



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

May 27, 2020

10:30 a.m.

Virtual Board Meeting

<https://zoom.us/j/99026221900>

Call in number: 1 (312) 626-6799

Meeting ID: 990 2622 1900

Agenda

- I. Call to Order
Roll Call

- II. Introduction of Guests:
 1. Matt Beran – Lauterbach and Amen
 2. Michelle Bins – PFM Investments
 3. Celine Ehret – Intern 1
 4. Jessica Pelegrino – Intern 2
 5. Delaney Grimm – Intern 3
 6. Rohit Saluja – Intern 4
 7. Rebecca Uhrich – SLSF Intern
 8. Cortney Lucente- 5 Year Recognition

- III. Public Comment

- IV. Approval of Agenda

- V. Approval of Consent Agenda – Pages – 3-46
 - A. Approval of Minutes, April 29, 2020
 - B. NWSRA Financial Reports, March 31, 2020 & April 30, 2020
 1. PFM Account Statement
 2. NWSRA & SLSF Organizational Cash Overview
 3. NWSRA Budget vs. Actual
 4. SLSF Budget vs. Actual
 5. NWSRA Balance Sheets
 6. SLSF Balance Sheets
 7. Benjamin F Edwards Account Statement
 - C. Warrant:
 1. #4 dated April 30, 2020 - \$130,551.62
 2. #5 dated May 22, 2019 - \$48,906.72
 - D. Bi-Weekly Payroll: -
 1. Pay Period Ending – 03/01/20 \$ 104,668.84
 2. Pay Period Ending – 03/15/20 \$ 102,101.91
 3. Pay Period Ending – 03/29/20 \$ 77,158.71
 4. Pay Period Ending – 04/12/20 \$ 75,958.80
 5. Pay Period Ending – 04/26/20 \$ 76,415.37
 - E. ADA Compliance Projects:
 1. Rolling Meadows: \$50,241.00
 - A. West Meadows Ice Arena – Sidewalks, Curbs, Gutters, Pavement - \$22,468
 - B. Campbell South to Kimball Hill Park – Bike Path - \$21,273
 - C. Playground Mulch - \$6,500
 2. Arlington Heights: \$2,895,672

An extension of the local park districts serving

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

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- A. Olympic Indoor Swim Center - Various Projects*
- 3. Mount Prospect: \$155,127.97
 - A. Rec Plex
 - I. Playgrounds - \$99,267.97
 - II. Accessible Routes - \$55,860

* **Details can be found on Directors Site**

- VI. Correspondence
 - A. Written
 - B. Oral
- VII. Staff Reports – Pages – 47-67
 - A. Program Report
 - B. Marketing and P/R Report
 - 1. 1st Quarter Outreach Report
 - C. SLSF
 - D. 1st Quarter Financial Reports - Oral
 - E. 1st Quarterly Agency/Directors Goals Update
- VIII. Old Business – Pages – 68-75
 - A. NWSRA Project Updates
 - 1. Community Sensory Garden at Hanover Park
 - B. NWSRA Programming Spaces 4 & 5
 - 1. Wheeling
 - 2. Buffalo Grove
 - C. Other
- IX. New Business – Pages – 76-102
 - A. NWSRA Audit
 - Presented by Matt Beran, Lauterbach and Amen
 - B. PFM Investment Update – Presented by Michelle Bins - Oral
 - C. Fund Balance and Net Surplus Recommendations for FY2020
 - D. COVID-19 Update
 - 1. Spring Survey Virtual Program Results
 - 2. Spring Virtual Program Statistics
 - 3. General Recreational Therapy Program Comparison (Spring 2019-2020)
 - 4. Day Camp Statistics
 - 5. Summer Programs Marketing and Public Relations
 - 6. Unemployment Numbers
 - 7. Supporting Inclusion
 - 8. Implementing Small Group Programming during COVID-19
 - E. Return to Work Process
 - 1. Return to Work Policy Draft
 - 2. Return to Work Timeline for Full Time Staff
 - 3. Return to Work job reassignments
 - F. Other
- X. Information/Action Items – Pages – 103-108
 - A. Member District Annual Assessment Payment Cycle Analysis
 - B. Other
- XI. Closed Session
 - A. Section 2(c)(21) Semi-annual Review of Executive Session Minutes
- XII. Action as a result of Closed Session – Pages 109-111
 - B. Resolution R2020-11 Closed Session
- XIII. Adjournment

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V. Consent Agenda

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD VIA VIRTUAL BOARD MEETING,
<https://zoom.us/j/95128090086>
CALL IN NUMBER: 1(312) 626-6799, MEETING ID: 951 2809 0086
ON THE 29th DAY OF APRIL, 2020 AT 10:30 A.M.**

Chairman Risinger called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk 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; Kevin Romjeko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Mike Clark

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

Approval of Agenda

Trustee Talsma asked the Board to make a motion to move the COVID-19 update, with regard to the payment of staff, to Executive Session. Bob O'Brien seconded the motion. Upon Voice Vote, the motion carried. Chairman Risinger asked for a motion to approve the amended agenda dated April 29, 2020. Trustee Talsma made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion carried.

Mike Clark arrived via zoom at 10:38 a.m.

Approval of Minutes

Chairman Risinger asked for a motion to approve the Minutes dated April 15, 2020. Trustee Janda made the motion and Trustee Fahnstrom seconded the motion. Upon voice vote, the motion carried.

