070~~  
~~XXXXXXXX~~

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

**Portfolio at a Glance**

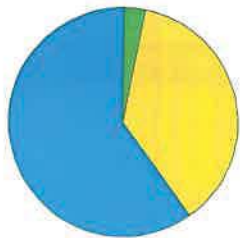
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	\$1,155,972.60	\$1,080,198.21
Dividends, Interest and Other Income	364.46	5,977.23
<b>Net Change in Portfolio<sup>1</sup></b>	19,341.35	89,502.97
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,175,678.41</b>	<b>\$1,175,678.41</b>
Estimated Annual Income	\$19,500.34	

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

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

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

**Asset Summary**



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	28,371.08	31,996.85	32,361.31
37%	Fixed Income	434,839.90	439,698.75	440,537.35
60%	Mutual Funds	616,987.23	684,277.00	702,779.75
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,080,198.21</b>	<b>\$1,155,972.60</b>	<b>\$1,175,678.41</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

\* 0081271 02 AV 0.380 02 TR 00547 X109PD10 100000

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



March 1, 2019 - March 31, 2019  
 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>\$1,141,708.32</b>	<b>\$1,080,198.21</b>
Dividends, Interest and Other Income	3,501.65	5,612.77
<b>Net Change in Portfolio<sup>1</sup></b>	<b>10,762.63</b>	<b>70,161.62</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,155,972.60</b>	<b>\$1,155,972.60</b>
Estimated Annual Income	\$19,474.95	

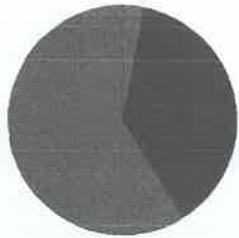
<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 081271 X109PD10 013527

**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
3%	Cash, Money Funds, and Bank Deposits	28,371.08	30,482.20	31,996.85
38%	Fixed Income	434,839.90	438,058.75	439,698.75
59%	Mutual Funds	616,987.23	673,167.37	684,277.00
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,080,198.21</b>	<b>\$1,141,708.32</b>	<b>\$1,155,972.60</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

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



February 1, 2019 - February 28, 2019  
 Account Number: ~~FBY112070~~

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

**Portfolio at a Glance**

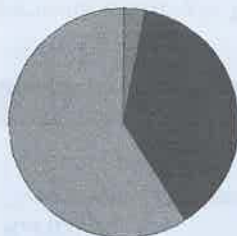
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,126,216.90</b>	<b>\$1,080,198.21</b>
Dividends, Interest and Other Income	764.80	2,111.12
<b>Net Change in Portfolio<sup>1</sup></b>	<b>14,726.62</b>	<b>59,398.99</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,141,708.32</b>	<b>\$1,141,708.32</b>
Estimated Annual Income	\$19,457.81	

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

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**Asset Summary**



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	28,371.08	29,717.40	30,482.20
38%	Fixed Income	434,839.90	437,248.70	438,058.75
59%	Mutual Funds	616,987.23	659,250.80	673,167.37
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,080,198.21</b>	<b>\$1,126,216.90</b>	<b>\$1,141,708.32</b>

Please review your allocation periodically with your Financial Advisor.

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# BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

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

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



January 1, 2019 - January 31, 2019

Account Number: ~~89877H483~~

### Your Financial Advisor Is:

HANSON / FISHER / VANDERLUGT  
(630) 871-2673

### Portfolio at a Glance

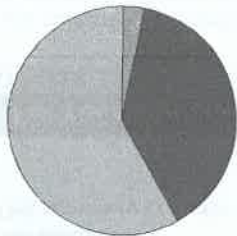
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,080,198.21</b>	<b>\$1,080,198.21</b>
Dividends, Interest and Other Income	1,346.32	1,346.32
<b>Net Change in Portfolio<sup>1</sup></b>	<b>44,672.37</b>	<b>44,672.37</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,126,216.90</b>	<b>\$1,126,216.90</b>
Estimated Annual Income	\$19,430.51	

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

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

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

### Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	28,371.08	28,371.08	29,717.40
39%	Fixed Income	434,839.90	434,839.90	437,248.70
58%	Mutual Funds	616,987.23	616,987.23	659,250.80
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,080,198.21</b>	<b>\$1,080,198.21</b>	<b>\$1,126,216.90</b>

Please review your allocation periodically with your Financial Advisor.



**Warrant #5  
Summary  
May 22, 2019**

<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				

<b>Total VB&amp;T Electronic Accounts Payable (IMRF, ADP)</b>	<b>33,106.89</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>37,551.33</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>6,228.00</b>
	<b><u>76,886.22</u></b>

Motion to approve Warrant #5 dated May 22, 2019 totaling

\$76,886.22

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #5**  
**May 22, 2019**

Vendor	Description	Account	Amount
<b>IMRF</b>	April 2019	442201	22,656.75
<b>ADP</b>	FSA - April	424303	120.18
	Payroll - March	424301	206.44
	Payroll - March	424302	1,344.64
	Payroll - March	424304	100.00
	Payroll - April	424301	206.44
	Payroll - April	424302	1,344.64
			<b>3,322.34</b>
<b>Excalibur</b>	Invoice - 177303	421902	6,819.55
	Invoice - 177621	421906	80.95
	Invoice - 177777	421906	149.95
	Invoice - 177891	421905	77.35
			<b>7,127.80</b>
<b>Total Warrant #4 for Electronic Accounts Payable</b>			<b>33,106.89</b>

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #5**  
**May 22, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
<b>BMO Solutions</b>			
Art Van	office supplies	421102	99.99
Active Lock and Key	office supplies	421103	92.97
Staples	office supplies	421105	150.76
Metalcraft	office supplies	421106	144.00
Amazon	office supplies	421106	56.24
Authorize.net	credit card and bank fees	421152	25.60
Pitney Bowes	postage	421202	32.00
Pitney Bowes	postage	421202	465.00
Verizon Wireless	telephone/fax	421301	1,398.37
First Communications	telephone/fax	421304	501.13
Converged Digital	telephone/fax	421305	314.00
Spectrio	telephone/fax	421306	120.00
IAPD	conference/education	421404	410.00
Toscana	conference/education	421405	34.89
Sam's Restaurant	conference/education	421405	33.85
Starbucks	conference/education	421405	24.14
Café Zupas	conference/education	421406	14.09
Jewel	conference/education	421406	26.46
Bibibop Asian	conference/education	421406	205.68
Jewel	conference/education	421406	76.91
Moretti's	conference/education	421406	193.27
Starbucks	conference/education	421406	8.57
Honey Jam Café	conference/education	421406	34.10
Starbucks	conference/education	421406	18.04
Mariano's	conference/education	421406	46.98
Dunkin Donuts	conference/education	421406	42.25
Taphouse	conference/education	421406	40.12
Starbucks	conference/education	421406	12.71
Amazon	conference/education	421406	9.19
Amazon	conference/education	421406	130.28
Amazon	conference/education	421406	152.63
Amazon	conference/education	421406	15.74
Starbucks	conference/education	421406	15.62
Café Zupas	conference/education	421406	88.61
Grub Hub	conference/education	421406	82.08
Grub Hub	conference/education	421406	5.81
Walker Bros.	conference/education	421406	42.44
Botanic Garden	conference/education	421407	59.00
Chicago Botanic Garden	conference/education	421407	118.00
Streamwood Behavioral Heal	conference/education	421407	10.00
Chicago Botanic Garden	conference/education	421407	59.00
Party City	conference/education	421407	82.37
Jewel	conference/education	421407	65.98
R Place	conference/education	421407	1,099.50
Hudson	conference/education	421407	16.50
Bass Pro	conference/education	421407	16.91
Los Cabos	conference/education	421407	67.44
Dunkin Donuts	conference/education	421407	3.96

**Northwest Special Recreation Association**  
**VB Electronic Accounts Payable**  
**Warrant #5**  
**May 22, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Stoney Creek	conference/education	421407	6.00
Gates Barb Q	conference/education	421407	100.42
Starbucks	conference/education	421407	17.48
Door Dash	conference/education	421407	27.00
Lyft	conference/education	421407	10.34
Hudson News	conference/education	421407	18.49
Lyft	conference/education	421407	81.91
Starbucks	conference/education	421407	17.16
Lyft	conference/education	421407	57.19
Lyft	conference/education	421407	12.36
IFC Old Chicago	conference/education	421407	48.83
MDW	conference/education	421407	63.19
OC Independence	conference/education	421407	56.07
Bass Pro Shops	conference/education	421407	33.03
Starbucks	conference/education	421407	24.79
Lyft	conference/education	421407	13.53
Lyft	conference/education	421407	70.40
Starbucks	conference/education	421407	16.52
Pork and Pickle	conference/education	421407	102.41
Lyft	conference/education	421407	14.41
Lyft	conference/education	421407	57.44
AA	conference/education	421407	413.60
BP	conference/education	421407	24.52
AA	conference/education	421407	26.88
BP	conference/education	421407	9.49
BP	conference/education	421407	21.19
McDonalds	conference/education	421407	6.64
BP	conference/education	421407	27.73
AA	conference/education	421408	386.60
AA	conference/education	421408	26.10
NCTRC	memberships/certifications	421504	80.00
IPRA	memberships/certifications	421507	279.00
Com Ed	maintenance/utilities	421702	488.32
Nicor Gas	maintenance/utilities	421703	358.95
Nicor Gas	maintenance/utilities	421703	291.08
Hudson Energy	maintenance/utilities	421704	658.61
Comcast	maintenance/utilities	421706	171.14
Comcast	maintenance/utilities	421706	205.81
Comcast	maintenance/utilities	421706	141.85
AT&T	maintenance/utilities	421706	71.53
Comcast	maintenance/utilities	421706	163.49
Kirklands	maintenance/utilities	421707	66.47
Michaels	maintenance/utilities	421707	26.00
Amazon	maintenance/utilities	421707	122.95
Apple	computers	421905	69.00
Apple	computers	421905	0.99
Adobe Acrobat	computers	421905	14.99
Survey Monkey	computers	421905	384.00
Apple	computers	421906	52.06
Amazon	computers	421906	11.99



**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #5**  
**May 22, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Apple	computers	421906	271.94
Elgin History Museum	rental municipal	422109	85.00
Bowlero	commercial expense	422200	242.62
Jay Jay	commercial expense	422201	150.00
Sky Center, Inc.	commercial expense	422202	130.00
Arlington Lanes	commercial expense	422202	6.75
Master Sky	commercial expense	422202	91.00
Sky Center, Inc.	commercial expense	422202	91.00
JP Martial Arts	commercial expense	422202	75.00
Level 257	commercial expense	422204	100.00
Chicago White Sox	commercial expense	422204	329.40
Independence Grove	commercial expense	422205	15.00
Arlington Lanes	commercial expense	422205	15.75
Millers Ale House	commercial expense	422206	35.24
Nickel City	commercial expense	422206	35.00
Krispy Kreme	commercial expense	422206	9.99
Papa Johns	commercial expense	422206	50.00
Elk Grove Bowl	commercial expense	422206	883.00
Elk Grove Bowl	commercial expense	422206	875.00
Elk Grove Bowl	commercial expense	422206	879.00
Elk Grove Bowl	commercial expense	422206	875.00
Streamwood Bowl	commercial expense	422206	96.50
Streamwood Buffet	commercial expense	422206	90.00
Streamwood Bowl	commercial expense	422206	80.00
Streamwood Bowl	commercial expense	422206	107.50
Arlington Lanes	commercial expense	422206	54.00
Brunswick Zone	commercial expense	422206	54.00
Brunswick Zone	commercial expense	422206	261.00
Arlington Lanes	commercial expense	422206	54.00
Brunswick Zone	commercial expense	422206	48.00
Miller Ale House	commercial expense	422206	240.00
Brunswick Zone	commercial expense	422206	207.00
Arlington Lanes	commercial expense	422206	56.25
Arlington Lanes	commercial expense	422206	54.00
Brunswick Zone	commercial expense	422206	45.00
Jewel	commercial expense	422206	54.74
Jewel	commercial expense	422206	47.74
Jewel	commercial expense	422206	38.46
Dollar Tree	commercial expense	422206	17.00
Dunkin Donuts	commercial expense	422206	18.28
Streamwood Bowl	commercial expense	422206	50.00
Streamwood Bowl	commercial expense	422206	63.00
Picture Show	commercial expense	422206	67.50
Portillos	commercial expense	422206	90.89
Red Robin	commercial expense	422206	79.93
Blocks to Bricks	commercial expense	422209	20.00
Blocks to Bricks	commercial expense	422209	110.00
Blocks to Bricks	commercial expense	422209	130.00
Bulls/Sox	commercial expense	422209	150.00
Blocks to Bricks	commercial expense	422209	200.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #5**  
**May 22, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Bensenville Theater	commercial expense	422209	546.00
Blocks to Bricks	commercial expense	422209	260.00
Bensenville Theater	commercial expense	422209	518.00
Elgin History Museum	commercial expense	422209	82.00
Amazon	supplies	422401	18.99
Amazon	supplies	422401	49.68
Aldi	supplies	422401	91.53
Walmart	supplies	422401	8.98
Dollar Tree	supplies	422401	11.00
Jewel	supplies	422401	36.90
Dollar Tree	supplies	422401	18.00
Dollar Tree	supplies	422401	34.00
Dollar Tree	supplies	422401	12.00
Jewel	supplies	422401	22.35
Dollar Tree	supplies	422401	29.00
Dollar Tree	supplies	422401	11.00
Aldi	supplies	422401	25.78
Jewel	supplies	422401	32.40
Meijer	supplies	422402	54.65
Aldi	supplies	422402	17.46
Jewel	supplies	422402	22.28
Dollar Tree	supplies	422402	9.50
Staples	supplies	422404	21.48
Dollar Tree	supplies	422404	22.00
Apple	supplies	422406	75.43
Jewel	supplies	422406	66.50
Jewel	supplies	422406	28.31
Jewel	supplies	422406	40.77
Aldi	supplies	422406	81.46
Meijer	supplies	422406	21.61
Aldi	supplies	422406	109.03
Elite Sportswear	supplies	422406	127.48
Elite Sportswear	supplies	422406	38.50
Redbox	supplies	422406	1.75
Walmart	supplies	422406	26.27
Walmart	supplies	422406	36.40
Aldi	supplies	422406	50.23
Jewel	supplies	422406	40.06
Target	supplies	422406	20.87
Jewel	supplies	422406	25.35
Woodcrafters	supplies	422406	15.00
Shutterfly	supplies	422406	48.40
Amazon	supplies	422406	6.99
Dollar Tree	supplies	422406	4.40
Dollar Tree	supplies	422406	9.50
Jewel	supplies	422406	8.39
Jewel	supplies	422406	20.11
Dollar Tree	supplies	422406	6.00
Walmart	supplies	422406	15.73
Jewel	supplies	422406	83.42

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #5  
 May 22, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Aldi	supplies	422406	4.93
Jewel	supplies	422406	23.67
Jewel	supplies	422406	133.36
Amazon	supplies	422406	179.97
Walmart	supplies	422409	76.96
Walmart	supplies	422409	44.64
Walmart	supplies	422409	16.06
Walmart	supplies	422409	32.24
Walmart	supplies	422409	1.93
Walmart	supplies	422409	13.65
Walmart	supplies	422409	17.69
Amazon	supplies	422409	22.86
Snap Fish	supplies	422409	24.74
Amazon	supplies	422409	7.99
Amazon	supplies	422409	73.35
Amazon	supplies	422409	23.07
Amazon	supplies	422409	89.00
Amazon	supplies	422409	19.79
Amazon	supplies	422409	37.89
Amazon	supplies	422409	197.13
Snapfish	supplies	422409	24.74
Amazon	supplies	422409	146.72
Meijer	supplies	422409	8.89
Jewel	supplies	422409	32.95
Jewel	supplies	422409	14.48
Meijer	supplies	422409	13.46
Jewel	supplies	422409	23.29
Jewel	supplies	422409	(0.51)
Snapfish	supplies	422409	37.48
Amazon	supplies	422409	313.28
Amazon	supplies	422409	36.99
Amazon	supplies	422409	51.98
Amazon	supplies	422409	83.12
Amazon	supplies	422409	14.12
Amazon	supplies	422409	84.52
Amazon	supplies	422409	75.40
Amazon	supplies	422409	75.14
Amazon	supplies	422409	107.60
Amazon	supplies	422409	15.69
Amazon	supplies	422409	20.12
Netflix	supplies	422409	15.99
Amazon	supplies	422409	4.94
Amazon	supplies	422409	62.98
Amazon	supplies	422409	35.97
Amazon	supplies	422409	385.80
Amazon	supplies	422409	74.98
Amazon	supplies	422409	9.99
Amazon	supplies	422409	139.99
Amazon	supplies	422409	45.87
Amazon	supplies	422409	15.29

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #5  
 May 22, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Amazon	supplies	422409	130.95
Amazon	supplies	422409	191.64
Amazon	supplies	422409	23.38
Amazon	supplies	422409	82.76
Amazon	supplies	422409	167.94
Amazon	supplies	422409	1,072.98
Amazon	supplies	422409	9.99
Amazon	supplies	422409	308.19
Amazon	supplies	422409	147.62
Amazon	supplies	422409	499.95
Amazon	supplies	422409	84.57
Amazon	supplies	422409	15.99
Amazon	supplies	422409	47.43
Amazon	supplies	422409	24.48
Amazon	supplies	422409	52.93
Amazon	supplies	422409	96.84
Amazon	supplies	422409	6.33
Amazon	supplies	422409	31.95
Amazon	supplies	422409	137.47
Amazon	supplies	422409	29.92
Amazon	supplies	422409	27.71
Amazon	supplies	422409	6.99
Walmart	supplies	422409	32.95
Menards	supplies	422409	8.82
Five Below	supplies	422409	6.00
Walmart	supplies	422409	21.86
Walmart	supplies	422409	27.72
Walmart	supplies	422409	24.23
Walmart	supplies	422409	39.94
Walmart	supplies	422409	11.62
Walgreens	supplies	422409	153.49
Alliance Paper & Food	supplies	422409	202.97
Alliance Paper & Food	supplies	422409	60.71
Amazon	supplies	422410	99.63
Amazon	supplies	422410	129.54
Amazon	supplies	422410	39.99
Alliance Paper & Food	supplies	422411	202.97
Amazon	supplies	422414	79.15
Staples	supplies	422414	27.75
Amazon	supplies	422414	49.56
Jewel	supplies	422415	47.94
Home Depot	supplies	422417	68.46
Amazon	supplies	422420	504.00
Walmart	supplies	422420	49.00
Jewel	supplies	422420	19.96
Jewel	supplies	422420	25.58
Amazon	supplies	422420	33.34
Amazon	supplies	422420	124.26
Amazon	supplies	422420	23.91
Amazon	supplies	422420	19.77

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #5  
 May 22, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Amazon	supplies	422420	13.98
Amazon	supplies	422420	29.98
Amazon	supplies	422420	34.85
Amazon	supplies	422420	21.95
Amazon	supplies	422420	19.00
Amazon	supplies	422420	77.99
Amazon	supplies	422420	16.02
Aldi	supplies	422420	18.07
Jewel	supplies	422420	101.44
Amazon	supplies	422420	50.99
Amazon	supplies	422420	5.67
Amazon	supplies	422420	79.99
Jewel	supplies	422420	2.99
Amazon	supplies	422420	7.99
Amazon	supplies	422420	11.85
NJ EZ Pass Toll	transportation gas/tolls/parking	422802	60.00
PB Payment Services	printing	422901	369.35
PB Payment Services	printing	422902	381.45
Office Supply	printing	422904	95.97
Webstaurant	printing	422904	899.75
Amazon	printing	422904	117.78
Amazon	printing	422904	87.99
Webstaurant	printing	422904	(52.93)
Konica Minolta	printing	422906	1,891.99
Vistaprint	printing	422908	43.99
iStock Photo	printing	422909	12.00
Toscana	public awareness/subscriptions/ads	423101	143.31
Jewel	public awareness/subscriptions/ads	423101	5.00
Edible Arrangements	public awareness/subscriptions/ads	423101	75.46
800 Flowers	public awareness/subscriptions/ads	423101	78.99
Facebook	public awareness/subscriptions/ads	423102	193.19
Indeed	public awareness/subscriptions/ads	423102	404.13
Care.com	public awareness/subscriptions/ads	423102	75.00
Indeed	public awareness/subscriptions/ads	423102	501.15
Walmart	public awareness/subscriptions/ads	423106	44.71
Daily Herald	public awareness/subscriptions/ads	423108	77.20
Amazon	ADA compliance	450001	54.46
Amazon	ADA compliance	450009	35.99
Spunky Dunkers	ADA compliance	450012	28.88
Amazon	ADA compliance	450014	56.07
HON Accessories	ADA compliance	450017	18.59
Starbucks	ADA compliance	450022	7.24
		<b>Total</b>	<b>37,551.33</b>
<b>Total Warrant #5 for Electronic Accounts Payable</b>			<b>37,551.33</b>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #5  
 May 22, 2019**

