



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

**November 14, 2018**  
**10:30 a.m. Regular Meeting**  
Park Central Conference Room  
3000 W. Central Road  
Rolling Meadows, IL

## AGENDA

- I. Call to Order
  - A. Roll Call
  
- II. Introduction of Guests:
  - A. Darleen Negrillo – Superintendent of Administrative Services
  - B. Erica Stanko – 5 years longevity
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. Approval of Consent Agenda - Pages 3-53
  - A. Approval of Minutes, September 19, 2018
  - B. NWSRA Financial Reports, October 31, 2018
    - 1. PFM Account Statement
    - 2. NWSRA & SLSF Organizational Cash Overview
    - 3. NWSRA Budget vs. Actual
    - 4. SLSF Budget vs. Actual
    - 5. NWSRA Balance Sheets
    - 6. SLSF Balance Sheets
    - 7. Benjamin F Edwards Account Statement
  - C. Warrant:
    - 1. #10 dated 10/31/18 - \$315,908.78
    - 2. #11 dated 11/14/18 - \$37,358.43
  - D. Bi-Weekly Payroll:
    - 1. 09/02/18 - \$87,537.67
    - 2. 09/16/18 - \$97,668.26
    - 3. 09/30/18 - \$93,594.79
    - 4. 10/14/18 - \$94,518.80
  - E. ADA Compliance Projects:
    - 1. Palatine Park District
      - a. Juniper Park - \$27,426.80
      - b. Hawthorne Park - \$39,931
      - c. Community Park - \$16,509
      - d. Community Park Project 2 - \$22,850
      - e. Dove Park - \$38,888
    - 2. Arlington Heights Park District
      - a. Lake Arlington - \$532,976
    - 3. River Trails Park District
      - a. Woodland Trails park - \$46,625.44

*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

- 4. Elk Grove Park District
  - a. Al Hattendorf Center - \$47,346.48
  - b. Al Hattendorf Center Project 2 - \$20,880
- 5. Hanover Park Park District
  - a. Ahlstrand Field House - \$6,629
  
- VI. Correspondence
  - A. Written
  - B. Oral
  
- VII. Staff Reports - Pages - 54-64
  - A. Program Report
  - B. Marketing and P/R Report
  - C. SLSF
    - 1. Holiday Luncheon
  - D. Directors Report
  
- VIII. Old Business - Pages 65-73
  - A. Health Survey Update
  - B. Merit Survey Update
  - C. Other
  
- IX. New Business - Pages - 74-104
  - A. Day Camp Transportation Bid
  - B. ADA Transition Plan
  - C. Other
  
- X. Information/Action Items - Pages 105-119
  - A. Personnel Committee Update
    - 1. Minutes
    - 2. Staff Changes
    - 3. Proposed Salary Ranges
    - 4. Proposed Merit Pool
    - 5. Proposed Health Insurance
  - B. Finance Committee Update
    - 1. Minutes
    - 2. FY 2018 Summary of Reserves
    - 3. FY 2019 Budget Document
    - 4. Assumptions
    - 5. Capital Replacement Plan FY2018-2022
    - 6. Proposed Unaudited 2018 Summary of Reserves
    - 7. PFM Investment Update
  - C. IMRF Contribution Rate 2019
  - D. NWSRA 2019 Committees
  - E. 2019 Board Meeting Schedule
  - F. IMRF Authorized Agent
  - G. Other
  
- XI. Closed Session
  
- XII. Action as a result of Closed Session
  
- XIII. Adjournment



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



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

# V. Consent Agenda

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT THE NWSRA ADMINISTRATIVE OFFICES  
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 19th DAY OF September, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Rick Hanetho, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District.

Also present: Tracey Crawford, Executive Director; Trisha Breitlow, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Rachel Hubsch, Superintendent of Recreation; Nanette Sowa, Superintendent of Development; Joseph Bonus, Graphic and Communications Coordinator; Abi Dudek, Kellie Wojciechowski, and Zach Hoppensteadt, Interns; Clariza Kotsovos and Maggie Dzurisin, Program Specialists; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Superintendent Hubsch introduced Clariza Kotsovos and Maggie Dzurisin, Program Specialists, and Abi Dudek, Kellie Wojciechowski, and Zach Hoppensteadt, Interns. Superintendent Selders introduced Joseph Bonus, Graphic and Communications Coordinator.

Jessica Vasalos was recognized for 5 years of dedicated service to NWSRA.

Public Comment

None

Agenda

Chairman Hilgers asked for a motion to approve the agenda dated September 19, 2018, noting that there is a correction on Item A of Old Business. Trustee O'Brien made the motion and Trustee Fahnstrom seconded the motion to approve the agenda dated September 19, 2018. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Hilgers asked for a motion to approve the Consent Agenda of September 19, 2018. Trustee Morgan made the motion and Trustee Fahnstrom seconded the motion to approve the Consent Agenda dated September 19, 2018. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan

NAY: None

The motion carried.

Trustee Risinger, who attended an ADA compliance workshop, complimented staff for doing a great job. Superintendent Selders was praised for creating the portal and Superintendent Griffin was thanked for creating the presentation.

### Correspondence

NWSRA received a thank you letter from Trustee Fahnstrom for a fruit basket sent in memory of his father. Arlington Heights Rotary Club sent a letter of thanks for the tour of the Snoezelen Room.

### Staff Reports

#### Program Report

Superintendent Hubsch reported that the Hanover Park Snoezelen Room opened on September 10, and there will be programming in that space in the fall. Superintendent Hubsch related a success story about a young boy's improvement through the experience of the Snoezelen Room. Superintendent Hubsch distributed a Healthy Minds/Healthy Bodies pamphlet and described the membership and services. Five park districts participate: Mount Prospect, Bartlett, Palatine, Buffalo Grove and Streamwood.

#### Marketing and PR Report

Superintendent Selders distributed invitations to the Hanover Park Snoezelen Room. A web page with online registration has been created for such events. NWSRA has been working with Connect To Community on a survey to assess barriers to accessible transportation in the community. Campfire Concepts and a professor from Western Illinois University are providing professional assistance with the survey and subsequent recommendations. The results will be available for publishing in academic research. Superintendent Selders reported that Marcia Carter, author of The Introduction to Therapeutic Recreation, requested photos from NWSRA. The new NWSRA and SLSF web sites are live. Much of the new signage has been completed for the Mount Prospect site. A new "A Day in the Life of PURSUIT" video is being produced and will be shown at the Celebrate Ability Gala.

#### SLSF

Superintendent Sowa thanked the board members and their districts for supporting SLSF throughout the year. The Arlington Golf classic grossed \$11,000 over budget. The success is attributed to Derek Hanley, owner of an Arlington Heights restaurant, and many of his vendors as sponsors. Clearbrook is a gold sponsor for the upcoming Celebrate Ability Gala. Ticket price for raffle tickets has been lowered to \$50. Cathy Kendrigan will chair the event.

#### Directors Report

Executive Director Crawford stated that NWSRA will be highlighted in a second issue of Human Kinetics, for which Director Crawford wrote a chapter on therapeutic recreation. IPRA is expected to publish articles written by Director Crawford, Superintendent Breitlow and Manny Aguilar, Manager of Special Recreation, Athletics. Director Crawford is serving on the ATRA board. NWSRA presented on the Snoezelen Room at the ATRA National Conference. Director Crawford expanded on the scope and importance of the transportation survey mentioned by Superintendent Selders.

## Old Business

### 2019 Member District Annual Assessment Approval

Chairman Hilgers asked for a motion to approve the 2019 Member District Annual Assessment. Trustee Risinger made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenerre, Jay Morgan

NAY: None

### NWSRA Programming Space

Superintendent Griffin reported that Hanover Park participant spots are almost full. The new PURSUIT in Mount Prospect serves 32 new clients, with 12 new clients from Hanover Park and Rolling Meadows. Parents who came to the "meet and greet" were highly impressed with the site. A grand opening will take place at the end of November. Trustee Jarog added to the update of the Mount Prospect site. Executive Director Crawford praised Trustee Jarog's staff for their assistance.

### Staff Changes

Executive Director Crawford announced that Superintendent Breitlow is leaving NWSRA after 20 years of outstanding service. Superintendent Breitlow thanked the board members for their support and professionalism.

## New Business

### Vehicle Analysis

Superintendent Breitlow gave an overview of an analysis of NWSRA vehicles that was done to determine the type and number of new vehicles needed in the fleet as well as accessibility needs. There is an increased use of NWSRA vehicles with the expansion of STAR and PURSUIT; thus, the amount of vehicles will be slightly increased and leasing will be considered. Trustee O'Brien asked if we have used the IDOT program. Trustee O'Brien asked how much NWSRA spends on vehicles on an annual basis. Trustee O'Brien asked if we have considered hiring a part-time staff person for maintenance of the vehicles. Executive Director Crawford indicated that it would be too difficult to maintain the fleet on our own, due the NWSRA does not have a building to do the work.

Executive Director Crawford asked for a motion to approve the vehicle analysis report as presented, with the recommendation that it be used for NWSRA's capital planning. Trustee Risinger made the motion and Trustee Fletcher seconded the motion. Upon voice vote, the motion was approved.

### New ADA Compliance Review Committee Member

Executive Director Crawford asked for a motion to approval the appointment of Doug Kettel, Schaumburg Park District, to the ADA Compliance Committee. Trustee Talsma made the motion and Trustee LaFrenerre seconded the motion. Upon voice vote, the motion was approved.

Information/Action Items

Executive Director Crawford announced that the December Board Meeting and luncheon location is changed to Metropolis Ballroom in downtown Arlington Heights. Notifications will be sent as reminders.

Closed Session

None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion to adjourn the September 19, 2018 meeting at 11:15 am. Upon voice vote, the motion carried.

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Secretary



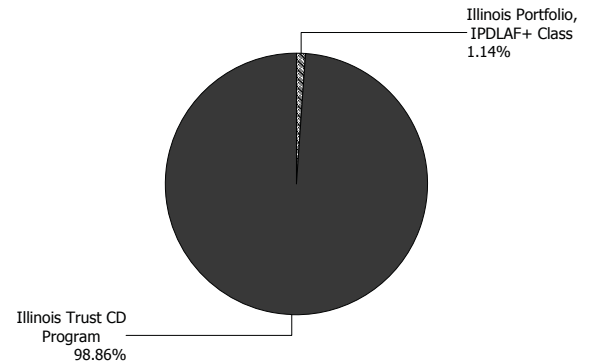
**Account Statement - Transaction Summary**

For the Month Ending **September 30, 2018**

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

<b>Illinois Portfolio, IPDLAF+ Class</b>	
Opening Market Value	11,107.94
Purchases	204,914.71
Redemptions	(200,162.44)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$15,860.21</b>
Cash Dividends and Income	21.24
<b>Illinois Trust CD Program</b>	
Opening Market Value	1,381,951.51
Purchases	200,000.00
Redemptions	(200,000.00)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$1,381,951.51</b>
Cash Dividends and Income	4,800.00

<b>Asset Summary</b>		
	<b>September 30, 2018</b>	<b>August 31, 2018</b>
<b>Illinois Portfolio, IPDLAF+ Class</b>	15,860.21	11,107.94
<b>Illinois Trust CD Program</b>	1,381,951.51	1,381,951.51
<b>Total</b>	<b>\$1,397,811.72</b>	<b>\$1,393,059.45</b>
<b>Asset Allocation</b>		







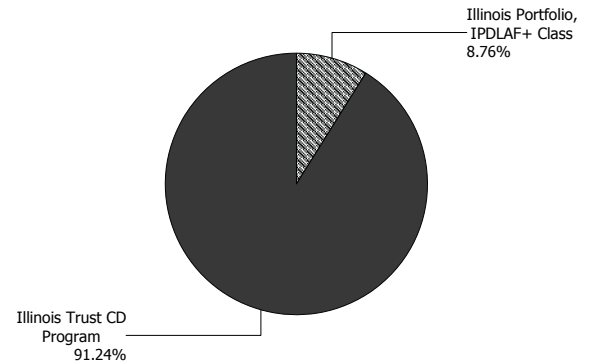
**Account Statement - Transaction Summary**

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

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

<b>Illinois Portfolio, IPDLAF+ Class</b>	
Opening Market Value	15,860.21
Purchases	106,868.20
Redemptions	(155.24)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$122,573.17</b>
Cash Dividends and Income	126.21
<b>Illinois Trust CD Program</b>	
Opening Market Value	1,381,951.51
Purchases	0.00
Redemptions	(105,000.00)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$1,276,951.51</b>
Cash Dividends and Income	1,741.99

<b>Asset Summary</b>		
	<b>October 31, 2018</b>	<b>September 30, 2018</b>
<b>Illinois Portfolio, IPDLAF+ Class</b>	122,573.17	15,860.21
<b>Illinois Trust CD Program</b>	1,276,951.51	1,381,951.51
<b>Total</b>	<b>\$1,399,524.68</b>	<b>\$1,397,811.72</b>
<b>Asset Allocation</b>		



NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW SEPTEMBER 30, 2018**

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	182,759	397,451	580,211
OPER/MMA (Village Bank & Trust)	1,600,286	-	1,600,286
IPDLAF	48,841	-	48,841
CASH BANKS	-	800	800
TOTAL	<u>1,832,386</u>	<u>398,401</u>	<u>2,230,788</u>
<b><u>RESERVES: INVESTMENTS</u></b>			
BF EDWARDS	-	1,149,664	1,149,664
PFM Asset Management	<u>1,397,812</u>	<u>-</u>	<u>1,397,812</u>
TOTAL	<u>1,397,812</u>	<u>1,149,664</u>	<u>2,547,476</u>
<b><u>RESERVES:</u></b>			
<b><u>OPERATING</u></b>			
MAX SAFE 1 (Village Bank & Trust)	1,543,609	-	1,543,609
<b><u>CAPITAL</u></b>			
MAX SAFE 2 (Village Bank & Trust)	<u>184,545</u>	<u>-</u>	<u>184,545</u>
TOTAL	<u>1,728,154</u>	<u>-</u>	<u>1,728,154</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>September 30, 2018</b>	<u><u>\$ 4,958,352</u></u>	<u><u>\$ 1,548,065</u></u>	<u><u>\$ 6,506,417</u></u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>September 30, 2017</b>			
CASH	\$ 1,730,214	\$ 190,975	\$ 1,921,189
RESERVES - OPER	1,332,843		1,332,843
RESERVES - CAP	190,986		190,986
SMALL BUS	-		-
RESERVES - INVEST	<u>1,378,276</u>	<u>1,182,288</u>	<u>2,560,564</u>
	<u><u>\$ 4,632,319</u></u>	<u><u>\$ 1,373,263</u></u>	<u><u>\$ 6,005,582</u></u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW OCTOBER 31, 2018**

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	353,759	293,144	646,903
OPER/MMA (Village Bank & Trust)	1,404,086	-	1,404,086
IPDLAF	40,884	-	40,884
CASH BANKS	-	-	-
TOTAL	<u>1,799,229</u>	<u>293,294</u>	<u>2,092,523</u>
<b><u>RESERVES: INVESTMENTS</u></b>			
BF EDWARDS	-	1,104,687	1,104,687
PFM Asset Management	<u>1,399,525</u>	-	<u>1,399,525</u>
TOTAL	<u>1,399,525</u>	<u>1,104,687</u>	<u>2,504,212</u>
<b><u>RESERVES:</u></b>			
<b><u>OPERATING</u></b>			
MAX SAFE 1 (Village Bank & Trust)	1,480,933	-	1,480,933
<b><u>CAPITAL</u></b>			
MAX SAFE 2 (Village Bank & Trust)	<u>184,874</u>	-	<u>184,874</u>
TOTAL	<u>1,665,808</u>	-	<u>1,665,808</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>October 31, 2018</b>	<u><u>\$ 4,864,562</u></u>	<u><u>\$ 1,397,981</u></u>	<u><u>\$ 6,262,543</u></u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>October 31, 2017</b>	<u><u>\$ 1,706,411</u></u>	<u><u>\$ 379,031</u></u>	<u><u>\$ 2,085,442</u></u>
CASH	1,333,918	-	1,333,918
RESERVES - OPER	191,132	-	191,132
RESERVES - CAP	-	-	-
SMALL BUS	<u>1,379,168</u>	<u>1,197,632</u>	<u>2,576,800</u>
RESERVES - INVEST	<u>\$ 4,610,629</u>	<u>\$ 1,576,663</u>	<u>\$ 6,187,292</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

SEPTEMBER 30, 2018

(A) BUDGET  
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	936,329	775,411	(160,918)	399,066	175,611	(223,454)	537,263	599,800	62,537
February	55,413	80,873	25,460	394,284	367,143	(27,141)	(338,870)	(286,270)	52,601
March	403,763	545,490	141,727	450,359	416,457	(33,902)	(46,596)	129,033	175,628
April	79,444	361,577	282,133	534,909	362,945	(171,964)	(455,465)	(1,368)	454,097
May	1,181,662	1,009,457	(172,205)	454,422	316,359	(138,063)	727,240	693,098	(34,142)
June	82,042	687,234	605,191	507,593	412,695	(94,898)	(425,550)	274,539	700,089
July	958,568	277,375	(681,193)	444,897	522,782	77,885	513,672	(245,407)	(759,079)
August	81,330	319,951	238,621	442,259	691,804	249,545	(360,929)	(371,853)	(10,924)
<b>September</b>	<b>327,850</b>	<b>279,890</b>	<b>(47,961)</b>	<b>603,637</b>	<b>437,741</b>	<b>(165,896)</b>	<b>(275,786)</b>	<b>(157,851)</b>	<b>117,936</b>
October	172,239	-	(172,239)	394,978	-	(394,978)	(222,740)	-	222,740
November	1,046,690	-	(1,046,690)	391,599	-	(391,599)	655,091	-	(655,091)
December	167,747	-	(167,747)	467,474	-	(467,474)	(299,727)	-	299,727
<b>TOTAL YTD</b>	<b>4,106,403</b>	<b>4,337,257</b>	<b>230,854</b>	<b>4,231,425</b>	<b>3,703,536</b>	<b>(527,889)</b>	<b>(125,021)</b>	<b>633,721</b>	<b>758,743</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	4,789,032	599,800	(330,018)	7,067	(102,734) a.	4,963,147
February	4,963,147	(286,270)	-	3,850	(2,457) a.	4,678,271
March	4,678,271	129,033	-	3,921	(25,941) a.	4,785,284
April	4,785,284	(1,368)	-	5,846	(701) a.	4,789,061
May	4,789,061	693,098	(57,647)	6,361	(784) a.	5,430,089
June	5,430,089	274,539	-	6,452	4,478 a.	5,715,558
July	5,715,558	(245,407)	-	6,452	(631) a.	5,475,972
August	5,475,972	(371,853)	-	6,936	1,083 a.	5,112,137
September	5,112,137	(157,851)	-	6,421	(2,137) a.	4,958,570
October	4,958,570	-	-	-	a.	4,958,570
November	4,958,570	-	-	-	a.	4,958,570
December	4,958,570	-	-	-	a.	4,958,570

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

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

OCTOBER 31, 2018

(A) BUDGET  
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	936,329	775,411	(160,918)	399,066	175,611	(223,454)	537,263	599,800	62,537
February	55,413	80,873	25,460	394,284	367,143	(27,141)	(338,870)	(286,270)	52,601
March	403,763	545,490	141,727	450,359	416,457	(33,902)	(46,596)	129,033	175,628
April	79,444	361,577	282,133	534,909	362,945	(171,964)	(455,465)	(1,368)	454,097
May	1,181,662	1,009,457	(172,205)	454,422	316,359	(138,063)	727,240	693,098	(34,142)
June	82,042	687,234	605,191	507,593	412,695	(94,898)	(425,550)	274,539	700,089
July	958,568	277,375	(681,193)	444,897	522,782	77,885	513,672	(245,407)	(759,079)
August	81,330	319,951	238,621	442,259	690,968	248,709	(360,929)	(371,018)	(10,089)
September	327,850	279,890	(47,961)	603,637	437,913	(165,724)	(275,786)	(158,023)	117,763
<b>October</b>	<b>172,239</b>	<b>324,664</b>	<b>152,425</b>	<b>394,978</b>	<b>428,174</b>	<b>33,196</b>	<b>(222,740)</b>	<b>(103,511)</b>	<b>119,229</b>
November	1,046,690	-	(1,046,690)	391,599	-	(391,599)	655,091	-	(655,091)
December	167,747	-	(167,747)	467,474	-	(467,474)	(299,727)	-	299,727
<b>TOTAL YTD</b>	<b>4,278,642</b>	<b>4,661,921</b>	<b>383,279</b>	<b>4,626,403</b>	<b>4,131,047</b>	<b>(495,356)</b>	<b>(347,761)</b>	<b>530,874</b>	<b>878,635</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	4,789,032	599,800	(330,018)	7,067	(102,734) a.	4,963,147
February	4,963,147	(286,270)	-	3,850	(2,457) a.	4,678,271
March	4,678,271	129,033	-	3,921	(25,941) a.	4,785,284
April	4,785,284	(1,368)	-	5,846	(701) a.	4,789,061
May	4,789,061	693,098	(57,647)	6,361	(784) a.	5,430,089
June	5,430,089	274,539	-	6,452	4,478 a.	5,715,558
July	5,715,558	(245,407)	-	6,452	(631) a.	5,475,972
August	5,475,972	(371,018)	-	6,936	1,083 a.	5,112,972
September	5,112,972	(158,023)	-	6,421	(2,131) a.	4,959,239
October	4,959,239	(103,511)	-	6,262	2,067 a.	4,864,058
November	4,864,058	-	-	-	a.	4,864,058
December	4,864,058	-	-	-	a.	4,864,058