New Business

Ratify Vote to amend ending date from April 29 to May 3

Executive Director Crawford explained to the Board, that upon conclusion of the Board Meeting on April 15, 2020, several Board members made suggestion to not align Pay Approval with Board meeting dates and rather, align them with Pay Period Ending dates. It was then suggested, that an electronic vote take place and if needed, ratify the vote to the appropriate date. An electronic vote took place on April 16, 2020, to extend the approved payment for the 41 remaining staff from April 29th to May 3rd to align with NWSRA's Pay Period Ending Dates. The

results of that vote are as follows: 16 AYA's. 0 NAY's and 1 absence. Director Crawford asked for a motion to approve the ratification. Trustee Talsma made the motion and Trustee Clark seconded the motion. Upon roll being called, the vote was as follows:

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

NAY: None

The motion carried.

1st Quarter Financial Report

Executive Director Crawford reviewed the quarterly report with the Board. There were no questions as this time.

NWSRA FY2020 COVID-19 Financial Report

Executive Director Crawford reviewed the quarterly COVID-19 financial report with the Board. Staff really focused on April and May and broke down revenue and expenses, during this specific time. Staff went through line item-by-line item explaining budget cuts and overages. Expenses are rental expenses, currently not paying rent, transportation is drastically down. Part time staff and inclusion aids have been laid off until further notice. Full time staff are filling those holes with one on one virtual programming, and recreational therapy times, as well as group virtual programming. Only had to purchase cooking supplies for programming as staff are utilizing items we currently own. There are no mileage expenses. There is full time staff salary savings due to four full time positions that will remain open until some type of normalcy returns. If NWSRA is able to have camp, full time staff will be utilized. There will be a charge for virtual programming in the fall. Director Crawford also mentioned that some participants may not be able to wear masks. Trustee LaFrenere asked for a percentage of participants that will not be able to wear a mask. Director Crawford responded that it would be very hard to know that. Front office staff are calling participant family's, to have them work on hand washing as well as wearing masks.

Trustee Talsma asked if the financials were the same financials initially reported to the Board and also asked about the credits lists. Trustee Talsma also questioned NWSRA working on a Cash vs. Accrual accounting basis, and if credits for cancelled programs and other future expenditures/receivables should be reflected in Quarterly financial reports. Director Crawford reminded the Board that the document is our internal budget-working document. After some discussion, Director Crawford suggested that she set up a meeting with Trustee Talsma and any other Board Member that would like to attend, to adjust the report to further align with what Trustee Talsma is suggesting. Trustee Talsma will meet with Director Crawford and staff to adjust the report to more accurately reflect the financial status.

COVID-19 Update

At this time, Executive Director Crawford, Superintendent Selders, Superintendent Negrillo, Superintendent Griffin and Superintendent Hubsch presented the COVID-19 Update presentation, outlining all that staff have done during the pandemic. Trustee Clark asked for a plan to be prepared to outline the possibility of a delay in payment of property tax payments to park districts. Trustee O'Brien and Trustee Talsma agreed that a plan should be developed for

FY2021. Trustee Talsma also suggested an Amended FY2020 Budget be prepared as well as a FY2021 budget, and they be prepared and presented at the same time. Trustee Clark and Trustee Talsma will also assist in this process. Trustee Janda also mentioned that the Levy Reports are also delayed a month. Director Crawford informed the Board that if the EAV reports are delayed NWSRA will shift timelines to adjust.

Trustee Fletcher praised the staff of NWSRA for an outstanding job.

Upon conclusion of the NWSRA COVID-19 update, excluding the personnel section, staff were dismissed from the Board Meeting. Jessica Vasalos, remained, as recording secretary.

Chairman Risinger made a motion to enter into Executive Session at 11:42 am, Trustee Talsma made the motion and Trustee Fullerton seconded the motion. Upon voice vote, the motion carried.

Chairman Risinger asked for a motion to move back into open meeting. Trustee O'Brien made the motion and Trustee Talsma seconded the motion. Upon voice vote, the motion carried

Action as a Result of Closed Session

Chairman Risinger reported that Executive Director Crawford has the authority to move forward with staffing as she sees fit. Director Crawford has the authority to do so, as the Executive Director, with full support of the NWSRA Board, no motion is necessary.

Adjournment

After no further business, Chairman Risinger called for a motion to adjourn. Trustee Buchs made the motion and Trustee Janda seconded the motion to adjourn the April 29, 2020, Emergency Board meeting at 12:18 p.m. Upon voice vote, the motion carried.

Secretary



Account Statement - Transaction Summary

For the Month Ending **March 31, 2020**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	45,853.53
Purchases	205,991.97
Redemptions	(199.87)
Unsettled Trades	0.00
Change in Value	0.00

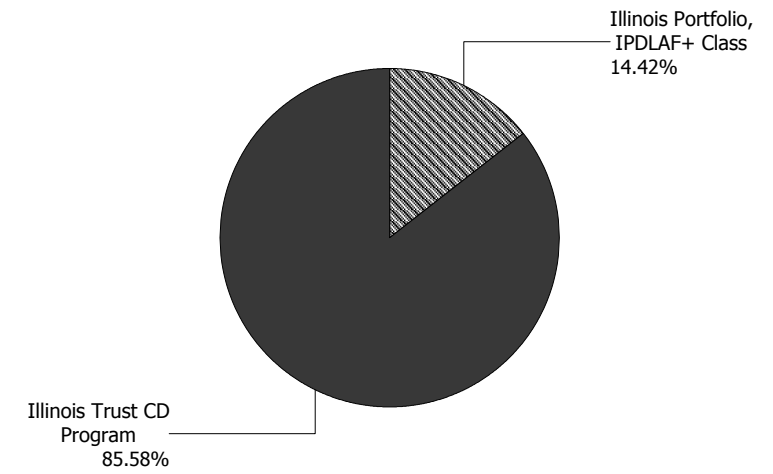
Closing Market Value	\$251,645.63
Cash Dividends and Income	191.97