Num	Name	Memo	Account	Amount
26501	Hanover Park Park District	Invoice 0519	10400 - VB&T Business Checking	-1,443.00
		<b>Invoice 0519</b>	<b>421803 - HPPD Rental Space</b>	<b>1,443.00</b>
				<u>1,443.00</u>
26502	Mt. Prospect Park District	Invoice 2397	10400 - VB&T Business Checking	-2,500.00
		<b>Invoice 2397</b>	<b>421804 - MPPD Rental Space</b>	<b>2,500.00</b>
				<u>2,500.00</u>
26503	Park Central Condo Assn.	Invoice 805	10400 - VB&T Business Checking	-1,065.00
		<b>Invoice 805</b>	<b>421801 - Condo Association Fee</b>	<b>1,065.00</b>
				<u>1,065.00</u>
26504	Rolling Meadows Park District	Invoice 19-905	10400 - VB&T Business Checking	-960.00
		<b>Invoice 19-905</b>	<b>421701 - Condo Maintenance</b>	<b>960.00</b>
				<u>960.00</u>
26508	Ray Graham Association	ITRS Soccer - 5/19/19	10400 - VB&T Business Checking	-160.00
		<b>ITRS Soccer - 5/19/19</b>	<b>422106 - Weekly Programs</b>	<b>160.00</b>
				<u>160.00</u>
26509	Cristina Uriostegui	Refund - Sunrise 4070 Smr 2019	10400 - VB&T Business Checking	-50.00
		<b>Refund - Sunrise 4070 Smr 2019</b>	<b>11500 - VB&amp;T Operating/MM Account</b>	<b>50.00</b>
				<u>50.00</u>
26510	Sara Quintana	Refund - Sunrise 4070 Smr 2019	10400 - VB&T Business Checking	-50.00
		<b>Refund - Sunrise 4070 Smr 2019</b>	<b>11500 - VB&amp;T Operating/MM Account</b>	<b>50.00</b>
				<u>50.00</u>
<b>Total for Warrant #5 VB&amp;T Business Checking Accounts Payable</b>				<b>6,228.00</b>

**Warrant #4  
Summary  
April 30, 2019**

<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				

<b>Total VB&amp;T Electronic Accounts Payable (IMRF, ADP)</b>	<b>46,116.45</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>33,070.64</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>137,369.57</b>
	<b><u>216,556.66</u></b>

Motion to approve Warrant #4 dated April 30, 2019 totaling

\$216,556.66

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

Vendor	Description	Account	Amount
<b>IMRF</b>	March 2019	442201	36,719.88
<b>ADP</b>	FSA - Monthly Fee	424303	120.18
	Payroll - February	424301	206.44
	Payroll - February	424302	1,291.70
			<b>1,618.32</b>
<b>Excalibur</b>	Invoice - 176661	421902	6,819.55
	Invoice - 176809	460001	777.75
	Invoice - 176940	421906	180.95
			<b>7,778.25</b>
<b>Total Warrant #4 for Electronic Accounts Payable</b>			<b>46,116.45</b>



**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
<b>BMO Solutions</b>			
Lowes	office supplies	421102	23.08
Amazon	office supplies	421102	13.95
IKEA	office supplies	421102	35.97
IKEA	office supplies	421102	3.30
Active Lock	office supplies	421103	115.50
Name Badges Intl	office supplies	421104	69.11
Name Badges Intl	office supplies	421104	118.97
Amazon	office supplies	421105	33.94
Target	office supplies	421105	9.99
J&R Lock (Henning)	office supplies	421105	60.10
Walgreens	office supplies	421106	13.56
Authorize.net	credit card and bank fees	421152	22.50
First Communications	telephone/fax	421304	501.13
Converged Digital	telephone/fax	421304	314.00
Uber	conference/education	421402	7.03
Uber	conference/education	421402	12.00
Uber	conference/education	421402	9.01
Hyatt	conference/education	421402	(69.00)
Lyft	conference/education	421402	54.91
Uber	conference/education	421402	28.13
Uber	conference/education	421402	9.57
Uber	conference/education	421402	15.86
IAPD	conference/education	421404	108.00
Toscana	conference/education	421405	35.67
Elly's Restaurant	conference/education	421405	27.11
Westwood Tavern	conference/education	421405	45.75
Walker Brothers	conference/education	421405	35.31
WILS	conference/education	421406	75.00
Jewel	conference/education	421406	54.14
PayPal	conference/education	421406	50.00
PayPal	conference/education	421406	50.00
PayPal	conference/education	421406	50.00
Jewel	conference/education	421406	66.08
Bottle & Bottega	conference/education	421406	760.00
Café Zupas	conference/education	421406	110.97
Egglectic	conference/education	421406	27.96
On the Border	conference/education	421406	53.06
Starbucks	conference/education	421406	9.59
Portillo's	conference/education	421406	56.05
WILS	conference/education	421406	75.00
Womens Day	conference/education	421406	28.16
Jimmy Johns	conference/education	421406	70.05
WILS - Chi Chapter	conference/education	421407	75.00
Starbucks	conference/education	421407	3.40
Starbucks	conference/education	421407	11.07
Starbucks	conference/education	421407	4.81
Starbucks	conference/education	421407	8.88
EB Healthy Minds	conference/education	421407	422.28

**Northwest Special Recreation Association**  
**VB Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

Vendor	Description	Account	Amount
PayPal WILS	conference/education	421407	75.00
PayPal WILS	conference/education	421407	75.00
Amazon	conference/education	421407	28.50
Tata Pierogi	conference/education	421407	12.59
NPRA	memberships/certifications	421503	60.00
NCTRC	memberships/certifications	421504	80.00
ARC Services	memberships/certifications	421510	510.00
ARC Services	memberships/certifications	421510	60.00
AAPRA	memberships/certifications	421511	204.00
American Assoc of Notaries	memberships/certifications	421513	49.90
ComEd	maintenance/utilities	421702	386.76
Nicor Gas	maintenance/utilities	421703	243.15
Nicor Gas	maintenance/utilities	421703	189.67
Hudson Energy	maintenance/utilities	421704	713.18
Comcast	maintenance/utilities	421706	171.14
Comcast	maintenance/utilities	421706	205.81
Comcast	maintenance/utilities	421706	141.85
AT&T	maintenance/utilities	421706	71.53
Comcast	maintenance/utilities	421706	163.49
Hobby Lobby	maintenance/utilities	421707	29.08
Amazon	maintenance/utilities	421707	51.94
Amazon	maintenance/utilities	421707	39.98
Amazon	maintenance/utilities	421707	35.09
Ace Hardware	maintenance/utilities	421707	50.10
Network Solutions	computers	421904	699.50
Wix	computers	421904	29.90
Network Solutions	computers	421904	150.00
Apple	computers	421905	0.99
Jotform	computers	421905	190.00
Tech Soup	computers	421905	1,015.00
Adobe Acrobat	computers	421905	15.93
Amazon	computers	421906	41.94
Chandlers	rental/municipal	422104	250.50
Classic Cinemas	commercial expense	422200	221.00
Classic Cinemas	commercial expense	422200	(110.50)
Lucky Monk	commercial expense	422201	340.59
Poplar Creek Bowl	commercial expense	422201	39.90
Streamwood Bowl	commercial expense	422201	63.00
Village Tavern	commercial expense	422201	204.80
Red Barn	commercial expense	422201	96.56
Fox and Hound	commercial expense	422201	25.72
Thrown Elements	commercial expense	422201	160.00
Streamwood Bowl	commercial expense	422202	30.00
Streamwood Bowl	commercial expense	422202	25.00
Streamwood Bowl	commercial expense	422202	45.00
Chicago Wolves	commercial expense	422202	327.50
Poplar Creek Bowl	commercial expense	422202	22.80
Poplar Creek Bowl	commercial expense	422202	22.80
Sky Center	commercial expense	422202	78.00
Elk Grove Bowl	commercial expense	422202	25.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Arlington Lanes	commercial expense	422202	27.00
Poplar Creek Bowl	commercial expense	422202	91.20
Arlington Lanes	commercial expense	422202	42.75
Arlington Lanes	commercial expense	422202	18.00
Amazon	commercial expense	422202	9.29
Streamwood Bowl	commercial expense	422202	20.00
Poplar Creek Bowl	commercial expense	422202	37.05
Poplar Creek Bowl	commercial expense	422202	37.05
Sky Centers, Inc.	commercial expense	422202	91.00
Arlington Lanes	commercial expense	422202	11.25
Seasons 52	commercial expense	422204	270.80
United Center	commercial expense	422204	18.25
United Center	commercial expense	422204	25.75
Comfort Suites	commercial expense	422204	1,464.96
Independence Grove	commercial expense	422204	60.00
Volo Museum	commercial expense	422204	67.50
United Center concession	commercial expense	422204	12.25
United Center concession	commercial expense	422204	23.25
Bulls Game	commercial expense	422204	6.00
Bulls Game	commercial expense	422204	14.25
Bulls Game	commercial expense	422204	17.25
Boomers	commercial expense	422205	101.25
Kids Town	commercial expense	422205	30.00
Fox Valley Park District	commercial expense	422205	50.00
West Chicago Park District	commercial expense	422205	80.00
Elk Grove Bowl	commercial expense	422205	50.00
Boomers	commercial expense	422205	90.00
Elk Grove Bowl	commercial expense	422206	879.00
Elk Grove Bowl	commercial expense	422206	883.00
Elk Grove Bowl	commercial expense	422206	887.00
Elk Grove Bowl	commercial expense	422206	887.00
Brunswick	commercial expense	422206	261.00
Arlington Lanes	commercial expense	422206	49.50
Brunswick	commercial expense	422206	51.00
Brunswick	commercial expense	422206	261.00
Arlington Lanes	commercial expense	422206	66.00
Arlington Lanes	commercial expense	422206	40.50
Brunswick	commercial expense	422206	60.00
Arlington Lanes	commercial expense	422206	56.25
Brunswick	commercial expense	422206	54.00
Brunswick	commercial expense	422206	234.00
Picture Show	commercial expense	422206	49.50
Picture Show	commercial expense	422206	5.75
Vending Machine	commercial expense	422206	1.45
AMC	commercial expense	422206	173.60
AMC	commercial expense	422206	44.95
Conservatory	commercial expense	422206	50.00
Streamwood Bowl	commercial expense	422206	30.00
Streamwood Bowl	commercial expense	422206	25.00
Triton College	commercial expense	422206	40.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
The Lucky Monk	commercial expense	422206	93.00
Classic Cinemas	commercial expense	422206	66.00
McDonalds	commercial expense	422206	21.27
Jewel	commercial expense	422206	14.93
Picture Show	commercial expense	422206	40.50
Streamwood Bowl	commercial expense	422206	60.00
Streamwood Bowl	commercial expense	422206	66.00
Streamwood Bowl	commercial expense	422206	45.00
Streamwood Bowl	commercial expense	422206	69.00
Streamwood Bowl	commercial expense	422206	116.00
Streamwood Bowl	commercial expense	422206	103.50
Elk Grove Theater	commercial expense	422206	105.00
Streamwood Bowl	commercial expense	422206	96.00
Classic Cinemas	commercial expense	422206	22.50
KFC	commercial expense	422206	67.98
McDonalds	commercial expense	422206	12.83
McDonalds	commercial expense	422206	0.64
McDonalds	commercial expense	422206	3.21
McDonalds	commercial expense	422206	1.43
McDonalds	commercial expense	422206	2.43
McDonalds	commercial expense	422206	2.43
Portillo's	commercial expense	422206	3.94
Portillo's	commercial expense	422206	10.00
Portillo's	commercial expense	422206	10.54
Portillo's	commercial expense	422206	2.73
Portillo's	commercial expense	422206	9.42
Portillo's	commercial expense	422206	8.32
Portillo's	commercial expense	422206	10.54
Portillo's	commercial expense	422206	5.54
Portillo's	commercial expense	422206	10.00
Portillo's	commercial expense	422206	9.10
Portillo's	commercial expense	422206	6.05
Brunswick Zone	commercial expense	422206	243.00
Jewel	commercial expense	422206	40.99
Party City	commercial expense	422206	4.38
Dollar Tree	commercial expense	422206	14.00
Elk Grove Bowl	commercial expense	422206	65.00
Nickel City	commercial expense	422206	20.00
Jewel	commercial expense	422206	12.82
Brunswick Zone	commercial expense	422206	3.00
Brunswick Zone	commercial expense	422206	27.00
RMCB	commercial expense	422208	50.00
Club Arcada	commercial expense	422208	420.00
Club Arcada	commercial expense	422208	200.00
Central Continental Bakery	commercial expense	422209	17.51
Bensenville Theater	commercial expense	422209	476.00
Bensenville Theater	commercial expense	422209	560.00
Redbox	commercial expense	422209	1.75
Rosati's	commercial expense	422209	742.02
Papa Saverios	commercial expense	422209	161.63

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #4  
 April 30, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Jewel	commercial expense	422209	48.94
Papa Saverios	commercial expense	422209	20.00
Amazon	supplies	422401	11.99
Aldi	supplies	422401	23.57
Amazon	supplies	422401	7.99
Amazon	supplies	422401	79.58
Amazon	supplies	422401	7.34
Dollar Tree	supplies	422401	14.00
Dollar Tree	supplies	422401	13.00
Dollar Tree	supplies	422401	5.00
Target	supplies	422401	39.51
Redbox	supplies	422401	3.50
Target	supplies	422401	(15.47)
Amazon	supplies	422401	5.87
Jewel	supplies	422401	14.13
Little Caesar's	supplies	422401	34.00
Streamwood Bowl	supplies	422402	50.00
Streamwood Bowl	supplies	422402	50.00
Amazon	supplies	422402	157.29
Kroger	supplies	422404	24.46
Blaze Pizza	supplies	422404	56.25
Comfort Suites	supplies	422404	4.00
Circle K	supplies	422404	12.43
BWW	supplies	422404	14.29
United Center	supplies	422404	9.25
United Center	supplies	422404	6.25
United Center	supplies	422404	19.00
Amazon	supplies	422404	36.98
Dollar Tree	supplies	422405	10.00
Dollar Tree	supplies	422405	4.00
Amazon	supplies	422405	13.60
Dollar Tree	supplies	422405	8.00
Jewel	supplies	422405	4.50
Dollar Tree	supplies	422405	12.00
Dollar Tree	supplies	422405	10.00
Dollar Tree	supplies	422405	13.00
Amazon	supplies	422405	26.99
Jewel	supplies	422406	2.39
Jewel	supplies	422406	35.30
Aldi	supplies	422406	51.50
Jewel	supplies	422406	12.77
Egglectic	supplies	422406	51.61
Rock Bottom	supplies	422406	129.18
Aldi	supplies	422406	64.72
Jewel	supplies	422406	36.74
Jewel	supplies	422406	70.54
Meijer	supplies	422406	21.44
Amazon	supplies	422406	9.53
Jewel	supplies	422406	51.26
Jewel	supplies	422406	61.89

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #4  
 April 30, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Jewel	supplies	422406	36.54
Jewel	supplies	422406	42.15
Jewel	supplies	422406	28.89
Aldi	supplies	422406	26.08
Skate Team	supplies	422406	20.34
McDonalds	supplies	422406	13.60
Brunswick Zone	supplies	422406	18.00
Dollar Tree	supplies	422406	8.00
Walmart	supplies	422406	5.82
Jewel	supplies	422406	19.58
Jewel	supplies	422406	17.56
Jewel	supplies	422406	15.08
Dollar Tree	supplies	422406	8.41
Jewel	supplies	422409	9.48
Jewel	supplies	422409	22.62
Jewel	supplies	422409	6.68
Lowes	supplies	422409	27.85
Meijer	supplies	422409	28.18
Amazon	supplies	422409	76.88
Amazon	supplies	422409	6.19
Amazon	supplies	422409	125.00
Amazon	supplies	422409	13.96
Amazon	supplies	422409	39.99
Jewel	supplies	422409	25.23
Walmart	supplies	422409	15.92
Walmart	supplies	422409	5.46
Tony's	supplies	422409	32.89
Walmart	supplies	422409	24.22
Walmart	supplies	422409	4.22
Amazon	supplies	422409	15.99
Amazon	supplies	422409	25.99
Amazon	supplies	422409	35.16
Walmart	supplies	422409	59.00
Amazon	supplies	422409	11.98
Amazon	supplies	422409	24.78
Amazon	supplies	422409	149.05
Amazon	supplies	422409	162.63
Amazon	supplies	422409	20.99
Walgreens	supplies	422409	23.66
Amazon	supplies	422409	102.99
Amazon	supplies	422409	28.99
Aldi	supplies	422409	18.32
Aldi	supplies	422409	14.11
Jewel	supplies	422409	15.57
Jewel	supplies	422409	9.32
Walmart	supplies	422409	9.42
Jewel	supplies	422409	75.46
Walmart	supplies	422409	42.43
Walmart	supplies	422409	34.98
Jewel	supplies	422409	20.84

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Dollar Tree	supplies	422409	14.00
Amazon	supplies	422409	8.99
Amazon	supplies	422409	33.98
Walmart	supplies	422409	27.38
Hobby Lobby	supplies	422409	48.48
Jewel	supplies	422409	16.93
Amazon	supplies	422414	11.68
Amazon	supplies	422414	89.91
Amazon	supplies	422414	52.44
Jewel	supplies	422417	6.60
Amazon	supplies	422417	27.00
Amazon	supplies	422417	47.99
Amazon	supplies	422417	95.42
Amazon	supplies	422417	56.99
Amazon	supplies	422417	23.94
Amazon	supplies	422417	19.99
Jewel	supplies	422420	40.40
Amazon	supplies	422420	68.23
Jewel	supplies	422420	21.99
Aldi	supplies	422420	30.32
Amazon	supplies	422420	6.84
Amazon	supplies	422420	34.98
Amazon	supplies	422420	14.99
Amazon	supplies	422420	19.69
Amazon	supplies	422420	13.96
Amazon	supplies	422420	52.09
Amazon	supplies	422420	15.53
Amazon	supplies	422420	16.98
Jewel	supplies	422420	3.99
Aldi	supplies	422420	1.69
Dollar Tree	supplies	422420	10.00
Jewel	supplies	422420	4.50
Amazon	transportation maintenance	422705	31.86
Amazon	transportation maintenance	422705	21.98
Amazon	transportation maintenance	422705	83.94
Marathon	transportation gas/tolls/parking	422801	78.92
PB Payment Service	printing	422901	369.35
PB Payment	printing	422902	381.45
Konica Minolta	printing	422906	1,235.73
Konica Minolta	printing	422906	1,421.04
Vistaprint	printing	422908	43.99
Amazon	printing	422909	355.46
Omaha Steaks	public awareness/subscriptions/ads	423101	100.00
Facebook	public awareness/subscriptions/ads	423102	182.60
Indeed	public awareness/subscriptions/ads	423102	209.12
Care Credit	public awareness/subscriptions/ads	423102	75.00
IPRA	public awareness/subscriptions/ads	423102	165.00
Indeed	public awareness/subscriptions/ads	423102	502.32
Daily Herald	public awareness/subscriptions/ads	423108	77.20
Daily Herald	public awareness/subscriptions/ads	423108	77.20

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #4  
 April 30, 2019**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Dollar Tree	public awareness/subscriptions/ads	423109	17.60
Jewel	public awareness/subscriptions/ads	423109	30.86
ATRA	public awareness/subscriptions/ads	423109	70.00
Ultimate Screen	ADA compliance	450004	9.00
Amazon	ADA compliance	450004	28.97
Amazon	ADA compliance	450012	1.70
Amazon	ADA compliance	450015	9.45
Portillo's	ADA compliance	450021	58.74
Jimmy Johns	ADA compliance	450022	28.50
		<b>Total</b>	<b>33,070.64</b>
<b>Total Warrant #4 for Electronic Accounts Payable</b>			<b>33,070.64</b>