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

SEPTEMBER 30, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
February	70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)
March	33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416
April	15,808	28,575	12,767	4,148	52,359	48,210	11,660	(23,783)	(35,443)
May	38,580	66,697	28,117	128,722	35,684	(93,038)	(90,143)	31,012	121,155
June	26,757	112,594	85,837	97,312	81,484	(15,828)	(70,555)	31,110	101,665
July	12,808	30,108	17,300	7,649	61,649	54,000	5,159	(31,541)	(36,700)
August	46,879	79,056	32,177	3,522	98,930	95,408	43,357	(19,874)	(63,231)
September	<b>80,878</b>	<b>43,112</b>	<b>(37,765)</b>	<b>112,230</b>	<b>23,514</b>	<b>(88,716)</b>	<b>(31,352)</b>	<b>19,598</b>	<b>50,950</b>
October	45,037		(45,037)	141,840		(141,840)	(96,802)	-	96,802
November	46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)
December	52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798
TOTAL YTD	<b>616,985</b>	<b>695,970</b>	<b>78,985</b>	<b>483,654</b>	<b>423,647</b>	<b>(60,006)</b>	<b>133,331</b>	<b>272,322</b>	<b>138,991</b>

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	(25,115)	-	-	(500)	1,546,716
April	1,546,716	(23,783)	-	-	(5,035)	1,517,897
May	1,517,897	31,012	-	-	(1,106)	1,547,803
June	1,547,803	31,110	-	-	316	1,579,229
July	1,579,229	(31,541)	-	-	(64)	1,547,624
August	1,547,624	(19,874)	-	-	390	1,528,140
September	1,528,140	19,598	-	-	738	1,548,477
October	1,548,477	-	-	-	-	1,548,477
November	1,548,477	-	-	-	-	1,548,477
December	1,548,477	-	-	-	-	1,548,477

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

NINE MONTHS ENDING SEPTEMBER 30, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	295,094	274,350	20,744	34,362
RESTRICTED FUNDRAISING	54,886	51,003	3,883	56,928
RESTRICTED DONATIONS	3,892	1,342	2,550	1,693
UNRESTRICTED FUNDRAISING	197,170	159,040	38,129	180,129
UNRESTRICTED DONATIONS	109,746	31,250	78,496	31,626
NWSRA WORKSHOPS	410	-	410	-
INVESTMENT TRANSFER	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>275,000</u>
TOTAL REVENUE	<u>761,197</u>	<u>616,985</u>	<u>144,212</u>	<u>579,738</u>
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	36,523	41,680	(5,157)	35,555
RESTRICTED FUNDRAISING	11,543	12,216	(672)	9,047
UNRESTRICTED FUNDRAISING	53,395	53,092	303	51,596
GRANTS GIVEN	322,187	376,667	(54,480)	365,805
RECONCILIATION DISCREPANCY	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
TOTAL EXPENSES	<u>423,647</u>	<u>483,654</u>	<u>(60,006)</u>	<u>463,503</u>
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	<u>337,550</u>	<u>133,331</u>	<u>204,219</u>	<u>116,235</u>
<b><u>INVESTMENT INCOME (LOSS)</u></b>	<u>34,773</u>	<u>-</u>	<u>34,773</u>	<u>110,252</u>
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u><u>372,322</u></u>	<u><u>133,331</u></u>	<u><u>238,991</u></u>	<u><u>226,487</u></u>

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

OCTOBER 31, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
February	70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)
March	33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416
April	15,808	28,575	12,767	4,148	52,359	48,210	11,660	(23,783)	(35,443)
May	38,580	66,697	28,117	128,722	35,684	(93,038)	(90,143)	31,012	121,155
June	26,757	112,594	85,837	97,312	81,484	(15,828)	(70,555)	31,110	101,665
July	12,808	30,108	17,300	7,649	61,649	54,000	5,159	(31,541)	(36,700)
August	46,879	79,056	32,177	3,522	98,930	95,408	43,357	(19,874)	(63,231)
September	80,878	43,112	(37,765)	112,230	23,514	(88,716)	(31,352)	19,598	50,950
<b>October</b>	<b>45,037</b>	<b>16,974</b>	<b>(28,064)</b>	<b>141,840</b>	<b>166,543</b>	<b>24,703</b>	<b>(96,802)</b>	<b>(149,569)</b>	<b>(52,767)</b>
November	46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)
December	52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798
TOTAL YTD	662,022	712,943	50,921	625,494	590,190	(35,303)	36,529	122,753	86,225

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	(25,115)	-	-	(500)	1,546,716
April	1,546,716	(23,783)	-	-	(5,035)	1,517,897
May	1,517,897	31,012	-	-	(1,106)	1,547,803
June	1,547,803	31,110	-	-	316	1,579,229
July	1,579,229	(31,541)	-	-	(64)	1,547,624
August	1,547,624	(19,874)	-	-	390	1,528,140
September	1,528,140	19,598	-	-	738	1,548,477
October	1,548,477	(149,569)	-	-	(515)	1,398,393
November	1,398,393	-	-	-	-	1,398,393
December	1,398,393	-	-	-	-	1,398,393



SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TEN MONTHS ENDING OCTOBER 31, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	309,261	288,350	20,911	259,529
RESTRICTED FUNDRAISING	55,840	53,968	1,872	59,221
RESTRICTED DONATIONS	3,892	1,342	2,550	438
UNRESTRICTED FUNDRAISING	235,058	187,112	47,946	220,479
UNRESTRICTED DONATIONS	118,172	31,250	86,922	32,259
NWSRA WORKSHOPS	410	-	410	-
INVESTMENT TRANSFER	100,000	100,000	-	275,000
TOTAL REVENUE	822,633	662,022	160,610	846,926
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	37,992	45,573	(7,581)	37,416
RESTRICTED FUNDRAISING	11,543	13,799	(2,256)	10,900
UNRESTRICTED FUNDRAISING	69,699	74,788	(5,089)	57,552
GRANTS GIVEN	470,956	491,333	(20,378)	434,351
RECONCILIATION DISCREPANCY	-	-	-	1,500
TOTAL EXPENSES	590,190	625,494	(35,303)	541,719
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	232,442	36,529	195,914	305,207
<b><u>INVESTMENT INCOME (LOSS)</u></b>	(9,689)	-	(9,689)	125,597
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	222,753	36,529	186,225	430,804

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

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of September 30, 2018

	<b>Sep 30, 18</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	183,429.05
10700 · IPDLAF+	48,840.53
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,381,951.51
11200 · PFM Investments Hold Account - Other	15,860.21
<b>Total 11200 · PFM Investments Hold Account</b>	1,397,811.72
11500 · VB&T Operating/MM Account	1,600,286.48
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,543,608.51
11660 · MAX SAFE 2 (Village Bank&Trust)	184,545.20
11800 · Credit Card - American Express	-378.50
11810 · Credit Card - Discover	432.50
11820 · Credit Card - MasterCard	467.63
11830 · Credit Card - Visa	39.36
11840 · MC/VISA On-Line	-343.00
<b>Total Checking/Savings</b>	4,959,239.48
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	2,364.93
<b>Total Accounts Receivable</b>	2,364.93
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	13,376.73
12200 · PREPAID EXPENSES	60.70
12300 · Prepaid Lease	90,055.35
<b>Total Other Current Assets</b>	103,492.78
<b>Total Current Assets</b>	5,065,097.19
<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	1,201,867.00
13210 · Accum.Depre.	-1,266,766.00
<b>Total Fixed Assets</b>	1,557,644.00
<b>TOTAL ASSETS</b>	<b>6,622,741.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21200 · Accounts Payable	510.26
<b>Total Accounts Payable</b>	510.26
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,300.00
21700 · Unclaimed Payroll/Property	-471.06
22100 · FSA WH/PYMTS	11,470.13
<b>Total Other Current Liabilities</b>	13,299.07
<b>Total Current Liabilities</b>	13,809.33
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	88,688.00
<b>Total Long Term Liabilities</b>	88,688.00
<b>Total Liabilities</b>	102,497.33

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of September 30, 2018

	<u>Sep 30, 18</u>
<b>Equity</b>	
29500 - Retained Earnings	4,328,215.60
29550 - INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	634,384.26
<b>Total Equity</b>	<u>6,520,243.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,622,741.19</u></u>

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of October 31, 2018

	<b>Oct 31, 18</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	353,759.38
10700 · IPDLAF+	40,883.91
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,276,951.51
11200 · PFM Investments Hold Account - Other	122,573.17
<b>Total 11200 · PFM Investments Hold Account</b>	1,399,524.68
11500 · VB&T Operating/MM Account	1,404,085.90
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,480,933.49
11660 · MAX SAFE 2 (Village Bank&Trust)	184,874.35
11800 · Credit Card - American Express	-378.50
11810 · Credit Card - Discover	454.50
11820 · Credit Card - MasterCard	112.63
11830 · Credit Card - Visa	-224.64
11840 · MC/VISA On-Line	-468.00
<b>Total Checking/Savings</b>	4,864,057.70
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	2,364.93
<b>Total Accounts Receivable</b>	2,364.93
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	12,401.82
12200 · PREPAID EXPENSES	220.00
12300 · Prepaid Lease	83,634.11
<b>Total Other Current Assets</b>	96,255.93
<b>Total Current Assets</b>	4,962,678.56
<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	1,201,867.00
13210 · Accum.Depre.	-1,266,766.00
<b>Total Fixed Assets</b>	1,557,644.00
<b>TOTAL ASSETS</b>	<b>6,520,322.56</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21200 · Accounts Payable	1,050.87
<b>Total Accounts Payable</b>	1,050.87
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,350.00
21700 · Unclaimed Payroll/Property	-372.41
22100 · FSA WH/PYMTS	11,872.77
<b>Total Other Current Liabilities</b>	13,850.36
<b>Total Current Liabilities</b>	14,901.23
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	88,688.00
<b>Total Long Term Liabilities</b>	88,688.00
<b>Total Liabilities</b>	103,589.23

**Northwest Special Recreation Association**  
**Balance Sheet**  
As of October 31, 2018

	<u>Oct 31, 18</u>
<b>Equity</b>	
29500 - Retained Earnings	4,328,215.60
29550 - INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	530,873.73
<b>Total Equity</b>	<u>6,416,733.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,520,322.56</u></u>

Special Leisure Services Foundation  
**Balance Sheet**  
As of September 30, 2018

	<u>Sep 30, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	397,451.11
10400 · Cash Banks	800.00
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	26,818.11
11300 · BENJAMIN EDWARDS - Other	1,122,845.61
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,149,663.72</u>
11800 · Credit Card - American Express	3,184.32
11830 · Credit Card - Visa	-2,772.50
<b>Total Checking/Savings</b>	<u>1,548,476.65</u>
Other Current Assets	
12200 · Event Deposits	5,475.00
12400 · Interest Receivable	1,786.34
<b>Total Other Current Assets</b>	<u>7,261.34</u>
<b>Total Current Assets</b>	<u>1,555,737.99</u>
<b>TOTAL ASSETS</b>	<u><u>1,555,737.99</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	272,322.29
<b>Total Equity</b>	<u>1,555,737.99</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,555,737.99</u></u>

Special Leisure Services Foundation  
**Balance Sheet**  
As of October 31, 2018

	<u>Oct 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	293,143.98
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	27,181.58
11300 · BENJAMIN EDWARDS - Other	<u>1,077,505.25</u>
Total 11300 · BENJAMIN EDWARDS	1,104,686.83
11800 · Credit Card - American Express	3,184.32
11820 · Credit Card - MasterCard	-800.00
11830 · Credit Card - Visa	<u>-1,972.50</u>
Total Checking/Savings	1,398,392.63
Other Current Assets	
12200 · Event Deposits	5,475.00
12400 · Interest Receivable	<u>2,301.33</u>
Total Other Current Assets	<u>7,776.33</u>
Total Current Assets	<u>1,406,168.96</u>
<b>TOTAL ASSETS</b>	<b><u>1,406,168.96</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	<u>122,753.26</u>
Total Equity	<u>1,406,168.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,406,168.96</u></b>



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

\* 0091030 02 AB 0.405 02 TR 00524 X220DD11 000100

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



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

September 1, 2018 - September 30, 2018  
 Account Number: ~~XXXXXXXX~~

**Portfolio at a Glance**

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,146,833.70</b>	<b>\$1,216,691.83</b>
Withdrawals (Cash & Securities)	0.00	-100,000.00
Dividends, Interest and Other Income	3,409.12	16,574.16
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-579.10</b>	<b>16,397.73</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,149,663.72</b>	<b>\$1,149,663.72</b>

Estimated Annual Income \$18,546.10

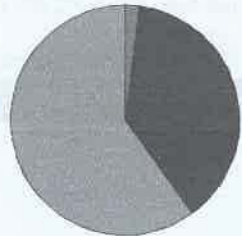
<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 091030 X220DD11 037856

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

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

**Asset Summary**



Percent	Asset Type	Prior Year-End	Last Period	This Period
2%	Cash, Money Funds, and Bank Deposits	78,102.35	25,287.19	26,818.11
38%	Fixed Income	442,486.85	436,762.40	435,821.25
60%	Mutual Funds	696,102.63	684,784.11	687,024.36
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,216,691.83</b>	<b>\$1,146,833.70</b>	<b>\$1,149,663.72</b>

Please review your allocation periodically with your Financial Advisor.







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

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

October 1, 2018 - October 31, 2018  
 Account Number: ~~888-112070~~

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

**Portfolio at a Glance**

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	\$1,149,663.72	\$1,216,691.83
Withdrawals (Cash & Securities)	0.00	-100,000.00
Dividends, Interest and Other Income	363.47	16,937.63
<b>Net Change in Portfolio<sup>1</sup></b>	-45,340.36	-28,942.63
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,104,686.83</b>	<b>\$1,104,686.83</b>

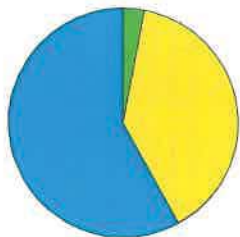
Estimated Annual Income \$18,568.64

<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	78,102.35	26,818.11	27,181.58
39%	Fixed Income	442,486.85	435,821.25	435,298.05
58%	Mutual Funds	696,102.63	687,024.36	642,207.20
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,216,691.83</b>	<b>\$1,149,663.72</b>	<b>\$1,104,686.83</b>

Please review your allocation periodically with your Financial Advisor.



**Warrant #10  
Summary  
October 31, 2018**

<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, Excalibur)</b>	<b>49,943.18</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>39,254.24</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>226,711.36</b>
	<b><u>315,908.78</u></b>

Motion to approve Warrant #10 dated October 31, 2018 totaling

\$315,908.78

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

Vendor	Description	Account	Amount
<b>IMRF</b>	September 2018	442201	30,425.45
	Late Fee	442201	111.60
	Interest Charge	442201	55.80
			<u>30,592.85</u>
<b>ADP</b>	FSA Monthly - September	424303	120.18
	Payroll Processing - September	424301	206.44
	Payroll Processing - September	424302	902.06
			<u>1,228.68</u>
<b>Excalibur</b>	Invoice - 172398	421902	50.00
	Invoice - 172438	421902	262.50
	Invoice - 172565	421902	3,146.20
	Invoice - 172706	421902	345.00
	Invoice - 172917	421902	345.00
	Invoice - 172952	421902	345.00
	Invoice - 172956	421905	1,249.00
	Invoice - 173089	421902	172.50
	Invoice - 173096	421902	262.50
	Invoice - 173203	421902	3,146.20
	Invoice - 173513	421902	345.00
	Invoice - 173700	421902	345.00
	Invoice - 173803	421902	345.00
	Invoice - 173864	421902	115.00
	Invoice - 173903	421906	7,647.75
			<u>18,121.65</u>
<b>Total Warrant #10 for Electronic Accounts Payable</b>			<b><u>49,943.18</u></b>

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

Vendor	Description	Account	Amount
<b>BMO Solutions</b>			
Accurate Office	calendar (Miranda)	421105	\$ 15.07
Accurate Office	credit for calendar (Miranda)	421105	\$ (15.07)
Amazon	Supplies - JV	421105	\$ 161.18
Office Depot	Office Supplies - DN - JV	421105	\$ 147.11
Office Depot	Office Supplies - TC	421105	\$ 89.01
BMO Harris	bank fee - adjustment	421151	\$ 7.94
Authorize.net	monthly cc processing	421152	\$ 23.75
Verizon	cell phones	421301	\$ 320.67
Verizon	Hotspot - TC	421302	\$ 200.08
First Communications	monthly telephone	421304	\$ 484.99
Converged Digital Networks	monthly service contract	421305	\$ 246.50
Starbucks	breakfast NRPA	421401	\$ 24.25
Harry & Izzy	lunch at NRPA	421401	\$ 210.18
Capital Commons	parking - NRPA	421401	\$ 44.00
Park Indy	parking - NRPA	421401	\$ 2.50
Capital Commons	parking - NRPA	421401	\$ 37.00
VRBO	Refund - NRPA Home - JV	421401	\$ (75.00)
IPRA	IPRA 15 month membership	421402	\$ 300.00
IPRA	PDS conference	421402	\$ 785.00
IPRA	Legal Symposium - TC	421402	\$ 712.00
PDRMA	RMI registration	421403	\$ 65.00
PDRMA	Risk Management Institute - DN	421403	\$ 65.00
Egglectic	eval lunch	421405	\$ 28.58
Walker Bros.	face to face eval	421405	\$ 51.11
Moretti's	welcome lunch	421405	\$ 84.22
Egglectic	Eval Lunch - TC	421405	\$ 46.94
Bowlero	deposit for staff holiday party	421406	\$ 795.36
Dunkin Donuts	breakfast for budget meeting	421406	\$ 22.38
Jewel	Clearbrook meeting	421406	\$ 24.97
Starbucks	Clearbrook meeting	421406	\$ 38.77
Starbucks	NWSRA superintendent meeting	421406	\$ 10.79
Jewel	DN Plant - JV	421406	\$ 10.99
Egglectic	New Intern Lunch - JV	421406	\$ 46.68
RMChamber	Legislative Luncheon - TC	421406	\$ 50.00
PayPal	Texas TR conference	421407	\$ 135.00
PayPal	Texas TR conference	421407	\$ 135.00
PayPal	Texas TR conference	421407	\$ (50.00)
PayPal	Texas TR conference	421407	\$ (50.00)
Dollar Tree	staff training	421407	\$ 5.90
PayPal	ABC conference	421407	\$ 55.00
PayPal	ABC conference	421407	\$ 25.00
Real Time Sports	dinner at conference	421407	\$ 18.52
Target	staff enrichment chili cook off awards	421407	\$ 83.99
Dollar Tree	staff enrichment chili cook off materials	421407	\$ 4.00
Hands on Suburban Chicago	volunteer management training	421407	\$ 150.00
Walmart	Budget Lock in - JV	421407	\$ 77.75
Great Bagle	Budget Lock in - JV	421407	\$ 62.89

**Northwest Special Recreation Association**  
**VB T Electronic Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Café Zupa	Budget Lock in - JV	421407	\$ 175.05
Smartceu's	TC TSSRA Conf - TC	421407	\$ 99.00
Holiday Inn	TSSRA Conf Hotel - TC	421407	\$ 266.30
AA	ATRA meeting - TC	421408	\$ 322.39
AA	Travel Ins. - TC	421408	\$ 23.63
IPRA	IPRA membership	421507	\$ 300.00
IPRA	membership - Joseph	421507	\$ 300.00
IPRA	membership	421507	\$ 300.00
IPRA	membership Clariza	421507	\$ 300.00
IPRA	professional IPRA membership	421507	\$ 300.00
CPI	Yearly Dues - TA	421510	\$ 150.00
ComEd	September Electriect - JV	421705	\$ 512.76
Comcast	monthly internet	421706	\$ 166.81
Comcast	monthly internet	421706	\$ 238.83
Comcast	monthly internet	421706	\$ 163.18
AT&T	monthly internet	421706	\$ 80.49
Comcast	monthly internet	421706	\$ 159.26
Medlin Communications	install - Mt. Prospect	421902	\$ 685.50
Screencloud	monthly subscription - TVs	421905	\$ 40.00
iTunes	monthly iCloud	421905	\$ 0.99
Amazon	Charger for video camera	421906	\$ 21.99
Apple	Apple Care	421906	\$ 59.00
Apple	iPad	421906	\$ 299.00
Walmart	TV - Mt. Prospect	421906	\$ 269.99
Bowlero	laser tag	422101	\$ 56.00
Bowlero	arcade games	422101	\$ 53.00
Six Flags	Six Flags tickets	422104	\$ 789.81
Walgreens	Volleyball Tournament supplies	422106	\$ 4.17
Moretti's	staff dinner for Dinner Club	422106	\$ 71.80
Level 257	FNL Club	422201	\$ 264.90
Jersey's Pizza	food for Club	422201	\$ 228.26
Hayride of Horror	TGIF Outing	422201	\$ 375.36
Brick City Tavern	Healthy Minds Healthy Bodies event	422201	\$ 47.80
Medieval Times	Medieval Times tickets	422201	\$ 281.36
Medieval Times	Medieval Times tickets	422201	\$ 37.18
AMC	refund on tickets	422201	\$ (101.99)
Thrown Elements	club pottery	422201	\$ 320.00
Amazon	supplies	422202	\$ 7.94
Amazon	supplies	422202	\$ 131.35
Walmart	supplies	422202	\$ 21.41
Amazon	supplies	422202	\$ 213.86
Amazon	supplies	422202	\$ 55.61
Poplar Creek Bowl	bowling for LED	422202	\$ 39.90
Main Event	special event food and games	422204	\$ 99.65
Primos Pizza	lunch for EN and MA at Great America	422204	\$ 51.17
Arlington Lanes	bowling for Special Event	422204	\$ 36.00
Subway	lunch for Sensory Special Event	422204	\$ 48.00
Six Flags	Six Flags staff meal	422204	\$ 15.24
online City Tickets	Elton John Concert	422204	\$ 485.13