Illinois Trust CD Program	
Opening Market Value	1,694,000.00
Purchases	0.00
Redemptions	(200,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$1,494,000.00
Cash Dividends and Income	5,800.00

Asset Summary		
	March 31, 2020	February 29, 2020
Illinois Portfolio, IPDLAF+ Class	251,645.63	45,853.53
Illinois Trust CD Program	1,494,000.00	1,694,000.00
Total	\$1,745,645.63	\$1,739,853.53

Asset Allocation





Account Statement - Transaction Summary

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

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class

Opening Market Value	251,645.63
Purchases	138,747.83
Redemptions	(135,197.58)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$255,195.88**

Cash Dividends and Income 170.33

Illinois Trust CD Program

Opening Market Value	1,494,000.00
Purchases	135,000.00
Redemptions	(135,000.00)
Unsettled Trades	0.00
Change in Value	0.00

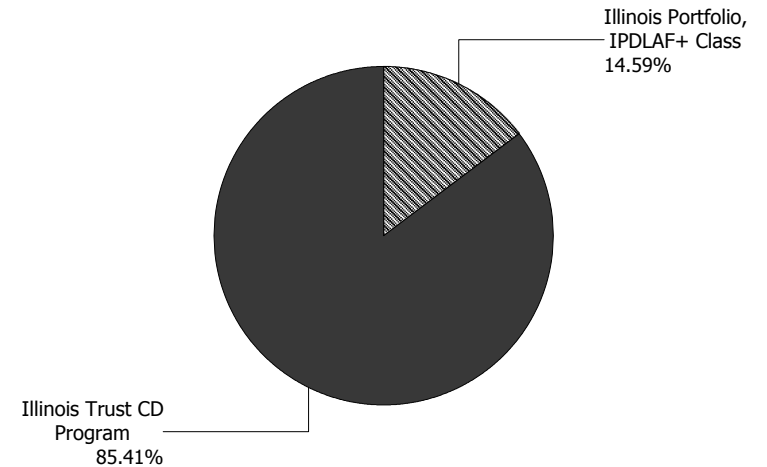
Closing Market Value **\$1,494,000.00**

Cash Dividends and Income 3,577.50

Asset Summary

	April 30, 2020	March 31, 2020
Illinois Portfolio, IPDLAF+ Class	255,195.88	251,645.63
Illinois Trust CD Program	1,494,000.00	1,494,000.00
Total	\$1,749,195.88	\$1,745,645.63

Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW MARCH 31, 2020

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	423,136	148,982	572,118
	OPER/MMA (Village Bank & Trust)	1,043,243	50,668	1,093,911
	IPDLAF	57,081	0	57,081
	FLEX SPENDING CHECKING	13,475	0	13,475
	CASH BANKS	0	0	0
	TOTAL	<u>1,537,435</u>	<u>199,799</u>	<u>1,737,234</u>
<u>RESERVES: INVESTMENTS</u>				
	BF EDWARDS	0	1,123,350	1,123,350
	PFM Asset Management	1,745,646	0	1,745,646
	TOTAL	<u>1,745,646</u>	<u>1,123,350</u>	<u>2,868,996</u>
<u>RESERVES:</u>				
	<u>OPERATING</u>			
	MAX SAFE 1 (Village Bank & Trust)	1,502,120		1,502,120
	<u>CAPITAL</u>			
	MAX SAFE 2 (Village Bank & Trust)	473,277		473,277
	TOTAL	<u>1,975,397</u>		<u>1,975,397</u>
<u>TOTAL CASH & RESERVES</u>				
	March 31, 2020	<u>\$ 5,258,477</u>	<u>\$ 1,323,149</u>	<u>\$ 6,581,626</u>
 <u>TOTAL CASH & RESERVES</u>				
	March 31, 2019			
	CASH	\$ 2,053,427	\$ 402,081	\$ 2,455,508
	RESERVES - OPER	1,495,915		1,495,915
	RESERVES - CAP	186,708		186,708
	RESERVES - INVEST	1,405,702	1,155,973	2,561,675
		<u>\$ 5,141,752</u>	<u>\$ 1,558,054</u>	<u>\$ 6,699,806</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW APRIL 30, 2020

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	581,647	155,628	737,276
	OPER/MMA (Village Bank & Trust)	780,797	50,761	831,558
	IPDLAF	79,531	0	79,531
	FLEX SPENDING CHECKING	13,179	0	13,179
	CASH BANKS	0	0	0
	TOTAL	<u>1,455,655</u>	<u>206,539</u>	<u>1,662,194</u>
<u>RESERVES: INVESTMENTS</u>				
	BF EDWARDS	0	1,185,388	1,185,388
	PFM Asset Management	1,749,196	0	1,749,196
	TOTAL	<u>1,749,196</u>	<u>1,185,388</u>	<u>2,934,584</u>
<u>RESERVES:</u>				
	<u>OPERATING</u>			
	MAX SAFE 1 (Village Bank & Trust)	1,503,360		1,503,360
	<u>CAPITAL</u>			
	MAX SAFE 2 (Village Bank & Trust)	473,667		473,667
	TOTAL	<u>1,977,027</u>		<u>1,977,027</u>
<u>TOTAL CASH & RESERVES</u>				
	April 30, 2020	<u>\$ 5,181,878</u>	<u>\$ 1,391,926</u>	<u>\$ 6,573,804</u>
 <u>TOTAL CASH & RESERVES</u>				
	April 30, 2019			
	CASH	\$ 2,152,214	\$ 406,838	\$ 2,559,053
	RESERVES - OPER	1,498,915		1,498,915
	RESERVES - CAP	187,082		187,082
	RESERVES - INVEST	1,408,688	1,175,678	2,584,366
		<u>\$ 5,246,899</u>	<u>\$ 1,582,516</u>	<u>\$ 6,829,416</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2020