**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #4  
 April 30, 2019**

Num	Name	Memo	Account	Amount
26436	VOID			
26437	Johns, Brittany	Final Vacation Pay P/D 03/15/19 Final Vacation Pay P/D 03/15/19	10400 - VB&T Business Checking 21700 - Unclaimed Payroll/Property	-752.45 752.45 <hr/> 752.45
26438	Robbins Schwartz	Invoice 286838 HAK Invoice 286838 HAK	10400 - VB&T Business Checking 421002 - Legal Fees	-3,943.13 3,943.13 <hr/> 3,943.13
26439	United Talent Coordinators	DJ Service 12/14/18 Snowflake Ball DJ Service 12/14/18 Snowflake Ball	10400 - VB&T Business Checking 422201 - Clubs	-275.00 275.00 <hr/> 275.00
26440	Alexian Brothers Corporate Health Service	Invoice 674081 Invoice 674081	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals	-292.00 292.00 <hr/> 292.00
26441	Precise Sounds	DJ 03/15/19 - St Patrick Dance DJ 03/15/19 - St Patrick Dance	10400 - VB&T Business Checking 422204 - Special Events	-450.00 450.00 <hr/> 450.00
26442	Rolling Meadows Park District	Invoice 134077 Invoice 134077	10400 - VB&T Business Checking 421707 - Miscellaneous	-310.00 310.00 <hr/> 310.00
26443	PDRMA	Invoice 1544590083 Invoice 1544590083	10400 - VB&T Business Checking 421403 - PDRMA Conf/Wkshps/Webnrs/Sci	-20.00 20.00 <hr/> 20.00
26444	NCPERS Group Life Insurance	Invoice 5436042019 Invoice 5436042019	10400 - VB&T Business Checking 421601 - Additional Life	-16.00 16.00 <hr/> 16.00
26445	Robbins Schwartz	Invoice 287259 HAK Invoice 287259 HAK	10400 - VB&T Business Checking 421002 - Legal Fees	-3,027.50 3,027.50 <hr/> 3,027.50
26446	PDRMA	Invoice 0319132H Invoice 0319132H	10400 - VB&T Business Checking 441004 - PDRMA Liability	-41,909.11 41,909.11 <hr/> 41,909.11
26447	Rolling Meadows Park District	Invoice 19-904 Invoice 19-904	10400 - VB&T Business Checking 421701 - Condo Maintenance	-960.00 960.00 <hr/> 960.00
26448	Park Central Condo Assn.	Invoice 804 Invoice 804	10400 - VB&T Business Checking 421801 - Condo Association Fee	-1,065.00 1,065.00 <hr/> 1,065.00
26449	Hanover Park Park District	Invoice 0419 Invoice 0419	10400 - VB&T Business Checking 421803 - HPPD Rental Space	-1,443.00 1,443.00 <hr/> 1,443.00
26450	U.S. Postal Service	Summer NWSRA Brochure Summer NWSRA Brochure	10400 - VB&T Business Checking 421201 - Postage	-439.60 439.60 <hr/> 439.60
26451	Schaumburg School District 54	6 Invoices OM29715 - OM29831 Inv OM29715 Inv OM29716	10400 - VB&T Business Checking 422206 - Weekly Programs 422206 - Weekly Programs	-333.00 72.00 81.00

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #4  
 April 30, 2019**

Num	Name	Memo	Account	Amount
		Inv OM29761	422206 · Weekly Programs	48.00
		Inv OM29762	422206 · Weekly Programs	54.00
		Inv OM29808	422206 · Weekly Programs	54.00
		Inv OM29831	422206 · Weekly Programs	24.00
				333.00
26452	Bill's Auto & Truck Repair	Invoices 98854 - 99281	10400 · VB&T Business Checking	-6,859.72
		Invoices 98854 - 99281	422704 · Regular / Repair Service	6,859.72
				6,859.72
26453	U.S. Postal Service	Postage 03/27/19	10400 · VB&T Business Checking	-1,000.00
		Postage 03/27/19	421201 · Postage	1,000.00
				1,000.00
26454	Manny Aguilar	Mileage	10400 · VB&T Business Checking	-143.84
		Mileage	422601 · Staff Mileage	143.84
				143.84
26455	Barb Bassett	Mileage	10400 · VB&T Business Checking	-38.28
		Mileage	422601 · Staff Mileage	38.28
				38.28
26456	Bonaguro, Mary T	Mileage	10400 · VB&T Business Checking	-87.58
		Mileage	422601 · Staff Mileage	87.58
				87.58
26457	Mary Lou D'Astice	Mileage	10400 · VB&T Business Checking	-38.28
		Mileage	422601 · Staff Mileage	38.28
				38.28
26458	Edwards, Megan	Mileage	10400 · VB&T Business Checking	-116.06
		Mileage	422601 · Staff Mileage	116.06
				116.06
26459	Nicole Estrada	Mileage	10400 · VB&T Business Checking	-116.58
		Mileage	422601 · Staff Mileage	116.58
				116.58
26460	Tori Gonzalez	Mileage	10400 · VB&T Business Checking	-124.12
		Mileage	422601 · Staff Mileage	124.12
				124.12
26461	Andrea Griffin	Mileage	10400 · VB&T Business Checking	-56.84
		Mileage	422601 · Staff Mileage	56.84
				56.84
26462	Mackenzie Irelan	Mileage	10400 · VB&T Business Checking	-104.40
		Mileage	422601 · Staff Mileage	104.40
				104.40
26463	Lauren Jevaney	Mileage	10400 · VB&T Business Checking	-58.00
		Mileage	422601 · Staff Mileage	58.00
				58.00
26464	Kotsovos, Clariza	Mileage	10400 · VB&T Business Checking	-120.70
		Mileage	422601 · Staff Mileage	120.70
				120.70
26465	Kurkcu, Aidan	Mileage	10400 · VB&T Business Checking	-73.08
		Mileage	422601 · Staff Mileage	73.08
				73.08

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

Num	Name	Memo	Account	Amount
26466	Cortney Lucente	Mileage	10400 - VB&T Business Checking	-120.06
		Mileage	422601 - Staff Mileage	120.06
				120.06
26467	Jacklyn Moore	Mileage	10400 - VB&T Business Checking	-36.54
		Mileage	422601 - Staff Mileage	36.54
				36.54
26468	Moran, Kate	Mileage	10400 - VB&T Business Checking	-96.86
		Mileage	422601 - Staff Mileage	96.86
				96.86
26469	Nock, Emily	Mileage	10400 - VB&T Business Checking	-114.26
		Mileage	422601 - Staff Mileage	114.26
				114.26
26470	O'Brien, Megan	Mileage	10400 - VB&T Business Checking	-19.14
		Mileage	422601 - Staff Mileage	19.14
				19.14
26471	Trisha Palmieri	Mileage	10400 - VB&T Business Checking	-103.82
		Mileage	422601 - Staff Mileage	103.82
				103.82
26472	Paradise, Michele	Mileage	10400 - VB&T Business Checking	-20.18
		Mileage	422601 - Staff Mileage	20.18
				20.18
26473	Katrina Place	Mileage	10400 - VB&T Business Checking	-171.68
		Mileage	422601 - Staff Mileage	171.68
				171.68
26474	Megan Quandt	Mileage	10400 - VB&T Business Checking	-123.54
		Mileage	422601 - Staff Mileage	123.54
				123.54
26475	Ralph, Danielle	Mileage	10400 - VB&T Business Checking	-160.08
		Mileage	422601 - Staff Mileage	160.08
				160.08
26476	Ross, Jordan	Mileage	10400 - VB&T Business Checking	-105.04
		Mileage	422601 - Staff Mileage	105.04
				105.04
26477	Jodi Schultz	Mileage	10400 - VB&T Business Checking	-24.94
		Mileage	422601 - Staff Mileage	24.94
				24.94
26478	Sposito, Maria	Mileage	10400 - VB&T Business Checking	-5.80
		Mileage	422601 - Staff Mileage	5.80
				5.80
26479	Erica Stanko	Mileage	10400 - VB&T Business Checking	-82.94
		Mileage	422601 - Staff Mileage	82.94
				82.94
26480	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-131.66
		Mileage	422601 - Staff Mileage	131.66
				131.66
26481	Theresa Waite	Mileage	10400 - VB&T Business Checking	-98.02
		Mileage	422601 - Staff Mileage	98.02
				98.02

**Northwest Special Recreation Association  
VBT Business Checking Accounts Payable  
Warrant #4  
April 30, 2019**

Num	Name	Memo	Account	Amount
				98.02
26482	Stevens Puppets	03/28/19 Wizard of OZ Puppet Show 03/28/19 Wizard of OZ Puppet Show	10400 - VB&T Business Checking 422209 - PURSUIT	-395.00 395.00 <hr/> 395.00
26483	Elizabeth Medrano	Yoga - March 12,19 & 26 Yoga - March 12,19 & 26	10400 - VB&T Business Checking 422209 - PURSUIT	-120.00 120.00 <hr/> 120.00
26484	Snyder, Joann	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-64.38 64.38 <hr/> 64.38
26485	Melon Ink	Invoice 43422 Invoice 43422	10400 - VB&T Business Checking 423105 - Giveaways	-337.38 337.38 <hr/> 337.38
26486	Juli Cicarelli	Refund - 9032 2019 Refund - 9032 2019	10400 - VB&T Business Checking 11500 - VB&T Operating/MM Account	-50.00 50.00 <hr/> 50.00
26487	Rolling Meadows Park District	Invoice 134MAY-JULY 2019 Invoice 134MAY-JULY 2019	10400 - VB&T Business Checking 12200 - PREPAID EXPENSES	-91.05 91.05 <hr/> 91.05
26488	Cruise Planners of Buffalo Grove	Deposit - 10 Pass 8/26 -8/29/19 Deposit - 10 Pass 8/26 -8/29/19	10400 - VB&T Business Checking 422508 - Trips	-2,300.00 2,300.00 <hr/> 2,300.00
26489	Mt. Prospect Park District	Invoice 2396 Mar (Rent - March 2019) Invoice 2396 Mar (Rent - March 2019)	10400 - VB&T Business Checking 421804 - MPPD Rental Space	-2,500.00 2,500.00 <hr/> 2,500.00
26490	Mt. Prospect Park District	Invoice 2396 (Rent - April 2019) Invoice 2396 (Rent - April 2019)	10400 - VB&T Business Checking 421804 - MPPD Rental Space	-2,500.00 2,500.00 <hr/> 2,500.00
26491	River Trails Park District	Invoice - Karen Hill 3/25-3/29 Invoice - Karen Hill 3/25-3/29	10400 - VB&T Business Checking 450011 - River Trails	-456.31 456.31 <hr/> 456.31
26492	Alexian Brothers Corporate Health Service	Invoice 678301 Invoice 678301	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals	-122.00 122.00 <hr/> 122.00
26493	Trisha Palmieri	Reimb- Jewel Osco 04/03/19 Reimb- Jewel Osco 04/03/19	10400 - VB&T Business Checking 422409 - PURSUIT	-21.53 21.53 <hr/> 21.53
26494	John S. Swift	Invoice 19-29747 Invoice 19-29747	10400 - VB&T Business Checking 422907 - Seasonal Brochure	-4,302.46 4,302.46 <hr/> 4,302.46
26495	Numbers Automation	Invoice 160654 Invoice 160654	10400 - VB&T Business Checking 421106 - Miscellaneous	-198.75 198.75 <hr/> 198.75
26496	Schless, Rachel D	Reissue PR Ck 02201956 12/21/18 Reissue PR Ck 02201956 12/21/18	10400 - VB&T Business Checking 21700 - Unclaimed Payroll/Property	-39.33 39.33 <hr/> 39.33

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #4  
 April 30, 2019**

Num	Name	Memo	Account	Amount
26497	Raus, Hayley M.	Reissue PR Ck 02201955 12/21/18	10400 · VB&T Business Checking	-66.53
		Reissue PR Ck 02201955 12/21/18	21700 · Unclaimed Payroll/Property	66.53
				66.53
26498	May Lily Floral Design	Invoice 194	10400 · VB&T Business Checking	-480.00
		Invoice 194	422209 · PURSUIT	480.00
				480.00
				480.00
26499	Illinois Tollway	Invoice G121000002743	10400 · VB&T Business Checking	-2,257.87
		Invoice G121000002743	422802 · Tolls	2,257.87
				2,257.87
				2,257.87
26500	J & R Lock & Safe, Inc.	Invoice 0000392989	10400 · VB&T Business Checking	-626.00
		Invoice 0000392989	421103 · Locksmith / Keys	626.00
				626.00
				626.00
26506	Accountemps	Invoice 53312564	10400 · VB&T Business Checking	-532.39
		Invoice 53312564	424207 · Office Staff	532.39
				532.39
				532.39
26507	NCPERS Group Life Insurance	Invoice 5436052019	10400 · VB&T Business Checking	-16.00
		Invoice 5436052019	421601 · Additional Life	16.00
				16.00
				16.00
26511	Mary Lou Jamieson	Overpmt - Jenna Jamieson P/D 4/12/19	10400 · VB&T Business Checking	-3.91
		Overpmt - Jenna Jamieson P/D 4/12/19	21700 · Unclaimed Payroll/Property	3.91
				3.91
				3.91
26512	Elizabeth Medrano	Yoga - April 1, 10 & 23	10400 · VB&T Business Checking	-120.00
		Yoga - April 1, 10 & 23	422209 · PURSUIT	120.00
				120.00
				120.00
26513	Clearbrook	STAR Jan - Apr MT & JM	10400 · VB&T Business Checking	-1,553.13
		STAR Jan - Apr MT & JM	422304 · STAR Scholarship Reimbursemen	1,553.13
				1,553.13
				1,553.13
26514	Accountemps	Invoice 53318246	10400 · VB&T Business Checking	-336.82
		Invoice 53318246	424207 · Office Staff	336.82
				336.82
				336.82
26515	Bill's Auto & Truck Repair	Invoices 99231 - 99707	10400 · VB&T Business Checking	-6,269.22
		Invoices 99231 - 99707	422704 · Regular / Repair Service	6,269.22
				6,269.22
				6,269.22
26516	PDRMA	Invoice 0419132H	10400 · VB&T Business Checking	-41,901.05
		Invoice 0419132H	421603 · Premium	41,901.05
				41,901.05
				41,901.05
26517	Barb Bassett	Mileage	10400 · VB&T Business Checking	-26.10
		Mileage	422601 · Staff Mileage	26.10
				26.10
				26.10
26518	Bonaguro, Mary T	Mileage	10400 · VB&T Business Checking	-111.36
		Mileage	422601 · Staff Mileage	111.36
				111.36
				111.36
26519	Mary Lou D'Astice	Mileage	10400 · VB&T Business Checking	-48.72
		Mileage	422601 · Staff Mileage	48.72
				48.72
				48.72
26520	Edwards, Megan	Mileage	10400 · VB&T Business Checking	-80.97
		Mileage	422601 · Staff Mileage	80.97
				80.97
				80.97

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

Num	Name	Memo	Account	Amount
				80.97
26521	Andrea Griffin	Mileage	10400 - VB&T Business Checking	-62.64
		Mileage	422601 - Staff Mileage	62.64
				62.64
26522	Mackenzie Irelan	Mileage	10400 - VB&T Business Checking	-34.22
		Mileage	422601 - Staff Mileage	34.22
				34.22
26523	Kotsovos, Clariza	Mileage	10400 - VB&T Business Checking	-107.71
		Mileage	422601 - Staff Mileage	107.71
				107.71
26524	Kurkcu, Aidan	Mileage	10400 - VB&T Business Checking	-98.60
		Mileage	422601 - Staff Mileage	98.60
				98.60
26525	Cortney Lucente	Mileage	10400 - VB&T Business Checking	-52.78
		Mileage	422601 - Staff Mileage	52.78
				52.78
26526	Jacklyn Moore	Mileage	10400 - VB&T Business Checking	-75.98
		Mileage	422601 - Staff Mileage	75.98
				75.98
26527	Moran, Kate	Mileage	10400 - VB&T Business Checking	-108.46
		Mileage	422601 - Staff Mileage	108.46
				108.46
26528	Nock, Emily	Mileage	10400 - VB&T Business Checking	-74.24
		Mileage	422601 - Staff Mileage	74.24
				74.24
26529	O'Brien, Megan	Mileage	10400 - VB&T Business Checking	-18.56
		Mileage	422601 - Staff Mileage	18.56
				18.56
26530	Trisha Palmieri	Mileage	10400 - VB&T Business Checking	-121.80
		Mileage	422601 - Staff Mileage	121.80
				121.80
26531	Katrina Place	Mileage	10400 - VB&T Business Checking	-169.36
		Mileage	422601 - Staff Mileage	169.36
				169.36
26532	Ralph, Danielle	Mileage	10400 - VB&T Business Checking	-114.26
		Mileage	422601 - Staff Mileage	114.26
				114.26
26533	Ross, Jordan	Mileage	10400 - VB&T Business Checking	-178.41
		Mileage	422601 - Staff Mileage	178.41
				178.41
26534	Snyder, Joann	Mileage	10400 - VB&T Business Checking	-81.78
		Mileage	422601 - Staff Mileage	81.78
				81.78
26535	Sposito, Maria	Mileage	10400 - VB&T Business Checking	-6.26
		Mileage	422601 - Staff Mileage	6.26
				6.26

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #4**  
**April 30, 2019**

Num	Name	Memo	Account	Amount
26536	Erica Stanko	Mileage	10400 - VB&T Business Checking	-66.70
		Mileage	422601 - Staff Mileage	66.70
				<u>66.70</u>
26537	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-78.88
		Mileage	422601 - Staff Mileage	78.88
				<u>78.88</u>
26538	Theresa Waite	Mileage	10400 - VB&T Business Checking	-127.60
		Mileage	422601 - Staff Mileage	127.60
				<u>127.60</u>
26539	Wright, Jocelyn	Mileage	10400 - VB&T Business Checking	-13.34
		Mileage	422601 - Staff Mileage	13.34
				<u>13.34</u>
26540	Manny Aguilar	Mileage	10400 - VB&T Business Checking	-150.22
		Mileage	422601 - Staff Mileage	150.22
				<u>150.22</u>
26541	Tori Gonzalez	Mileage	10400 - VB&T Business Checking	-111.36
		Mileage	422601 - Staff Mileage	111.36
				<u>111.36</u>
26542	Megan Quandt	Mileage	10400 - VB&T Business Checking	-41.18
		Mileage	422601 - Staff Mileage	41.18
				<u>41.18</u>
26543	Lauren Jevaney	Mileage	10400 - VB&T Business Checking	-77.14
		Mileage	422601 - Staff Mileage	77.14
				<u>77.14</u>
26544	Jennifer L. Voss	Zumba 02/12 - 04/16/19	10400 - VB&T Business Checking	-792.00
		Zumba 02/12 - 04/16/19	422206 - Weekly Programs	792.00
				<u>792.00</u>
26545	Dragon Guan LLC	Invoice 28	10400 - VB&T Business Checking	-900.00
		Invoice 28	422206 - Weekly Programs	900.00
				<u>900.00</u>
26546	South Barrington Park District	JOliveri - April 2019	10400 - VB&T Business Checking	-160.00
		JOliveri - April 2019	450015 - South Barrington	160.00
				<u>160.00</u>
26547	Lauren Jevaney	CDL Reimb 021519	10400 - VB&T Business Checking	-30.00
		CDL Reimb 021519	421502 - CDL Reimbursement / Renewal	30.00
				<u>30.00</u>
<b>Total for Warrant #4 VB&amp;T Business Checking Accounts Payable</b>				<b>137,369.57</b>

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Payroll  
**Date:** May 22, 2019

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**Motion:**

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

1. Pay Period Ending – 03/03/19 \$ 105,149.30
2. Pay Period Ending – 03/17/19 \$ 104,415.21
3. Pay Period Ending – 03/31/19 \$ 97,703.98
4. Pay Period Ending – 04/14/19 \$ 97,763.81



Liability	Taxes Debited			
Recap	Federal Income Tax		8,662.55	
	Earned Income Credit Advances		.00	
	Social Security - EE		6,431.61	
	Social Security - ER		6,431.66	
	Social Security Adj - EE		.00	
	Medicare - EE		1,504.29	
	Medicare - ER		1,504.18	
	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		4,723.50	
	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	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXX	<b>29,257.79</b>
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXX	72,744.18
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXX	2,692.56
	<b>Total Amount Debited From Your Accounts</b>			<b>104,694.51</b>
Bank Debits and Other Liability	Adjustments/Prepay/Voids		454.79	
Taxes - Your Responsibility	None This Payroll			

<b>Total Liability</b>
<b>104,694.51</b>
<b>105,149.30</b>
<b>105,149.30</b>

Includes Adjustments that are your responsibility

Liability Recap	Taxes Debited				
		Federal Income Tax		8,277.48	
		Earned Income Credit Advances		.00	
		Social Security - EE		6,328.89	
		Social Security - ER		6,328.92	
		Social Security Adj - EE		.00	
		Medicare - EE		1,480.11	
		Medicare - ER		1,480.15	
		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		4,635.11	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		State Family Leave Insurance - EE		.00	
		State Family Leave Insurance - ER		.00	
		State Medical Leave Insurance - EE		.00	
		State Medical Leave Insurance - ER		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	28,530.66
<b>Other Transfers</b>		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	73,082.68
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	2,801.87
		<b>Total Amount Debited From Your Accounts</b>			<b>104,415.21</b>
<b>Bank Debits and Other Liability</b>		Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>		None This Payroll			
					<b>104,415.21</b>

Liability Recap	Taxes Debited				
	Federal Income Tax			7,544.64	
	Earned Income Credit Advances			.00	
	Social Security - EE			5,901.59	
	Social Security - ER			5,901.49	
	Social Security Adj - EE			.00	
	Medicare - EE			1,380.19	
	Medicare - ER			1,380.19	
	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			4,317.84	
	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	
	State Family Leave Insurance - EE			.00	
	State Family Leave Insurance - ER			.00	
	State Medical Leave Insurance - EE			.00	
	State Medical Leave Insurance - ER			.00	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Transit Tax - EE			.00	
	Local Income Tax			.00	
	School District Tax			.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	<b>26,425.84</b>	
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	68,595.67	
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	2,682.47	
	<b>Total Amount Debited From Your Accounts</b>				<b>97,703.98</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00	
<b>Taxes - Your Responsibility</b>	None This Payroll				
					<b>97,703.98</b>

Liability Recap	Taxes Debited			
	Federal Income Tax			7,448.08
	Earned Income Credit Advances			.00
	Social Security - EE			5,933.98
	Social Security - ER			5,934.03
	Social Security Adj - EE			.00
	Medicare - EE			1,387.80
	Medicare - ER			1,387.80
	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			4,345.35
	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
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	<b>26,437.02</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	88,618.49
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	2,922.39
	<b>Total Amount Debited From Your Accounts</b>			<b>97,977.90</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			214.09
<b>Taxes - Your Responsibility</b>	None This Payroll			

<b>Total Liability</b>	<b>97,977.90</b>
	97,763.81
	97,763.81

Includes Adjustments that are your responsibility

# **VII. Staff Reports**

[Return to Home](#)

To: Tracey Crawford  
From: Rachel Hubsch and Andrea Griffin  
Re: Program Report, March 10, 2019 – May 9, 2019

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### **NWSRA Programs and Services**

Afternoon Club was enhanced to be a Certified Play Expert (CPE) program. Lesson plans were formed specifically for this program involving goals, which stemmed from the CPE Play Domains. These domains/goals include: cognitive, physical, communicative, social/emotional, and sensory. All activities planned had designated goals that would be accomplished in each activity. The program created structure and involvement of participants, which lead to an incident report free season including positive feedback from parents, employee, and participants.