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Portillo's	lunch	422204	\$ 112.62
Chicago Botanic Gardens	NWSRA bus parking	422204	\$ 30.00
Brunswick Zone	bowling	422206	\$ 27.00
Didier Farms	carnival ride tickets	422206	\$ 50.00
Brunswick Zone	bowling	422206	\$ 42.00
Jewel	Afternoon club supplies	422206	\$ 8.68
Michaels	Afternoon club supplies	422206	\$ 19.32
Brunswick Zone	bowling	422206	\$ 42.00
Dollar Tree	Adults on the Go supplies	422206	\$ 13.00
Goodwill	Afternoon club supplies	422206	\$ 7.00
Elk Grove Bowl	partner bowling	422206	\$ 908.00
Elk Grove Bowl	partner bowling	422206	\$ 904.00
AMC Norridge 6	Adults on the Go	422206	\$ 142.20
Elk Grove Bowl	partner bowling	422206	\$ 908.00
Nickel City	Coins and room at Nickel City	422206	\$ 45.00
Thrown Elements	ceramics fee	422206	\$ 210.00
Thrown Elements	ceramics fee	422206	\$ 105.00
Thrown Elements	ceramics fee	422206	\$ 105.00
McDonalds	snack for participants	422206	\$ 12.05
Brunswick Zone	game of bowling for participants	422206	\$ 30.00
Spunky Dunkers	treat for participants	422206	\$ 7.00
Coldstone	treat for participants	422206	\$ 18.49
NICS Organic Fast Food	snack for participants	422206	\$ 10.53
Didier Farms	tickets	422206	\$ 50.00
Didier Farms	tickets	422206	\$ 60.00
Sports Page	snack for program	422206	\$ 24.22
Elk Grove Bowl	partner bowling	422206	\$ 916.00
Poplar Creek Bowl	bowling fee	422206	\$ 65.55
Brunswick Zone	bowling and shoes	422206	\$ 249.00
Brunswick Zone	bowling and shoes	422206	\$ 240.00
Brunswick Zone	bowling and shoes	422206	\$ 198.00
Arlington Lanes	bowling	422206	\$ 27.00
Brunswick Zone	bowling and shoes	422206	\$ 252.00
Arlington Lanes	bowling (2 program dates)	422206	\$ 110.25
Arlington Lanes	bowling	422206	\$ 38.25
Arlington Lanes	bowling	422206	\$ 49.50
Streamwood Bowl	bowling	422206	\$ 95.00
Streamwood Bowl	bowling	422206	\$ 112.50
Streamwood Bowl	bowling	422206	\$ 115.00
Streamwood Bowl	bowling	422206	\$ 72.50
Streamwood Bowl	bowling	422206	\$ 115.00
Poplar Creek Bowl	bowling at program	422206	\$ 42.75
Poplar Creek Bowl	bowling at program	422206	\$ 62.70
Poplar Creek Bowl	bowling at program	422206	\$ 62.70
Poplar Creek Bowl	bowling at program	422206	\$ 71.25
Stades Farm	PURSUIT field trip	422209	\$ 230.00
McDonalds	food for PURSUIT	422209	\$ 17.65
Starbucks	food for PURSUIT	422209	\$ 10.30
Didier Farms	PURSUIT field trip	422209	\$ 174.50

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Bengtsons	PURSUIT field trip	422209	\$ 144.00
Goebberts	pumpkins	422209	\$ 10.43
Goebberts	pumpkins	422209	\$ 6.05
Stades Farm	All Day Trip	422209	\$ 250.00
Siegles Farm	All Day Trip both HP and RM	422209	\$ 315.00
Didier Farms	All Day Trip	422209	\$ 197.50
Zoo To You	specialty class	422209	\$ 326.70
Zoo To You	specialty class	422209	\$ 217.80
Didier Farms	trip	422209	\$ 227.50
Didier Farms	trip	422209	\$ 12.00
Bengtson's	trip	422209	\$ 180.00
Seigels	trip	422209	\$ 52.00
Jewel	supplies for PURSUIT	422209	\$ 15.26
Walmart	supplies for PURSUIT	422209	\$ 14.16
Jewel	supplies for PURSUIT	422209	\$ 22.85
Jewel	supplies for PURSUIT	422209	\$ (8.17)
Family Dollar	Batteries - TA	422303	\$ 13.17
Meijer	supplies for Halloween themed club	422401	\$ 178.30
Jewel	Supplies for FNL Club	422401	\$ 17.77
Jewel	food for club	422401	\$ 53.72
Dollar Tree	supplies for club dance	422401	\$ 67.00
Dollar Tree	supplies for club dance	422401	\$ 33.00
Dollar Tree	supplies for club dance	422401	\$ 20.00
Dollar Tree	supplies for dance	422401	\$ 35.01
Jewel	club snack	422401	\$ 27.11
Dollar Tree	club supplies	422401	\$ 32.00
Aldi	club snack	422401	\$ 3.77
Aldi	club snack	422401	\$ 70.94
Meijer	snacks for club	422401	\$ 19.32
Dollar Tree	BOO Bash supplies	422401	\$ 55.00
Jewel	supplies for Leisure Education	422402	\$ 37.08
Jewel	Led Food Kirk	422402	\$ 13.92
Jewel	supplies for cooking LED	422402	\$ 17.78
Jewel	supplies for cooking LED	422402	\$ 17.78
Chop Six	lunch at Six Flags (3 staff + Clark D.)	422404	\$ 85.05
GFS Store	supplies for volleyball tournament	422404	\$ 82.50
Dollar Tree	supplies for volleyball tournament	422404	\$ 17.00
Jewel	supplies for Special Event	422404	\$ 10.00
Jewel	food for ITRS volleyball tournament	422404	\$ 32.00
Amazon	supplies for tournament	422404	\$ 34.98
Amazon	supplies for tournament	422404	\$ 121.89
Amazon	supplies for tournament	422404	\$ 61.74
Walmart	supplies for tournament	422404	\$ 93.68
Nino's Pizza	pizza for tournament	422404	\$ 117.00
Dollar Tree	bingo prizes	422404	\$ 18.00
Walmart	Afternoon club supplies	422406	\$ 19.80
Walmart	Afternoon club supplies	422406	\$ 17.75
Jewel	supplies for Adults on the Go	422406	\$ 20.36
Walmart	supplies for Adults on the Go	422406	\$ 33.08

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Jewel	Meet N Place supplies	422406	\$ 37.57
Jewel	refund	422406	\$ (3.06)
Jewel	Adult Busy Bodies supplies	422406	\$ 7.62
Jewel	food for Dinner Club	422406	\$ 63.42
Jewel	food for Dinner Club	422406	\$ 4.13
Jewel	food for Dinner Club	422406	\$ 40.88
Jewel	food for Dinner Club	422406	\$ 33.53
Jewel	food for Dinner Club	422406	\$ 62.02
Walmart	supplies	422406	\$ 4.68
Walmart	supplies	422406	\$ 4.68
Walmart	supplies	422406	\$ 4.68
Aldi	supplies	422406	\$ 47.28
Aldi	supplies	422406	\$ 20.69
Aldi	supplies	422406	\$ 29.55
Aldi	supplies	422406	\$ 45.30
Aldi	supplies	422406	\$ 19.82
Aldi	supplies	422406	\$ 28.32
Aldi	supplies	422406	\$ 45.58
Aldi	supplies	422406	\$ 28.48
Meijer	supplies	422406	\$ 12.00
Meijer	supplies	422406	\$ 22.16
Aldi	supplies	422406	\$ 59.64
Aldi	supplies	422406	\$ 26.10
Aldi	supplies	422406	\$ 37.28
Walmart	supplies	422406	\$ 10.68
Walmart	supplies	422406	\$ 10.68
Walmart	supplies	422406	\$ 10.68
Jewel	supplies	422406	\$ 25.92
Dollar Tree	HP Snoezelen Open House	422406	\$ 15.00
Jewel	supplies for program	422406	\$ 35.46
Jewel	supplies for program	422406	\$ 35.45
Didier Farms	snack for program	422406	\$ 15.37
Didier Farms	supplies for program	422406	\$ 26.40
Jewel	supplies for program	422406	\$ 60.66
Jewel	supplies for program	422406	\$ 60.65
Jewel	supplies for program	422406	\$ 33.32
Jewel	supplies for program	422406	\$ 33.31
Jewel	supplies for program	422406	\$ 8.63
Jewel	supplies for program	422406	\$ 8.63
Walmart	supplies for program	422406	\$ 8.85
Jewel	supplies for program	422406	\$ 18.00
Jewel	supplies for program	422406	\$ 42.04
Jewel	supplies for program	422406	\$ 42.04
Dollar Tree	supplies for program	422406	\$ 9.00
Jewel	supplies for program	422406	\$ 2.50
Redbox	supplies for program	422406	\$ 1.75
Dollar Tree	supplies for program	422406	\$ 31.00
Jewel	supplies for program	422406	\$ 41.64
Jewel	supplies for program	422406	\$ 29.21



**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Jewel	supplies for program	422406	\$ 29.21
Party City	pumpkin carving stencils	422406	\$ 2.99
Jewel	pumpkins	422406	\$ 24.00
Dollar General	supplies	422406	\$ 16.09
Dollar Tree	supplies	422406	\$ 31.00
Michaels	supplies	422406	\$ 126.04
Dollar Tree	supplies	422406	\$ 36.00
Dollar Tree	supplies	422406	\$ 38.00
Walmart	supplies	422406	\$ 42.41
	Placeholder for Jodi	422406	\$ 119.70
Amazon	supplies for spaces	422409	\$ 202.35
Walmart	supplies for spaces	422409	\$ 99.10
Jewel	PURSUIT supplies	422409	\$ 31.51
Amazon	PURSUIT supplies	422409	\$ 58.98
Joann Fabrics	PURSUIT supplies	422409	\$ 92.85
Walmart	PURSUIT supplies	422409	\$ 29.88
Amazon	PURSUIT supplies	422409	\$ 82.53
Amazon	PURSUIT supplies	422409	\$ 21.98
Amazon	PURSUIT supplies	422409	\$ 20.97
Walmart	Cooking Day	422409	\$ 11.94
Jewel	Cooking Day	422409	\$ 13.96
Walmart	Cooking Day	422409	\$ 9.48
Walmart	Ronald McDonald house	422409	\$ 23.86
Walmart	Cooking Day	422409	\$ 5.76
Walmart	Cooking Day	422409	\$ 26.34
Tony's	Cooking Day and water for dance	422409	\$ 51.44
Amazon	fanny packs, sheet protectors	422409	\$ 360.19
Amazon	programming supplies	422409	\$ 30.30
Amazon	programming supplies	422409	\$ 145.08
Amazon	name tags for Halloween dance	422409	\$ 47.52
Amazon	programming supplies	422409	\$ 378.75
Amazon	programming supplies	422409	\$ 84.91
Amazon	programming supplies	422409	\$ 4.99
Amazon	programming supplies	422409	\$ 38.97
Amazon	programming supplies	422409	\$ 131.36
Amazon	programming supplies	422409	\$ 4.97
Amazon	supplies for Halloween dance	422409	\$ 13.98
Amazon	supplies	422409	\$ 9.99
Amazon	supplies for Halloween dance	422409	\$ 5.49
Amazon	supplies	422409	\$ 19.98
Jewel	supplies	422409	\$ 5.00
Dollar Tree	supplies	422409	\$ 90.00
Jewel	supplies	422409	\$ 8.96
Meijer	supplies	422409	\$ 3.99
Meijer	supplies	422409	\$ 12.98
Jewel	supplies for PURSUIT	422409	\$ 44.64
Dollar Tree	QIDP Week	422417	\$ 6.60
Party City	QIDP Week	422417	\$ 75.09
Dollar Tree	Candy/Décor for AH Trunk or Treat	422417	\$ 18.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
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<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Best Buy	GPS	422420	\$ 368.94
Home Depot	Child locks	422420	\$ 13.60
Walmart	supplies for spaces	422420	\$ 19.44
Jewel	supplies	422420	\$ 20.97
Jewel	supplies	422420	\$ 10.97
Jewel	supplies	422420	\$ 33.92
Jewel	supplies	422420	\$ 14.98
Jewel	supplies	422420	\$ 39.94
Walmart	snacks for STAR	422420	\$ 43.16
Walmart	snacks for STAR	422420	\$ 34.20
Dollar Tree	supplies for new activity at STAR	422421	\$ 9.90
BP Gas	gas - NRPA	422801	\$ 50.89
PB Payment Services	2nd floor copier	422901	\$ 369.35
PB Payment Services	3rd floor copier	422902	\$ 381.45
TPM Graphics	envelopes	422908	\$ 255.00
Name Badges Intl.	name badge for Joe	422908	\$ 38.96
Vistaprint	business cards - Darleen	422908	\$ 38.59
Vistaprint	name plate - Darleen	422908	\$ 15.98
Vistaprint	business cards - Cathy	422908	\$ 28.97
Vistaprint	business card - Cathy	422908	\$ 37.97
Hands on Suburban Chicago	Community Partner membership	423102	\$ 309.00
Facebook	advertising	423104	\$ 165.68
4Imprint	giveaways	423105	\$ 886.28
Daily Herald	monthly subscription	423108	\$ 64.40
Constant Contact	e-mail design	423109	\$ 79.00
Fast Characters	character pack - day camp	423109	\$ 2,822.00
Fast Characters	refund - character pack - day camp	423109	\$ (1,848.00)
Creative Market	day camp assets	423109	\$ 47.00
Shutterstock	marketing assets	423109	\$ 49.00
Creative Market	day camp assets	423109	\$ 124.00
Facebook	advertising	423109	\$ 500.00
Fast Characters	character pack	423109	\$ 487.00
Amazon	inclusion supplies	450001	\$ 49.88
Amazon	inclusion supplies	450001	\$ 59.95
Amazon	inclusion supplies	450001	\$ 23.93
Amazon	inclusion supplies	450001	\$ 49.98
Home Depot	inclusion supplies - TA	450001	\$ 24.97
Amazon	inclusion supplies	450002	\$ 91.96
Amazon	inclusion supplies	450002	\$ 84.43
Amazon	inclusion supplies - TA	450002	\$ 81.95
Amazon	inclusion supplies	450003	\$ 49.99
Amazon	inclusion supplies	450003	\$ 14.89
Amazon	inclusion supplies	450003	\$ 100.00
Amazon	inclusion supplies	450004	\$ 180.00
Amazon	inclusion supplies	450005	\$ 180.00
Amazon	inclusion supplies	450006	\$ 200.00
Amazon	inclusion supplies	450008	\$ 180.00
Amazon	inclusion supplies	450009	\$ 180.00
Amazon	inclusion supplies	450012	\$ 180.00

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #10  
 October 31, 2018**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Amazon	inclusion supplies	450014	\$ 200.00
Jewel	Supplies - TA	450014	\$ 10.00
Amazon	inclusion supplies	450015	\$ 179.19
Amazon	inclusion supplies	450016	\$ 100.00
Amazon	inclusion supplies	450016	\$ 25.13
Amazon	inclusion supplies	450016	\$ 35.67
Amazon	inclusion supplies	450017	\$ 88.43
Amazon	inclusion supplies	450017	\$ 101.74
PayPal	Campfire Concepts - survey	450022	\$ 275.00
Jewel	Coke for open house	460001	\$ 10.44
Shell Station	ice for open house	460001	\$ 6.09
Flaghouse	Sensory room equipment	460001	\$ 490.68
Flaghouse	Sensory room equipment	460001	\$ 290.70
Converged Digital Networks	security camera at Snoezelen HP	460001	\$ 846.20
		<b>Total</b>	<b>\$ 39,254.24</b>
<b>Total Warrant #10 for Electronic Accounts Payable</b>			<b>\$ 39,254.24</b>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #10  
 October 31, 2018**

Num	Name	Memo	Account	Amount
26058	Ann Patti	Refund - 1062	10400 · VB&T Business Checking	-23.00
		Refund -1062	11500 · VB&T Operating/MM Account	23.00
				23.00
26059	Ramune Huikuri	Refund 1700 Fall 2018	10400 · VB&T Business Checking	-120.00
		Refund 1700 Fall 2018	11500 · VB&T Operating/MM Account	120.00
				120.00
26060	Trisha Breitlow	Refund - Key Deposit	10400 · VB&T Business Checking	-50.00
		Refund - Key Deposit	21600 · Security Deposits	50.00
				50.00
26061	Abigail Dudek	Internship Stipend 9/3 - 9/16	10400 · VB&T Business Checking	-300.00
		Internship Stipend 9/3 - 9/16	424207 · Office Staff	300.00
				300.00
26062	Kellie Wojciechowski	Internship Stipend 9/3 - 9/16	10400 · VB&T Business Checking	-300.00
		Internship Stipend 9/3 - 9/16	424207 · Office Staff	300.00
				300.00
26063	Maine-Niles Assoc of Special Recreatio	Invoice 16-476	10400 · VB&T Business Checking	-45.00
		Invoice 16-476	422106 · Weekly Programs	45.00
				45.00
26064	Jeffrey Benkler	Reissue Ck 25922 7/31/18	10400 · VB&T Business Checking	-445.50
		Reissue Ck 25922 7/31/18	21700 · Unclaimed Payroll/Property	445.50
				445.50
26065	Kimberly Serafini	Refund - Key Deposit	10400 · VB&T Business Checking	-50.00
		Refund - Key Deposit	21600 · Security Deposits	50.00
				50.00
26066	SEASPAR	ITRS VB Tournament 100818	10400 · VB&T Business Checking	-80.00
		ITRS VB Tournament 100818	422106 · Weekly Programs	80.00
				80.00
26067	Total Fire & Safety, Inc.	Invoice 128428	10400 · VB&T Business Checking	-351.20
		Invoice 128428	421705 · Total Fire and Safety	351.20
				351.20
26068	Alexian Brothers Corporate Health Serv	Invoice 659815	10400 · VB&T Business Checking	-379.00
		Invoice 659815	441002 · Drug Tests / Physicals	379.00
				379.00
26069	Nicor Gas	Svc 08/13 - 09/12	10400 · VB&T Business Checking	-50.89
		Acct 92-52-44-00006	421703 · Gas	22.29
		Acct 82-52-44-00007	421703 · Gas	28.60
				50.89
26070	Abigail Dudek	Internship Stipend 9/17 - 9/30	10400 · VB&T Business Checking	-300.00
		Internship Stipend 9/17 - 9/30	424207 · Office Staff	300.00
				300.00
26071	Kellie Wojciechowski	Internship Stipend 9/17 - 9/30	10400 · VB&T Business Checking	-300.00
		Internship Stipend 9/17 - 9/30	424207 · Office Staff	300.00
				300.00
26072	Robbins Schwartz	Invoice 283412 HAK	10400 · VB&T Business Checking	-50.00
		Invoice 283412 HAK	421002 · Legal Fees	50.00
				50.00

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #10  
 October 31, 2018**

Num	Name	Memo	Account	Amount
26073	Catherine Mueller	VOID: Reissue Stale Dated Ck 25146 8/11/17	10400 · VB&T Business Checking	0.00 0.00
26074	Kathryn Ahern	VOID: Reissue ck 20827 - ck 25135	10400 · VB&T Business Checking	0.00 0.00
26075	Hanover Park Park District	Invoice 1018 Invoice 1018	10400 · VB&T Business Checking 421803 · HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
26076	Rolling Meadows Park District	Invoice 18-610 Invoice 18-610	10400 · VB&T Business Checking 421701 · Condo Maintenance	-960.00 960.00 <u>960.00</u>
26077	Park Central Condo Assn.	Invoice 610 Invoice 610	10400 · VB&T Business Checking 421801 · Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
26078	Cottingham, Ginia L	Payroll - 7/9 - 7/17 10.75hrs Payroll - 7/9 - 7/17 10.75hrs	10400 · VB&T Business Checking 21700 · Unclaimed Payroll/Property	-98.65 98.65 <u>98.65</u>
26079	Nancy Dettloff	Refund - 1911 F2018-W2019 Refund - 1911 F2018-W2019	10400 · VB&T Business Checking 11500 · VB&T Operating/MM Account	-126.00 126.00 <u>126.00</u>
26080	Andrea Griffin	Refund - 93018 Menards, Walmart Refund - 93018 Menards, Walmart	10400 · VB&T Business Checking 422406 · Weekly Programs	-44.65 44.65 <u>44.65</u>
26081	NCPERS Group Life Insurance	Invoice 54361018 Invoice 54361018	10400 · VB&T Business Checking 421603 · Premium	-16.00 16.00 <u>16.00</u>
26082	Bill's Auto & Truck Repair	Invoices 95716-95976 Invoices 95716-95976	10400 · VB&T Business Checking 422704 · Regular / Repair Service	-7,713.42 7,713.42 <u>7,713.42</u>
26083	Palatine Stable	Inv 91818 May-Aug Inv 91818 May-Aug	10400 · VB&T Business Checking 421407 · Other Trainings/Workshops	-444.00 444.00 <u>444.00</u>
26084	PDRMA	Invoice 0918132H Invoice 0918132H	10400 · VB&T Business Checking 421603 · Premium	-44,664.41 44,664.41 <u>44,664.41</u>
26085	Manny Aguilar	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-134.62 134.62 <u>134.62</u>
26086	Barb Bassett	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-52.32 52.32 <u>52.32</u>
26087	Bonaguro, Mary T	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-112.82 112.82 <u>112.82</u>
26088	Mary Lou D'Astice	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-39.79 39.79 <u>39.79</u>
26089	Dieschbourg, Ryan	Mileage	10400 · VB&T Business Checking	-96.47