(A) BUDGET VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	654,353	933,119	278,766	447,244	327,942	(119,302)	207,109	605,176	398,067
February	441,027	204,336	(236,691)	483,907	363,031	(120,876)	(42,879)	(158,695)	(115,816)
March	833,725	210,011	(623,714)	494,743	301,713	(193,030)	338,982	(91,702)	(430,684)
April	470,775		(470,775)	536,656		(536,656)	(65,880)	0	65,880
May	1,137,649		(1,137,649)	478,076		(478,076)	659,573	0	(659,573)
June	691,609		(691,609)	543,088		(543,088)	148,521	0	(148,521)
July	82,629		(82,629)	570,684		(570,684)	(488,055)	0	488,055
August	390,698		(390,698)	692,406		(692,406)	(301,708)	0	301,708
September	175,943		(175,943)	498,575		(498,575)	(322,632)	0	322,632
October	666,706		(666,706)	554,571		(554,571)	112,135	0	(112,135)
November	493,824		(493,824)	558,390		(558,390)	(64,566)	0	64,566
December	236,569		(236,569)	499,853		(499,853)	(263,285)	0	263,285
TOTAL YTD	1,929,106	1,347,466	(581,640)	1,425,894	992,686	(433,208)	503,212	354,780	(148,432)

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,182,193	605,176	(21,220)	(202,154)	1,650 a.	5,565,645
February	5,565,645	(158,695)	0	4,082	1,255 a.	5,412,286
March	5,412,286	(91,702)	0	4,082	1,944 a.	5,326,611
April	5,326,611	0			a.	5,326,611
May	5,326,611	0			a.	5,326,611
June	5,326,611	0			a.	5,326,611
July	5,326,611	0			a.	5,326,611
August	5,326,611	0			a.	5,326,611
September	5,326,611	0			a.	5,326,611
October	5,326,611	0			a.	5,326,611
November	5,326,611	0			a.	5,326,611
December	5,326,611	0			a.	5,326,611

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

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

APRIL 30, 2020

**(A) BUDGET
 VS ACTUAL**

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	654,353	933,119	278,766	447,244	327,942	(119,302)	207,109	605,176	398,067
February	441,027	204,336	(236,691)	483,907	363,031	(120,876)	(42,879)	(158,695)	(115,816)
March	833,725	210,011	(623,714)	494,743	302,231	(192,512)	338,982	(92,220)	(431,203)
April	470,775	184,446	(286,330)	536,656	263,855	(272,800)	(65,880)	(79,410)	(13,529)
May	1,137,649		(1,137,649)	478,076		(478,076)	659,573	0	(659,573)
June	691,609		(691,609)	543,088		(543,088)	148,521	0	(148,521)
July	82,629		(82,629)	570,684		(570,684)	(488,055)	0	488,055
August	390,698		(390,698)	692,406		(692,406)	(301,708)	0	301,708
September	175,943		(175,943)	498,575		(498,575)	(322,632)	0	322,632
October	666,706		(666,706)	554,571		(554,571)	112,135	0	(112,135)
November	493,824		(493,824)	558,390		(558,390)	(64,566)	0	64,566
December	236,569		(236,569)	499,853		(499,853)	(263,285)	0	263,285
TOTAL YTD	2,399,881	1,531,912	(867,969)	1,962,549	1,257,060	(705,489)	437,332	274,852	(162,480)

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,182,193	605,176	(83,823)	(208,139)	1,650 a.	5,497,057
February	5,497,057	(158,695)	0	4,082	1,255 a.	5,343,698
March	5,343,698	(92,220)	0	4,082	1,944 a.	5,257,504
April	5,257,504	(79,410)	0	4,082	(753) a.	5,181,423
May	5,181,423	0			a.	5,181,423
June	5,181,423	0			a.	5,181,423
July	5,181,423	0			a.	5,181,423
August	5,181,423	0			a.	5,181,423
September	5,181,423	0			a.	5,181,423
October	5,181,423	0			a.	5,181,423
November	5,181,423	0			a.	5,181,423
December	5,181,423	0			a.	5,181,423