On March 22<sup>nd</sup>, Jocelyn Wright, NWSRA Recruitment Coordinator, took nine of the Kenneth Young Outpatient clients and staff to the Volo Museum. The group deduced that they walked about seven miles during this trip. The clients loved taking photos of all of the famous cars and exhibits and eagerly approached each exhibit with excitement and engagement. There are a of couple clients who can have difficulties such as, responding inappropriately to internal stimuli (auditory hallucinations) if they aren't fully engaged in something of reality. Based on the positive reactions of these clients, such as conversations with peers and staff, as well as independently approaching the exhibit information to learn more about the vehicles. For the first time on an NWSRA community outing, there were no negative or inappropriate behaviors experienced, even with the highest attendance.

### **NWSRA Inclusion Services**

The Inclusion Team is thrilled to congratulate Emily Nock on her promotion to Inclusion Coordinator. Emily will be overseeing support for the Arlington Heights, Mount Prospect, Prospect Heights, and River Trails Park Districts. Emily has served with distinction in her role as Program Specialist and will bring a wealth of talent and energy to the Inclusion Team.

The Inclusion Team members were especially impressed with the support provided to include a middle-school age participant in the Hoffman Estates Park District Hockey program. It is not often that individuals with disabilities are able to participate in a hockey program to the Bantam level; thus, there are few examples of inclusion support strategies available. Ted Adatto, Manager of Inclusion Services, was welcomed into team practices and games by Randy Jordan, Assistant GM Ice Operations / Hockey Manager, to help create supportive strategies to ensure all participants are supported. Each staff member involved was actively engaged in discussing and implementing strategies to make sure support is implemented globally. This is a true example of cooperative inclusion support that drives forward opportunities for residents with disabilities.

### **Staff Training and Recognition**

The Behavior Intervention Team was extremely active during the winter/spring season. The team welcomed new member Danielle Ralph, Program Coordinator. On April 26, Inclusion Coordinator, Lauren Jevaney and Program Specialist, Jordan Ross conducted an observation of a supported participant at the school, Giant Steps. Giant Steps is a school specifically created for individuals on the autism spectrum; therefore, observations with their staff often garner unique and adaptable strategies for NWSRA programs.

The Behavior Team received eleven formal requests for support with specific participants. The Behavior Team also conducted eight onsite program observations and numerous small group, in-house trainings for staff who work directly with the identified participants. The team conducted individual consultations with staff coordinating programs that include identified participants to continue to proactively address anticipated behavior challenges as well as, two parent meetings to discuss implementation of behavior management strategies used outside of NWSRA programs.

Tracey Crawford, Executive Director, Andrea Griffin and Rachel Hubsch, Superintendents of Recreation, attended and presented at the 2019 Midwest Symposium hosted by Northwest Missouri State University. NWSRA presented a session on how multi-sensory environments create a therapeutic alliance between the client and staff, as well as a safe place to develop life skills.

Managers of Special Recreation, Manny Aguilar and Victoria Gonzalez presented on "Training Staff to Accept Diversity" at Supervisor Symposium on Friday, April 12. Attendees walked away learning that diversity is a lot like weaving a tapestry as it takes dedication and time to provide an inclusive and diverse workplace that embodies all abilities, genders, race, and so much more.

Manny Aguilar, Manager of Special Recreation, and Jordan Ross, Program Specialist, attended the Healthy Minds Healthy Bodies: Serving Injured Veterans Workshop on Friday, April 12 and Saturday, April 13 in Addison. This workshop is designed to give professionals working with injured veterans up to date information regarding veteran topics, including veteran culture, general injury (physical and psychological) and disability awareness, barriers (and solutions) in a fitness facility environment and adapted exercise programming for these individuals. NWSRA is pleased to now have six member park districts involved in this wonderful program. Rolling Meadows Park District just added in March along with the Bartlett, Palatine, Buffalo Grove, Streamwood, and Mt. Prospect Park Districts.

### **Community Updates**

- On April 5<sup>th</sup> Partners in Adult Learning (PAL) went to the Buffalo Grove Raupp Museum for the Civil War Exhibit.
- PURSUIT clients from Hanover Park, Rolling Meadows and Mt. Prospect assisted in the creation of an exhibit at the Buffalo Grove Raupp Museum that showcases artwork from famous artists with disabilities including PURSUIT clients.
- PURSUIT clients met with Microsoft at Woodfield Mall to create the elements in the graffiti wall that will be the focus point of the Dream Lab in Rolling Meadows.
- NWSRA attended Hanover Park and Hoffman Estates Township and Prospect Heights Park District Job Fairs in March.
- NWSRA attended Resource Fairs at D211, D214, U46, D54, D15, NSSEO school districts to increase registration and recreational programming awareness.

**Date:** May 9, 2019  
**To:** Tracey Crawford, Executive Director  
**From:** Brian Selders, Superintendent of Communications & IT  
**Re:** NWSRA/SLSF Marketing and Public Relations Report

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Following is a synopsis of marketing activities that have taken place in 2019:

<b>MEDIA</b>	
<b>Daily Herald</b>	<ul style="list-style-type: none"> <li>• Appreciation Ad for Gold Medal Fashion Show</li> <li>• Article on Gold Medal Fashion Show</li> <li>• Article on Skating Championships Invitational</li> </ul>
<b>Chicago Tribune</b>	<ul style="list-style-type: none"> <li>• Article on Skating Championships Invitational</li> </ul>
<b>TribLocal/Metromix</b>	<ul style="list-style-type: none"> <li>• Added SLSF events to online calendar of events</li> </ul>
<b>Daily Herald Business Ledger</b>	<ul style="list-style-type: none"> <li>• Submitted SLSF information for the Business Ledger Philanthropy Guide</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more</li> </ul>
<b>ONLINE</b>	
<b>NWSRA/SLSF Online</b>	<ul style="list-style-type: none"> <li>• Facebook ad optimization with Pixel integration project complete</li> <li>• Updated online PT staff interest form</li> <li>• Project Updates page created for Dream Lab, Sensory Garden and Snoezelen Room</li> <li>• Website is now multilingual (6 languages)</li> <li>• Day camp page on website updated with new logo</li> <li>• New features on NWSRA and Directors sites</li> <li>• SLSF events with online registration posted</li> <li>• New program informational flyers sent- SibShops, Skating Competition, All Star Game, etc.</li> <li>• New website search engine optimization tools enabled</li> <li>• Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent</li> <li>• Monthly NWSRA and SLSF Board Update e-newsletters sent</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>• Unplug Illinois Day promoted</li> <li>• New events and online registration/RSVP posted</li> <li>• Staff of the month videos/posts created for departments</li> </ul>



	<ul style="list-style-type: none"> <li>• Volunteer appreciation week featured several volunteer highlights</li> <li>• 2018 thank you video created and posted to Youtube</li> <li>• New day camp posts</li> <li>• ATRA Therapeutic Recreation month posts</li> <li>• NWSRA and SLSF events and videos posted online</li> <li>• NWSRA now has over 7,500 Facebook followers</li> <li>• Youtube videos averaging over 18 hours of play time/month</li> </ul>
<b>PUBLICATIONS and FLYERS</b>	
<b>NWSRA/ SLSF</b>	<ul style="list-style-type: none"> <li>• New Mentoring Program flyer created</li> <li>• Revamped Volunteer Brochure and offerings</li> <li>• New event flyers and logos created</li> <li>• SLSF Spring Appeal created</li> <li>• Winter/Spring and Summer brochures created</li> <li>• 2019 Calendar of Events created</li> <li>• 2019 SLSF materials updated</li> <li>• 2019 Day Camp Brochure, Fact Sheets, Informational brochure and newsletter templates created</li> <li>• Event/Program materials created- Skating Championships, All Star Basketball Game, Broadway Buddies, Sibshops, etc.</li> <li>• SLSF Board Member Snapshots created</li> <li>• 2018 Annual Report created</li> <li>• NWSRA Winter/Spring brochure created and sent</li> <li>• SLSF postcard/calendar created and sent</li> <li>• Skating Championships Invitational materials created</li> <li>• Lightning All Star Game materials created</li> <li>• Gold Medal Fashion Show materials created</li> <li>• NWSRA Winter/Spring brochure created and sent</li> </ul>
<b>Television, Video and Radio</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• NWSRA brand video in process</li> <li>• Gold Medal Fashion Show video created</li> <li>• Skating Championships Invitational award video created</li> </ul>
<b>ADDITIONAL MARKETING</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• NWSRA Day Camp 2019 logos, characters and materials created</li> <li>• Capital Funding request letters sent and Town Halls attended</li> <li>• Designed billboard shown on I-53 in March</li> </ul>

	<ul style="list-style-type: none"> <li>• Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award</li> <li>• Submitted Agency Showcase nominations to IPRA</li> <li>• Presented IAPD/IPRA Community Service Awards to supporters</li> </ul>
<b>Expos/Networking Events</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Calendar of expos/networking events where NWSRA has provided information, created by Outreach Committee. Have provided information at 26 events in 2019 and formed several new collaborative partnerships</li> </ul>
<b>IN PROGRESS</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Transportation Needs, Accommodations and Obstacles Focus Groups</li> <li>• Computer replacement project- Windows 10</li> <li>• Dream Lab- Accessible Technology Center</li> <li>• Database build project</li> <li>• Various publications and online media</li> <li>• Quickbooks transition</li> <li>• 2019 NWSRA/SLSF materials</li> <li>• NWSRA Brand Video</li> </ul>

**Date:** May 13, 2019  
**To:** Tracey Crawford, Executive Director  
**From:** Brian Selders, Superintendent of Communications & IT  
**Re:** Outreach Committee Report

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In 2019, the NWSRA Outreach Committee continued its goal of planning and executing targeted outreach based on the areas and populations in need of increased NWSRA presence. The committee has engaged and informed new groups, families and individuals about NWSRA services. The Outreach Committee has expanded its list of identified organizations such as support groups and schools that are in need of an increased NWSRA presence and has created partnerships and collaborations to address the needs of the community.

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

1. Welcome packets sent to 67 new families
2. Reached out to School Districts to post Day Camp brochure and Seasonal Brochure to online virtual backpacks
3. Increased outreach to minority patrons via introduction of a multilingual website, updating of print materials in Spanish, partnership with Townships to distribute NWSRA materials
4. Promoted NWSRA services at 26 expos and events
5. Provided speaking and presentation opportunities to NWSRA full time staff
6. Marketing/referral partnerships have been created with:
  - a. NowPow- Rush University Medical Center
  - b. Project World Impact- SLSF web page
7. Meetings have been held with the following businesses/organizations to discuss future partnership:
  - a. National Association for Down Syndrome (NADS)
  - b. YMCA Metropolitan Chicago
  - c. AMITA Health Alexian Brothers Center for Mental Health

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

Date: May 6, 2019  
To: Tracey Crawford, Executive Director  
From: Nanette Sowa, Superintendent of Development  
RE: SLSF Update for May NWSRA Board

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SLSF is meeting with potential sponsors, filing grants and reaching out to existing and new donors in an effort to meet its 2019 financial goal of raising \$674,926.12. That goal is \$234,196.62 higher than the 2018 financial goal. The current status is as follows:

**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2019 budgeted amount is \$76,350. To date, \$26,175 has been received. The SLSF team continues to seek new sponsors for the events. The Hole Sponsor Deal has received one new participant, the Gold Medal Fashion Show had one new sponsor and the Buffalo Grove Outing had a large influx of sponsor dollars adding a \$3000 gold sponsor as well as a \$1500 bronze sponsor and a number of new hole sponsors.

**Grants:** The FY 2019 budgeted grant total is \$268,000. To date, SLSF has applied for \$232,627 in grants in 2019. \$181,325 has been approved and \$172,658.36 has been received as of the date of this report.

**Events:** The FY 2017 Events budgeted amount is \$308,429.50. The 29<sup>th</sup> annual Gold Medal Fashion Show was held on February 24<sup>th</sup> and raised just under \$57,000. The total amount received in event dollars (including sponsorships) as of May 6<sup>th</sup> is \$89,146.35.

**Grants to NWSRA:** The Board approved a grant to NWSRA in the amount of \$350,000 for fiscal year 2019. The first of three installments will be paid in May, the second installment in October, and the third installment December.

**Outreach:** SLSF is using a list of businesses provided by NWSRA board member Christina Ferrara to research area companies to contact about building a relationship with the Foundation. The SLSF staff is also attending numerous networking events to increase the public profile of SLSF.

The Spring Appeal postcard was sent in late April encouraging online giving. The SLSF staff will track donations from this appeal to see if a postcard is a successful way to encourage additional individual donations.

Another postcard highlighting the fall golf outings will be mailed in June to all who participated in SLSF events from 2016-2018.

**2019 Goal:** Nanette continues to work on building relationships that will bring major gifts and growing corporate and individual giving; Cathy on grants; Megan on events. As always, the entire SLSF team will be available to assist the others, but will focus their time on their individual assignments.

FY 2019 NWSRA 1st Quarter Financial Report

Line Item #	Description	FY 2019 Budget	January-March 2019	% Change from Budget	Explanation
<b>Income</b>					
310000	Member District Assessments	4,277,532.03	1,122,410.08	26.2%	This line item is on target.
320000	Program Fees	705,958.00	239,617.43	33.9%	This line item is slightly higher due to an increase of 35% in day camp revenue collected at this time compared to first quarter last year.
321000	Transportation - Door to Door	5,700.00	602.00	10.6%	This line item is lower, due to 25% more clubs taking place in April. And, most expenses occurring with summer camps.
321100	Transportation - Pick up Points	22,500.00	4,735.25	21.0%	This line is on target.
340000	Non-Program Revenue	198,500.28	49,072.57	24.7%	This line is on target.
350000	SLSF Grant Contributions	350,000.00	0.00	0.0%	The first transfer is not until second quarter.
360000	Sale of Fixed Assets	1,250.00	0.00	0.0%	This line item is on target.
370000	Interest	80,000.00	32,424.43	40.5%	Higher due to increasing interest rates.
380000	Revenue SLSF	500.00	19.00	3.8%	This line item is on target.
385000	Transfer of Reserve	250,000.00	0.00	0.0%	On target, no transfers budgeted this quarter.
	<b>Total Income</b>	<b>5,891,940.31</b>	<b>1,448,880.76</b>	<b>24.6%</b>	
<b>Administration</b>					
421000	Professional Fees	13,550.00	7,078.56	52.2%	This is all in the legal fees line, due to high consultation. Amount is higher due to locksmith charges and office renovations in 1st quarter. Expenses should be lower in future quarters.
421100	Office Supplies	4,400.00	1,693.72	38.5%	
421150	Credit Card & Bank Fees	12,330.00	2,756.41	22.4%	This line item is on target.
421200	Postage	5,200.00	79.03	1.5%	Amount is lower due to funding of postage at end of 2018. Expenses will be higher in future quarters.
421300	Telephone/Fax	17,110.00	3,092.65	18.1%	Amount is lower due to less Verizon expenses. However, will be higher in summer months due to day camp cell phone needs.
421400	Conference/Education	41,208.00	12,107.72	29.4%	This line item is on target.
421500	Memberships	17,660.00	1,498.87	8.5%	Amount is lower due to the majority of membership renewals taking place in the second and third quarters.
421600	Health Insurance	591,061.92	71,926.99	12.2%	This is low due to not calculating Employee (EE) deductions.
421700	Maintenance/Utilities	47,325.00	10,334.32	21.8%	This line item is on target.
421800	Rent	70,096.00	10,024.00	14.3%	Higher due to charges for RMCC space. Checking why billed.
421900	Computer	117,175.00	28,436.92	24.3%	This line item is on target.
	<b>Subtotal Administration Expense</b>	<b>937,115.92</b>	<b>149,029.19</b>	<b>15.9%</b>	
<b>Program</b>					
422100	Rental Municipal	36,791.81	2,169.77	5.9%	Amount is lower due to expenses occurring in 2nd quarter for payment of facilities for day camp and invoices not received from park districts for weekly programs.
422200	Commercial Expense	154,765.50	39,791.31	25.7%	This line item is on target.
422300	Program Development	18,486.00	4,406.79	23.8%	This line item is on target.
422400	Program Supplies	75,274.25	10,305.21	13.7%	Amount is under budget due to only having two months of programming in the first quarter. It will even out in the second quarter with camps. This line item will take place after day camps are over in the second and third quarter.
422500	Commercial Transportation	115,125.00	0.00	0.0%	
422600	Transportation Program Staff	25,000.00	6,195.90	24.8%	This line item is on target.
422700	Transportation Maintenance	83,900.00	17,838.79	21.3%	This line item is on target.
422800	Transportation Gas/Tolls/Park	75,800.00	8,446.14	11.1%	Under budget due to quarterly tollway bill, 1st quarter received mid April.
422900	Printing	53,374.00	15,245.78	28.6%	This line item is on target.
423100	Public Awareness	12,480.00	5,989.97	48.0%	Amount is higher due to recruitment advertisements in 1st quarter. Expenses should be lower in future quarters. Need to look at \$ for continued recruitment.
	<b>Subtotal Program Expense</b>	<b>650,996.56</b>	<b>110,389.66</b>	<b>17.0%</b>	
<b>Salary</b>					

424100	Full Time Staff Salary	2,188,963.05	481,410.37	22.0%	This line item is on target.
424200	Part Time Staff Salary	518,112.65	55,101.64	10.6%	Amount low due to less PT EE & some expense for summer. Will even out in 3rd Qtr.
424300	Payroll Processing	27,734.00	7,439.16	26.8%	This line item is on target.
424500	Car Allowance	7,800.00	1,800.00	23.1%	This line item is on target.
	<b>Subtotal Salary Expense</b>	<b>2,742,609.70</b>	<b>545,751.17</b>	<b>19.9%</b>	
<b>Liability/Audit/IMRF</b>					
441000	Liability/PDRMA	80,626.52	42,748.11	53.0%	6 month bill paid-on target.
442000	Audit	7,525.00	0.00	0.0%	This line item is on target, billed 2nd Quarter.
442100	Employer FICA	245,821.55	44,271.43	18.0%	Low due to less PT EE & EE changes.
442200	IMRF	203,792.46	53,646.16	26.3%	This line item is on target.
	<b>Subtotal Liability/Audit/IMRF Expenses</b>	<b>537,765.53</b>	<b>140,665.70</b>	<b>26.2%</b>	
<b>ADA Compliance/Capital</b>					
450000	ADA Compliance	517,005.95	45,312.83	8.8%	Amount is lower due to majority of staff expenses falling in summer months.
460000	Capital Equipment Replacement	463,500.00	27,887.58	6.0%	On target, most expenses occur third & fourth quarter.
	<b>Subtotal ADA/Capital Expenses</b>	<b>980,505.95</b>	<b>73,200.41</b>	<b>7.5%</b>	
	<b>Total Expenses</b>	<b>5,848,993.66</b>	<b>1,019,036.13</b>	<b>17.4%</b>	
	<b>Net Income(Revenue-Expenses)</b>	<b>42,946.65</b>	<b>429,844.63</b>	<b>1000.9%</b>	

# Financial Management

## Focus 1A. Budget Training

Goal	Department	Point Person	Quarter Completed	Objective Completed
1. Enhance all staff knowledge of department budgets in relation to the overall budget.	Managers	JoAnn Snyder	Ongoing	All Departments reviews quarterly budget explanations to foster greater understanding of financial forecasting and department specific impact on the overall budget
2. Educate staff about resources/financial assets/cash flow polices.	Admin	Darleen Negrillo		
3. Explore the allocation of additional funding for the marketing of NWSRA.	Marketing	Brian Selders	First	After a thorough review of potential cost savings in other line items and prioritization and review of efficiency of marketing tools, NWSRA has increased its overall marketing budget by 19% since 2017.
4. Set and share expectations with PT program leaders to utilize budgets for programs accurately and appropriately	Support Services	Nicole Estrada	Ongoing	Updated budget worksheets for the Summer 2019 Program Leader Training.