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #10  
 October 31, 2018**

Num	Name	Memo	Account	Amount
		Mileage	422601 · Staff Mileage	96.47
				<u>96.47</u>
26090	Dzurisin, Maggie	Mileage	10400 · VB&T Business Checking	-62.68
		Mileage	422601 · Staff Mileage	62.68
				<u>62.68</u>
26091	Edwards, Megan	Mileage	10400 · VB&T Business Checking	-31.39
		Mileage	422601 · Staff Mileage	31.39
				<u>31.39</u>
26092	Andrea Griffin	Mileage	10400 · VB&T Business Checking	-103.01
		Mileage	422601 · Staff Mileage	103.01
				<u>103.01</u>
26093	Mackenzie Irelan	Mileage	10400 · VB&T Business Checking	-35.97
		Mileage	422601 · Staff Mileage	35.97
				<u>35.97</u>
26094	Lauren Jevaney	Mileage	10400 · VB&T Business Checking	-80.12
		Mileage	422601 · Staff Mileage	80.12
				<u>80.12</u>
26095	Johns, Brittany	Mileage	10400 · VB&T Business Checking	-32.70
		Mileage	422601 · Staff Mileage	32.70
				<u>32.70</u>
26096	Kotsovos, Clariza	Mileage	10400 · VB&T Business Checking	-26.71
		Mileage	422601 · Staff Mileage	26.71
				<u>26.71</u>
26097	Jacklyn Moore	Mileage	10400 · VB&T Business Checking	-65.40
		Mileage	422601 · Staff Mileage	65.40
				<u>65.40</u>
26098	Moran, Kate	Mileage	10400 · VB&T Business Checking	-53.96
		Mileage	422601 · Staff Mileage	53.96
				<u>53.96</u>
26099	Nock, Emily	Mileage	10400 · VB&T Business Checking	-55.59
		Mileage	422601 · Staff Mileage	55.59
				<u>55.59</u>
26100	Trisha Palmieri	Mileage	10400 · VB&T Business Checking	-125.35
		Mileage	422601 · Staff Mileage	125.35
				<u>125.35</u>
26101	Katrina Place	Mileage	10400 · VB&T Business Checking	-89.38
		Mileage	422601 · Staff Mileage	89.38
				<u>89.38</u>
26102	Ralph, Danielle	Mileage	10400 · VB&T Business Checking	-135.16
		Mileage	422601 · Staff Mileage	135.16
				<u>135.16</u>
26103	Ross, Jordan	Mileage	10400 · VB&T Business Checking	-116.36
		Mileage	422601 · Staff Mileage	116.36
				<u>116.36</u>
26104	Erica Stanko	Mileage	10400 · VB&T Business Checking	-48.51
		Mileage	422601 · Staff Mileage	48.51
				<u>48.51</u>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #10  
 October 31, 2018**

Num	Name	Memo	Account	Amount
26105	Elizabeth Thomas	Mileage	10400 · VB&T Business Checking	-67.58
		Mileage	422601 · Staff Mileage	67.58
				67.58
26106	Theresa Waite	Mileage	10400 · VB&T Business Checking	-142.79
		Mileage	422601 · Staff Mileage	142.79
				142.79
26107	Krones, Summer R.	Mileage	10400 · VB&T Business Checking	-70.85
		Mileage	422601 · Staff Mileage	70.85
				70.85
26108	Nanette Sowa	Mileage	10400 · VB&T Business Checking	-86.66
		Mileage	422601 · Staff Mileage	86.66
				86.66
26109	Tori Gonzalez	Mileage	10400 · VB&T Business Checking	-133.53
		Mileage	422601 · Staff Mileage	133.53
				133.53
26110	NSSEO	Kirk School Bldg Use Jul-Sept 2018	10400 · VB&T Business Checking	-1,692.57
		Kirk School Bldg Use Jul-Sept 2018	422105 · Summer Day Camp	1,692.57
				1,692.57
26111	Dieschbourg, Ryan	Great America Trip - bus parking	10400 · VB&T Business Checking	-60.00
		Great America Trip - bus parking	422204 · Special Events	60.00
				60.00
26112	Paradise, Michele	Mileage	10400 · VB&T Business Checking	-8.01
		Mileage	422601 · Staff Mileage	8.01
				8.01
26113	Snyder, Joann	Mileage	10400 · VB&T Business Checking	-53.41
		Mileage	422601 · Staff Mileage	53.41
				53.41
26114	Nicole Estrada	Mileage	10400 · VB&T Business Checking	-141.70
		Mileage	422601 · Staff Mileage	141.70
				141.70
26115	Megan Quandt	Mileage	10400 · VB&T Business Checking	-35.97
		Mileage	422601 · Staff Mileage	35.97
				35.97
26116	Gabriel Strom	Refund - 1106 Fall 2018	10400 · VB&T Business Checking	-86.50
		Refund - 1106 Fall 2018	11500 · VB&T Operating/MM Account	86.50
				86.50
26117	All Ways Catering & Deli	Invoice 8862	10400 · VB&T Business Checking	-381.25
		Invoice 8862	423109 · Miscellaneous	381.25
				381.25
26118	ILRTA	Conference Nov 12 & 13 2018 TC	10400 · VB&T Business Checking	-145.00
		Conference Nov 12 & 13 2018 TC	12200 · PREPAID EXPENSES	145.00
				145.00
26119	Paddock Publications Inc.	Invoice T4509473	10400 · VB&T Business Checking	-72.90
		Invoice T4509473	423103 · Legal Notices	72.90
				72.90
26120	FlagHouse	Invoices Ending 1019 & 1035	10400 · VB&T Business Checking	-17,940.50

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

Num	Name	Memo	Account	Amount
		Invoice P075202901019	460001 · Capital Equipment Replacement	4,300.00
		Invoice P075202901035	460001 · Capital Equipment Replacement	13,640.50
				17,940.50
26122	Clearbrook	<b>STAR Scholarship - Dec '17, Apr- Sept '18</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-4,408.89</b>
		STAR Scholarship - Dec '17, Apr- Sept '18	422304 · STAR Scholarship Reimbursement	4,408.89
				4,408.89
26123	Hudson Energy Services, LLC	<b>Invoice 1810000285</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-840.40</b>
		Invoice 1810000285	421704 · Hudson Energy	840.40
				840.40
26124	Wright, Jocelyn	<b>Mileage</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-61.04</b>
		Mileage	422601 · Staff Mileage	61.04
				61.04
26125	Sirisha Alla	<b>Refund 1540 &amp; 2657 - Fall 2018</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-165.00</b>
		Refund 2657 - Fall 2018	11500 · VB&T Operating/MM Account	125.00
		Refund 1540 - Fall 2018	11500 · VB&T Operating/MM Account	40.00
				165.00
26126	Linda Mancini	<b>Refund 2630 &amp; 0691 Fall 2018</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-162.00</b>
		Refund 2630 Fall 2018	11500 · VB&T Operating/MM Account	144.00
		Refund 0691 Fall 2018	11500 · VB&T Operating/MM Account	18.00
				162.00
26127	Dieschbourg, Ryan	<b>Refund - CTRS Annual/Maint Fee</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-80.00</b>
		Refund - CTRS Annual/Maint Fee	421504 · CTRS Exam / Renewal	80.00
				80.00
26128	Abigail Dudek	<b>Internship Stipend 10/1 - 10/14</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-300.00</b>
		Internship Stipend 10/1 - 10/14	424207 · Office Staff	300.00
				300.00
26129	Kellie Wojciechowski	<b>Internship Stipend 10/1 - 10/14</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-300.00</b>
		Internship Stipend 10/1 - 10/14	424207 · Office Staff	300.00
				300.00
26132	River Trails Park District	<b>Invoice - 10/9/18</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-632.00</b>
		Invoice - 10/9/18	422206 · Weekly Programs	596.00
		Invoice - 10/9/18	422104 · Special Events	36.00
				632.00
26133	Sirisha Alla	<b>Refund 4025 - Summer 2018</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-171.00</b>
		Refund 4025 - Summer 2018	11500 · VB&T Operating/MM Account	171.00
				171.00
26134	School Bus Parts Company	<b>Invoice 20074</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-748.85</b>
		Invoice 20074	422420 · STAR	748.85
				748.85
26135	Trisha Palmieri	<b>Reimb - Bengtson's Pumpkin 10/15</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-162.00</b>
		Reimb - Bengtson's Pumpkin 10/15	422409 · PURSUIT	162.00
				162.00
26136	Tau Center	<b>10/24 Staff Retreat</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-500.00</b>
		10/24 Staff Retreat	421406 · Professional Meetings	500.00
				500.00
26137	Jennifer L. Voss	<b>Zumba 9/18 - 10/16</b>	<b>10400 · VB&amp;T Business Checking</b>	<b>-325.00</b>
		Zumba 6/12 - 7/31	422206 · Weekly Programs	325.00
				325.00



**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

Num	Name	Memo	Account	Amount
26138	John Coyne	DJ - 10/26/18 Boo Bash	10400 · VB&T Business Checking	-300.00
		DJ - 10/26/18 Boo Bash	422201 · Clubs	300.00
				300.00
26139	Abigail Dudek	Internship Stipend 10/15 - 10/28	10400 · VB&T Business Checking	-300.00
		Internship Stipend 10/15 - 10/28	424207 · Office Staff	300.00
				300.00
26140	Kellie Wojciechowski	Internship Stipend 10/15 - 10/28	10400 · VB&T Business Checking	-300.00
		Internship Stipend 10/15 - 10/28	424207 · Office Staff	300.00
				300.00
26141	Frontline Technologies Group LLC	INVUS90676	10400 · VB&T Business Checking	-1,024.63
		INVUS90676	421905 · Miscellaneous Software	1,024.63
				1,024.63
26142	St. Peter Lutheran School	Invoice 1 2019 Recital 4/27/19	10400 · VB&T Business Checking	-75.00
		Invoice 1 2019 Recital 4/27/19	12200 · PREPAID EXPENSES	75.00
				75.00
26143	WDSRA	Invoice 15834 Winter 2019	10400 · VB&T Business Checking	-107.30
		Invoice 15834 Winter 2019	423109 · Miscellaneous	107.30
				107.30
26144	Robbins Schwartz	Invoice 283884 HAK	10400 · VB&T Business Checking	-280.00
		Invoice 283884 HAK	421002 · Legal Fees	280.00
				280.00
26145	Nicor Gas	Svc 9/13 thru 10/14	10400 · VB&T Business Checking	-82.64
		Acct 82-52-44-00007	421703 · Gas	50.06
		Acct 92-52-44-00006	421703 · Gas	32.58
				82.64
26146	Illinois Tollway	Invoice G125000003831	10400 · VB&T Business Checking	-1,839.39
		Invoice G125000003831	422802 · Tolls	1,839.39
				1,839.39
26147	Mt. Prospect Park District	Invoice 2387	10400 · VB&T Business Checking	-65,466.70
		Invoice 2387	422301 · New Programming Space	65,466.70
				65,466.70
26153	Nock, Emily	10/26/18 CDL Reimbursement	10400 · VB&T Business Checking	-50.00
		10/26/18 CDL Reimbursement	421502 · CDL Reimbursement / Renewal	50.00
				50.00
26154	ILRTA	Membership AG & RH	10400 · VB&T Business Checking	-80.00
		Membership AG & RH	421501 · ATRA	80.00
				80.00
26155	PDRMA	Invoice - 1018132H	10400 · VB&T Business Checking	-43,708.35
		Invoice - 1018132H	421603 · Premium	43,708.35
				43,708.35
26156	Fox Run Golf Links	Invoice 615874	10400 · VB&T Business Checking	-798.00
		Invoice 615874	422106 · Weekly Programs	798.00
				798.00
26157	NCPERS Group Life Insurance	Invoice 54361118	10400 · VB&T Business Checking	-16.00
		Invoice 54361118	421603 · Premium	16.00
				16.00
26158	Bill's Auto & Truck Repair	Invoices 95987 - 96552	10400 · VB&T Business Checking	-9,718.88

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #10  
 October 31, 2018**

Num	Name	Memo	Account	Amount
		Invoice 96132	422702 · Emergency Repair Service	224.95
		Invoice 95987- 96552	422704 · Regular / Repair Service	9,493.93
				<u>9,718.88</u>
26159	Campfire Concepts	Invoice 1018	10400 · VB&T Business Checking	-6,000.00
		Invoice 1018	450022 · Miscellaneous	6,000.00
				<u>6,000.00</u>
26161	GMediaWraps LLC	Estimate 1131	10400 · VB&T Business Checking	-2,971.00
		Estimate 1131	422909 · Miscellaneous	2,971.00
				<u>2,971.00</u>
26162	Manny Aguilar	Mileage	10400 · VB&T Business Checking	-98.10
		Mileage	422601 · Staff Mileage	98.10
				<u>98.10</u>
26163	Barb Bassett	Mileage	10400 · VB&T Business Checking	-42.51
		Mileage	422601 · Staff Mileage	42.51
				<u>42.51</u>
26164	Bonaguro, Mary T	Mileage	10400 · VB&T Business Checking	-81.75
		Mileage	422601 · Staff Mileage	81.75
				<u>81.75</u>
26165	Bonus, Joey	Mileage	10400 · VB&T Business Checking	-38.15
		Mileage	422601 · Staff Mileage	38.15
				<u>38.15</u>
26166	Mary Lou D'Astice	Mileage	10400 · VB&T Business Checking	-44.69
		Mileage	422601 · Staff Mileage	44.69
				<u>44.69</u>
26167	Dieschbourg, Ryan	Mileage	10400 · VB&T Business Checking	-150.15
		Mileage	422601 · Staff Mileage	150.15
				<u>150.15</u>
26168	Dzurisin, Maggie	Mileage	10400 · VB&T Business Checking	-63.77
		Mileage	422601 · Staff Mileage	63.77
				<u>63.77</u>
26169	Edwards, Megan	Mileage	10400 · VB&T Business Checking	-27.47
		Mileage	422601 · Staff Mileage	27.47
				<u>27.47</u>
26170	Nicole Estrada	Mileage	10400 · VB&T Business Checking	-117.18
		Mileage	422601 · Staff Mileage	117.18
				<u>117.18</u>
26171	Tori Gonzalez	Mileage	10400 · VB&T Business Checking	-117.72
		Mileage	422601 · Staff Mileage	117.72
				<u>117.72</u>
26172	Andrea Griffin	Mileage	10400 · VB&T Business Checking	-90.47
		Mileage	422601 · Staff Mileage	90.47
				<u>90.47</u>
26173	Mackenzie Irelan	Mileage	10400 · VB&T Business Checking	-107.91
		Mileage	422601 · Staff Mileage	107.91
				<u>107.91</u>
26174	Lauren Jevaney	Mileage	10400 · VB&T Business Checking	-63.22
		Mileage	422601 · Staff Mileage	63.22
				<u>63.22</u>

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #10**  
**October 31, 2018**

Num	Name	Memo	Account	Amount
				63.22
26175	Johns, Brittany	Mileage	10400 · VB&T Business Checking	-38.70
		Mileage	422601 · Staff Mileage	38.70
				<u>38.70</u>
26176	Kotsovos, Clariza	Mileage	10400 · VB&T Business Checking	-124.48
		Mileage	422601 · Staff Mileage	124.48
				<u>124.48</u>
26177	Krones, Summer R.	Mileage	10400 · VB&T Business Checking	-92.65
		Mileage	422601 · Staff Mileage	92.65
				<u>92.65</u>
26178	Jacklyn Moore	Mileage	10400 · VB&T Business Checking	-74.12
		Mileage	422601 · Staff Mileage	74.12
				<u>74.12</u>
26180	Nock, Emily	Mileage	10400 · VB&T Business Checking	-141.70
		Mileage	422601 · Staff Mileage	141.70
				<u>141.70</u>
26181	O'Brien, Megan	Mileage	10400 · VB&T Business Checking	-15.26
		Mileage	422601 · Staff Mileage	15.26
				<u>15.26</u>
26182	Trisha Palmieri	Mileage	10400 · VB&T Business Checking	-192.39
		Mileage	422601 · Staff Mileage	192.39
				<u>192.39</u>
26183	Paradise, Michele	Mileage	10400 · VB&T Business Checking	-6.32
		Mileage	422601 · Staff Mileage	6.32
				<u>6.32</u>
26184	Katrina Place	Mileage	10400 · VB&T Business Checking	-171.13
		Mileage	422601 · Staff Mileage	171.13
				<u>171.13</u>
26185	Megan Quandt	Mileage	10400 · VB&T Business Checking	-55.05
		Mileage	422601 · Staff Mileage	55.05
				<u>55.05</u>
26186	Ralph, Danielle	Mileage	10400 · VB&T Business Checking	-140.07
		Mileage	422601 · Staff Mileage	140.07
				<u>140.07</u>
26187	Ross, Jordan	Mileage	10400 · VB&T Business Checking	-91.67
		Mileage	422601 · Staff Mileage	91.67
				<u>91.67</u>
26188	Snyder, Joann	Mileage	10400 · VB&T Business Checking	-75.21
		Mileage	422601 · Staff Mileage	75.21
				<u>75.21</u>
26189	Sowa, Nanette E.	Mileage	10400 · VB&T Business Checking	-71.40
		Mileage	422601 · Staff Mileage	71.40
				<u>71.40</u>
26190	Erica Stanko	Mileage	10400 · VB&T Business Checking	-35.43
		Mileage	422601 · Staff Mileage	35.43
				<u>35.43</u>

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #10  
 October 31, 2018**

Num	Name	Memo	Account	Amount
26191	Elizabeth Thomas	Mileage	10400 · VB&T Business Checking	-74.12
		Mileage	422601 · Staff Mileage	74.12
				74.12
26192	Theresa Waite	Mileage	10400 · VB&T Business Checking	-92.65
		Mileage	422601 · Staff Mileage	92.65
				92.65
26193	Wright, Jocelyn	Mileage	10400 · VB&T Business Checking	-52.87
		Mileage	422601 · Staff Mileage	52.87
				52.87
26196	Moran, Kate	Mileage	10400 · VB&T Business Checking	-111.73
		Mileage	422601 · Staff Mileage	111.73
				111.73
<b>Total for Warrant #10 VB&amp;T Business Checking Accounts Payable</b>				<b>226,711.36</b>

**Warrant #11  
Summary  
November 14, 2018**

<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, Excalibur)</b>	<b>29,456.38</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>-</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b><u>7,902.05</u></b>
	<b>37,358.43</b>

Motion to approve Warrant #11 dated November 14, 2018 totaling

\$37,358.43

**Northwest Special Recreation Association  
 VBT Electronic Accounts Payable  
 Warrant #11  
 November 14, 2018**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
<b>IMRF</b>	October 2018	442201	27,979.94
			<u>27,979.94</u>
<b>ADP</b>	FSA Monthly - October	424303	120.18
	Payroll Processing - October	424301	206.44
	Payroll Processing - October	424302	1,149.82
			<u><b>1,476.44</b></u>
<b>Excalibur</b>	Invoice -	421902	
			<u>-</u>
<b>Total Warrant #11 for Electronic Accounts Payable</b>			<u><b>29,456.38</b></u>

**Northwest Special Recreation Association  
VBT Electronic Accounts Payable  
Warrant #11  
November 14, 2018**

Vendor	Description	Account	Amount
BMO Solutions			
		Total	-
<b>Total Warrant #11 for Electronic Accounts Payable</b>			-

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #11  
 November 14, 2018**

Num	Name	Memo	Account	Amount
26148	Ludmila B Maia Nelson	Nov 8 - Cooking Demo Nov 8 - Cooking Demo	10400 · VB&T Business Checking 422206 · Weekly Programs	-300.00 300.00 <u>300.00</u>
26149	Bartlett Park District	Invoice 1619966 10/15-11/16 Invoice 1619966 10/15-11/16	10400 · VB&T Business Checking 422202 · Leisure Education	-390.00 390.00 <u>390.00</u>
26150	Park Central Condo Assn.	Invoice 611 Invoice 611	10400 · VB&T Business Checking 421801 · Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
26151	Rolling Meadows Park District	Invoice 18-611 Invoice 18-611	10400 · VB&T Business Checking 421701 · Condo Maintenance	-960.00 960.00 <u>960.00</u>
26152	Hanover Park Park District	Invoice 1118 Invoice 1118	10400 · VB&T Business Checking 421803 · HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
26160	Rolling Meadows Park District	Invoice - 134Nov - Jan 2018-19 Aerex Pest Svc - Nov 2018 Aerex Pest Svc - Dec '18 & Jan '19	10400 · VB&T Business Checking 421707 · Miscellaneous 12200 · PREPAID EXPENSES	-91.05 30.35 60.70 <u>91.05</u>
26194	Midwest Transit Equipment	Vehicle Plates C36500 Vehicle Plates C36500	10400 · VB&T Business Checking 422705 · Miscellaneous	-153.00 153.00 <u>153.00</u>
26195	U.S. Postal Service	Postage 110618 Postage 110618	10400 · VB&T Business Checking 421201 · Postage	-3,500.00 3,500.00 <u>3,500.00</u>
<b>Total for Warrant #11 VB&amp;T Business Checking Accounts Payable</b>				<b>7,902.05</b>