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

THREE MONTHS ENDING MARCH 31, 2020

	<u>2020</u>			<u>2019</u> <u>PRIOR YR ACTUAL</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER</u> <u>(UNDER)</u>	
<u>REVENUE</u>				
GRANTS	16,500	8,167	8,333	167,658
RESTRICTED FUNDRAISING	4,641	8,450	(3,809)	4,436
RESTRICTED DONATIONS	3,640	2,500	1,140	4,600
UNRESTRICTED FUNDRAISING	49,042	58,760	(9,718)	54,535
UNRESTRICTED DONATIONS	11,981	22,800	(10,819)	14,928
INVESTMENT TRANSFER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>85,805</u>	<u>100,677</u>	<u>(14,872)</u>	<u>246,158</u>
<u>EXPENDITURES</u>				
ADMINISTRATION	6,900	12,612	(5,713)	8,876
RESTRICTED FUNDRAISING	530	1,500	(971)	1,229
UNRESTRICTED FUNDRAISING	26,501	14,580	11,921	11,696
GRANTS GIVEN	<u>51,165</u>	<u>75,000</u>	<u>(23,835)</u>	<u>5,976</u>
TOTAL EXPENSES	<u>85,095</u>	<u>103,692</u>	<u>(18,597)</u>	<u>27,777</u>
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	<u>708</u>	<u>(3,016)</u>	<u>3,725</u>	<u>218,382</u>
<u>INVESTMENT INCOME (LOSS)</u>	<u>(123,782)</u>	<u>438</u>	<u>(120,495)</u>	<u>74,830</u>
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	<u>\$ (123,073)</u>	<u>\$ (2,578)</u>	<u>\$ (116,769)</u>	<u>\$ 293,212</u>

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2020

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	32,896	30,397	(2,499)	8,279	7,001	(1,279)	24,617	23,397	(1,220)
February	46,429	(6,398)	(52,827)	12,754	24,066	11,312	33,675	(30,464)	(64,139)
March	21,789	(61,976)	(83,766)	82,659	54,029	(28,630)	(60,870)	(116,005)	(55,135)
April	180,918	(180,918)	(180,918)	36,034	(36,034)	(36,034)	144,884	0	(144,884)
May	50,283	(50,283)	(50,283)	130,013	(130,013)	(130,013)	(79,730)	0	79,730
June	35,701	(35,701)	(35,701)	39,154	(39,154)	(39,154)	(3,453)	0	3,453
July	198,818	(198,818)	(198,818)	24,104	(24,104)	(24,104)	174,714	0	(174,714)
August	52,988	(52,988)	(52,988)	25,015	(25,015)	(25,015)	27,973	0	(27,973)
September	55,548	(55,548)	(55,548)	25,191	(25,191)	(25,191)	30,357	0	(30,357)
October	36,848	(36,848)	(36,848)	182,558	(182,558)	(182,558)	(145,710)	0	145,710
November	47,628	(47,628)	(47,628)	94,414	(94,414)	(94,414)	(46,786)	0	46,786
December	26,568	(26,568)	(26,568)	118,873	(118,873)	(118,873)	(92,304)	0	92,304
TOTAL YTD	101,114	(37,978)	(139,092)	103,692	85,095	(18,597)	(2,578)	(123,073)	(120,495)

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,443,749	23,397	-	-	(1,523)	1,465,622
February	1,465,622	(30,464)	-	-	3,029	1,438,187
March	1,438,187	(116,005)	-	-	741	1,322,923
April	1,322,923	-	-	-	-	1,322,923
May	1,322,923	-	-	-	-	1,322,923
June	1,322,923	-	-	-	-	1,322,923
July	1,322,923	-	-	-	-	1,322,923
August	1,322,923	-	-	-	-	1,322,923
September	1,322,923	-	-	-	-	1,322,923
October	1,322,923	-	-	-	-	1,322,923
November	1,322,923	-	-	-	-	1,322,923
December	1,322,923	-	-	-	-	1,322,923

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

FOUR MONTHS ENDING APRIL 30, 2020

	<u>2020</u>			2019 <u>PRIOR YR ACTUAL</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	
<u>REVENUE</u>				
GRANTS	16,500	15,639	861	166,825
RESTRICTED FUNDRAISING	5,966	15,250	(9,284)	10,216
RESTRICTED DONATIONS	3,640	3,333	307	4,600
UNRESTRICTED FUNDRAISING	50,367	70,210	(19,843)	73,670
UNRESTRICTED DONATIONS	16,217	27,017	(10,800)	20,146
INVESTMENT TRANSFER	0	150,000	(150,000)	0
TOTAL REVENUE	<u>92,691</u>	<u>281,449</u>	<u>(188,758)</u>	<u>275,458</u>
<u>EXPENDITURES</u>				
ADMINISTRATION	7,089	23,417	(16,327)	13,929
RESTRICTED FUNDRAISING	530	2,020	(1,491)	1,349
UNRESTRICTED FUNDRAISING	26,501	16,290	10,211	12,795
GRANTS GIVEN	51,165	98,000	(46,835)	27,720
TOTAL EXPENSES	<u>85,285</u>	<u>139,727</u>	<u>(54,442)</u>	<u>55,792</u>
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	<u>7,405</u>	<u>141,722</u>	<u>(134,316)</u>	<u>219,665</u>
<u>INVESTMENT INCOME (LOSS)</u>	<u>(61,326)</u>	<u>583</u>	<u>(61,909)</u>	<u>95,055</u>
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	<u>\$ (53,920)</u>	<u>\$ 142,306</u>	<u>\$ (196,225)</u>	<u>\$ 314,720</u>