## Focus 1B. Alternate Funding Sources

Goal	Department	Point Person	Quarter Completed	Objective Completed
5. Increase collaborative/cooperative programs by partnering with other agencies to address increased programming needs.	Program Development	Danielle Ralph	Ongoing	Looked through member park districts brochures to find programs that were unique for NWSRA participants. The Inclusion Team worked with Palatine, Rolling Meadows, and Prospect Heights Park Districts to post Inclusion Aide positions to collaboratively search for needed staff.

# Financial Management

## Focus 1C. Program Fee & Budget Analysis

Goal	Department	Point Person	Quarter Completed	Objective Completed
6. Investigate Transportation partners to decrease cost	Admin	Darleen Negrillo		
7. Revise formula for budgeting PT staff to address competitive pay rates	Admin	Darleen Negrillo		Working to include Minimum Wage Changes.

## Focus 1D. NWSRA Investment Portfolio, Capital Replacement Plan, Operating and Capital Reserve Funds for Long Range Planning

Goal	Department	Point Person	Quarter Completed	Objective Completed
8. Allocate appropriate funding to cover both anticipated and unanticipated building repairs in owned/leased NWSRA spaces.	Admin	Darleen Negrillo		
9. Continue to financially analyze the expansion of PURSUIT and STAR	Collaborative Team	Liz Thomas	First	Completed a break down of all the Clearbrook budgets
10. Implement the budgeted 2019 ADA transition plan items	Admin	Brian Selders	Ongoing	Letters to Legislators regarding potential Capital funding has been sent, and staff have attended Town Hall meetings regarding Capital funding requests.



# Operational Excellence

Focus 2A. Adult and Senior Programming				
Goal	Department	Point Person	Quarter Completed	Objective Completed
1. Investigate programs for higher functioning adults	Program Development	Danielle Ralph	First	Researched and created a grid of outside agencies/organizations in service area that offered services for high cognitive functioning adults.
2. Research senior programming for the aging individuals with disabilities	Program Development	Danielle Ralph	First	Created a fact sheet showing numbers (age, city, disability). Created a survey to find out programming needs of ages 48 and above.
3. Research collaborative/cooperative opportunities with mental health facilities for adult programming	Program Development	Danielle Ralph	First	Researched different mental health facilities in the surrounding areas and created grid on contacts.
4. Develop a fourth PURSUIT Program and Investigate other site locations	Collaborative	Liz Thomas	Ongoing	Toured Hoffman Estates Park District building Wheeling timeline set and in progress. Map created for future site potentials
5. Utilize state quality survey to evaluate PURSUIT and STAR collaborative programs	Collaborative	Liz Thomas		
6. Further the development of social clubs to address aging populations, ratios and age ranges	Programming	Manny Aguilar		
Focus 2B. Early Childhood and School Age Programming				
Goal	Department	Point Person	Quarter Completed	Objective Completed
7. Revamp Day Camp offerings to address the needs of early childhood and school aged participants and families	Day Camp Team	Victoria Gonzalez	First	Little Sprouts now offers a North & South location. It allows for weekly registrations with three options: M-F, M/W/F, T/TH. for a full nine weeks so that families have a variety of options to best choose what is appropriate for their child.

## Operational Excellence

8. Enhance special event offerings to meet the interests of participants.	Program Development	Danielle Ralph		
9. Investigate growth of Early Childhood programming	Program Development	Victoria Gonzalez	First	The program development team revamped Summer 2019 EC program offerings to earlier times in an effort to grow registrations and attendance. The Inclusion Team assigned Coordinator Emily Nock to act as Early Childhood contact and to attend ITRS Early Childhood Committee meetings to ensure streamlined communication with new families of early childhood-aged participants

### Focus 2C. Communications and Publicity

Goal	Department	Point Person	Quarter Completed	Objective Completed
10. Ensure that new families are aware of all NWSRA services	Outreach Committee	Jocelyn Wright	Ongoing	The outreach committee has partaken in 26 community outreach or recruitment events since the start of the year
11. Continue to publicize NWSRA staff achievements and program highlights	Program Staff	Brian Selders	Ongoing	Each Department highlights one part-time staff each month via social media platforms based on above and beyond performance
12. Promote NWSRA and its programs and services through sharing of personal success stories	Program Staff	Brian Selders	Ongoing	SLSF Spring Appeal sent, social media and website stories created and promoted, and NWSRA brand video is currently in production
13. Enhance visibility of the NWSRA name, vision and mission through new partnerships and collaborations with community agencies	Outreach Committee All Staff	Jocelyn Wright	Ongoing	Support Service Department connected with four community organizations to promote NWSRA programs and services
14. Define NWSRA program and services as Recreation Therapy versus Special Recreation	Admin	Rachel Hubsch Andrea Griffin	Ongoing	Programs that need a Certified Therapeutic Recreation Specialist, Certified Play Expert or a Specialty instructor have been identified.
15. Create branding for NWSRA Day Camps, Leisure Education and Ability Awareness	Admin	Brian Selders	First	Day Camp revamp marketing campaign implemented. Leisure Ed and Ability Awareness logos and flyers in progress

# Promoting Leadership

Focus 3A. Training				
Goal	Department	Point Person	Quarter Completed	Objective Completed
1. Continue to offer new and innovative training opportunities through collaboration with other community agencies	Admin	Rachel Hubsch		
2. Provide continuing education opportunities reflecting the requirements established by PDRMA and Distinguished Agency accreditation standards	Admin	Rachel Hubsch	Ongoing	PDRMA online course work was given to staff to complete by September
3. Effectively train new member district staff on NWSRA programs and services	Admin	Andrea Griffin		
4. Continue to strengthen relationship with park district professionals through education and support of the Inclusion process	Inclusion Team	Ted Adatto	Ongoing	The Inclusion Team has performed over 120 direct contact hours to date in member district programs. The addition of a Behavior Specialist has allowed for greater and more expedient in-program support. CPI offerings have risen to three member districts thus far in 2019 (RM, AH, BG)
5. Enhance opportunities for training through the use of webinars, online training and outside speakers	Admin Managers	Rachel Hubsch	First	The Inclusion Team has made use of Starnet trainings to enhance knowledge base.
6. Improve communication and program effectiveness through the use of TR models and the APIED process	Program Staff	Rachel Hubsch	First	Program forms have been updated to adhere to the APIED process to create goal / outcome based programming.
7. Revamp Part-Time staff evaluations in order to provide specific feedback and identify staff ready for a leadership role	Managers	Nicole Estrada	First	Completed and will be implemented during the summer season
8. Develop position specific manuals for Admin and Managers	Admin Managers	Darleen Negrillo	Ongoing	Completed updating Job Descriptions. Manuals will start second quarter.

# Promoting Leadership

9. Revamp Board / Agency policy and procedure manuals	Admin	Darleen Negrillo		In progress. Policy Manual at Lawyer for review Starting Board Manual 5/4/19
<b>Focus 3B. Succession Planning</b>				
<b>Goal</b>	<b>Department</b>	<b>Point Person</b>	<b>Quarter Completed</b>	<b>Objective Completed</b>
10. Continue to utilize NWSRA's succession plan to create mentoring opportunities for FT staff	Admin	Rachel Hubsch		
<b>Focus 3C. Public Relations</b>				
<b>Goal</b>	<b>Department</b>	<b>Point Person</b>	<b>Quarter Completed</b>	<b>Objective Completed</b>
11. Effectively communicate factors that may affect program services including new legislation and regulations to participants and families	Admin	Brian Selders	First	Advocacy web page created with updated State of Illinois Legislation news, links for families to contact their Legislators as well as information on the Transportation Needs, Accommodations and Obstacles survey
12. Identify and educate new legislators on NWSRA programs and services	Admin	Brian Selders	First	Information packets sent to new Legislators, met new Legislators at various Legislative events, contacted Legislators about NWSRA ADA Transition Plan for inclusion into State Capital funding
<b>Focus 3D. Service Leadership</b>				
<b>Goal</b>	<b>Department</b>	<b>Point Person</b>	<b>Quarter Completed</b>	<b>Objective Completed</b>
13. Utilize the Strategic Plan to assist Full Time staff with the development of annual goals for agency growth and personal advancement.	All Staff	Rachel Hubsch	First	Personal goals have been created for each Full-Time staff and will be updated quarterly on progress and accomplishments

## Promoting Leadership

14. Further develop and implement the mentoring program for Part Time and Volunteers.	Managers	Nicole Estrada	First	Created Marketing request for Mentoring Program Flyer that will be distributed at Summer Weekly Trainings.
15. Develop a strategic plan for recruitment	Admin	Darleen Negrillo		

# Outstanding Service

## Focus 4A. Parent / Stakeholder Feedback, Education and Networking

Goal	Department	Point Person	Quarter Completed	Objective Completed
1. Maintain and achieve agency accreditations	Admin	Rachel Hubsch Darleen Negrillo		
2. Increase advocacy efforts for parents and stakeholders toward legislative issues	Admin	Brian Selders	First	Advocacy web page created with updated State of Illinois Legislation news, links for families to contact their Legislators as well as information on the Transportation Needs, Accommodations and Obstacles survey. Hosting Focus Groups for transportation survey
3. Create an evaluation to collect feedback regarding the third year of the strategic plan for participants, families and stakeholders	Admin	Brian Selders	First	Strategic Plan survey created and calls made to past Day Camp families. Survey also promoted on social media and website
4. Reevaluate and update NWSRA's Fair Play guidelines and the participant care guidelines	Behavior Team	Andrea Griffin	First	A sub-committee within the Behavior Intervention Team has started updating Fair Play guidelines
5. Reevaluate participant care guidelines	Safety Committee	Darleen Negrillo		

## Focus 4B. Community Outreach

Goal	Department	Point Person	Quarter Completed	Objective Completed
6. Enhance outreach efforts to minority patrons	Outreach Committee	Jocelyn Wright		
7. Strengthen agency impact in the community by providing community involvement opportunities for staff, volunteers and participants	Outreach Committee	Jocelyn Wright		

## Outstanding Service

8. Foster existing relationships with schools districts and higher education institutions for innovative programs and opportunities for recruitment, outreach, programming and research	Outreach Committee	Jocelyn Wright		
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### Focus 4C. Facility Usage and Location Analysis

Goal	Department	Point Person	Quarter Completed	Objective Completed
9. Maximize program capacity by ensuring accessible and equitable use of member Park District facilities	Facility Team	Danielle Ralph		
10. Increase use of facilities by fostering relationships with community agencies within the service area	Facility Team	Joann Synder		

### Focus 4D. Program Service Analysis and Development

Goal	Department	Point Person	Quarter Completed	Objective Completed
11. Ensure appropriate program delivery related to age groupings, ratios, and communication of program related information	Program Staff	Danielle Ralph	Ongoing	Starting the process to update age breakdowns for the W/S brochure and working on communication tools to inform families of the new breakdown
12. Analyze accessible transportation survey results and develop an action plan in conjunction with Connect to Community	Admin	Brian Selders	First	Transportation Needs, Accommodations and Obstacles received 341 responses. Creation of whitepaper and preparation for Focus Groups in progress

## Outstanding Service

13. Installment of Dream Computer Lab at Rolling Meadows Park District	Admin	Rachel Hubsch Brian Selders		Network, electricity, WiFi, and camera system installed. Meetings held with The Backyard Experience and Microsoft to discuss room design. Microsoft equipment has been delivered, and awaiting completion of room design for implementation of pieces in July/August.
14. Installment of Sensory Garden at Hanover Park Park District	Admin	Andrea Griffin		meetings have occurred with Hanover Park Park District staff, garden will be complete in 3rd or 4th quarter
15. Installment of Snoezelen Room at Mt. Prospect Park District	Admin	Andrea Griffin		Equipment has been sent and scheduling for room to be installed in 2nd quarter



# Outstanding Service

Focus 4A. Parent / Stakeholder Feedback, Education and Networking		
Goal	Quarter Completed	Objective Completed
1. Maintain and achieve agency accreditations	<b>1st Quarter</b>	PDRMA is revamping the PDRMA review process. We are waiting to see what the new process will be. Currently to prepare for the DA re-accreditation process we are updating the Policy Manual.
2. Increase advocacy efforts for parents and stakeholders toward legislative issues	<b>1st Quarter</b>	Shared with the board, staff and legislators how the minimum wage increase will impact NWSRA over the next 5 years. Working with Jason at IAPD to track the DSP wage increase bill to see if it is approved. Also working Senator Gillespie regarding the potential to receive funding for our ADA Transition Plan projects through Capital Grant Funding.
3. Create an evaluation to collect feedback regarding the third year of the strategic plan for participants, families and stakeholders	<b>1st Quarter</b>	Strategic Plan survey created and calls made by Julie Clasen. Julie Clasen was hired part time to make phone calls to get families to answer the survey questions created regarding the strategic plan. Survey also promoted on social media and website.
Focus 4B. Community Outreach		
Goal	Quarter Completed	Objective Completed
1. Foster existing relationships with schools districts and higher education institutions for innovative programs and opportunities for recruitment, outreach, programming and research	<b>1st Quarter</b>	Working with Western IL University and Camp Fire Concepts to create a transportation survey collaboratively with Connect to Community. The survey has been completed, analysed and now 4 focus groups have been set up to further examine the transportation barriers for people with disabilities to accessing service in the NW suburbs. 75 families, from the surveyed families, indicated that they would participate in a focus group to further discuss the topic.

# Outstanding Service

Focus 4C. Facility Usage and Location Analysis		
Goal	Quarter Completed	Objective Completed
Maximize program capacity by ensuring accessible and equitable use of member Park District facilities		
Focus 4D. Program Service Analysis and Development		
Goal	Quarter Completed	Objective Completed
Analyze accessible transportation survey results and develop an action plan in conjunction with Connect to Community	1st Quarter	Transportation Needs, Accommodations and Obstacles Survey received a total 341 responses. Four focus groups are scheduled in June and July to further discuss the transportation results to get further clarity and input from families and participants.
Installment of Dream Computer Lab at Rolling Meadows Park District, Sensory Garden at Hanover Park Park District, Snoezelen Room at Mt. Prospect Park District	1st Quarter	<a href="http://www.nwsra.org/projects">Web page created to communicate project updates. For project timelines, information and updates, please visit www.nwsra.org/projects</a>

# **VIII. Old Business**

[Return to Home](#)

Date: May 13, 2019  
To: Tracey Crawford, Executive Director  
From: Andrea Griffin, Superintendent of Recreation  
Re: Snoezelen Sensory Room Update

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SLSF has secured all of the funding necessary for the creation and completion of the Mt. Prospect Snoezelen Sensory Room. This will be the third Snoezelen Sensory Room for NWSRA. NWSRA's first Snoezelen Sensory Room opened in 2016 in the NWSRA Programming Space at the Rolling Meadows Park District. The second opened in 2018 in the NWSRA Programming Space at the Hanover Park Park District. Each Snoezelen Sensory Room is unique, and designed to meet the needs generated by each programming space.

### **Purpose and Goals of the Project**

Snoezelen Sensory Rooms are therapeutic spaces where participants are placed in a soothing and/or stimulating environment. Each Snoezelen Sensory Room is designed to deliver stimuli to various senses and be used to provide multisensory or single sensory focus. It is a non-directive therapy that is controlled by the participant not by the therapist and individualized to each participant's sensory and behavioral needs. By allowing one to participate through their own free will in a safe environment, staff maximize the individual's potential to focus, feel in control, make choices and reduce mental and physical pain and anxiety.