**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Payroll  
**Date:** November 14, 2018

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**Motion:**

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

1. 09/02/18 - \$87,537.67
2. 09/16/18 - \$97,668.26
3. 09/30/18 - \$93,594.79
4. 10/14/18 - \$94,514.80

Liability Recap	Taxes Debited				
	Federal Income Tax			7,448.72	
	Earned Income Credit Advances			.00	
	Social Security - EE			5,351.32	
	Social Security - ER			5,351.30	
	Social Security Adj - EE			.00	
	Medicare - EE			1,251.48	
	Medicare - ER			1,251.51	
	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			3,985.98	
	State Unemployment Insurance - EE			.00	
	State Unemployment/Disability Ins - ER			.00	
	State Unemployment Insurance Adj - EE			.00	
	State Disability Insurance - EE			.00	
	State Disability Insurance Adj - EE			.00	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Transit Tax - EE			.00	
	Local Income Tax			.00	
	School District Tax			.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX		24,640.31
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX		60,443.27
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX		2,397.42
	Wage Garnishments	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX		56.67
	<b>Total Amount Debited From Your Accounts</b>				87,537.67
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00	
Taxes - Your Responsibility	None This Payroll				
					<b>Total Liability</b>
					87,537.67
					87,537.67



**Statistical Summary**  
**Recap**

**NORTHWEST SPECIAL RE**

Company Code: PSE  
Region Name: CHICAGO REGION

Batch : 4101  
Quarter Number: 3  
Service Center: 060

Period Ending : 09/02/2018  
Pay Date : 09/14/2018  
Current Date : 09/10/2018

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Page 1

Liability Recap	Taxes Debited				
		Federal Income Tax		8,510.06	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,965.08	
		Social Security - ER		5,965.10	
		Social Security Adj - EE		.00	
		Medicare - EE		1,395.12	
		Medicare - ER		1,395.06	
		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		4,414.79	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	27,645.21
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	67,279.31
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	2,743.74
		<b>Total Amount Debited From Your Accounts</b>			<b>97,668.26</b>
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00	
Taxes - Your Responsibility		None This Payroll			
					<b>97,668.26</b>

Liability Recap	Taxes Debited			
	Federal Income Tax			7,269.65
	Earned Income Credit Advances			.00
	Social Security - EE			5,691.52
	Social Security - ER			5,691.49
	Social Security Adj - EE			.00
	Medicare - EE			1,331.02
	Medicare - ER			1,331.08
	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			4,156.99
	State Unemployment Insurance - EE			.00
	State Unemployment/Disability Ins - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance Adj - EE			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	<b>25,471.75</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	63,587.17
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	4,437.22
	<b>Total Amount Debited From Your Accounts</b>			<b>93,496.14</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			98.65
<b>Taxes - Your Responsibility</b>	None This Payroll			

<b>Total Liability</b>	
93,496.14	
93,594.79	
93,594.79	Includes Adjustments that are your responsibility

Liability Recap	Taxes Debited				
		Federal Income Tax		7,320.48	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,743.38	
		Social Security - ER		5,743.45	
		Social Security Adj - EE		.00	
		Medicare - EE		1,343.19	
		Medicare - ER		1,343.23	
		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		4,191.21	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Transit Tax - EE		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	25,684.94
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	64,866.51
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	3,963.35
		<b>Total Amount Debited From Your Accounts</b>			94,514.80
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					<b>94,514.80</b>

# **VII. Staff Reports**

[Return to Home](#)

To: Tracey Crawford, Executive Director  
From: Andrea Griffin and Rachel Hubsch, Superintendents of Recreation  
Re: Program Report – September 3, 2018 – November 11, 2018

## **Program Highlights**

### Weekly

Hanover Park Snoezelen Room Ribbon Cutting Ceremony was held on Wednesday, October 3! Through technology and innovative design, the Snoezelen room is a controlled multi-sensory environment that helps to create a therapeutic alliance between the client and Certified Therapeutic Recreation Specialist (CTRS) as well as a safe place to develop life skills. Therapy and programming out of the Hanover Park Snoezelen Sensory Room began on September 17<sup>th</sup>.

### Lighting Sports

Sunday, September 23 four Lightning Volleyball teams were scheduled to compete in the Special Olympic Region B District Tournament. Unfortunately the tournament was canceled due to Hersey High School losing power. One out of the four teams was selected at random to compete at the the State Tournament in Rockford October 20 and 21. Floor Hockey, Bowling, Bocce, Gymnastics, Basketball are under way this season and gearing up for District Tournaments. Tuesday, October 9, Recplex in Mt. Prospect provided gym space for two hours in order to complete assessments/tryouts for 79 athletes registered for Lightning Basketball. The 79 athletes make up 7 NWSRA Lightning Basketball Teams that will all compete in Special Olympics!

### Leisure Education

2018/2019 school year NWSRA is cooperative Leisure Education programming with 10 school districts within NWSRA's Member Park Districts. NWSRA's Leisure Education Program is serving 158 classrooms with more than 1,209 students in 2018-2019 school year. The program offers over 35 different activities that take part at Park District Facilities or Commercial Facilities. The top activities for this year are tumbling at Vogelei Barn in Hoffman Estates, Nature Programs at Friendship Park Conservatory in Mount Prospect and Swimming at The Water Works in Schaumburg and Splash Central in Bartlett.

### Inclusion

The Inclusion Team launched into the fall season with a focus on on-site training; each of the Inclusion Coordinators have been out to visit each Member Park District. On September 13, the Fall Orientation for part-time Inclusion staff took place at Rolling Meadows Park District's Plum Grove Park. Breakout topics included: participant advocacy, structuring downtime, and reframing behavioral perceptions. Feedback was positive and focused on appreciation of new topics and training mediums. The Inclusion Team revamped their Ability Awareness program stations to keep topics relevant to diagnostic changes, add in new activities, and focus on commonalities between individuals with disabilities and their peers without. The program was organized to have distinct stations for the Early Childhood population, as language, activities, and timeframes vary greatly from those of older groups. The Inclusion Team presented its first large-scale Ability Awareness session at Windsor Elementary School in Arlington Heights on November 2. This session includes a full-day of sessions for grades first to fifth, necessitating the use of 32 full-time staff to run stations.

## Collaborative Programming

### The PURSUIT Adult Day Program

The PURSUIT Adult Day Program at Mt. Prospect Park District opened on September 10<sup>th</sup> at full capacity. With the buzz of PURSUIT Mt. Prospect opening The Collaborative Team has seen the interest list for the PURSUIT Adult Day program has reached 213 potential clients with 113 potential client looking for a program to join right away. PURSUIT Rolling Meadows added another therapy dog, Dorothy, to the specialty instructor class on September 19. Clients and staff are looking forward to her appearances at our other locations. Two adapted bikes were donated and the clients have been enjoying bike rides in the fall weather. One of the bikes is able to hold non ambulatory clients or clients that can't pedal while a staff does the pedaling.

### STAR Academy

With the word spreading of the STAR Academy programming through outreach local schools, 20 individuals were given tours of STAR Academy Rolling Meadows and Hanover Park. Thanks to staff's relationship with schools, tours given and families spreading talking about the program, the interest list for STAR Academy is growing daily.

## **Staff Update**

### Part-Time Staff & Volunteers

The fall weekly program season started on September 17. NWSRA is running 33 programs that are led by part time program leaders. NWSRA is utilizing part time drivers to assist in the transportation of participants to weekly programs 29 times a week. Weekly programs have 210 program assistant slots filled with 65 part time staff.

In the month of September, the Support Services Department highlighted part time staff Sydney Aikman, she started as a volunteer with NWSRA for a handful of years where she assisted the Lightning Gymnastics Team. She enjoyed volunteering so much she applied for a part time position. Sydney's upbeat and positive attitude has made it easy for her to develop relationships with participants in her programs, NWSRA is grateful to have her as part of the NWSRA team.

NWSRA advertised specifically for volunteers to help in our skill base programs such as horseback riding and ice skating. Volunteers from a local hockey team have been placed at the Learn to Skate program, they are enjoying teaching the basics and sharing their love the ice. Nicole Estrada, Manager of Support Services has been in conversation to set up a partnership with the volunteer services of GlobeTalk; they specialize in long term volunteer opportunities for high school students who are looking for that extra edge on a college resume. Partnering with GlobeTalk will increase our volunteer numbers and raise the level of investment with our agency as they receive training and unique opportunities when volunteering with NWSRA.



### Recruitment & Outreach

The recruitment team is continuing to schedule interviews for yearly positions with the focus on Inclusion staff. Through partnering with Member Park Districts to link applications through Applitrack we have seen more interest in part time positions offered at NWSRA. The Recruitment Team has been working closely with area high schools, through connecting with career/counseling departments and passing out recruitment flyers and posting them to their job boards.

### Behavior Team

The NWSRA Behavior Team focused on individualized staff training for fall programs to build upon a successful closing of the summer season. Three new participants were identified by NWSRA staff and added to the Behavior Team caseload. The Behavior Team also set up four parent/guardian meetings to address program challenges and gather additional resources and strategies to set participants up for success. With the addition of new participants being added to caseloads the Behavior Team added a new member, Katrina Place, Inclusion Coordinator. Throughout the current time period, the Behavior Team received more than nine formal requests for support with specific participants. The Behavior Team conducted onsite program observations at numerous weekly and collaborative programs. On September 12, Ted Adatto, Manager of Inclusion Services and Liz Thomas, Manager of Special Recreation (Collaboratives) presented to full-time on Managing Crisis in Community Settings. The presentation garnered positive feedback, with attendees indicating appreciation for strategies to interact with emergency responders during behavior-related incidents. Adatto received incredible feedback from a parent of a participant in NWSRA's Safety For Yourself program (a program focused on self-defense, situational awareness, and self-confidence run cooperatively with Amita Heath's Behavioral Health Hospital). The parent indicated that her elementary school-aged son was able to safely and successfully defend himself from a physical attack due to what he has learned in the program. The family sought out the program last year due to similar bullying issues occurring in school. They continue to attend despite the fact that reside in an outlying town and the commute is arduous.

### Public Speaking

On September 14<sup>th</sup> Tracey Crawford, Executive Director, Andrea Griffin and Rachel Hubsch, Superintends of Recreation presented at the American Therapeutic Recreation Association annual conference held in Grand Rapids, Michigan. Over 50 fellow Certified Therapeutic Recreation Specialists attend the session Multi-Sensory Environment: Therapy and Programming, a peak at the NWSRA Snoezelen Sensory Room. On October 4<sup>th</sup>, Tracey Crawford, Executive Director, Andrea Griffin, Superintend of Recreation presented at a roundtable discussion for the Connecting Our Community: Successful Community Partnerships.

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: NWSRA/SLSF Marketing and Public Relations Report**  
**Date: November 5, 2018**

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

<b>MEDIA</b>	
<b>Daily Herald</b>	<ul style="list-style-type: none"> <li>• Appreciation Ads for all SLSF events</li> <li>• Article on NWSRA/American Legion Summer Classic</li> <li>• Article on expansion to Mt. Prospect</li> <li>• SLSF events added to fundraising events section</li> <li>• Article on Skating Championships Invitational</li> <li>• Article on STAR Academy</li> </ul>
<b>Chicago Tribune</b>	<ul style="list-style-type: none"> <li>• Article on NWSRA/American Legion Summer Classic</li> <li>• Article on expansion to Mt. Prospect</li> <li>• Article on Skating Championships Invitational</li> <li>• Article on STAR Academy</li> <li>• Article on Gold Medal Fashion Show</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>Patch/Journal- Topix</b>	<ul style="list-style-type: none"> <li>• Article on NWSRA in Special Edition sent to all Journal-Topix zones</li> <li>• Article on expansion to Mt. Prospect</li> <li>• Article on STAR Academy</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Article New York State Recreation and Park's "The Voice" magazine about NWSRA Snoezelen Room</li> <li>• Article on Tracey in VoyageChicago magazine</li> <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>• New NWSRA and SLSF websites went live</li> <li>• ADA Compliance Project request portal went live</li> <li>• New online software and template for recognition certificates created</li> <li>• SLSF Golf Outings and Celebrate Ability posted and sent</li> <li>• Wheeling Park District Craft Beer &amp; Wine Festival</li> </ul>

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

	<ul style="list-style-type: none"> <li>• Lightning All Star Game materials created</li> <li>• Heart of the Community logo created</li> <li>• New Gold Medal Fashion Show logo and materials created</li> <li>• STAR Academy materials updated with QR code to registration form</li> <li>• New PT recruitment flyer and template for staff created</li> <li>• NWSRA Winter/Spring brochure created and sent</li> <li>• 2017 SLSF Board Member review created</li> <li>• 2018 SLSF Event materials updated</li> <li>• Created 2018 calendar of events</li> </ul>
<b>Television, Video and Radio</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• A Day in the Life at PURSUIT video created</li> <li>• Schaumburg BCUZ TV- filmed at Celebrate Ability Gala</li> <li>• SLSF VIP Tour e-invitation with video created</li> <li>• Videos created for SLSF fundraising events</li> <li>• New videos created for Ability Awareness, Inclusion and Safety for Yourself program</li> <li>• Skating Championships Invitational coverage on ABC, NBC and WGN</li> <li>• Filmed new Snoezelen Room client success stories with Schaumburg Park District TV crew</li> </ul>
<b>ADDITIONAL MARKETING</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• NWSRA Day Camp 2019 logos and characters created</li> <li>• NWSRA ADA Transition Plan created</li> <li>• Installation of Mt. Prospect IT complete (computers, phones, printer, network, TV's, etc.)</li> <li>• Mt. Prospect signage ordered</li> <li>• Designed billboard to be shown on I-53 from July</li> <li>• New online system for requesting/tracking marketing projects implemented</li> <li>• Creation of online portal for ADA Compliance Project submissions</li> <li>• Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award</li> <li>• Printer IP subnet configuration project completed</li> <li>• Server cloud conversion to Office 365 completed</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 17 events in 2018 and formed several new collaborative partnerships</li> </ul>
<b>IN PROGRESS</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• NWSRA elevator wrap</li> <li>• Accessible transportation survey</li> <li>• Database/website build project</li> <li>• Various publications and online media</li> <li>• 2018 SLSF materials</li> <li>• Quickbooks transition</li> <li>• 2018 NWSRA materials</li> </ul>

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: Outreach Committee Report**  
**Date: November 5, 2018**

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

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

1. Welcome packets sent to over 200 new families
2. Reached out to School Districts to post Day Camp brochure and Seasonal Brochure to online virtual backpacks
3. Increased outreach to minority patrons via updating of print materials in Spanish, bilingual phone system voicemail message, partnership with Townships to distribute NWSRA materials
4. Promoted NWSRA services at 45 expos and events and created over 1,900 unique impressions
5. Provided speaking and presentation opportunities to NWSRA full time staff
6. Marketing/referral partnerships have been created with:
  - a. Village of Arlington Heights
  - b. Village of Hanover Park
  - c. Independence Matters Home Care
  - d. ABLE Community
  - e. School District 54 Autism Resource Center
  - f. The Knolls Center for Autism
7. Meetings have been held with the following businesses/organizations to discuss future partnership:
  - a. Building Greater Beginnings- SibShops program
  - b. Palatine Library- outreach and recruitment
  - c. Snapology- programming

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

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

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**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2018 budgeted amount is \$71,350. To date, \$95,100 has been received. The SLSF team is working to increase sponsorship. Much of the additional sponsorship came from the T&M Golf Outing as well as two new gold sponsors for the Gala.

**Grants:** The FY 2018 budgeted grant total is \$80,350. To date, SLSF has applied for \$296,979.16 in grants. From the proposals sent, \$84,747 in grant money has been approved and \$88,261 has been received. SLSF also had \$221,000 in grant reserves from the grant received from the Wheaton Sisters in 2017 which was used to open PURSUIT 3 in the Mount Prospect Park District. The discrepancy between approved and received dollars is due to the \$5000 Chicago Bulls 2017 approved grant being received in March 2018 and 2017 approved Township grants are paid on either a monthly or quarterly basis during their fiscal years which run April–March. A second grant application was sent to the Wheaton Sisters in October. This grant requested dollars to complete specialty rooms in the Rolling Meadows, Hanover Park and Mount Prospect spaces.

**Events:** The FY 2018 Events budgeted amount is \$306,714. The total amount received in event dollars as of October 29<sup>th</sup> is \$287,248.42. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report. Additional money from the Gala on November 2<sup>nd</sup> is expected to assist SLSF to reach this goal.

**Grants to NWSRA:** The Board approved a grant to NWSRA in the amount of \$334,000 for fiscal year 2018. So far in 2018 SLSF has granted \$206,822.75 of that number as well as \$264,152.91 in Capital Expenses for a total of \$470,955.66 as of October 29<sup>th</sup>.

**Donations:** Individual donations have increased in 2018 due to SLSF building relationships and increasing information about the importance of each gift to the NWSRA programs. Additional information about leaving a legacy in a planned gift has been sent to donors via an article in the SLSF Impact. SLSF has a solid base of donors who send in regular donations via company matching grants, online giving, memorials and honorariums, as well as direct mail. As of this date, \$119,569.63 has been received, \$71,000 of that in a planned gift from a grateful NWSRA parent. The 2018 Annual Appeal total is \$1280 however the Holiday Appeal yet to be sent in November typically raises an additional \$15,000-\$20,000.

**Expenses:** SLSF is right on target at 76.4% of total expenses to date. All expenses have been paid for the Hanover Park Snoezelen Room which held an Open House on October 3<sup>rd</sup> and the Mount Prospect programming space which opened in September. Anticipated major expenses in 2018 are the Gala, the Holiday Appeal mailing and the Holiday Luncheon.



2018  
*Holiday Luncheon*

*Wednesday, December 12, 2018*

**New Location**

*The Metropolis Ballroom*  
6 South Vail Avenue  
Arlington Heights, IL 60005

*Please join us as we recognize supporters of:*



Please RSVP to Nanette Sowa  
at (847) 392-2848 ext. 255  
by December 4, 2018

*Agenda:*

**11:30 a.m.**  
Cocktails

**12:00-2:00 p.m.**  
**Lunch & Presentation**  
Kevin T. Kendrigan Spirit Award

Chairman's Partnership Award

Media Partner Award  
Daily Herald

Partner Award  
Northwest Community Healthcare



# VIII. Old Business

[Return to Home](#)

## 2018 NWSRA Health Benefits Survey

2. Who is your health care provider?	
Member Park District	Health Care Provider
Arlington Heights Park District	
Bartlett Park District	
Buffalo Grove Park District	BCBS
Elk Grove Park District	
Hanover Park Park District	PDRMA
Hoffman Estates Park District	PDRMA
Inverness Park District	
Mount Prospect Park District	BCBS
Palatine Park District	United Health Care - Blue Cross Blue Shield
Prospect Heights Park District	PDRMA
River Trails Park District	PDRMA
Rolling Meadows Park District	PDRMA
Salt Creek Park District	United Health Care
Schaumburg Park District	Cigna
South Barrington Park District	United Health Care
Streamwood Park District	
Wheeling Park District	PDRMA

3. Do you offer vision and dental benefits?		
Member Park District	Yes	No
Arlington Heights Park District		
Bartlett Park District		
Buffalo Grove Park District	X	
Elk Grove Park District		
Hanover Park Park District	X	
Hoffman Estates Park District	X	
Inverness Park District		
Mount Prospect Park District	X	
Palatine Park District	X	
Prospect Heights Park District	X	
River Trails Park District	X	
Rolling Meadows Park District	X	
Salt Creek Park District	X	
Schaumburg Park District	X	
South Barrington Park District		X
Streamwood Park District		
Wheeling Park District	X	

## 2018 NWSRA Health Benefits Survey

### 4. How do you offer your dental and vision benefits?

#### A. Your Dental and Vision benefits are bundled with your health insurance?

Member Park District	Yes	No	Other
Arlington Heights Park District			
Bartlett Park District			
Buffalo Grove Park District			
Elk Grove Park District			
Hanover Park Park District	X		
Hoffman Estates Park District		X	
Inverness Park District			
Mount Prospect Park District		X	
Palatine Park District		X	
Prospect Heights Park District		X	
River Trails Park District	X		
Rolling Meadows Park District		X	
Salt Creek Park District		X	
Schaumburg Park District			Health and Dental are bundled Vision is separate
South Barrington Park District		X	Dental Only
Streamwood Park District			
Wheeling Park District		X	

### 4. How do you offer your dental and vision benefits?

#### B. Vision and Dental benefits are offered as a cafeteria style option?

Member Park District	Yes	No	Other
Arlington Heights Park District			
Bartlett Park District			
Buffalo Grove Park District	X		
Elk Grove Park District			
Hanover Park Park District		X	
Hoffman Estates Park District	X		
Inverness Park District			
Mount Prospect Park District	X		
Palatine Park District	X		Vision is VSP - Dental is Principal
Prospect Heights Park District			
River Trails Park District		X	
Rolling Meadows Park District		X	
Salt Creek Park District	X		Guardian Dental with Davis vision
Schaumburg Park District			Health and Dental are bundled Vision is separate
South Barrington Park District			Dental Only
Streamwood Park District			Dental only
Wheeling Park District	X		