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

APRIL 30, 2020

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	32,896	30,397	(2,499)	8,279	7,001	(1,279)	24,617	23,397	(1,220)
February	46,429	(6,398)	(52,827)	12,754	24,066	11,312	33,675	(30,464)	(64,139)
March	21,789	(61,976)	(83,766)	82,659	54,029	(28,630)	(60,870)	(116,005)	(55,135)
April	180,918	69,343	(111,575)	36,034	190	(35,845)	144,884	69,153	(75,731)
May	50,283		(50,283)	130,013		(130,013)	(79,730)	0	79,730
June	35,701		(35,701)	39,154		(39,154)	(3,453)	0	3,453
July	198,818		(198,818)	24,104		(24,104)	174,714	0	(174,714)
August	52,988		(52,988)	25,015		(25,015)	27,973	0	(27,973)
September	55,548		(55,548)	25,191		(25,191)	30,357	0	(30,357)
October	36,848		(36,848)	182,558		(182,558)	(145,710)	0	145,710
November	47,628		(47,628)	94,414		(94,414)	(46,786)	0	46,786
December	26,568		(26,568)	118,873		(118,873)	(92,304)	0	92,304
TOTAL YTD	282,032	31,365	(250,667)	139,727	85,285	(54,442)	142,306	(53,920)	(196,225)

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,443,749	23,397	-	-	(1,523)	1,465,622
February	1,465,622	(30,464)	-	-	3,029	1,438,187
March	1,438,187	(116,005)	-	-	741	1,322,923
April	1,322,923	69,153	-	-	(326)	1,391,750
May	1,391,750	-	-	-	-	1,391,750
June	1,391,750	-	-	-	-	1,391,750
July	1,391,750	-	-	-	-	1,391,750
August	1,391,750	-	-	-	-	1,391,750
September	1,391,750	-	-	-	-	1,391,750
October	1,391,750	-	-	-	-	1,391,750
November	1,391,750	-	-	-	-	1,391,750
December	1,391,750	-	-	-	-	1,391,750

Northwest Special Recreation Association

05/20/20

Balance Sheet

Accrual Basis

As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Govt Ckg II - Flex Spending	13,474.95
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	423,136.00
10700 · IPDLAF+	56,562.34
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,694,000.00
11200 · PFM Investments Hold Account - Other	51,645.63
Total 11200 · PFM Investments Hold Account	1,745,645.63
11500 · VB&T Operating/MM Account	1,043,242.82
11650 · MAX SAFE 1 (Village Bank&Trust)	1,502,120.02
11660 · MAX SAFE 2 (Village Bank&Trust)	473,276.65
11800 · Credit Card - American Express	314.50
11810 · Credit Card - Discover	-51.00
11820 · Credit Card - MasterCard	-396.00
11830 · Credit Card - Visa	289.00
11840 · MC/VISA On-Line	-611.00
Total Checking/Savings	5,257,503.91
Accounts Receivable	
12000 · Accounts Receivable	-16,904.12
Total Accounts Receivable	-16,904.12
Other Current Assets	
12100 · INTEREST RECEIVABLE	25,681.71
12200 · PREPAID EXPENSES	225.35
12300 · Prepaid Lease	7,892.89
Total Other Current Assets	33,799.95
Total Current Assets	5,274,399.74
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	637,845.00
13110 · Accum.Depre- Equipment	-242,243.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,507,273.00
Total Fixed Assets	1,564,103.00
TOTAL ASSETS	6,838,502.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	2,152.90
Total Accounts Payable	2,152.90

Northwest Special Recreation Association

05/20/20

Balance Sheet

Accrual Basis

As of March 31, 2020

	<u>Mar 31, 20</u>
Other Current Liabilities	
21300 · Accounts Payable Monthly	57.00
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	790.09
22100 · FSA WH/PYMTS	10,755.00
22200 · AFLAC W/H PMTS	244.31
22300 · ICMA-RC WH PMTS	3,019.32
Total Other Current Liabilities	<u>15,115.72</u>
Total Current Liabilities	17,268.62
Long Term Liabilities	
22500 · ACCRUED VACATION	90,661.00
Total Long Term Liabilities	<u>90,661.00</u>
Total Liabilities	107,929.62
Equity	
29500 · Retained Earnings	4,812,209.92
29550 · INVESTMENT IN CAPITAL ASSETS	1,564,102.00
Net Income	354,261.20
Total Equity	<u>6,730,573.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,838,502.74</u></u>

Northwest Special Recreation Association

Balance Sheet

As of April 30, 2020

05/14/20

Accrual Basis

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Govt Ckg II - Flex Spending	13,178.97
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	581,647.33
10700 · IPDLAF+	79,531.48
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,694,000.00
11200 · PFM Investments Hold Account - Other	55,195.88
Total 11200 · PFM Investments Hold Account	<u>1,749,195.88</u>
11500 · VB&T Operating/MM Account	780,797.34
11650 · MAX SAFE 1 (Village Bank&Trust)	1,503,359.58
11660 · MAX SAFE 2 (Village Bank&Trust)	473,667.20
11800 · Credit Card - American Express	314.50
11810 · Credit Card - Discover	-51.00
11820 · Credit Card - MasterCard	-396.00
11830 · Credit Card - Visa	289.00
11840 · MC/VISA On-Line	-611.00
Total Checking/Savings	<u>5,181,423.28</u>
Accounts Receivable	
12000 · Accounts Receivable	-16,904.12
Total Accounts Receivable	<u>-16,904.12</u>
Other Current Assets	
12100 · INTEREST RECEIVABLE	25,681.71
12200 · PREPAID EXPENSES	65.00
12300 · Prepaid Lease	3,971.65
Total Other Current Assets	<u>29,718.36</u>
Total Current Assets	<u>5,194,237.52</u>
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	637,845.00
13110 · Accum.Depre- Equipment	-242,243.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,507,273.00
Total Fixed Assets	<u>1,564,103.00</u>
TOTAL ASSETS	<u><u>6,758,340.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	2,152.90
Total Accounts Payable	<u>2,152.90</u>
Other Current Liabilities	
21300 · Accounts Payable Monthly	57.00
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	790.09
22100 · FSA WH/PYMTS	11,974.90
22200 · AFLAC W/H PMTS	181.91
22300 · ICMA-RC WH PMTS	1,109.23
Total Other Current Liabilities	<u>14,363.13</u>