- Physical Improvement ○ Fine & gross motor
- Cognitive Improvement ○ Problem solving & discussion making
- Emotional Improvement ○ Cooperation/Collaboration & Increased Confidence
- Affective Improvement ○ Improvements in Affective Regulation & Emotional Expression
- Linguistic Improvement ○ Utilizing Descriptive/Expressive Language & Word Association/Meaning ex. Slimy
- Social Improvement ○ Verbal Communication & Nonverbal Communication

### **Project Implementation Timeline**

Following is the implementation timeline for the Snoezelen Sensory Room:

<b>Month</b>	<b>Implementation to Take Place</b>
January	Mt. Prospect Park District staff verifies measurements of Snoezelen Sensory Room provided by January 28 <sup>th</sup>
February	Verified measurements sent of Sensory Room to Flaghouse and orders sensory equipment
February	Mt. Prospect Park District staff receive three RFQ's for completion of electrical plan provided by Flaghouse.
May	Electrical work begins
Summer	Anticipated Opening

### **Progress To Date**

Following are the meetings that have taken place to date regarding the creation of the Snoezelen Sensory Room

- In January, Bob Smith from Mt. Prospect and Flaghouse had phone conversation regarding electrical plan
- February Andrea Griffin and Flaghouse had phone conversation regarding placing order of equipment
- Electrical work completed by Mt. Prospect Park District
- Equipment shipping in month of May

# Appendix A

## Photos of Pieces and Map of Room

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# **FLAGHOUSE®**

## **snoezelen®**

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### **Custom Sensory Room Presentation**



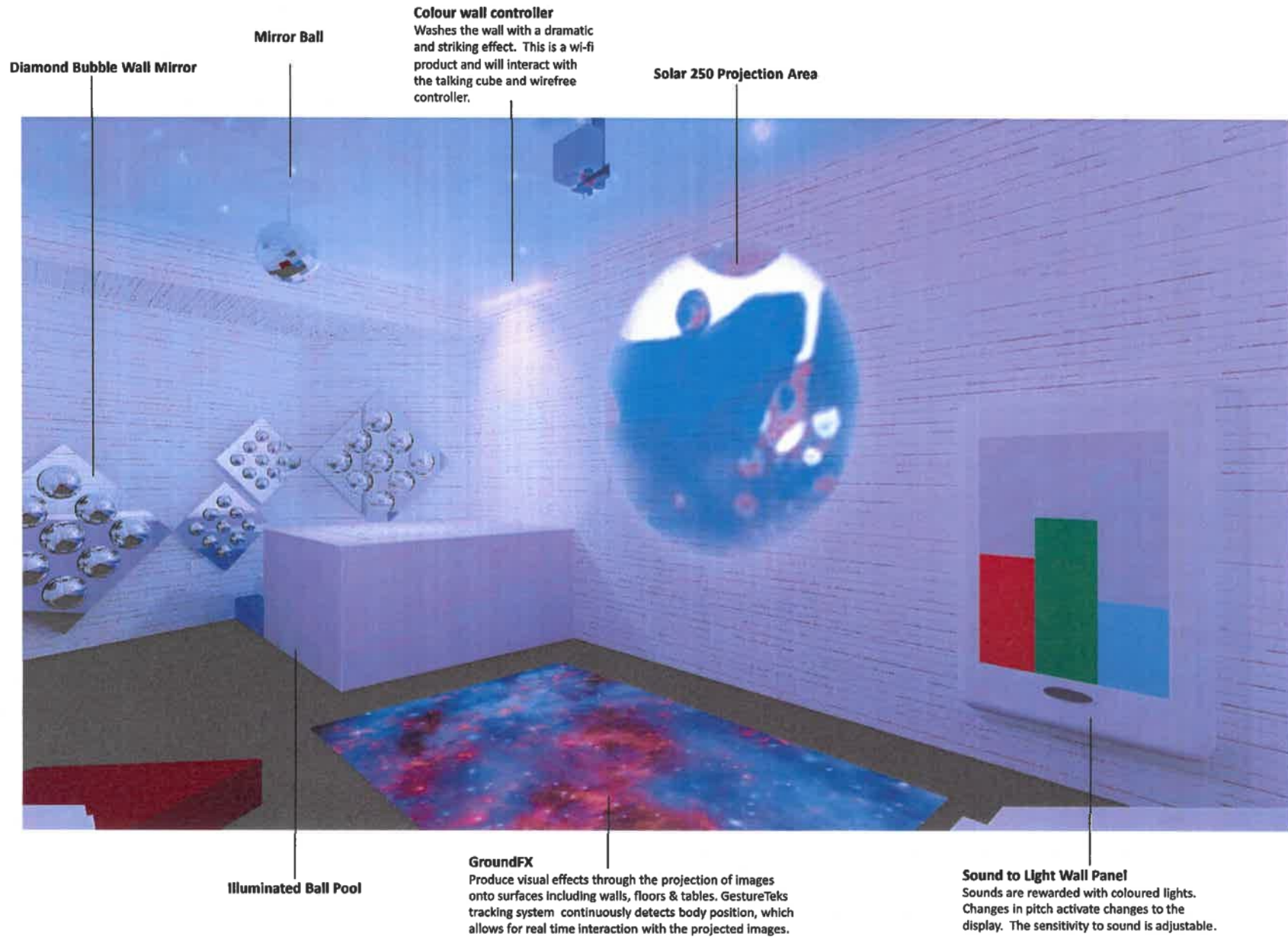
**NWSRA**

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235 Yorkland Blvd. North York, ON M2J 4Y8  
601 Flaghouse Dr. Hasbrouck Heights, NJ 07604

1-800-265-6900  
1-800-265-6900

[www.flaghouse.ca](http://www.flaghouse.ca)  
[www.flaghouse.com](http://www.flaghouse.com)



NWSRA

Date: 04/23/2018

Drawn by: TWH

**IMPORTANT!  
PLEASE READ  
FOR RECOMMENDED  
RECEPTILES**

We suggest installing a radio frequency system such as an Aspire RF System. Your electrician should be able to source this system or one that is similar locally. If they are unable to please call Cooper Industries at 866-853-4293 or [custserv@cooperwiringdevice.com](mailto:custserv@cooperwiringdevice.com)

**FLAGHOUSE**  
snoezelen®

THIS DRAWING MUST NOT BE REPRODUCED WITHOUT PERMISSION FROM FLAGHOUSE®





Acrylic Mirrors, 80" Bubble Tube,  
40" Square Base, Fiber Optics,  
Custom Bench and Wireless Controller

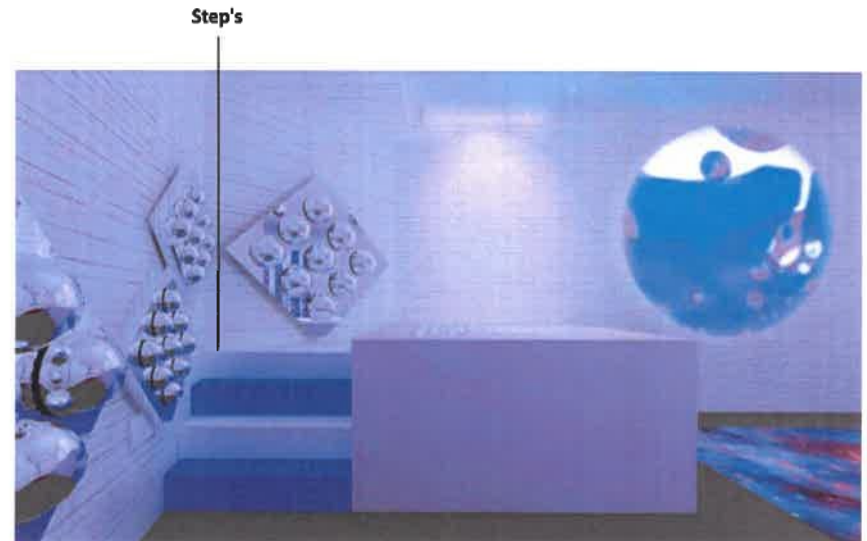


VibroMusic Wedge



4 Splash Mirrors

Laser Stars Projector, Aroma Diffuser,  
WiFi Spotlight, Solar 250 Projector  
and Stereo



Step's

NWSRA

Date: 04/23/2018

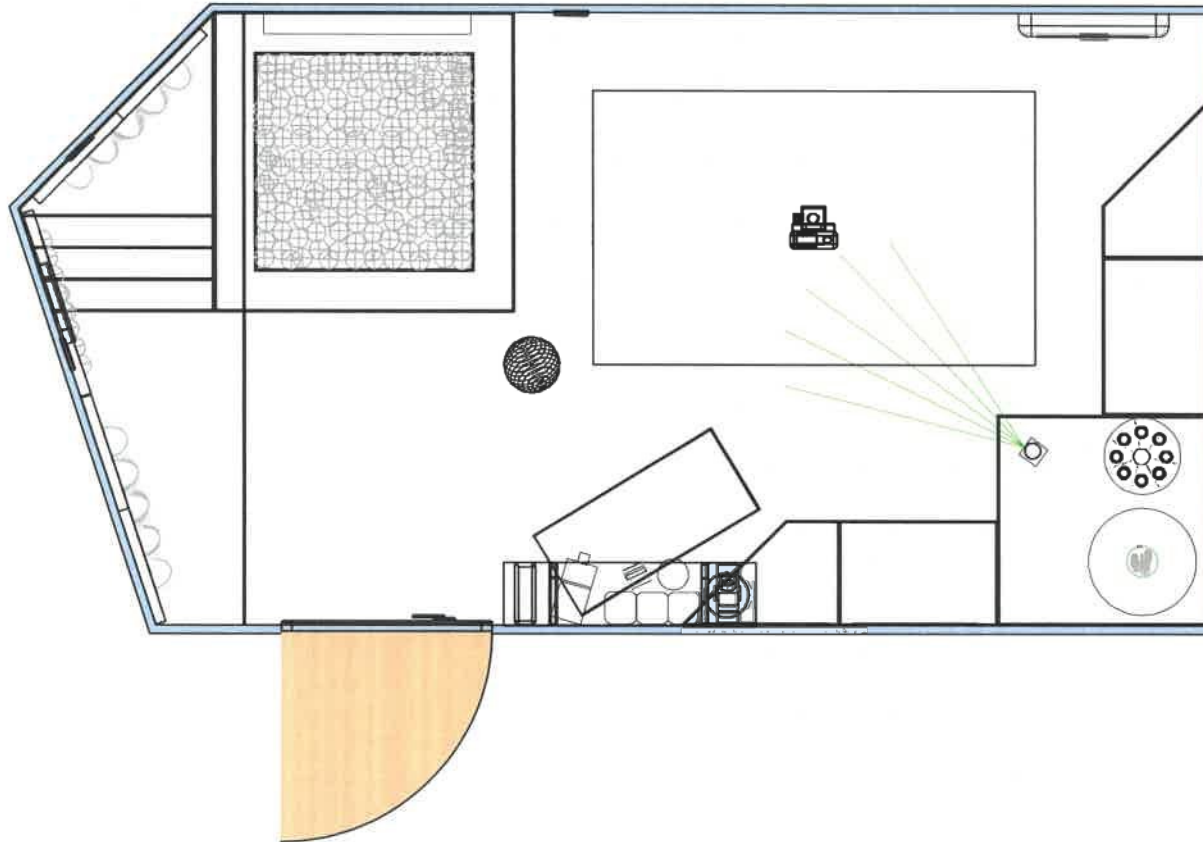
Drawn by: TWH

**IMPORTANT!  
PLEASE READ  
FOR RECOMMENDED  
RECEPTICLES**

We suggest installing a radio frequency system such as an Aspire RF System. Your electrician should be able to source this system or one that is similar locally. If they are unable to please call Cooper Industries at 866-853-4293 or [custserv@cooperwiringdevice.com](mailto:custserv@cooperwiringdevice.com)

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NWSRA

Date: 04/23/2018

Drawn by: TWH

**IMPORTANT!  
PLEASE READ  
FOR RECOMMENDED  
RECEPTACLES**

We suggest installing a radio frequency system such as an Aspire RF System. Your electrician should be able to source this system or one that is similar locally. If they are unable to please call Cooper Industries at 866-853-4293 or [custserv@cooperwiringdevice.com](mailto:custserv@cooperwiringdevice.com)

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**Date:** May 10, 2019  
**To:** Tracey Crawford, Executive Director  
**From:** Brian Selders, Superintendent of Communications & IT  
Rachel Hubsch, Superintendent of Recreation  
**Re:** Dream Lab Accessible Technology Center Update

---

NWSRA was fortunate to have been granted \$83,000 to create a state of the art accessible technology lab, the Dream Lab Accessible Technology Center. This center will enable clients to compensate for the impairments they experience, promoting independence, decreasing the need for additional support, and allowing for access of information and enjoyment of music, sports, travel, and the arts independently. This room will be an equalizer for diverse learners and can assist with social development and motivation and help staff personalize therapeutic lessons. Following are details of the project and an update on progress thus far:

### **Purpose and Goals of the Project**

The Dream Lab will empower people throughout our communities to realize their full potential through a fully accessible window to the world. Following are the goals of the project:

- Promote a person's physical and mental well-being through the use of interactive technology
- Provide relief from tension and give a sense of accomplishment
- Promote fine and gross motor skills
- Engage stimulation of all senses
- Encourage communication and working with others
- Ability to transfer knowledge of tech skills from NWSRA to home/work
- Engage in good digital citizenship
- Know and appreciate the importance of technology
- Ability to apply tools, materials, processes and technical concepts safely and efficiently
- Uncover and develop individual talents
- Apply problem-solving techniques
- Apply creative abilities
- Adjust to the changing environment
- Facilitate experiences encouraging flexibility, adaptability, resourcefulness and embracing new challenges

The Dream Lab will be used by a variety of programs, including PURSUIT, STAR Academy, Leisure Education, Social Clubs, Music Classes, Sensory and Technology Classes and Specialized STEM camps and programs. In addition, the facility will provide additional opportunities for potential collaborative programs with other Park District programs including Preschool, Seniors, etc.

## Project Implementation Timeline

Following is the implementation timeline for the Dream Lab Accessible Technology Center:

Month	Implementation to Take Place	Status
April	Electrical outlets/Cat 6 cables/Lighting	Complete
April	Installation of camera system	Complete
April	Installation of new switch/network connectivity/wireless access point	Complete
May-June	Painting of Room	
June-July	Installation of Equipment/Furniture/Room Darkening shades	
August	Finalizing network configurations	
September	Opening	

## Progress To Date

Following are the meetings that have taken place to date regarding the implementation of the Dream Lab, as well as progress thus far:

- Admin Team meetings to discuss the pieces needed within the room as well as room layout.
  - *Room layout has been determined*
- Meeting with Rolling Meadows Park District to review lighting, electrical and other cabling needs.
  - *Installation of cabling is now complete*
- Meetings with Microsoft:
  - To discuss equipment needed for the room.
    - *Equipment from Microsoft has been delivered*
  - To discuss the design and painting of the walls. In order to design the walls, Microsoft has partnered with The Backyard Experience, a full service creative design company, who will be providing NWSRA with sketches of the room design.
    - *Sketches have been received, awaiting final changes to sketches. Painting will begin once sketches are approved.*
  - To discuss inviting the PURSUIT Adult Day program out to the Microsoft store to assist with the completion of the room design, once overall room design is approved by the Admin Team.
    - *PURSUIT Adult Day program visited Microsoft store to provide elements of design that they liked within the room.*
- Meetings with Excalibur Technology
  - To discuss network requirements of the room and any backend hardware needed.
    - *Switches, WiFi and network configured, ready for hardware installation.*
- Meeting with Roberts Drapery
  - To discuss installation of room darkening shades
    - *Waiting on room painting to be completed to determine color of shades*
- Meeting with Converged Digital Networks

- To discuss installation of security cameras
  - *Installation of security cameras is complete*

Date: May 6, 2019  
To: Tracey Crawford, Executive Director  
From: Andrea Griffin, Superintendent of Recreation  
Re: Community Sensory Garden

---

NWSRA is thrilled to have been granted \$40,000 to create a Community Sensory Garden at the Hanover Park Park District Community Center.

A sensory garden is an environment that is designed with the purpose of stimulating the senses. This stimulation occurs through plants and the use of materials that engage one's senses of sight, smell, touch, taste, and sound. The use of the garden can primarily focus on one sense, or it can incorporate all of them, be used as an educational tool that allows them to explore and learn about their senses and nature, provides them with a healthy place of discovery and allows a therapeutic and safe way for the participants to explore their senses. Following are details of the project and an update on progress thus far:

### **Purpose and Goals of the Project**

The Community Sensory Garden will provide a therapeutic environment that the entire Hanover Park Community can enjoy.

Research has shown that when individuals with disabilities interact in a garden it helps them increase their awareness of the world around them. In addition, the Community Sensory Garden will allow the NWSRA PURSUIT Adult Day Program and STAR Academy After Care Program to include Horticulture Therapy in its activities.

- Create a therapeutic connection between people and plants
- Promote a person's physical and mental wellbeing
- Provide relief from tension, and give a sense of accomplishment • Gardening can divert your thoughts about yourself and your situation.
- Promote fine and gross motor skills
- Stimulation of the senses
- Teach how to participate in a cooperative effort
- Physical benefits
- Learn how to form positive relationships
- Increase nonverbal communication
- Facilitate experiences encouraging flexibility, adaptability and resourcefulness

## Project Implementation Timeline

Following is the implementation timeline for the Community Sensory Garden:

Month	Implementation to Take Place
January	Meeting with Hanover Park staff to discuss the creation of the Community Sensory Garden
March	Hanover Park staff receive 3 RFP from Landscape Architect
April	Landscape Architect selected
May	Construction begins
Fall	Estimated completion

## Progress To Date



Following are the meetings that have taken place to date regarding the creation of the Community Sensory Garden, as well as progress thus far:

- Andrea Griffin, NWSRA Superintendent of Recreation, Cathy Splett, SLSF Foundation Manager and Liz Thomas, NWSRA Manager of Special Recreation meet with Hanover Park Park District staff to discuss the creation of the Community Sensory Garden
- Sensory Garden Team formed & 1<sup>st</sup> meeting held
- o Team:
  - Andrea Griffin, NWSRA Superintendent of Recreation
  - Cathy Splett, SLSF Foundation Manager
  - Joann Snyder, Senior Manager of Special Recreation
  - Liz Thomas, NWSRA Manager of Special Recreation
  - Nicole Estrada, Manager of Support Services
  - Trisha Palmieri, Collaborative Coordinator
  - Katrina Place, Inclusion Coordinator
  - Megan Edwards, Program Specialist
  - Danielle Ralph, Program Specialist
- o Meeting to research horticulture trainings and program development of horticultural therapy
- Phone conversation took place on 4/13 followed by email on 5/1 with Bob O'Brian, Executive Director Hanover Park, Tracey Crawford, Executive Director of NWSRA, Andrea Griffin, Superintendent of Recreation and Cathy Splett, SLSF Foundation Manager regarding design and meetings to be held moving forward.
- Sensory Garden Team attended an all day training on 5/1 at the Chicago Botanic Gardens focusing on play in nature, mental health and healing, education and lesson planning in a garden environment.

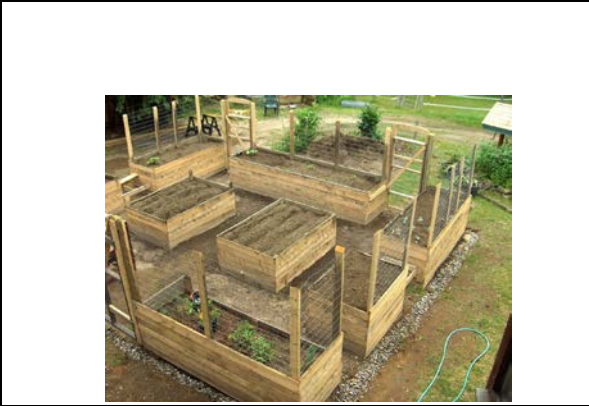
# Appendix A

## Photos of Pieces

### Photos of Pieces

Raised Garden Beds	Raised Garden Beds
	
Raised Garden Beds	Archway





Accessible Hose



Accessible Gardening Station



Picnic table



# **IX. New Business**

[Return to home](#)

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: 2018 Audit

Date: May 22, 2019

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Motion to approve the 2018 Audit as presented by Lauterbach and Amen.

To: NWSRA Board of Directors  
From: Tracey Crawford, Executive Director  
RE: 2019 NWSRA Fund Balances  
Date: May 22, 2019

---

Enclosed you will find a summary of the NWSRA Fund Balance Policy and the year-end totals for NWSRA within each of the funds. NWSRA is able to meet the 2019 minimum fund balance requirements per the policy with its 2018-year end cash.

Staff are recommending increasing the Operating Fund Balance from 25% of Operating expenses to 27% of current year Operating Expenses to allow for:

- Covering the unfunded amount of the new State of Illinois Reimbursement Law: \$20,000
- New Human Resource Information System (HRIS): \$20,000.00
- New database hosting firm: \$10,000.00
- New Training and Distinguished Accreditation Management System: \$20,000
- Contingent funds to cover Sensory Garden, Dream Lab and Snoezelen Room: \$46,979.89

As well as, increasing the Capital Fund balance to match current year Capital Expenses:

- Current year Capital Expenses are higher than 3 year average due to three new vehicles, Wheeling program space, purchase of new computers, ADA Transition Plan: \$463,500

There is a 2018 net surplus of \$297,302.51. Staff are recommending transferring the entire amount to PFM Investments.

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: Approval of NWSRA Fund Balances and Fund Balance Transfers

Date: May 22, 2019

---

NWSRA is able to meet the 2019 minimum fund balance requirements, per the policy, with its audited 2018-year end cash balances. Following are summaries of the Fund Balance Policies:

- Operating Fund: Minimum 25% of current year Operating Expenses
- General Reserve Fund: Minimum 25% of current year Operating Expenses
- Capital Reserve Fund: Minimum balance based on future 3 year rolling average

Staff recommend the increases to the Operating and Capital Reserve fund balances for FY 2019, due to the following projects:

#### Operating Fund Balance

- Increase to 27% of current year Operating Expenses:
  - Covering the unfunded amount of the new State of Illinois Reimbursement Law: \$20,000
  - New Human Resource Information System (HRIS): \$20,000.00
  - New database hosting firm: \$10,000.00
  - New Training and Distinguished Accreditation Management System: \$20,000
  - Contingent funds to cover Sensory Garden, Dream Lab and Snoezelen Room: \$46,979.89

#### Capital Reserve Fund:

- Increase balance to match current year Capital Expenses:
  - Current year Capital Expenses are higher than 3 year average due to three new vehicles, Wheeling program space, purchase of new computers, ADA Transition Plan: \$463,500

Based on these recommendations, staff recommend the following:

	<b>2018 Audited Balances</b>	<b>Balances after Recommended Transfers per Fund Balance Policy</b>	<b>Difference of Audit and Fund Balance Recommendation</b>
<b>Operating Fund</b>	\$2,130,024.47	1,579,228.29	\$550,796.18
<b>General Reserve Fund</b>	\$1,486,677.36	1,462,248.42	\$24,428.94
<b>Capital Reserve Fund</b>	\$ 185,577.39	\$463,500.00	(\$277,922.61)
<b>Total</b>	<b>\$3,802,279.22</b>	<b>\$3,504,976.71</b>	<b>\$297,302.51</b>

Net surplus after fund balance transfers: \$297,302.51

**Motion to approve the 2019 Fund Balances as presented below:**

Operating Fund	\$1,579,228.29
General Reserve Fund	\$1,462,248.42
Capital Reserve Fund	\$ 463,500.00

**Motion to approve the following transfers in order to meet the recommended Fund Balances:**

1. Transfer \$277,922.61 to Capital Reserve Fund from Operating Fund (Money Market)
2. Transfer \$272,873.51 to PFM Investments from the Operating Fund (Money Market)
3. Transfer \$24,428.94 to PFM Investments from the General Reserve Fund

**NORTHWEST SPECIAL RECREATION ASSOCIATION  
ORDINANCE #O2019-2**

**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 22<sup>nd</sup> day of May, 2019.

Ayes:

Nays:

Absent:

---

Chairman, Jay Morgan  
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 22<sup>nd</sup> day of May, 2019.