## 2018 NWSRA Health Benefits Survey

5. What is the % that your employees contribute to their health insurance?				HMO
Member Park District/SRA	%EE	%EE+ child	%EE +1	%family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District	0%	8%	9%	11%
Elk Grove Park District				
Hanover Park Park District	0%	0%	0%	0%
Hoffman Estates Park District	10%	15%	15%	20%
Inverness Park District				
Mount Prospect Park District				
Palatine Park District	12%	15%	15%	15%
Prospect Heights Park District	10%	10%	10%	10%
River Trails Park District	10%	10%	10%	10%
Rolling Meadows Park District	10%	25%	25%	25%
Salt Creek Park District	10%	15%	15%	15%
Schaumburg Park District	N/A	N/A	N/A	N/A
South Barrington Park District	8%	8%	8%	8%
Streamwood Park District				
Wheeling Park District	10%	13%	14%	16%

5. What is the % that your employees contribute to their Health insurance? PPO				
Member Park District/SRA	%EE	%EE+child	%EE+1	%family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District	10%	12%	13%	17%
Elk Grove Park District				
Hanover Park Park District	6%	6%	6%	6%
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District	14%	11%	10%	10%
Palatine Park District	12%	15%	15%	15%
Prospect Heights Park District	11%	15%	15%	20%
River Trails Park District	10%	10%	10%	10%
Rolling Meadows Park District	10%	25%	25%	25%
Salt Creek Park District	10%	15%	15%	15%
Schaumburg Park District	10%	10%	10%	10%
South Barrington Park District	8%	8%	8%	8%
Streamwood Park District				
Wheeling Park District	11%	13%	14%	17%

There is a 25% premium differential savings if the opt out of the ppo vs HMO

RX2 plan

## 2018 NWSRA Health Benefits Survey

6. What are your employee's deductible amounts?		HMO		
Member Park District/SRA	\$EE	\$EE+ child	\$EE +1	\$family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District				
Elk Grove Park District				
Hanover Park Park District				
Hoffman Estates Park District				
Inverness Park District				
Mount Prospect Park District				
Palatine Park District				
River Trails Park District				
Prospect Heights Park District				
Rolling Meadows Park District				
Salt Creek Park District				
Schaumburg Park District				
South Barrington Park District				
Streamwood Park District				
Wheeling Park District				

6. What are your employee's deductible amounts? PPO in/PPO out		\$EE	\$EE+child	\$EE+1	\$family
Arlington Heights Park District					
Bartlett Park District					
Buffalo Grove Park District	3500/7,000	5,500/10,000	7,000/10,000	7,000/10,000	
Elk Grove Park District					
Hanover Park Park District	1,500	1,500	1,500	1,500	
Hoffman Estates Park District	N/A	N/A	N/A	N/A	
Inverness Park District					
Mount Prospect Park District	2,500/5,000	5,000/10,000	5,000/10,000	5,000/10,000	
Palatine Park District	2,500/5,000	5,000/10,000	5,000/10,000	5,000/10,000	
River Trails Park District	500/1,000	1,000/2,000	1,000/2,000	1,500/3,000	
Prospect Heights Park District	1,500	1,500	1,500	1,500	
Rolling Meadows Park District	500/1,000	1,000/2,000	1,000/2,000	1,500/3,000	
Salt Creek Park District	1,500/5,000	3,000/10,000	3,000/10,000	3,000/10,000	
Schaumburg Park District	500/1000	1,500/3,000	1,500/3,000	1,500/3,000	
South Barrington Park District	3,000/5,000	6,000/10,000	6,000/10,000	6,500/10,000	
Streamwood Park District					
Wheeling Park District	1,500/3,000	3,000/6,000	3,000/6,000	4,500/9,000	

## 2018 NWSRA Health Benefits Survey

7. Do you offer and HRA?		
Member Park District	Yes	No
Arlington Heights Park District		
Bartlett Park District		
Buffalo Grove Park District	X	
Elk Grove Park District		
Hanover Park Park District	X	
Hoffman Estates Park District		X
Inverness Park District		
Mount Prospect Park District	X	
Palatine Park District	X	
Prospect Heights Park District		
River Trails Park District	X	
Rolling Meadows Park District		
Salt Creek Park District		X
Schaumburg Park District		X
South Barrington Park District		X
Streamwood Park District		
Wheeling Park District	X	

8. What is the HRA amount based on the following Categories?				HMO
Member Park District/SRA	EE	EE+child	EE+1	family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District	N/A	N/A	N/A	N/A
Elk Grove Park District				
Hanover Park Park District				
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District				
Palatine Park District				
Prospect Heights Park District				
River Trails Park District				
Rolling Meadows Park District	N/A	N/A	N/A	N/A
Salt Creek Park District				
Schaumburg Park District				
South Barrington Park District	N/A	N/A	N/A	N/A
Streamwood Park District				
Wheeling Park District				

## 2018 NWSRA Health Benefits Survey

### 8. What is the HRA amount Based on the following Categories?

Member Park District/SRA	PPO			
	\$EE	\$EE+child	\$EE+1	\$family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District	\$3,500	\$6,850	\$6,850	\$6,850
Elk Grove Park District				Reimb. 80% of deductible
Hanover Park Park District	1,250	1,250	1,250	1,250
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District				Single envision pays the last 2,000 of the 2,500. Envision play the last 3500 for all others.
Palatine Park District	2,000	4,000	4,000	4,000
Prospect Heights Park District				
River Trails Park District	1,000	2,000	2,000	3,000
Rolling Meadows Park District	N/A	N/A	N/A	N/A
Salt Creek Park District	N/A	N/A	N/A	N/A
Schaumburg Park District	N/A	N/A	N/A	N/A
South Barrington Park District	N/A	N/A	N/A	N/A
Streamwood Park District				
Wheeling Park District	1,500	1,500	1,500	1,500

### 9. If you do not offer an HRA, do you reimburse a portion of the employee's deductible?

Member Park District	Yes	No	Other
Arlington Heights Park District			
Bartlett Park District			
Buffalo Grove Park District			
Elk Grove Park District			
Hanover Park Park District		X	
Hoffman Estates Park District		X	
Inverness Park District			
Mount Prospect Park District			
Palatine Park District			See above
Prospect Heights Park District			
River Trails Park District	X		
Rolling Meadows Park District		X	
Salt Creek Park District		X	
Schaumburg Park District		X	
South Barrington Park District		X	
Streamwood Park District			
Wheeling Park District			

## 2018 NWSRA Health Benefits Survey

10. What is the amount of the reimbursement based on the following categories?				HMO
Member Park District/SRA	EE	EE+child	EE+1	family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District				
Elk Grove Park District				
Hanover Park Park District				
Hoffman Estates Park District				
Inverness Park District				
Mount Prospect Park District				
Palatine Park District				
River Trails Park District				
Prospect Heights Park District				
Rolling Meadows Park District				
Salt Creek Park District				
Schaumburg Park District				
South Barrington Park District				
Streamwood Park District				
Wheeling Park District				

10. What is the amount of the reimbursement based on the following categories?				PPO
Member Park District/SRA	EE	EE+child	EE+1	family
Arlington Heights Park District				
Bartlett Park District				
Buffalo Grove Park District	\$2,800	\$2,800	\$2,800	\$5,450
Elk Grove Park District				
Hanover Park Park District	N/A	N/A	N/A	N/A
Hoffman Estates Park District	N/A	N/A	N/A	N/A
Inverness Park District				
Mount Prospect Park District				
Palatine Park District	N/A	N/A	N/A	N/A
River Trails Park District	\$1,000	\$2,000	\$2,000	\$3,000
Prospect Heights Park District				
Rolling Meadows Park District	N/A	N/A	N/A	N/A
Salt Creek Park District	N/A	N/A	N/A	N/A
Schaumburg Park District	N/A	N/A	N/A	N/A
South Barrington Park District	N/A	N/A	N/A	N/A
Streamwood Park District				
Wheeling Park District				

see individual survey results



## 2019 NWSRA Merit Increase/Pool Survey

Member Park District/SRA	2018 Merit	2019 Merit
Arlington Heights Park District		
Bartlett Park District		
Buffalo Grove Park District	3.50%	3.50%
Elk Grove Park District	3.00%	
Hanover Park Park District		N/A
Hoffman Estates Park District	3.00%	3.00%
Inverness Park District		
Mount Prospect Park District	3.00%	3.00%
Palatine Park District	3.00%	3.00%
River Trails Park District	3.00%	
Prospect Heights Park District	N/A	
Rolling Meadows Park District	3.00%	3.00%
Salt Creek Park District	4.00%	4.00%
Schaumburg Park District	3.00%	3.00%
South Barrington Park District		n/a
Streamwood Park District		
Wheeling Park District	N/A	
NWSRA	3.00%	
NISRA	3.00%	
NSSRA	3.00%	

<b>Average Merit Increase</b>	3.13%	3.21%
<b>Minimum %</b>	2.00%	3.00%
<b>Maximum %</b>	4.00%	4.00%

# **IX. New Business**

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To: Diane Hilgers, Chair  
From: Tracey Crawford, NWSRA Executive Director  
Re: Summer Day Camp 2019 Bus Bid  
Date: November 14, 2018

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Representatives from First Student and Grand Prairie Transit attended the bid opening on Wednesday, October 17, 2018. Both bus companies met the bid specs.

A summary of the comparison between the two bus companies is attached for Board review.

First Student Bus Company came in at the lowest bid by \$1,115.20. Based on 2018 experience with First Student in attached report, NWSRA would like to reject the lowest bid and accept the bid from Grand Prairie of \$89,175.20 for the 2019 budget.

**A Motion to approve staff recommendation to accept the bid of Grand Prairie Bus Company.**

To: Tracey Crawford, Executive Director  
 From: Rachel Hubsch, Superintendent of Recreation  
 Re: Bus Bid Summary for Summer Day Camp 2019  
 Date: October 19, 2018

Requests for bids for NWSRA day camp transportation were published in the Daily Herald. Two bus companies submitted bids and representatives from First Student and Grand Prairie Transit attended the bid opening on Wednesday, October 17, 2018 at 10:00 a.m. NWSRA staff attending the bid opening were Rachel Hubsch, Superintendent of Recreation and Michele Paradise, Registration Office Coordinator. The table below depicts the fees for the submitted bids.

Company	Pick up/ drop off daily fee per bus	Door-to- Door daily fee per bus	Field Trips	Air Cond.?	Bus Aide Fee	Three References Provided	Cert. of Ins. Provided
First Student	\$176.00	\$190.00	\$45.00/hour	Yes 10 vehicles	\$18.00/ hour	Yes	Yes
Grand Prairie Transit	\$179.50	\$190.00	\$45.00/hour	Yes 10 Vehicles	\$18.20/ hour	Yes	Yes

The tables below compare First Student and Grand Prairie based on anticipated 2019 day camp needs.

First Student	Daily Rate	# Routes	# Days	# Hours	# Field Trips	Total
PU/DO	\$ 176.00	4	43			\$ 30,272.00
PU/DO	\$ 176.00	4	25			\$ 17,600.00
D-T-D Routes	\$ 190.00	3	25			\$ 14,250.00
Field Trips	\$ 45.00			5	50	\$ 11,250.00
Bus Aids - 9 week	\$ 18.00	3	43	4		\$ 9,288.00
Bus Aids - 5 week	\$ 18.00	3	25	4		\$ 5,400.00
						\$ 88,060.00

Grand Prairie Transit	Daily Rate	# Routes	# Days	# Hours	# Field Trips	Total
PU/DO	\$ 179.50	4	43			\$ 30,874.00
PU/DO	\$ 179.50	4	25			\$ 17,950.00
D-T-D Routes	\$ 190.00	3	25			\$ 14,250.00
Field Trips	\$ 45.00			5	50	\$ 11,250.00
Bus Aids - 9 week	\$ 18.20	3	43	4		\$ 9,391.20
Bus Aids - 5 week	\$ 18.20	3	25	4		\$ 5,460.00
						\$ 89,175.20

### History:

Grand Prairie Transit was awarded the bid in 2013, 2015, 2016 and 2017. First Student was awarded the bid in 2011, 2012, 2014 and 2018. NWSRA has had very positive experiences working with both Grand Prairie Transit and First Student prior to this past year. In 2018, NWSRA accepted the bid from First Student but was disappointed with the quality of trained drivers to work with the special accommodations NWSRA population of clients requires. Drivers were not properly trained on tie downs in order to secure campers who utilize wheelchairs. Drivers expected NWSRA part-time staff to do tie downs and harness hookups. NWSRA staff documented numerous times drivers were late for pick up times, causing campers to get anxious, created negative behaviors to occur. On one occasion the bus was over an hour late for drop offs, leaving the parents calling NWSRA to find out where their camper was. On another occasion the driver for a route never showed up, leaving NWSRA to utilize one of the agency vehicles to complete the route. NWSRA would also update routes with new campers to First Student but the updates would not get communicated to the drivers. Due to lack of communication, drivers would not let campers on the bus since they did not receive the updated list. Also due to this, one driver was rude to a parent, shutting the bus doors in their face refusing to take that camper. One of the drivers also was involved in a fender bender with campers on the vehicle, no one was injured. First Student also billed NWSRA wrong for services, with \$20,000 in overage charges.

The projected bus bid for 2019 is higher due to NWSRA creating an additional nine week and two additional five week camps, while extending one week longer to accommodate the needs of NWSRA families.

### Reference Checks:

First Student provided reference contacts from SEASPAR, Glenview Park District and WDSRA. Everyone didn't have anything negative to state. A representative from SEASPAR did mention that they discovered that First Student starts charging per hour for charters (field trips) from base back to base. With further investigation, NWSRA found out that First Student does charge from when the fleet leaves the lot and arrives back in the lot. NWSRA also reached out to Grand Prairie and Tom O'Sullivan stated they charge from pick up point to drop off point.

Grand Prairie provided FVSRA, WSSRA and Ray Graham Association. NWSRA was listed as the top reference for Grand Prairie. All three gave favorable references.

Grand Prairie also provided an extensive packet that included company history, driver training and retention program, how they train drivers different on special populations, company policies (including a safety program), full list of the fleet and maintenance program.

**Motion:** To accept the higher bid by \$1,115.20 from Grand Prairie and to budget **\$89,175.20** for 2019 Day Camp Commercial Transportation.

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: ADA Compliance Projects- Summary**  
**Date: October 22, 2018**

Attached for your review is a memo outlining the 2019-2023 ADA Transition Plan. The plan will ensure compliance with ADA Standards as well as IPRA Distinguished Agency Standards.

The ADA Transition Plan contrasts the site to requirements of the Illinois Accessibility Code and the federal 2010 Standards for Accessible Design, as well as:

- Provides descriptions of the deficits
- Provides retrofit recommendations
- Ensures program access tests application
- Provides priority for retrofit
- Provides cost reference for planning purposes

**A Motion to accept the ADA Transition Plan as presented.**



# 2019-2023 ADA Transition Plan

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: ADA Transition Plan**  
**Date: October 22, 2018**

As part of its ongoing commitment to increasing accessibility, NWSRA partnered with WT Group to create its 2019-2023 ADA Transition Plan. This plan will ensure compliance with ADA Standards as well as IPRA Distinguished Agency Standards. The development process of the ADA Transition Plan included an audit of the NWSRA Administrative Office, located at 3000 W. Central Rd., Rolling Meadows, IL 60008, as well as accessible routes to the office.

The ADA Transition Plan contrasts the site to requirements of the Illinois Accessibility Code and the federal 2010 Standards for Accessible Design, as well as:

- Provides descriptions of the deficits
- Provides retrofit recommendations
- Ensures program access tests application
- Provides priority for retrofit
- Provides cost reference for planning purposes

Staff have reviewed the recommendations and prioritized each recommendation to be completed between the years of 2019-2023. The attached packet includes the following items:

- Overall listing of recommendations, sorted by Finding #
- Listing of recommendations by year (2019-2023), sorted by Finding #
- Full recommendation report

Staff will incorporate the listing of recommendations by year into the overall agency Capital Replacement Plan for each of the years identified. Progress on the ADA Transition Plan will be reported on an annual basis within the annual "Year in Review" report.

The National Recreation and Park Association recognizes WT Group as the preferred provider of accessibility consulting. The WT Group, LLC accessibility practice has served more than 240 special recreation associations, park districts, cities, counties and states to help meet the many requirements of the ADA. John McGovern, Owner and Principal, has served on all three of the federal advisory committees that developed the design requirements for parks and recreation assets, and we appreciate their expertise in the development of the ADA Transition Plan for NWSRA.



# Overall listing of recommendations

## Sorted by Finding #

2019-2023 ADA Transition Plan

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
2023	1	NWSRA office	Front Parking	Parking - Off Street	Reconfigure accessible stalls to avoid requiring pedestrians to cross vehicular way, in the alternative, leave as is with striped crosswalk  Provide a curb ramp at the head of each access aisle to connect to AR	\$367.50	each	2	\$735.00	1
N/A	2	NWSRA office	Front Parking	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2023	3	NWSRA office	Front Parking	Parking - Off Street	Remount signage to within 5" of the front of the stall	\$210.00	each	2	\$420.00	1
2023	4	NWSRA office	Side Parking	Parking - Off Street	Reconfigure accessible stalls to avoid requiring pedestrians to cross vehicular way, in the alternative, leave as is with striped crosswalk  Provide a curb ramp at the head of each access aisle to connect to AR	\$367.50	each	1	\$367.50	1
N/A	5	NWSRA office	Side Parking	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2023	6	NWSRA office	Side Parking	Parking - Off Street	Repair or correct slope of parking space and access aisle to max 2% in any direction	\$3,062.50	each	1	\$3,062.50	1
2023	7	NWSRA office	Parking	Parking - Off Street	Repair or correct slope of parking space and access aisle to max 2% in any direction	\$3,062.50	each	1	\$3,062.50	1
2023	8	NWSRA office	Parking	Parking - Off Street	Reconfigure accessible stalls to avoid requiring pedestrians to cross vehicular way, in the alternative, leave as is with striped crosswalk	\$367.50	each	2	\$735.00	1
2023	9	NWSRA office	Parking	Parking - Off Street	Correct or repair slope of stall to max 2% in any direction	\$3,062.50	each	1	\$3,062.50	1
N/A	10	NWSRA office	Parking	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2023	11	NWSRA office	Parking	Parking - Off Street	Relocate stalls to be max 5' from the front of the stalls	\$25.00	each	5	\$125.00	1
2023	12	NWSRA office	Parking	Parking - Off Street	Repair or correct slope of parking space and access aisle to max 2% in any direction	\$3,062.50	each	1	\$3,062.50	1
2023	13	NWSRA office	Exterior Accessible Route	Accessible Routes	Correct or fill gaps to be max .5"	\$96.25	each	1	\$96.25	1
2023	14	NWSRA office	Exterior Accessible Route	Ramps - (Not a Curb Ramp)	Provide handrail extensions that project 12" onto the ramp landing	\$217.00	each	2	\$434.00	1
2023	15	NWSRA office	Exterior Accessible Route	Ramps - (Not a Curb Ramp)	Install handrails on both sides of the ramp	\$250.00	each	2	\$500.00	1
2023	16	NWSRA office	Exterior Accessible Route	Accessible Routes	Correct or fill 1" gap along AR	\$96.25	each	1	\$96.25	1
2023	17	NWSRA office	Exterior Accessible Route	Curb Ramps	Correct curb ramp slope to max 8.33%	\$1,015.00	sq ft	1	\$1,015.00	1

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
2023	18	NWSRA office	Exterior Accessible Route	Accessible Routes	Correct or fill 1" gap along AR	\$96.25	each	1	\$96.25	1
2023	19	NWSRA office	Exterior Accessible Route	Curb Ramps	Correct curb ramp slope to max 8.33%	\$1,015.00	each	9	\$9,135.00	1
2023	20	NWSRA office	Exterior Accessible Route	Curb Ramps	Enlarge top landing to be 36" deep and as wide as the ramp, or min. 36" width	\$875.00	each	1	\$875.00	1
2023	21	NWSRA office	Exterior Accessible Route	Accessible Routes	Resurface route where deteriorating	\$1,500.00	lin ft	3	\$4,500.00	1
2023	22	NWSRA office	Exterior Accessible Route	Accessible Routes	Correct or fill gaps along AR	\$96.25	each	1	\$96.25	1
2019	23	NWSRA office	Signage	Signs	Relocate objects to provide CFS for approach to sign	\$0.00	each	1	\$0.00	1
2020	24	NWSRA office	Signage	Signs	Mount signage at all permanent rooms/spaces having Braille and the international symbol of accessibility, mounted 48" to baseline of lowest character and 60" to the baseline of the highest character sign and on the latch side of the door	\$0.00	each	1	\$0.00	1
2020	25	NWSRA office	Signage	Signs	Mount signage at all permanent rooms/spaces having Braille and the international symbol of accessibility, mounted 48" to baseline of lowest character and 60" to the baseline of the highest character sign and on the latch side of the door	\$0.00	each	1	\$0.00	1
N/A	26	NWSRA office	1st Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2023	27	NWSRA office	Elevator	Operable Parts	Replace hardware with an operable part usable without a tight pinch or grasp	\$210.00	each	1	\$210.00	1
2023	28	NWSRA office	Elevator	Elevators & Lifts	Program elevator car audible signals to chime once for up and twice for down, or replace audible chimes with verbal enunciator	\$200.00	each	1	\$200.00	1
2021	29	NWSRA office	Second Floor Restrooms	Restrooms	Replace toilet seat, or re-set or replace toilet to 17" to 19" af	\$150.00	each	1	\$150.00	1
2019	30	NWSRA office	Second Floor Restrooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$0.00	1
2021	31	NWSRA office	Second Floor Restrooms	Restrooms	Rehang stall door to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet	\$420.00	each	1	\$420.00	1
2021	32	NWSRA office	Second Floor Restrooms	Plumbing Fixtures & Elements	Remount shower bench so that the front edge is within 3" of the opening	\$350.00	each	1	\$350.00	1
2019	33	NWSRA office	Second Floor Restrooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$0.00	1
2021	34	NWSRA office	Second Floor Restrooms	Plumbing Fixtures & Elements	Remount shower seat to the correct location and height in the shower	\$350.00	each	1	\$350.00	1
2021	35	NWSRA office	Second Floor Restrooms	Restrooms	Rehang stall door to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet	\$420.00	each	1	\$420.00	1