Northwest Special Recreation Association

Balance SheetAs of April 30, 2020

	<u>Apr 30, 20</u>
Total Current Liabilities	16,516.03
Long Term Liabilities	
22500 · ACCRUED VACATION	<u>90,661.00</u>
Total Long Term Liabilities	<u>90,661.00</u>
Total Liabilities	107,177.03
Equity	
29500 · Retained Earnings	4,812,209.92
29550 · INVESTMENT IN CAPITAL ASSETS	1,564,102.00
Net Income	<u>274,851.57</u>
Total Equity	<u>6,651,163.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,758,340.52</u></u>

Special Leisure Services Foundation
Balance Sheet
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	148,981.69
10800 · VB&T MMA	50,667.79
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	190,212.13
11300 · BENJAMIN EDWARDS - Other	933,137.85
Total 11300 · BENJAMIN EDWARDS	1,123,349.98
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	372.00
11830 · Credit Card - Visa	-458.21
11840 · Credit Card - On-Line	-125.00
Total Checking/Savings	1,322,923.35
Other Current Assets	
12200 · Event Deposits	2,000.00
12400 · Interest Receivable	1,554.64
Total Other Current Assets	3,554.64
Total Current Assets	1,326,477.99
TOTAL ASSETS	1,326,477.99
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,174,315.82
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	-123,072.88
Total Equity	1,326,477.99
TOTAL LIABILITIES & EQUITY	1,326,477.99

Special Leisure Services Foundation
Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	155,628.19
10800 · VB&T MMA	50,760.53
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	190,562.35
11300 · BENJAMIN EDWARDS - Other	994,825.35
Total 11300 · BENJAMIN EDWARDS	1,185,387.70
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	372.00
11830 · Credit Card - Visa	-408.21
11840 · Credit Card - On-Line	-125.00
Total Checking/Savings	1,391,750.31
Other Current Assets	
12200 · Event Deposits	2,000.00
12400 · Interest Receivable	1,880.96
Total Other Current Assets	3,880.96
Total Current Assets	1,395,631.27
TOTAL ASSETS	1,395,631.27
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,174,315.82
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	-53,919.60
Total Equity	1,395,631.27
TOTAL LIABILITIES & EQUITY	1,395,631.27



BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

One North Brentwood Blvd., Suite 850
Saint Louis, MO 63105

314-726-1600

* 0068157 03 AV 0.386 03 TR 00391 X109PD07 100000

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



March 1, 2020 - March 31, 2020
Account Number: ~~XXXXXXXX~~

Your Financial Advisor is:

HANSON / FISHER / VANDERLUGT
(630) 871-2673

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,203,889.29	\$1,246,386.20
Dividends, Interest and Other Income	3,369.13	5,542.98
Net Change in Portfolio¹	-83,908.44	-128,579.20
ENDING ACCOUNT VALUE	\$1,123,349.98	\$1,123,349.98
Estimated Annual Income	\$16,564.89	

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

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

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

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
20%	Cash, Money Funds, and Bank Deposits	134,669.15	186,843.00	228,391.59
28%	Fixed Income	407,178.85	358,280.60	311,067.40
52%	Mutual Funds	704,538.20	658,765.69	583,890.99
100%	Account Total (Pie Chart)	\$1,246,386.20	\$1,203,889.29	\$1,123,349.98

Please review your allocation periodically with your Financial Advisor.

S 068157 X109PD07 04/2/22





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

* 0035735 02 AV 0.386 02 TR 00186 X106PD04 000000

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



April 1, 2020 - April 30, 2020

Account Number: ~~XXXXXXXX~~

Your Financial Advisor Is:

HANSON / FISHER / VANDERLUGT
 (630) 871-2673

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,123,349.98	\$1,246,386.20
Dividends, Interest and Other Income	350.22	5,893.20
Net Change in Portfolio¹	61,687.50	-66,891.70
ENDING ACCOUNT VALUE	\$1,185,387.70	\$1,185,387.70

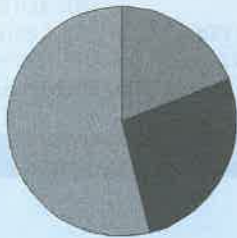
Estimated Annual Income \$16,574.18

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

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

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

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
19%	Cash, Money Funds, and Bank Deposits	134,669.15	228,391.59	228,741.81
27%	Fixed Income	407,178.85	311,067.40	314,469.80
54%	Mutual Funds	704,538.20	583,890.99	642,176.09
100%	Account Total (Pie Chart)	\$1,246,386.20	\$1,123,349.98	\$1,185,387.70

Please review your allocation periodically with your Financial Advisor.