**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 22<sup>nd</sup> day of May, 2019.

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

(SEAL)



**To: NWSRA Board of Trustees**  
**From: Tracey Crawford, Executive Director**  
**Re: Capital Funding- ADA Transition Plan**  
**Date: May 6, 2019**

---

In 2009, the State of Illinois introduced “Illinois Jobs Now! (IJN!)”, which is the state’s current capital program. Capital funding was introduced as a \$31 billion program, with \$16 billion from state investment and \$15 billion in matching local and federal funds. Funding to pay bonds issued to support the IJN! is generated by video gaming, lottery privatization, vehicle user fees, liquor/beer/wine taxes, and sales taxes on candy, sweetened beverages and beauty supplies.

In 2018, NWSRA completed its 2019-2024 ADA Transition Plan, to ensure compliance with ADA Standards as well as IPRA Distinguished Agency Standards. The ADA Transition Plan compared the NWSRA Main Office site to requirements of the Illinois Accessibility Code and the Federal 2010 Standards for Accessible Design, as well as providing descriptions of the deficits, retrofit recommendations, priorities and cost references. The total cost of all items needed is \$53,564.25.

Through a meeting with Legislators, NWSRA learned about the program and was encouraged to submit an application for funding. To ensure available funding for all items listed within the ADA Transition Plan, NWSRA reached to all of the State Representatives and Senators within its service area to inquire about available funding through the capital program. Attached is a sample of the letter sent to the State Representatives and Senators for your reference.

Upon reception of the letter by Senator Ann Gillespie (District 27- Palatine, Rolling Meadows, Mt. Prospect, Prospect Heights, Inverness, Arlington Heights, Hoffman Estates) and Representative Mark Walker (District 53- Mt. Prospect, Prospect Heights), NWSRA was invited to a Town Hall meeting held at the Arlington Heights Library on Wednesday, April 23. Attached is a copy of the presentation from the meeting for your reference.

Included within the presentation is a snapshot of the state capital program, which includes the categories of funding provided. The NWSRA ADA Transition Plan would fall under the category of Community Economic Development, for which 9% of state capital funding is allocated.

According to Representative Walker and Senator Gillespie, \$3.4 billion remains unspent from Illinois Jobs Now!. They went on to say that they believe that requests for capital expenditures this year will come from the remaining \$3.4 billion, and all decisions will be made at the end of May. When the final state 2020 budget is approved, it will contain the capital funding to be available for use in 2020. At this time, Legislators are unable to provide any commitment on any amount available for capital funding. At the Town Hall meeting, Senator Gillespie’s aide, Jack Lockhart, confirmed that he has received our request for funding of projects listed within the NWSRA ADA Transition Plan and that it has been added to their list of capital requests.

Mr. Lockhart recently sent an update on HB 391, that would provide Capital funding through Illinois Jobs Now. Included in the bill are the following:

- Motor Fuel Tax, with rate increases to be determined annually
- Increases in Driver's license fees/renewals
- Registration fee increases including mileage tax

There is also a provision that \$2.60 of registration fees be deposited into the Park and Conservation Fund, for the acquisition and development of bike paths as provided for in Section 805-420. Following is a link to HB 391:

<http://ilga.gov/legislation/101/HB/10100HB0391ham001.htm>

I will keep the Board updated on future progress related to this request.





# Capital: A guide to Illinois' capital programs and funding





# How Does the State Fund Capital Programs?

The capital budget is funded by pay-go revenue sources, long-term bond issuances or a combination of both options.

Pay as you go: Non bonded annual revenues that finance capital programs

- Annual road and bridge program funded by Motor Fuel Tax proceeds
- Federally supported conservation projects
- Illinois Tollway projects

Bonded: Long-term capital projects supported through state financing.

- Illinois Jobs Now! 2009 capital plan (IJN!) included \$13 billion in bonded appropriations

Matching funds: Contributions from multiple sources (federal and local)

- American Recovery and Reinvestment Act of 2009



# How Does the State Fund Capital Programs?

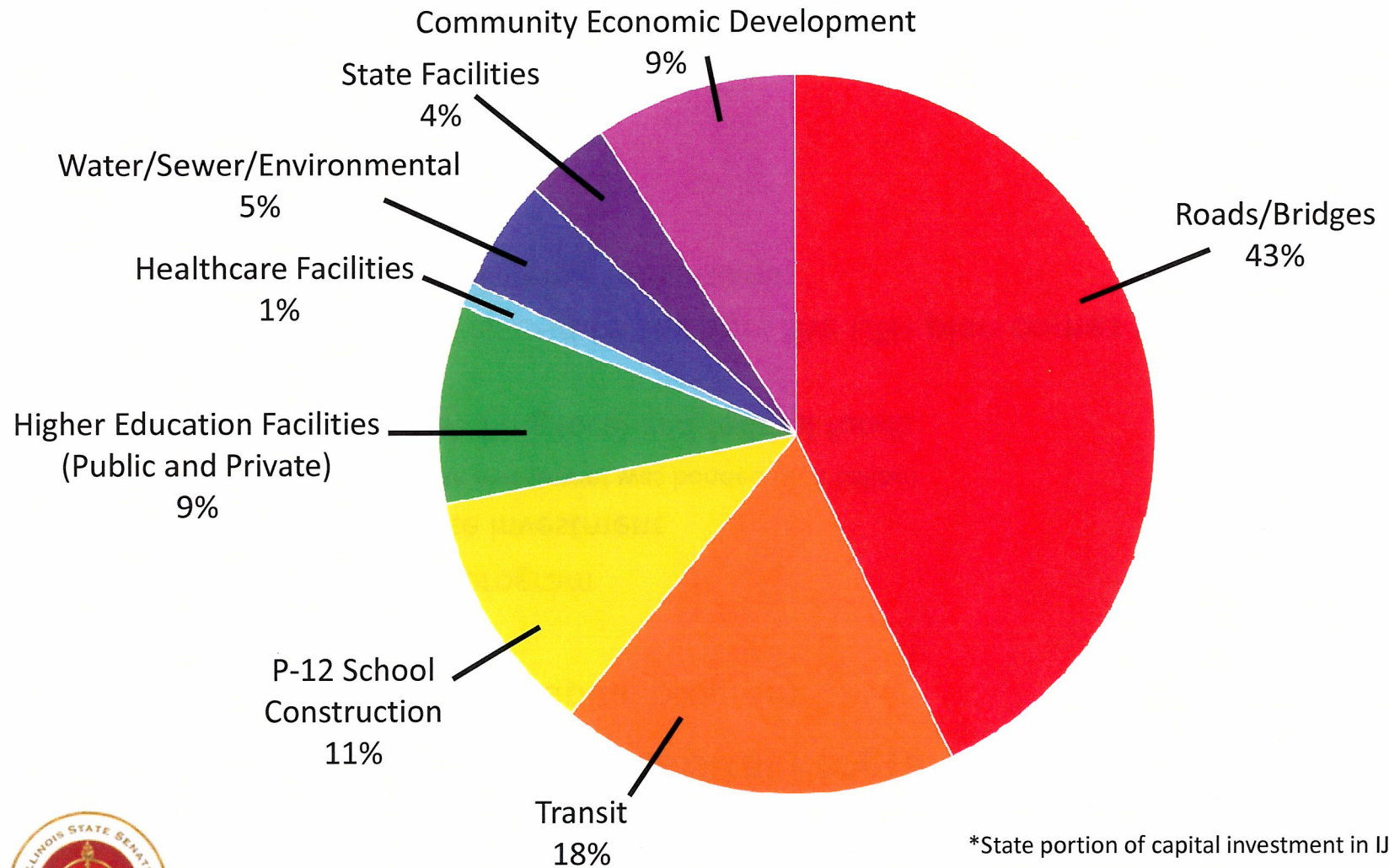
## Bonded Capital Programs

- IJN! is the state's current capital program
  - Enacted in 2009
  - A \$31 billion capital program
    - \$16 billion in state investment
      - 80% of the state investment was bonded (\$13 billion)
    - \$15 billion in matching local and federal funds
- Funding to pay bonds issued to support the IJN! plan comes from revenue generated from the following fees/taxes:
  - Video Gaming
  - Lottery Privatization
  - Vehicle User fees
  - Liquor/Beer/Wine taxes
  - Sales tax on Candy, Sweetened Beverages and Beauty Supplies





# Snapshot of a state capital program



\*State portion of capital investment in IJN!





# Transportation

## Roads / Bridges

- Projects are determined by IDOT and include state road/bridge repairs, congestion mitigation and new construction
- A local road component can be provided to counties/municipalities for local road projects

## Transit (Includes public transit, airports and rail)

- RTA receives the capital funding for public transit in the Chicago region and disburses it to the three boards (CTA, Metra and Pace) based on a formula
  - The boards use funds to:
    - Update fleets
    - Improve rails
    - Update/Construct new stations
- Downstate public transportations systems



# Capital programs: Competitive Grants

- Competitive grants programs require applications and grantees are determined based on a set criteria
- Many competitive grant programs include a set aside for Chicago based entities
  - Typically 20% of total funding
- Examples of competitive capital grant programs administered by the state:
  - School Construction
  - Parks/Recreational Areas
  - Museums
  - Early Childhood Centers
  - Libraries
  - Hospitals
  - Community Health Centers





# Capital programs: Non-Competitive Grants

- Non-competitive grants are designated for a specific recipient
- Are often grants under \$1 million that support local community development projects
  - Schools (public and private)
  - Non-profit organizations
  - Local Government entities



## Next Steps

- Senate subcommittee hearings are being held throughout the state to determine capital needs
- Continued reauthorization or reorganization of IJN! plan
  - \$3.4 billion remains unspent from the 2009 program
- Identifying possible sources of revenue for new capital funding







# Contact information:



Senator Ann Gillespie

## District office

120 W. Eastman, Suite 207  
Arlington Heights, IL 60004  
(847) 749-1880

## Springfield office

108D Capitol Building  
Springfield, IL 62706  
(217) 782-4471







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

April 18, 2019

State Representative Michelle Mussman  
15 Weathersfield Way  
Schaumburg, IL 60193

Dear Representative Mussman,

As part of its ongoing commitment to increasing accessibility, Northwest Special Recreation Association (NWSRA) created its 2019-2023 Americans with Disabilities Act (ADA) Transition Plan. The purpose of the plan is to ensure compliance of the NWSRA main office with existing ADA Standards. Looking ahead, rises in financial costs are certain, as the recently signed minimum wage increase, as well as needs for programs and services continue to grow. NWSRA has begun the search to find alternative sources of funding to complete the necessary projects to ensure compliance with the ADA.

Recently, I was informed of capital project funding that may be available through the State of Illinois. I would love to learn more about this program, as well as any other possible funding sources that may assist NWSRA in completing the projects listed within its ADA Transition Plan. For your reference, the total cost of all projects to ensure compliance is estimated at \$53,564.25. I have enclosed a copy of our 2019-2023 ADA Transition Plan for your reference. Any funding would help NWSRA continue to meet the needs of children and adults with disabilities throughout its 17 communities, while ensuring that ADA compliance in its facility.

I would love to learn more and discuss any ideas you may have. Please feel free to contact me at any time by calling 847-392-2848 or e-mailing [tcrawford@nwsra.org](mailto:tcrawford@nwsra.org). Thank you again for everything you do to improve the lives of individuals with disabilities in our communities, and I look forward to hearing from you soon!

Sincerely,

Tracey Crawford, CTRS, CPRP  
Executive Director

*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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# **X. Information /Action Items**

[Return to home](#)

To: NWSRA Board of Trustees  
From: Tracey Crawford, Executive Director  
RE: Update on Policy Manual Revisions  
Date: May 22, 2019

---

NWSRA is currently a member of HR Source (formerly known as Management Association). As part of the services offered to members, for an additional cost, HR Source can review, format, update and check for legality, Policy Manuals for its members. The NWSRA cost for this service is \$3,475.00.

Policy Manual updates were completed by staff in April of 2019. The next step is for HR Source to review the changes, update and format the Policy Manual to ensure that it complies with Federal and State Laws.

After reviewing the quote, we spoke with Heidi Katz of Robbins-Schwartz to confirm they were comfortable with HR Source reviewing our policies. Heidi stated she was fine with HR Source reviewing everything since she has seen previously they do a great job. Her only suggestion was that we send over the reviewed, final manual for Robbins-Schwartz to review those policy's specific to SRA's since HR Source may not be very familiar with them.

Following Heidi's suggestion, HR source is currently reviewing the Policy Manual and should have it complete by the middle of June. Robbins-Schwartz is aware of this request and will be expecting to do a quick review at the end of June.

Attached are the points that HR Source will be reviewing and updating for NWSRA.

NWSRA staff anticipates that the Policy Manual will be brought back to the Board for approval, at the September 11, 2019, Board Meeting.



---

## Our Approach/Investment

- In reviewing your employee manual for legal compliance, we not only point out critical changes/edits, but also make suggestions of alternate wording or phrasing to make issues clearer or easier for employees to understand.
- We will propose suggested policies for inclusion in the manual, if needed.
- The employee manual review will be conducted by one of our employment law attorneys to ensure compliance with **Illinois and federal employment laws**.
- We will make suggested changes directly to the Microsoft Word document. These changes will be delineated so that you can see exactly what we suggest.
- We will provide one conference upon completion of our revisions to discuss the revisions and/or any questions or concerns you may have about the employee manual. Conferences held outside of normal business hours (8 a.m.-5 p.m.) are charged at our normal hourly rate.
- Questions or concerns about policies and implementation are also included in the cost if brought to our attention within 60 days following completion of the project. The cost does not include layout, design, administrative or formatting services (e.g., table of contents, index, placing the document in final format, appendix, graphic design, etc.).
- Reviews are normally completed within ten to twelve weeks of approval to proceed.
- The cost for review of your organization's employee manual is \$3,475.

---

## Project Team

### **Jim Griffin**

*Employment Counsel*

Jim Griffin is an employment attorney for HR Source, a professional organization providing human resource solutions for member organizations for over 100 years. In his role, Jim works with employers to draft and revise employment policies, handbooks, and severance agreements, and counsels them with regards to complying with relevant employment laws. Jim also represents employers before the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, the Illinois Human Rights Commission, the Illinois Department of Labor, and other state and federal agencies. In addition, he provides employment law compliance training for managers, supervisors, and HR professionals, and contributes to HR Source's website.

Prior to joining HR Source, Jim worked at a plaintiffs' employment law firm, where he handled federal and state class action, multi-plaintiff, and individual cases related to employment discrimination, wage and hour issues, and other employment-related claims.

Jim graduated cum laude from Chicago-Kent College of Law, where he received a J.D. and a Certificate in Labor and Employment. Jim has a B.S. in psychology from the University of Illinois, Urbana-Champaign.

**To: NWSRA Board of Trustees**  
**From: Tracey Crawford, Executive Director**  
**Re: Proposed DSP Minimum Wage Increase**  
**Date: May 6, 2019**

---

Following is an update on the proposed Direct Service Provider Minimum Wage Increase. The “They Deserve More” Coalition recently sent an e-mail out to their database urging individuals to fill out a witness slip in support of Senate Bill 1148, which would increase the wages Direct Service Provider (DSP) by a rate of \$5.25 above the highest applicable minimum wage by July 2019, and at least \$6.75 per hour above the highest applicable minimum wage by July 2021.

In addition, NSSEO sent out an e-mail on Tuesday, May 7 urging families to also fill out a witness slip in hopes of moving the Senate Bill forward. House Bill 2148, which supports the same endeavor, had its first reading on February 6, and currently there are no other updates on movement of the House Bill.

The Senate Appropriations I Committee met on Wednesday, May 8 to conduct a “Subject Matter Hearing” to consider all legislation associated with rate increases for human services. Any details received on the proceedings will be shared at the NWSRA Board Meeting.

If these Bills were to pass, NWSRA would be competing for staff against other organizations with the ability to pay \$21.75/hour for their DSP’s.

## **E-mail Received from “They Deserve More” Coalition**

**From:** General Account <[info@selfadvocacyalliance.org](mailto:info@selfadvocacyalliance.org)>

**Date:** May 7, 2019 at 6:22:52 AM CDT

**To:** Alliance Learning and Advocacy Opportunities

<[AllianceLearningandAdvocacyOpportunities@selfadvocacyalliance.org](mailto:AllianceLearningandAdvocacyOpportunities@selfadvocacyalliance.org)>

**Subject:** Take Action Now: Fill Out a Witness Slip in Support of People with Disabilities

### **FOR YOUR CONSIDERATION**

Please take a minute or two to consider [filling out a witness slip](#) in support of “Rate Increase Legislation,” which includes our bill – SB 1148 – that will raise wages for DSPs.

The Senate Appropriations I Committee meets Wednesday, May 8 to conduct a “Subject Matter Hearing” to consider all legislation associated with rate increases for human services.

Legislators pay attention to this show of public support, so please take a moment to demonstrate your commitment to people with disabilities in Illinois.

First, simply click on this [link](#).

Then, simply follow the instructions below:

- Under “I. **IDENTIFICATION**”, please fill in your **name, address, city, state and zip**. The form requires you to fill in a “**Firm/Business or Agency**” (e.g. UCP Seguin, Ray Graham Association, They Deserve More Coalition, etc.) and a “**Title**” (e.g., DSP, Advocate, Self-Advocate, Case Manager, Family Member, etc.). Then fill in your “**Email**” address in that box, as

the state will send you an email to confirm you have filed your slip. Then fill in your “**Phone**” number.

- Under “II. **REPRESENTATION**”, indicate the organization to which you are connected (e.g. UCP Seguin, Ray Graham Association, The Arc of Illinois, They Deserve More Coalition, etc.)
- Under “III. **POSITION**”, click on “**Proponent**” (click on the circle just above that word – meaning you are **FOR** Rate Increase Legislation)
- Under “IV. **TESTIMONY**”, click on the “**Record of Appearance Only**” box
- Click on the box on the bottom left – “**I Agree to the IGLA Terms of Agreement**”
- Click on the box on the bottom right – “**Create (Slip)**”

You should receive an email confirming the submission of your witness slip. If you have any questions or encounter any problems in filing the slip, please contact Jim Haptonstahl of UCP Seguin at 708.222.4250 or [jhaptons@sequin.org](mailto:jhaptons@sequin.org).

As always, you can stay up-to-date on the *They Deserve More* campaign by liking our [Facebook page](#) and following us on [Twitter](#).

Check back regularly at [www.theydeservemore.com](http://www.theydeservemore.com) for updates and actions you can take to make life better for people with disabilities.

Thank you,

The *They Deserve More* Coalition

**Please share with self-advocates, allies and colleagues.**

## Managing Risks, Promoting Wellness Northwest Special Recreation Association

### **May 2019**

Last year, PDRMA delivered on its commitment to the agency's cornerstones and risk management and wellness best practices. More importantly, we recognized our obligation to make wise choices, since each decision ultimately impacted individuals, from member employees to patrons and taxpayers.



Throughout 2018, we pursued many avenues to help members keep patrons safe, provide staff with competitively priced, quality health care and expand and improve member resources.

Please share this letter and our annual report – available online and as a hard copy upon request – with your management staff and agency board members.

### **Risk Management Services**

PDRMA's Risk Management Consultants offer expert guidance to help your agency prevent losses and provide a safe environment for patrons of every age to enjoy. Their expertise is on-site, in-depth and provided at no extra cost to PDRMA members.

While it is impossible to measure the savings associated with avoiding or minimizing losses, it is undoubtedly significant. Your agency was actively involved in preventing loss through the Loss Control Review (LCR) and *your agency's most recent LCR score was: 99.92%*

In addition, your agency has been awarded PDRMA's highest honor for achievement in loss control — Accreditation.

Over the past two years, we awarded your agency **\$3000** in total cash incentives in recognition of your loss control efforts.