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
2021	36	NWSRA office	Second Floor Restrooms	Restrooms	Remount rear grab bar to behind the toilet, 12" to one side of center and 24" to the other and 33" to 36" aff	\$393.75	each	1	\$393.75	1
2021	37	NWSRA office	Second Floor Restrooms	Plumbing Fixtures & Elements	Remount shower seat to the correct location and height in the shower	\$350.00	each	1	\$350.00	1
2023	38	NWSRA office	Second Floor Rooms	Accessible Routes	For deficit, leave as is, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here	\$0.00	each	1	\$0.00	1
N/A	39	NWSRA office	Second Floor Rooms	Hazards	For deficit, leave as is, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here	\$350.00	each	0	\$0.00	1
N/A	40	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	41	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	42	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	43	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2022	44	NWSRA office	Second Floor Rooms	Doors	For all doors along the public circulation route, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1
2019	45	NWSRA office	Second Floor Rooms	Clear Floor Space	Remove, or relocate storage in CFS at fixtures and operable parts along the AR	\$0.00	N/A	0	\$0.00	1
2022	46	NWSRA office	Second Floor Rooms	Doors	For all doors along the public circulation route, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1
2022	47	NWSRA office	Second Floor Rooms	Doors	Inspect, adjust, and maintain 5 lbf to open interior doors, and inspect, adjust, and maintain closing speed on door closers; leave as is window height until door is replaced	\$0.00	each	1	\$0.00	1
N/A	48	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2022	49	NWSRA office	Second Floor Rooms	Doors	Relocate furniture to provide required maneuvering clearance and adjust door to 5 lbf to open interior doors; leave as is window until door is replaced	\$0.00	each	1	\$0.00	2
N/A	50	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	51	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	52	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	53	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	54	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
N/A	55	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	56	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	57	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	58	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2022	59	NWSRA office	Second Floor Rooms	Doors	Inspect, adjust, and maintain 5 lbf to open interior doors; leave as is, window height until door is replaced	\$0.00	each	1	\$0.00	1
N/A	60	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	61	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	1
N/A	62	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	63	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	64	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2019	65	NWSRA office	Second Floor Rooms	Doors	Relocate storage on push side and adjust door to 5 lbf to open	\$0.00	each	1	\$0.00	1
N/A	66	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2019	67	NWSRA office	3rd Floor Restrooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$0.00	1
2021	68	NWSRA office	3rd Floor Restrooms	Plumbing Fixtures & Elements	Replace toilet seat, or re-set or replace toilet to 17" to 19" aff	\$150.00	each	1	\$150.00	1
2021	69	NWSRA office	3rd Floor Restrooms	Restrooms	Rehang stall door to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet	\$420.00	each	1	\$420.00	1
2019	70	NWSRA office	3rd Floor Restrooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$0.00	1
2021	71	NWSRA office	3rd Floor Restrooms	Reach Ranges	Relocate soap dispenser to an area without obstruction and mount in reach range of 15' to 48" aff	\$350.00	each	1	\$350.00	1
2021	72	NWSRA office	3rd Floor Restrooms	Plumbing Fixtures & Elements	Rehang stall door to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet	\$420.00	each	1	\$420.00	1
N/A	73	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2023	74	NWSRA office	3rd Floor Rooms	Accessible Routes	Create an AR to access all areas within the room	\$0.00	N/A	0	\$0.00	1
2019	75	NWSRA office	3rd Floor Rooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$0.00	1

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
2019	76	NWSRA office	3rd Floor Rooms	Doors	Relocate furniture to provide required maneuvering clearance and adjust door to 5 lbf to open interior doors	\$0.00	each	1	\$0.00	1
2019	77	NWSRA office	3rd Floor Rooms	Doors	Relocate storage to provide required maneuvering clearance, adjust to 5 lbf to open interior doors and adjust closing speed	\$0.00	each	1	\$0.00	1
N/A	78	NWSRA office	3rd Floor Rooms	Hazards	For deficit, leave as is, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here	\$350.00	each	2	\$700.00	1
2022	79	NWSRA office	3rd Floor Rooms	Doors	Provide required maneuvering clearance on pull side of door and adjust closer to 5lbf to open	\$1,750.00	each	1	\$1,750.00	1
N/A	80	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2023	81	NWSRA office	3rd Floor Rooms	Accessible Routes	For deficit, leave as is, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here	\$0.00	each	1	\$0.00	Smart Practice
2019	82	NWSRA office	3rd Floor Rooms	Turning Space	Relocate obstacles to create turning space in Nanette's office	\$0.00	N/A	0	\$0.00	1
2019	83	NWSRA office	3rd Floor Rooms	Doors	Relocate storage to provide required maneuvering clearance, adjust to 5 lbf to open interior doors	\$0.00	each	1	\$0.00	1
2022	84	NWSRA office	3rd Floor Rooms	Doors	For all doors along the public circulation route, provide required maneuvering clearance on push and pull side of doors  For all doors along the public circulation route, relocate storage, furniture, and other obstacles to create 60" maneuvering space around doors	\$1,750.00	each	1	\$1,750.00	1
2022	85	NWSRA office	3rd Floor Rooms	Doors	For all doors along the public circulation route, provide required maneuvering clearance on push and pull side of doors  For all doors along the public circulation route, relocate storage, furniture, and other obstacles to create 60" maneuvering space around doors	\$1,750.00	each	1	\$1,750.00	1
N/A	86	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2019	87	NWSRA office	3rd Floor Rooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$0.00	1

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
N/A	88	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	89	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	90	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	91	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	92	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	93	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
2022	94	NWSRA office	3rd Floor Rooms	Doors	Relocate storage to provide maneuvering clearance at door, adjust closer to 5 lbf to open, leave as is window until door is replaced	\$0.00	each	1	\$0.00	1
N/A	95	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
2022	96	NWSRA office	Interior Route	Doors	Replace threshold, repair gap in cement to max .5", provide required maneuvering clearance at door and adjust to 8.5 lbf to open exterior door; leave as is window until door is replaced	\$3,981.00	each	1	\$3,981.00	1
2022	97	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open, leave as is window until door is replaced	\$0.00	each	1	\$0.00	1
2020	98	NWSRA office	Interior Route	Reach Ranges	Remount operable parts to be in reach range of 15" min to 48" max	\$350.00	each	1	\$350.00	1
2022	99	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open, leave as is window until door is replaced	\$0.00	each	1	\$0.00	1
2022	100	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open, leave as is window until door is replaced	\$0.00	each	1	\$0.00	1
2019	101	NWSRA office	Interior Route	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$0.00	1
2022	102	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open and adjust closing speed, leave as is window until door is replaced	\$0.00	each	1	\$0.00	1
2022	103	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open, leave as is window until door is replaced	\$0.00	each	1	\$0.00	1
N/A	104	NWSRA office	Stairs	Compliant (C)	None	\$0.00	N/A	0	\$0.00	Smart Practice
N/A	105	NWSRA office	Stairs	Compliant (C)	None	\$0.00	N/A	0	\$0.00	Smart Practice
2023	106	NWSRA office	Stairs	Stairways	Correct riser heights on stairs to consistent height between 4" to 7", leave as is if technically infeasible	\$404.25	each	12	\$4,851.00	1
N/A	107	NWSRA office	Stairs	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
N/A	108	NWSRA office	Stairs	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
							<b>Total</b>		<b>\$53,564.25</b>	

\*Some items will be completed in a different year for highlighted Finding #'s



# 2019 Recommendations

2019-2023 ADA Transition Plan



Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase	Progress
2019	23	NWSRA office	Signage	Signs	Relocate objects to provide CFS for approach to sign	\$0.00	each	1	\$0.00	1	
2019	30	NWSRA office	Second Floor Restrooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$50.00	1	
2019	33	NWSRA office	Second Floor Restrooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$0.00	each	1	\$50.00	1	
2019	45	NWSRA office	Second Floor Rooms	Clear Floor Space	Remove, or relocate storage in CFS at fixtures and operable parts along the AR	\$0.00	N/A	0	\$50.00	1	
2019	47	NWSRA office	Second Floor Rooms	Doors	Inspect, adjust, and maintain 5 lbf to open interior doors, and inspect, adjust, and maintain closing speed on door closers;	\$50.00	each	1	\$50.00	1	
2019	49	NWSRA office	Second Floor Rooms	Doors	Relocate furniture to provide required maneuvering clearance and adjust door to 5 lbf to open interior doors;	\$50.00	each	1	\$50.00	2	
2019	59	NWSRA office	Second Floor Rooms	Doors	Inspect, adjust, and maintain 5 lbf to open interior doors;	\$50.00	each	1	\$50.00	1	
2019	65	NWSRA office	Second Floor Rooms	Doors	Relocate storage on push side and adjust door to 5 lbf to open	\$50.00	each	1	\$50.00	1	
2019	67	NWSRA office	3rd Floor Restrooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$50.00	each	1	\$50.00	1	
2019	70	NWSRA office	3rd Floor Restrooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$50.00	each	1	\$50.00	1	
2019	74	NWSRA office	3rd Floor Rooms	Accessible Routes	Create an AR to access all areas within the room	\$0.00	N/A	0	\$0.00	1	
2019	75	NWSRA office	3rd Floor Rooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$50.00	each	1	\$50.00	1	
2019	76	NWSRA office	3rd Floor Rooms	Doors	Relocate furniture to provide required maneuvering clearance and adjust door to 5 lbf to open interior doors	\$50.00	each	1	\$50.00	1	
2019	77	NWSRA office	3rd Floor Rooms	Doors	Relocate storage to provide required maneuvering clearance, adjust to 5 lbf to open interior doors and adjust closing speed	\$50.00	each	1	\$50.00	1	
2019	82	NWSRA office	3rd Floor Rooms	Turning Space	Relocate obstacles to create turning space in Nanette's office	\$0.00	N/A	0	\$0.00	1	
2019	83	NWSRA office	3rd Floor Rooms	Doors	Relocate storage to provide required maneuvering clearance, adjust to 5 lbf to open interior doors	\$0.00	each	1	\$50.00	1	

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase	Progress
2019	87	NWSRA office	3rd Floor Rooms	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$50.00	each	1	\$50.00	1	
2019	94	NWSRA office	3rd Floor Rooms	Doors	Relocate storage to provide maneuvering clearance at door, adjust closer to 5 lbf to	\$50.00	each	1	\$50.00	1	
2019	96	NWSRA office	Interior Route	Doors	Adjust to 8.5 lbf to open exterior door;	\$50.00	each	1	\$50.00	1	
2019	97	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open,	\$50.00	each	1	\$50.00	1	
2019	99	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open	\$50.00	each	1	\$50.00	1	
2019	100	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open,	\$50.00	each	1	\$50.00	1	
2019	101	NWSRA office	Interior Route	Doors	Inspect, adjust, and maintain 5 lbf to open doors	\$50.00	each	1	\$50.00	1	
2019	102	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open and adjust closing speed,	\$50.00	each	1	\$50.00	1	
2019	103	NWSRA office	Interior Route	Doors	Adjust door to 5 lbf to open	\$50.00	each	1	\$50.00	1	
							<b>Total</b>		<b>\$1,100.00</b>		
*Some items will be completed in a different year for highlighted Finding #'s											

# 2020 Recommendations

2019-2023 ADA Transition Plan



Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase	Progress
2020	24	NWSRA office	Signage	Signs	Mount signage at all permanent rooms/spaces having Braille and the international symbol of accessibility, mounted 48" to baseline of lowest character and 60" to the baseline of the highest character sign and on the latch side of the door	\$0.00	each	1	\$100.00	1	
2020	25	NWSRA office	Signage	Signs	Mount signage at all permanent rooms/spaces having Braille and the international symbol of accessibility, mounted 48" to baseline of lowest character and 60" to the baseline of the highest character sign and on the latch side of the door	\$0.00	each	1	\$100.00	1	
2020	98	NWSRA office	Interior Route	Reach Ranges	Remount operable parts to be in reach range of 15" min to 48" max	\$350.00	each	1	\$350.00	1	
							<b>Total</b>		<b>\$550.00</b>		

# 2021 Recommendations

2019-2023 ADA Transition Plan



Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase	Progress
2021	29	NWSRA office	Second Floor Restrooms	Restrooms	Replace toilet seat, or re-set or replace toilet to 17" to 19" aff	\$150.00	each	1	\$150.00	1	
2021	31	NWSRA office	Second Floor Restrooms	Restrooms	Rehang stall door to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet	\$420.00	each	1	\$420.00	1	
2021	32	NWSRA office	Second Floor Restrooms	Plumbing Fixtures & Elements	Remount shower bench so that the front edge is within 3" of the opening	\$350.00	each	1	\$350.00	1	
2021	34	NWSRA office	Second Floor Restrooms	Plumbing Fixtures & Elements	Remount shower seat to the correct location and height in the shower	\$350.00	each	1	\$350.00	1	
2021	35	NWSRA office	Second Floor Restrooms	Restrooms	Rehang stall door to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet	\$420.00	each	1	\$420.00	1	
2021	36	NWSRA office	Second Floor Restrooms	Restrooms	Remount rear grab bar to behind the toilet, 12" to one side of center and 24" to the other and 33" to 36" aff	\$393.75	each	1	\$393.75	1	
2021	37	NWSRA office	Second Floor Restrooms	Plumbing Fixtures & Elements	Remount shower seat to the correct location and height in the shower	\$350.00	each	1	\$350.00	1	
2021	68	NWSRA office	3rd Floor Restrooms	Plumbing Fixtures & Elements	Replace toilet seat, or re-set or replace toilet to 17" to 19" aff	\$150.00	each	1	\$150.00	1	
2021	69	NWSRA office	3rd Floor Restrooms	Restrooms	Rehang stall door to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet	\$420.00	each	1	\$420.00	1	
2021	71	NWSRA office	3rd Floor Restrooms	Restrooms	Relocate soap dispenser to an area without obstruction and mount in reach range of 15' to 48" aff	\$350.00	each	1	\$350.00	1	
2021	72	NWSRA office	3rd Floor Restrooms	Plumbing Fixtures & Elements	Rehang stall door to be max 4" from adjacent stall partition and on the stall wall farthest from the toilet	\$420.00	each	1	\$420.00	1	
							<b>Total</b>		<b>\$3,773.75</b>		

# 2022 Recommendations

2019-2023 ADA Transition Plan





Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase	Progress
2022	44	NWSRA office	Second Floor Rooms	Doors	For all doors along the public circulation route, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
2022	46	NWSRA office	Second Floor Rooms	Doors	For all doors along the public circulation route, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
2019	47	NWSRA office	Second Floor Rooms	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
2019	49	NWSRA office	Second Floor Rooms	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	2	
2019	59	NWSRA office	Second Floor Rooms	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
2022	79	NWSRA office	3rd Floor Rooms	Doors	Provide required maneuvering clearance on pull side of door and adjust closer to 5lbf to open	\$1,750.00	each	1	\$1,750.00	1	
2022	84	NWSRA office	3rd Floor Rooms	Doors	For all doors along the public circulation route, provide required maneuvering clearance on push and pull side of doors  For all doors along the public circulation route, relocate storage, furniture, and other obstacles to create 60" maneuvering space around doors	\$1,750.00	each	1	\$1,750.00	1	
2022	85	NWSRA office	3rd Floor Rooms	Doors	For all doors along the public circulation route, provide required maneuvering clearance on push and pull side of doors  For all doors along the public circulation route, relocate storage, furniture, and other obstacles to create 60" maneuvering space around doors	\$1,750.00	each	1	\$1,750.00	1	
2022	94	NWSRA office	3rd Floor Rooms	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
2022	96	NWSRA office	Interior Route	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$3,981.00	each	1	\$3,981.00	1	
2022	97	NWSRA office	Interior Route	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase	Progress
2022	99	NWSRA office	Interior Route	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
2022	100	NWSRA office	Interior Route	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
2022	102	NWSRA office	Interior Route	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
2022	103	NWSRA office	Interior Route	Doors	Leave window height as is until door is replaced. At that time, replace doors with ones having sidelight viewing windows max 43" aff	\$1,386.00	each	1	\$1,386.00	1	
							<b>Total</b>		<b>\$20,319.00</b>		
*Some items will be completed in a different year for highlighted Finding #'s											

# 2023 Recommendations

2019-2023 ADA Transition Plan



Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase	Progress
2023	1	NWSRA office	Front Parking	Parking - Off Street	Reconfigure accessible stalls to avoid requiring pedestrians to cross vehicular way, in the alternative, leave as is with striped crosswalk  Provide a curb ramp at the head of each access aisle to connect to AR	\$367.50	each	2	\$735.00	1	
2023	3	NWSRA office	Front Parking	Parking - Off Street	Remount signage to within 5" of the front of the stall	\$210.00	each	2	\$420.00	1	
2023	4	NWSRA office	Side Parking	Parking - Off Street	Reconfigure accessible stalls to avoid requiring pedestrians to cross vehicular way, in the alternative, leave as is with striped crosswalk  Provide a curb ramp at the head of each access aisle to connect to AR	\$367.50	each	1	\$367.50	1	
2023	6	NWSRA office	Side Parking	Parking - Off Street	Repair or correct slope of parking space and access aisle to max 2% in any direction	\$3,062.50	each	1	\$3,062.50	1	
2023	7	NWSRA office	Parking	Parking - Off Street	Repair or correct slope of parking space and access aisle to max 2% in any direction	\$3,062.50	each	1	\$3,062.50	1	
2023	8	NWSRA office	Parking	Parking - Off Street	Reconfigure accessible stalls to avoid requiring pedestrians to cross vehicular way, in the alternative, leave as is with striped crosswalk  Provide a curb ramp at the head of each access aisle to connect to AR	\$367.50	each	2	\$735.00	1	
2023	9	NWSRA office	Parking	Parking - Off Street	Correct or repair slope of stall to max 2% in any direction	\$3,062.50	each	1	\$3,062.50	1	
2023	11	NWSRA office	Parking	Parking - Off Street	Relocate stalls to be max 5' from the front of the stalls	\$25.00	each	5	\$125.00	1	
2023	12	NWSRA office	Parking	Parking - Off Street	Repair or correct slope of parking space and access aisle to max 2% in any direction	\$3,062.50	each	1	\$3,062.50	1	
2023	13	NWSRA office	Exterior Accessible Route	Accessible Routes	Correct or fill gaps to be max .5"	\$96.25	each	1	\$96.25	1	
2023	14	NWSRA office	Exterior Accessible Route	Ramps - (Not a Curb Ramp)	Provide handrail extensions that project 12" onto the ramp landing	\$217.00	each	2	\$434.00	1	
2023	15	NWSRA office	Exterior Accessible Route	Ramps - (Not a Curb Ramp)	Install handrails on both sides of the ramp	\$250.00	each	2	\$500.00	1	
2023	16	NWSRA office	Exterior Accessible Route	Accessible Routes	Correct or fill 1" gap along AR	\$96.25	each	1	\$96.25	1	
2023	17	NWSRA office	Exterior Accessible Route	Curb Ramps	Correct curb ramp slope to max 8.33%	\$1,015.00	sq ft	1	\$1,015.00	1	

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase	Progress
2023	18	NWSRA office	Exterior Accessible Route	Accessible Routes	Correct or fill 1" gap along AR	\$96.25	each	1	\$96.25	1	
2023	19	NWSRA office	Exterior Accessible Route	Curb Ramps	Correct curb ramp slope to max 8.33%	\$1,015.00	each	9	\$9,135.00	1	
2023	20	NWSRA office	Exterior Accessible Route	Curb Ramps	Enlarge top landing to be 36" deep and as wide as the ramp, or min. 36" width	\$875.00	each	1	\$875.00	1	
2023	21	NWSRA office	Exterior Accessible Route	Accessible Routes	Resurface route where deteriorating	\$1,500.00	lin ft	3	\$4,500.00	1	
2023	22	NWSRA office	Exterior Accessible Route	Accessible Routes	Correct or fill gaps along AR	\$96.25	each	1	\$96.25	1	
2023	27	NWSRA office	Elevator	Elevators & Lifts	Replace hardware with an operable part usable without a tight pinch or grasp	\$210.00	each	1	\$210.00	1	
2023	28	NWSRA office	Elevator	Elevators & Lifts	Program elevator car audible signals to chime once for up and twice for down, or replace audible chimes with verbal enunciator	\$200.00	each	1	\$200.00	1	
							<b>Total</b>		<b>\$31,886.50</b>		

# Compliant/ Technically Infeasible Items

2019-2023 ADA Transition Plan

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
Compliar	2	NWSRA office	Front Parking	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	5	NWSRA office	Side Parking	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	10	NWSRA office	Parking	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	26	NWSRA office	1st Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	38	NWSRA office	Second Floor Rooms	Accessible Routes	For deficit, leave as is, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here	\$0.00	each	1	\$0.00	1
Compliar	39	NWSRA office	Second Floor Rooms	Hazards	For deficit, leave as is, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here	\$350.00	each	0	\$0.00	1
Compliar	40	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	41	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	42	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	43	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	48	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	50	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	51	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	52	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	53	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	54	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	55	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	56	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	57	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	58	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	60	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	61	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	1
Compliar	62	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	63	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	64	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliar	66	NWSRA office	Second Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A

Year	Finding #	Site	Cite	Type of Correction	Recommendation	Price per unit	Unit Type	# of units	Total cost	Phase
Compliant	73	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	78	NWSRA office	3rd Floor Rooms	Hazards	For deficit, leave as is, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here	\$350.00	each	2	\$700.00	1
Compliant	80	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	81	NWSRA office	3rd Floor Rooms	Accessible Routes	For deficit, leave as is, employee work area pursuant to 2010 Standards 106.5 Defined Terms, until an employee with a disability works here	\$0.00	each	1	\$0.00	5
Compliant	86	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	88	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	89	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	90	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	91	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	92	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	93	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	95	NWSRA office	3rd Floor Rooms	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	104	NWSRA office	Stairs	Compliant (C)	None	\$0.00	N/A	0	\$0.00	5
Compliant	105	NWSRA office	Stairs	Compliant (C)	None	\$0.00	N/A	0	\$0.00	5
Compliant	106	NWSRA office	Stairs	Stairways	Correct riser heights on stairs to consistent height between 4" to 7", leave as is if technically infeasible	\$404.25	each	12	\$4,851.00	1
Compliant	107	NWSRA office	Stairs	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A
Compliant	108	NWSRA office	Stairs	Compliant (C)	None	\$0.00	N/A	0	\$0.00	N/A

Total

\$5,551.00



# **X. Information /Action Items**

[Return to home](#)



## Preliminary Notice of Illinois Municipal Retirement Fund Contribution Rate for Calendar Year 2019

Date April 2018

Employer name NORTHWEST SPEC REC ASSN

Employer No. 05436

**The employer rate below is based on a 10 year amortization period for most employers. Overfunded employers will receive a letter outlining options available to accelerate the amortization of their overfunding (which reduces rate) if they so choose.**

Your IMRF contribution rates on all earnings paid to IMRF members and employer rate in the 2019 calendar year are as follows:

<b>IMRF Contributions</b>	
<b>Regular</b>	
<b>Member Contributions</b> (tax-deferred) .....	4.50%
<b>Employer Contributions</b>	
<b>• Retirement Rate</b>	
Normal Cost .....	5.44%
Funding Adjustment <over> under .....	3.14%
Net Retirement Rate .....	8.58%
<b>• Other Program Benefits</b>	
Death.....	0.03%
Disability.....	0.08%
Supplemental Benefit Payment.....	0.62%
Early Retirement Incentive .....	0.00%
<b>• TOTAL EMPLOYER RATE</b> .....	<b>9.31%</b>

The Final Notice of IMRF Contribution Rates for Calendar Year 2019 will be posted in November 2018. If you have any questions regarding this preliminary rate notice, please contact the IMRF Employer Account Analyst at 1-800-ASK-IMRF.