### **Education and Training**

While other organizations offer generalized training programs, PDRMA provides members with a broad range of hands-on and online industry-tailored educational programs that help members manage risks and promote wellness for employees and patrons alike.

*A total of 51 of your agency's staff participated in 362 PDRMA education and training offerings in the past two years.*



### **Legal Consultation**

Members rely on advice and practical solutions provided by our in-house counsel to help them avoid costly legal problems. In 2018, PDRMA's counsel offered expert guidance at no additional cost to members through email, our Human Resource and Employment Liability Program (HELP) and nearly 735 HELPLine calls.

***Number of calls your staff made to the HELPLine in the past two years: 3***

### **Promoting Wellness**

Health Program members continued to pursue the PATH (Positive Activities Toward Health) participation goal of 75-percent of eligible employees, falling just shy of it in 2018.

***Your agency's participation rate of eligible employees last year:  
86.05%***

Filling out a Health Assessment questionnaire and attending a biometric screening event (or submitting biometric results via a Physician Tracking Form) helps PATH recommend the most appropriate activities, workshops, coaching support and challenges to keep participants engaged and active throughout the year. Employees earned points for completing activities up to an annual maximum of 400, which translates to equivalent incentive dollars at the end of the program year.

### **Rate Stabilization**

Year after year, PDRMA's philosophy of focusing on long-term sustainability and financial stability provides members with a variety of ways to successfully manage risks and promote wellness within the framework of stable rates. In 2017 and 2018, PDRMA lowered Property/Casualty Program members' total contributions by \$4.60 million, combined, through use of the rate stabilization fund.

***Amount of rate stabilization used on your agency's behalf in the past two years:  
\$17,689.00***

Although the total value of managing your risks and promoting wellness is impossible to fully quantify, one thing is certain: **The strength of PDRMA membership, combined with our innovative and industry-specific offerings, creates a bottom line that goes beyond just a number to help you effectively manage risks and promote wellness for your agency, employees and patrons.**







# PDRMA Health 2018 PATH Summary

## PARTICIPATION AND ENGAGEMENT

52%



of eligible participants engaged with a Health Coach in a telephone coaching session

472



people met the 1-million-step goal!

1,301,574,390

total steps logged in 2018



Enough steps for one person to walk across the continental United States at least 240 times!

80 people



met the goal in all three challenges

2,114

completed wellness workshops

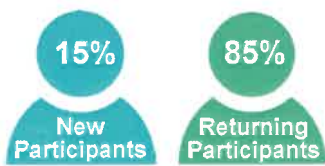
averaging two workshops per participant



41%

of employees participated in at least one PATH challenge

71%



of 2,549 eligible employees participated in PATH

949

submitted preventive exams



Average number of coaching sessions for participants that enrolled in Health Coaching



16 average PATH log ins per active participant

Melissa Martinez  
Park District of Oak Park



"The Telephone Health Conversations with Erica were LIFE CHANGING for me...Having access to a health professional such as Erica on a weekly basis, has helped me form new healthy habits, a healthier life and is one thing I intend to do for the rest of my life. I think this was the BIGGEST benefit of PATH. [It's] something I am incredibly grateful for, and I intend to continue taking advantage of this resource to stay on track and reach my goals."

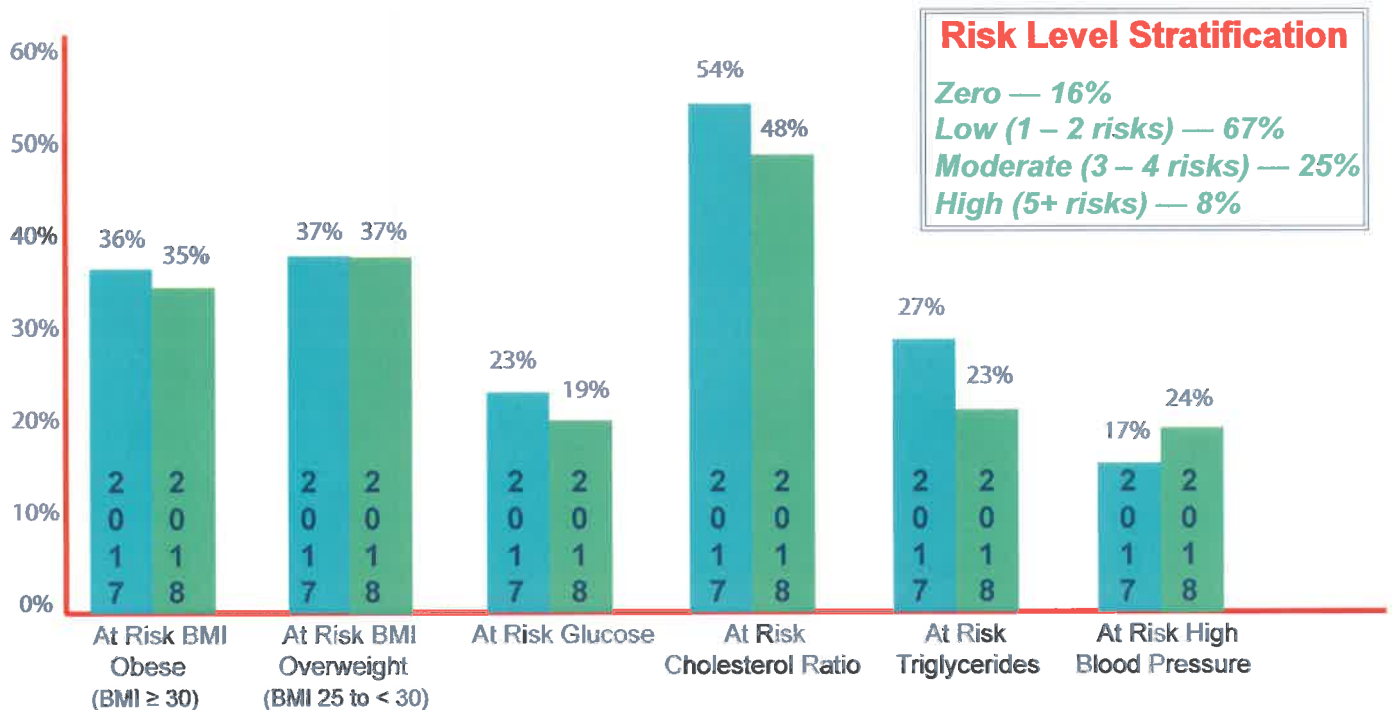




# PDRMA Health 2018 PATH Summary

## HEALTH RISKS

In nearly every biometric category, risk levels improved for participants from 2017 to 2018. The change in blood pressure ranges found more PATH participants at risk in that category. Overall risk level stratification showed a reduction in high risks, with an increase in low and moderate risk levels.



## SURVEY SAYS...



Participants say the Health Assessment, On-site Screenings and Challenges are the most valuable PATH resources for their health

**88%**  
of respondents felt PATH's tools and resources helped them create/maintain healthier habits



97% of respondents say

**PATH**

is a valuable benefit provided by their agency



**79%**  
of respondents experienced health improvement as a result of participating in PATH



**93%** of respondents are satisfied with PATH



# MAKE YOUR VOICE HEARD!

## Transportation Needs, Accommodations & Obstacles

### About this Project:

Northwest Special Recreation Association (NWSRA) has partnered with Connect to Community to assess transportation needs, accommodations & obstacles throughout the northwest suburbs of Chicago. These focus groups will help to provide valuable insight to decision-makers throughout our area regarding your transportation needs. Make your voice heard!

## Join a Focus Group!

#### Focus Group 1

Date: Wednesday, July 10  
Time: 6:00-7:30 p.m.  
Location: Schaumburg CRC  
505 N. Springinsguth Rd.  
Schaumburg, IL 60194

#### Focus Group 2

Date: Thursday, July 11  
Time: 6:00-7:30 p.m.  
Location: South Barrington  
Community Center  
3 Tennis Club Ln.  
South Barrington, IL 60010

#### Focus Group 3

Date: Wednesday, July 31  
Time: 6:00-7:30 p.m.  
Location: Buffalo Grove  
Community Arts Center  
225 Mchenry Rd.  
Buffalo Grove, IL 60089

#### Focus Group 4

Date: Thursday, August 1  
Time: 6:00-7:30 p.m.  
Location: Weiss Community  
Center  
1500 E. Euclid Ave.  
Mt. Prospect, IL 60056

### Tell Your Story:

You are receiving this invitation because in 2018, you completed the Transportation Needs, Accommodations and Obstacles Survey, and indicated that you may be interested in participating in a future Focus Group. We are now in Phase 3 of the project:

Phase 1: Survey

Phase 2: Analysis of data/creation of initial report

**Phase 3: Focus Groups**

Phase 4: Preparation of Final Report

Phase 5: Release of Final Report

This project will provide decision-makers with the information they need on:

- The transportation needs of families
- Transportation obstacles for families
- How unmet needs/barriers impact daily life for families
- Ways needs could be met

Tell your story, and make your voice heard!



### About NWSRA

NWSRA has enriched the lives of children and adults with disabilities as a partnership of 17 northwest suburban Park Districts by providing outstanding recreational opportunities for over 40 years. NWSRA provides over 2,000 recreational programs annually for children and adults with any type of disability. NWSRA holds the distinction of Distinguished Accredited Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award for national leadership in diversity and inclusion initiatives. If you are interested in learning more about NWSRA's programs and success stories, please visit our website: [www.nwsra.org](http://www.nwsra.org), or contact Brian Selders at 847-392-2848 or e-mail [marketing@nwsra.org](mailto:marketing@nwsra.org).



### About Connect to Community

Founded in 2013, Connect to Community is a nonprofit organization serving young adults with developmental disabilities and their families in the northwest suburbs. With a focus on preparing for and navigating the transition out of educational entitlements and into a full and meaningful life in the community, CTC hosts monthly seminars and informational tours to educate families on transition-related topics. And believing that employment is for everyone, no matter what the disability, CTC offers person-centered Customized Employment services to meet the unique vocational needs of area young adults. For more information about CTC, please visit our website at [www.ConnectToCommunityInc.org](http://www.ConnectToCommunityInc.org) or e-mail us at [ConnectToCommunityInc@gmail.com](mailto:ConnectToCommunityInc@gmail.com).

For more information on the Focus Groups, contact: Brian Selders, CPRP

847-392-2848, ext. 264

[marketing@nwsra.org](mailto:marketing@nwsra.org)

Or visit [www.nwsra.org/surveys](http://www.nwsra.org/surveys)



# Connections

**A Newsletter About Disability Issues** Spring 2019 Edition

Published by the Arlington Heights Commission for Citizens with Disabilities



## FEMA



Please join the Arlington Heights Commission for Citizens with Disabilities in welcoming a presentation by **Linda Mastandrea, FEMA's Director of the Office of Disability Integration and Coordination.**

Ms. Mastandrea's

presentation is scheduled for **Thursday April 11th at 7:00—8:30 pm** in the **Board Room** of Village Hall, located at **33 S. Arlington Heights Road**, Arlington Heights, IL 60005.

FEMA is committed to working with public, private and non-profit organizations to build a culture of preparedness and ready the Nation for catastrophic events in a manner that includes and meets the needs of people with disabilities.

The Office of Disability Integration and Coordination supports FEMA's commitment to whole community emergency management by providing federal, state, local, tribal and territorial governments as well as public sector and non-profit organizations with the tools, methods and strategies necessary to ensure equal access and delivery of services to people with disabilities in all phases of emergency management. **(See page 3 to Register)**

## No Matter What the Season NWSRA Offers Recreation for Children and Adults with Disabilities

Through over 2,000 recreational programs, children and adults with disabilities explore their interests in cultural arts, fitness and health, athletics, special events, clubs and more throughout the



year. Northwest Special Recreation Association (NWSRA) programs are designed to meet the individual goals of participants including community integration, health and wellness, independence, social & emotional skills, sensory integration and more. For those with sensory integration needs, the NWSRA Snoezelen Sensory room provides multi-sensory therapy through state of the art technology. Teen and Adult Social Clubs are also available, which provide weekly activities including dinners, comedy shows, dances and more. Recent events included:

**NWSRA — All Star Basketball Game** at Conyers Learning Academy in Rolling Meadows.

**NWSRA — Skating Championships Invitational** held on Monday, February 18, 2019 at West Meadows Ice Arena in Rolling Meadows. (continued on pg.2)

*NWSRA continued*

Special Leisure Services Foundation (SLSF) Gold Medal Fashion Show was Sunday, February 24 at the Meadows Club in Rolling Meadows. [www.slsf.me](http://www.slsf.me)

A parent recently stated "Thanks to all of you for your ongoing work on behalf of our family members and families. We need you and appreciate how your work makes our family member's life so much healthier and enriched." NWSRA health and fitness programs run throughout the Winter, providing a way to keep active during the cold months. Accessible transportation is also available for many programs. For those who prefer to participate in their community's Park District program, NWSRA provides inclusion support through training, staff and resources to ensure that each individual is successfully included into the program.

Through trained and certified staff, NWSRA programs provide outstanding opportunities for children and adults with disabilities to have fun, make friends, go new places, learn new things, be included and celebrate their lives.

For more information on NWSRA programs, please visit [www.nwsra.org](http://www.nwsra.org) or contact JoAnn Snyder, Sr. Manager of Special Recreation at 847-392-2848, ext. 247 or email [joanns@nwsra.org](mailto:joanns@nwsra.org).



#### **About NWSRA:**

NWSRA has enriched the lives of children and adults with disabilities as a partnership of 17 northwest suburban Park Districts by providing outstanding recreational opportunities for over 40 years. NWSRA holds the distinction of Distinguished Accredited Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award for national leadership in diversity and inclusion initiatives. If you are interested to learn more about NWSRA's programs and success stories, please visit our website: [www.nwsra.org](http://www.nwsra.org), or contact us at 847-392-2848.

# IPADD UNITE

ILLINOIS PARENTS of

ADULTS with  
DEVELOPMENTAL  
DISABILITIES

Illinois Parents of Adults with Developmental Disabilities - Do you live in Illinois and have a teen or adult child with a developmental disability – autism spectrum disorder, cerebral palsy, cognitive impairment, Down Syndrome or other?

Many of us have worked and continue to work toward a broader, more comprehensive menu of services, supports and funding strategies in Illinois. But IN THE MEANTIME, our children get older and age out of the public school systems. We need to be empowered, as families, to forge collaborative ventures with other families and interested civic, business or professional leaders in our local areas...to make real, positive changes in our local communities so that our young people do not exit special education with nothing to do.

IPADD's purpose is to give Illinois parents, self-advocates, adult sibs and others who care about adults with developmental disabilities a dedicated online platform for networking, advocacy, and information-sharing so that we know what's happening around the state. Our primary focus areas are: Employment, Community Service, and Rec/Leisure opportunities; Effective Transition Planning; Transportation; Housing; and how to pay for all of it. [IPADDUNITE.ORG](http://IPADDUNITE.ORG)

#### **WELCOME**

Parents can [join our closed Facebook group](#) to discuss pertinent issues, membership requires approval. Join our advocacy efforts by [liking our Facebook page](#). [Learn more about our Facebook group and page](#).





SUNDAY, FEBRUARY 24, 2019



**THANK YOU SPONSORS!**

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Paul Sowa

MEDIA PARTNER



Special Leisure Services Foundation is dedicated to supporting and promoting outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association. Call 847-392-2848 or visit us at [www.slsf.me](http://www.slsf.me).

Daily Herald  
4/19/19  
Section 5  
Page 3



# Fun is in the air

Helicopter egg drop at Conant High School wows young crowd

BY MADHU KRISHNAMURTHY  
mkrishnamurthy@dailyherald.com

How to make hundreds of children giddy with excitement? Shower more than 2,000 colored plastic eggs from a helicopter onto a football field and just watch the ensuing frenzy. That was the scene at Conant High School Saturday morning during its first Helicopter Egg Drop.

Within minutes of the last egg dropping to the ground, roughly 300 children rushed the field with baskets scooping up about seven eggs each in seemingly organized chaos.

"All the colorful rainbows were falling from the sky," said Alarese Gaden, 8, of Mount Prospect, of watching the eggs being sprinkled onto the field from the helicopter. He said he felt "happy" with his treasured loot bearing candy within and beamed at the prospect of devouring cupcakes in the school's cafeteria afterward.

Parents paid \$5 per child, ages 9 and younger, to participate in the egg drop. It included one raffle ticket for prize baskets and a coupon for a free custard from Culvers in Schaumburg.

The event was part of the Hoffman Estates school's Cupcakes for a Cause and Bunny Eggstravaganza benefiting Special Olympics, the Northwest Special Recreation Association and Conant's Cougars in Need program. The Bunny Eggstravaganza included kids crafts, games, raffles, balloon sculptor, Frisbee toss and a visit with Peter Cotton Tail. Attendees could buy cupcakes for \$2 each or \$20 for a dozen.

In the last seven years, Cupcakes for a Cause has raised \$30,000 for Special Olympics, said Jeff Stewart, Conant social studies teacher who

orchestrated the egg drop.

Stewart said he got the idea for the egg drop after participating in a similar event with his kids in Evanston where marshmallows were dropped from a helicopter.

"The point is to create a community event ... it was very successful," Stewart said. "It looked like all the kids were

having a good time."

Watching a helicopter up close was the best part of the attraction for some and several parents were impressed with the event's organization.

"There were plenty of eggs for everyone," said Jennifer Lorber, of Schaumburg. "Most important, there were all happy children at the end."



Jack Lorber, 4, of Schaumburg greets the Easter bunny Saturday at Conant High School.



Yui Horl, 4, of Schaumburg participates in an Easter egg hunt at Conant High School in Hoffman Estates Saturday. The eggs were dropped from a helicopter to start the event.

Daily Herald  
4/14/19  
Section 1  
Page 3



# Community Insight

Presented by AMITA Health

## AMITA shines a blue light on Autism Awareness

The most stress-reducing and calming color is blue and it's perfect that on National Autism Awareness Day, AMITA Health celebrated by "lighting it up blue." On April 2, the health system's facilities turned their outdoor lights blue and the women and children's hospital shone in the color of the sky and seas. According to Maria Bellantuono, the Clinical Director of the Autism Spectrum and Developmental Disorders Resource Center (ASDDRC), even associates donned blue that day. "We are sending out awareness email blasts with information on Autism Spectrum Disorder throughout the month; we'll have informational tables at various sites; and the month will end with an AMITA team at the Autism Speaks Walk on June 1 in Chicago."



**Maria Bellantuono, Clinical Director**

ASDDRC, under Bellantuono's direction, helps the underserved and identifies any gaps in services. "We have a team of six individuals dedicated to do all they can to help anyone who contacts the center," she explained. "As director, I make sure our team is engaged with the community and we have the latest information to help the families. We provide training on autism to the community and within our system."

The number of services is impressive including free screenings for Autism Spectrum Disorder (ASD), resource assessments and consultations. "Our goal is to help families navigate the overwhelming world of ASD and connect them with appropriate resources," she said. "We want families to know they have a place to call with any question and we will do our best to help because we realize how important community is in raising a child. We collaborate with community partners such as Northwest Special Recreation and Northwest Special Education Co-Op, and are part of the Northwest Autism Consortium Group."

Bellantuono, MA, LCPC, NCC, explained that each child with Autism Spectrum Disorder is unique, so treatment and

education should be individualized. "It helps to keep in mind that an ASD diagnosis does not define a child, it is something a child has," she reminded. "We should build on children's strengths and give them opportunities to be children."

What should you do when your child has been diagnosed? "First consider recommendations made by the diagnosing physician," she said. "Early intervention is important and should be one of the first steps. Then continuing onto school, keep informed about teaching methods for your child." Today, there are myriad therapies from which families can choose. "We continue to recommend evidence based interventions that meet best practices such as applied behavior analysis also known as ABA therapy. At the ASDDRC, we provide individual therapy, social skills groups, and parent training."

The expert noted that consistency and structure are very helpful for children with ASD. "If families are unsure what to do, they can always call (847) 755-8536 and ask for the AMITA-MB-AHBHHE Resource Center; or email: AHBHHE.ResourceCenter@amitahealth.org. It's a free service."

Daily Herald  
4/15/19  
Section 6  
Page 7



# **XI. Closed Session**

[Return to home](#)

**NORTHWEST SPECIAL RECREATION ASSOCIATION  
RESOLUTION NO. R2019-8**

**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 22<sup>nd</sup> day of May, 2019 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Jay Morgan, 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 Park Central, 3000 W. Central Road, Rolling Meadows, Illinois at 10:30 a.m. on this 22<sup>nd</sup> day of May 2019.

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 22<sup>nd</sup> day of May 2019.

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

[SEAL]