**This is for information only and no action is required by the Board.**

NORTHWEST SPEC REC ASSN  
TRISHA D. BREITLOW, SUPERINTENDENT ADMIN SERVICES  
3000 CENTRAL RD Ste 205  
ROLLING MEADOWS IL 60008-2551



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

## **Northwest Special Recreation Association 2019 Committee/Task Force Assignments**

### **EXECUTIVE COMMITTEE**

**Jay Morgan, Chair**

**Ryan Risinger, Vice Chairman\*\***

**Diane Hilgers, Past Chair**

**Bret Fahnstrom, Personnel Committee Chair**

### **SPECIAL LEISURE SERVICES FOUNDATION**

Amy Charlesworth, Organizational Treasurer

Mike Clark

Tony LaFrenere

Diane Hilgers

### **PERSONNEL COMMITTEE**

**Bret Fahnstrom, Chair**

Craig Talsma

Jan Buchs

Rick Hanetho

Rita Fletcher

Dennis Stein

### **FINANCE COMMITTEE**

**Ryan Risinger, Chair**

Bob Dowling

Tom Busby

Bob O'Brien

Jim Jarog

Christina Ferraro

### **ADA COMPLIANCE PROJECT COMMITTEE**

Tom Pope

Doug Kettel

Ryan Risinger

Amy Charlesworth

Tracey Crawford

Andrea Griffin

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

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**NWSRA/SLSF  
Board Meeting Schedules - Calendar Year 2019**

**Northwest Special Recreation Association**

- |                    |  |
|--------------------|--|
| December 12, 2018  | Annual Meeting – Public Hearing for FY 2018 Budget (Second Wednesday) - Due to the Holiday Luncheon Meeting held @ Metropolis, Arlington Heights, IL |
| January 16, 2019   | Year in Review (Third Wednesday due to IPRA Conference)  |
| March 20, 2019     | (Third Wednesday)  |
| May 22, 2019       | (Fourth Wednesday)   |
| July 24, 2019      | (Fourth Wednesday)   |
| September 18, 2019 | (Third Wednesday due to NRPA Conference)   |
| November 13, 2019  | (Second Wednesday) – Due to the Thanksgiving Holiday   |
| December 11, 2019  | (Second Wednesday) – Due to the Holiday Luncheon Meeting held @ Holiday Luncheon location - Public Hearing for FY 2020 Budget                        |

NOTE: **All meetings will begin at 10:30 a.m.**, at Park Central, 3000 Central Road, Rolling Meadows, unless otherwise indicated.

**Special Leisure Services Foundation**

- |                  |   |
|------------------|---|
| January 22, 2019 | Annual Meeting (Third or Fourth Tuesday due to the IPRA Conference) |
| May 21, 2019     | (Third Tuesday)   |
| October 15, 2019 | (Third Tuesday)   |

December 11, 2019 Holiday Luncheon (Second Wednesday)

NOTE: **All meetings will begin at 3:30 p.m.**, at Park Central, 3000 Central Road, Rolling Meadows, unless otherwise indicated.

\*\*\*\*\*

Anyone who plans to attend a meeting, and who requires a special accommodation due to a disability, should contact NWSRA 48 hours in advance of the meeting.

Date: November 14, 2018

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

Re: IMRF Authorized Agent

---

In late September, the former Superintendent of Administrative Services, Trisha Brietlow resigned from her position as one of the IMRF Authorized Agents.

At this time, updating of the IMRF Authorized Agents Form needs to be completed. NWSRA is appointing the Authorized Agent to be the Executive Director, Tracey Crawford, with the secondary contact to be the Superintendent of Administrative Services, Darleen Negrillo.

**A motion to approve the IMRF Authorized Agent as presented.**



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME		EMPLOYER IMRF I.D. NUMBER	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME	FIRST NAME	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY			
DATE APPOINTMENT MADE (MM/DD/YYYY)	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY)	POSITION TITLE	
<p>Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 <b>removed</b> the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):</p> <p>To file Petition for Nominations of an Executive Trustee of IMRF    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>To cast a Ballot for Election of an Executive Trustee of IMRF    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>			
<b>X</b> SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, _____, do hereby certify that I am _____ <small>NAME</small> <span style="float: right;"><small>CLERK OR SECRETARY</small></span>			
of the _____ <small>NAME OF EMPLOYER</small>			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.			
BUSINESS ADDRESS			
CITY STATE AND ZIP + 4			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
FAX NO. (with Area Code)		EMAIL ADDRESS	

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

# ARLINGTON CLASSIC GOLF OUTING

Thursday, September 13, 2018



## Golf Course and Tee Gift Sponsor:



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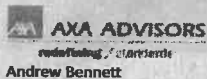
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## Dinner Sponsors:

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Retirement Planning Specialist



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# From the community: Celebrate Ability Gala supports adult day program



SLSF supporters Jay and Caroline Schaldecker at the Celebrate Ability Gala. (Posted by bselders, Community Contributor)

By **Community Contributor** bselders

SEPTEMBER 19, 2018, 1:07 PM

**H**ighlighting the individual accomplishments of thousands of children and adults with disabilities throughout the northwest suburbs, the Special Leisure Services Foundation's Celebrate Ability Gala will generate much needed funds to provide recreational opportunities through Northwest Special Recreation Association (NWSRA).

To celebrate the 25th anniversary of the Celebrate Ability Gala, Cathy Kendrigan, widow of NWSRA founder Kevin Kendrigan will serve as Honorary Chair.

Funding from the Impact Auction will support the expansion of PURSUIT, a collaborative adult day program for adults with disabilities who have transitioned out of high school. This collaboration between Clearbrook and NWSRA is structured around four core elements: Recreation & Leisure, Skills

ness. The success of the program illustrates s to address the specific needs of young rovides unique experiences for its

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participants through collaboration with local businesses and community organizations.

Diane Ross, mother of PURSUIT participant Lindsey Ross, stated "What's best about the PURSUIT program is that Lindsey gets to come here and make new friends and try new activities. I know that she's in a safe place with excellent caregivers."

The mission of SLSF is to support and promote outstanding opportunities through recreation for children and adults with disabilities as the fundraising arm of NWSRA. Through the collaboration between Clearbrook and NWSRA, adults with disabilities have the opportunity to make friends, have fun, go new places, learn new things, be included and celebrate their lives.

This program has grown exponentially over the last three years, as locations now exist in Rolling Meadows, Hanover Park and Mt. Prospect. As the waiting list for adult day program services continues to grow, NWSRA and Clearbrook look toward opening new sites to accommodate these individuals. Funds raised at the Gala will support the opening of a fourth location for the PURSUIT Adult Day Program. SLSF encourages donations, registrations or sponsorship of the Celebrate Ability Gala in order to continue to meet the needs of adults with disabilities throughout the northwest suburbs through the expansion of the PURSUIT Adult Day Program.

The event will be hosted on Friday, November 2 at the Wheeling Park District's Chevy Chase Country Club, 1000 N. Milwaukee Ave., Wheeling, IL. The event will begin at 6:30 p.m., and will include a silent auction, raffle, impact auction, dinner and dancing. Registration is \$125/individual. For more information or to register, visit [www.slsf.me](http://www.slsf.me) or contact Nanette Sowa at [nsowa@nwsra.org](mailto:nsowa@nwsra.org) or 847-392-2848, ext. 255.

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

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# A Multi-Sensory Success Story



By Andrea Griffin, CTRS, CPRP, CPE, Superintendent of Recreation, Northwest Special Recreation Association

As the diagnoses of autism, individuals with multiple disabilities and an ever-aging population continues to rise, the need for sensory integration that assists with improving the sensory and behavioral needs of clients and their families has become vital. In 2016, Northwest Special Recreation Association (NWSRA), located in Rolling Meadows, IL, opened the Snoezelen Sensory Room. Through technology and innovative design, the Snoezelen room is a controlled multi-sensory environment that helps to create a therapeutic alliance between the client and Certified Therapeutic Recreation Specialist (CTRS) as well as a safe place to develop life skills. NWSRA's vision is to provide meaningful, therapeutic and productive play in the Snoezelen Sensory Room through therapy sessions.

The goals of the sensory therapy are individualized and change from client to client. Each Sensory therapy session is unique to each client's needs. Certified Therapeutic Recreation Specialists (CTRS) work to create a balanced sensory life through goals related to:

- Physical Improvement: fine and gross motor
- Cognitive Improvement: problem solving and decision making
- Emotional Improvement: cooperation/ collaboration and increased confidence
- Affective Improvement: regulation of feelings and emotional expression

- Social Improvement: verbal and nonverbal communication
- Linguistic Improvement: utilizing descriptive and expressive language

The Snoezelen Sensory Room is designed to deliver stimuli to various senses and is used to provide multi-sensory or single sensory focus. Through allowing an individual to participate at their own free will in a safe environment, the CTRS will help maximize the individual's potential to focus, feel in control, make choices and reduce pain and anxiety both mentally and physically.

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***As the diagnoses of autism, individuals with multiple disabilities and an ever-aging population continues to rise, the need for sensory integration that assists with improving the sensory and behavioral needs of clients and their families has become vital.***

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The population that NWSRA serves rarely, if ever, are able to experience the world with all their senses. Limitations of behavioral issues, anxiety, pain and other issues create obstacles

to their enjoyment of life. Once inside the Snoezelen Sensory Room, these obstacles and barriers are removed so the individual can begin to learn how to process sensory input. Building and utilizing this room makes a world of difference to their lives.

To address the need for increased sensory integration options, NWSRA staff connected with professionals on local, state, national and international levels to find what was currently being done to address sensory integration and identify innovative solutions. A small research study carried out in Brussels, Belgium compared the behavior of nine adult clients with profound autism in both classroom and Snoezelen settings. Though individual results varied, the study claimed a 50% reduction in distress and stereotypical behavior, and seventy-five percent less aggression and self-injury in the Snoezelen environment. NWSRA identified Flaghouse, Inc. as a partner capable of implementation of the Snoezelen sensory environment. NWSRA staff worked closely with Flaghouse, Inc. to choose the appropriate sensory equipment that would provide the widest range of sensory integration options for therapists and their clients within the room.

Upon the completion of the project, NWSRA implemented one of the first Snoezelen certified sensory rooms for a Special Recreation Association (SRA) or Park District in the State



of Illinois. Through the use of the NWSRA Snoezelen Room, certified staff provide Sensory Therapy Programs. This is an innovative approach toward providing clients the unique tools needed to enhance and unlock their own abilities. Snoezelen therapy relates to the interdependence of both the space (the physical environment) and the “client-centered” approach of the therapist (the human connection). The specially designed sensory environment together with the input of the CTRS, changes can be initiated within individuals that experience sensory overload or sensory deprivation by controlling the sensory input, helping to reducing anxiety/pain (both physical and emotional), increase opportunities for focus and attention and modulate sensory related behaviors.

Snoezelen Sensory Therapy has been an overwhelming success for the community. One client experiences frequent small seizures that recur throughout the day. The small seizures often cause her to “zone out.” When she is in the sensory room staff have observed far less seizure activity and her ability to stay engaged has improved with use of the room and she stays focused for much longer.

A young adult with autism uses the Snoezelen Sensory Room daily for the last 20 minutes of his Adult Day Program. The room helps ease his transition from his day program to home, bringing his anxiety to level that is manageable. At times you may find him wrapped amongst bubble tubes paying close attention to the vibrations from the bubbles or draped in fiber optics, letting the pressure from the fiber optics hug him. Last year he became extremely ill and was in the hospital for months. Staff were able to send a video of the bubble tubes and the Snoezelen Sensory Room to him and his mom. His mom said it was the first smile she saw in weeks while he was in the hospital. He was so weak from being sick but he would watch the video of the bubble tubes / “his” sensory room over and over.

In terms of sustainability, Snoezelen Sensory Therapy sessions cover any ongoing maintenance of the room as well as staff costs through registration fees. Due to the enormous popularity of the Snoezelen Sensory Room within the community, the need for additional Snoezelen Rooms has become evident. To accommodate this expansion, NWSRA has worked closely with its fundraising arm, SLSF, to continue to engage donors, sponsors, foundations and other community partners to continue to build additional Snoezelen Sensory Rooms throughout its service area. Due to the success of fundraising efforts, NWSRA will be opening its second Snoezelen Room in Hanover Park, IL in 2018, and the third in Mt. Prospect in 2019.

To learn more about the NWSRA Snoezelen Sensory Room, visit [www.nwsra.org/imagine](http://www.nwsra.org/imagine).

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BE THE INSPIRATION

# Rotary Club of Buffalo Grove Weekly Bulletin

## Speakers

Oct 11, 2018

[Courtney McGovern](#)

Hopes In - Bringing Hope to Families in Guatemala

Oct 18, 2018

[Grant Recipient- Connect to Community - Linda Hall](#)

Grant Recipient - Journeys/The Road Home - Erica Whelan

Oct 25, 2018

[Elise Larsen & Debbie Taus-Barth](#)

Special Gifts Theater - Grant Recipient

Nov 01, 2018

[Business Meeting](#)

Nov 08, 2018

[Captain Quack, Bill Donahue](#)

Duck Appreciation Day

Nov 15, 2018

[Grant Recipient Salute, Inc. - Mary Beth Beiersdorf](#)

Grant Recipient Omni Youth Services-Chrissy Trilling-Raices

Nov 22, 2018

[Happy Thanksgiving - no meeting](#)

Nov 29, 2018

[Grant Recipient Willow House - Erin Leyden](#)

## Stories

### Last Week's Meeting



Last week two very worthy causes were given grants from our club for their great contributions to our community. Dallas Tomlin from Escorted Transportation

Service Northwest said that her organization is a 501(c)(3) nonprofit organization founded in 2006 with the single goal of providing reliable, volunteer-



based, escorted transportation for the seniors in our community to get to their crucial medical and dental appointments. Erica Sanko, a staff member from Northwest Special Recreation Association is the show coordinator for Broadway Buddies, a program that partners NWSRA and the Buffalo Grove Park District to develop increased opportunities for individuals with disabilities to immerse themselves into full community theater productions. Thank you to Deenie and the Community Grants Committee for their work in choosing the recipients of our grants.

Grant Recipient Indian Trails Library  
- Ryann Uden

**Next Outreach Project October 19**

[View entire list](#)

**Upcoming Events**

**Oktoberfest in October Beer Tasting**

Bowlero Buffalo Grove  
Oct 11, 2018  
5:30 PM – 8:30 PM

**Board Meeting**

Lou Malnati's  
Oct 18, 2018  
11:00 AM – 12:00 PM

**Board Meeting**

Lou Malnati's  
Nov 15, 2018  
11:00 AM – 12:00 PM

**Board Meeting**

Lou Malnati's  
Dec 20, 2018  
11:00 AM – 12:00 PM

**Board Meeting**

Lou Malnati's  
Jan 17, 2019  
11:00 AM – 12:00 PM

**Board Meeting**

Lou Malnati's  
Feb 21, 2019  
11:00 AM – 12:00 PM

**Board Meeting**

Lou Malnati's  
Mar 21, 2019  
11:00 AM – 12:00 PM

**Outreach Project for an NWSRA /PURSUIT field trip to assist adults with special needs.**

**Date: Friday, October 19th**

**Time: 10:30 to 1:30**

**Location: Didier Farms (Buffalo Grove and Aptakistic) meet there.**

**Please email Lisa if you are able to participate. [ldsiwek@comcast.net](mailto:ldsiwek@comcast.net)**

**Our Exchange Student, Dylan's, Wish List**

# TERRAZZO & MARBLE SUPPLY COMPANIES GOLF OUTING

To Benefit: **SLSF** **NWSRA**  
Special Leisure Services Foundation Northwest Special Recreation Association

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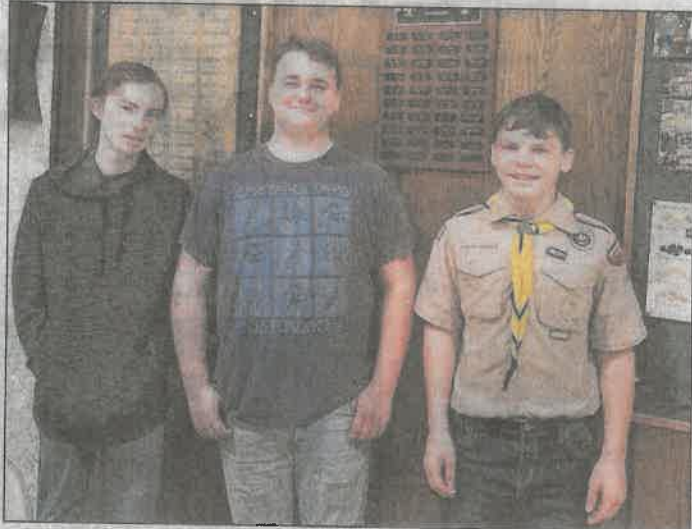
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COURTESY OF DEBRA WALUSIAK

Members of Boy Scout Troop 6 will host an "all you can eat" pancake and sausage breakfast from 8 a.m. to noon on Sunday, Nov. 4, at First Congregational UCC of Des Plaines. The breakfast will be held in Webster Hall at the church, 766 Graceland Ave. Cost is \$6 for dine-in and \$5 for carryout. Tickets are available in advance from a scout troop member or at the door. Raffle tickets also will be sold at \$1 each or six for \$5. For information, contact Victor Kelly at [vickelly@comcast.net](mailto:vickelly@comcast.net). Pictured, from left, are Troop 6 members Connor Thomas, AJ Almerigi and Zachary Yost.

RAH in their mission of support to students within District 211 facing homelessness through providing housing assistance, utility payments or school athletic and activity fee payments. Tickets \$50 through Oct. 31. Beginning Nov. 1, tickets cost \$60. Visit [www.d211foundation.org/rah-realtors-against-homelessness1](http://www.d211foundation.org/rah-realtors-against-homelessness1)

**Big Band Live Music:** 7 p.m. on the first Thursday of the month, Garden Terrace, 1000 Wellington Ave., Elk Grove Village. Listen to Switch Time Jazz group perform fun, upbeat jazz and move to the music on the dance floor. Delicious treats served. \$5 residents; \$7 nonresidents. Proceeds benefit the Sheila Ray Adult Center. For information, (847) 364-7224 or [\[groveparks.org\]\(http://groveparks.org\).](http://www.elk-</a></p></div><div data-bbox=)

**Celebrate Ability Gala:** 6:30-10:30 p.m. Friday, Nov. 2, Chevy Chase Country Club, 1000 N. Milwaukee Ave., Wheeling. Highlighting the individual accomplishments of thousands of children and adults with disabilities, the Special Leisure Services Foundation's Celebrate Ability Gala will generate much needed funds to provide recreational opportunities through NWSRA. \$125. For information and tickets, visit <https://e.givesmart.com/events/7yC>.

**Rockin' Shoppin' In The C.I.T.Y.:** 7:30-9:30 p.m. Friday, Nov. 2, We Rock The Spectrum Kids Gym, 553 E. Dundee Road, Palatine. Holiday shopping event features 20 plus

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