**Warrant #4
Summary
April 30, 2020**

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

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)	46,531.42
Total IPDLAF Electronic Accounts Payable (PCARDS)	23,504.88
Total VB&T Business Checking Accounts Payable	60,515.32
	<u>130,551.62</u>

Motion to approve Warrant #4 dated April 14, 2020 totaling

\$130,551.62

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #4
April 30, 2020

Vendor	Description	Account	Amount
IMRF	March 2020	442201	18,551.61
	March 2020	442202	14,671.86
	March 2020	442203	246.32
	March 2020	442204	194.80
	March 2020	442205	1,554.67
	IMRF Total		35,219.26
ADP	March FSA	424303	120.18
	Payroll - 555084945	424301	206.44
	Payroll - 555084945	424302	1,284.06
	Payroll - 555084945	424304	-
	ADP Total		1,610.68
Excalibur	Invoice - 185136	421902	125.95
	Invoice - 185503	421902	7,523.35
	Excalibur Total		7,649.30
Wex Bank	Invoice - 414002486934	422801	1,696.64
ComEd	Svc 4/1 - 5/2	421702	355.54
Hewlett Packard Fin Svcs	Lease Payment	460001	-
Total Warrant #4 for Electronic Accounts Payable			46,531.42

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #4
 April 30, 2020**

Vendor	Description	Account	Amount
BMO Solutions			
Amazon	office supplies	421005	72.97
Pitney Bowes	office supplies	421020	465.00
Starbucks	office supplies	421101	32.59
Name Badges	office supplies	421104	51.65
Accurate Office Supply	office supplies	421105	14.65
Amazon	office supplies	421105	23.88
Amazon	office supplies	421105	89.64
Amazon	office supplies	421105	29.61
Uline	office supplies	421105	123.60
Authorize.net	fees	421152	25.80
Verizon	telephone/fax	421301	668.79
1st Communications	telephone/fax	421304	512.40
Converged Digital	telephone/fax	421305	314.00
IPRA	conference/education	421402	6.00
IPRA	conference/education	421402	6.00
IPRA	conference/education	421402	6.00
IPRA	conference/education	421402	6.00
IPRA	conference/education	421402	6.00
IPRA	conference/education	421402	6.00
Walker Bros.	conference/education	421405	70.06
Sake	conference/education	421405	36.75
Walk Bros.	conference/education	421405	38.43
Good Tequila	conference/education	421405	31.02
Buona Beef	conference/education	421405	25.59
Panera	conference/education	421405	11.94
Dunkin D	conference/education	421406	9.73
Applebees	conference/education	421406	69.06
Brunch Café	conference/education	421406	42.48
Cooper Hawk	conference/education	421406	63.34
Chipotle	conference/education	421406	24.80
Jewel/Osco	conference/education	421406	35.25
Dunkin Donuts	conference/education	421406	16.83
Chipotle	conference/education	421406	158.35
Chi Chap. WILS	conference/education	421406	75.00
Chi Chap. WILS	conference/education	421406	75.00
Chi Chap. WILS	conference/education	421406	80.00
Jewel/Osco	conference/education	421406	24.48
Panera	conference/education	421406	21.81
Pot Belly	conference/education	421406	19.14
Door Dash	conference/education	421406	34.19
Chopsticks	conference/education	421406	98.88
Lettuce Entertain You	conference/education	421406	100.00
Starbucks	conference/education	421406	9.90
VRBO	conference/education	421407	(367.15)
American	conference/education	421407	348.80
Hopper	conference/education	421407	5.00
Amazon	conference/education	421407	15.45
NWMS	conference/education	421407	(249.00)

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #4
April 30, 2020

Vendor	Description	Account	Amount
NWMS	conference/education	421407	(1,097.98)
Starbucks	conference/education	421407	30.41
Moretti's	conference/education	421407	93.33
NCTRC	memberships/certifications	421504	80.00
IPRA	memberships/certifications	421507	6.00
HR Cert	memberships/certifications	421513	169.00
Nicor	maintenance/utilities	421703	122.07
Nicor	maintenance/utilities	421703	160.83
Hudson Energy	maintenance/utilities	421704	586.91
Comcast	maintenance/utilities	421706	174.32
Comcast	maintenance/utilities	421706	143.35
Comcast	maintenance/utilities	421706	213.85
AT&T	maintenance/utilities	421706	72.82
Comcast	maintenance/utilities	421706	169.09
Office Depot	maintenance/utilities	421707	179.56
Amazon	maintenance/utilities	421707	29.64
Amazon	maintenance/utilities	421707	11.99
Amazon	maintenance/utilities	421707	39.25
Network Solutions	computers	421904	699.50
Wix	computers	421904	29.90
Eapps Hosting	computers	421905	0.06
Apple	computers	421905	0.99
Jotform	computers	421905	190.00
Adobe Acrobat	computers	421905	14.99
Apple	computers	421905	9.99
Amazon	computers	421906	23.26
Amazon	computers	421906	39.27
Amazon	computers	421906	7.88
Sears Center	commercial expense	422201	360.00
Virrtical Endeavors	commercial expense	422201	50.00
RMPD	commercial expense	422201	40.00
Fox and Hound	commercial expense	422201	432.66
Walmart	commercial expense	422201	103.30
Dave & Busters	commercial expense	422201	173.00
Stonewood Ale House	commercial expense	422201	160.00
Chicago Dogs	commercial expense	422201	100.00
Elk Grove Bowl	commercial expense	422202	45.00
Sky Martial Arts	commercial expense	422202	117.00
Sky Centers	commercial expense	422202	78.00
Sky Centers	commercial expense	422202	234.00
Sky Centers	commercial expense	422202	247.00
Streamwood Bowl	commercial expense	422202	67.50
United Center	commercial expense	422204	48.25
United Center	commercial expense	422204	45.75
Cork and Kerry	commercial expense	422204	283.56
United Center	commercial expense	422204	17.25
United Center	commercial expense	422204	16.50
Hemmingways Birthplace	commercial expense	422204	60.00
Chicago Sky	commercial expense	422205	243.00
Fox and Hound	commercial expense	422206	339.00

Northwest Special Recreation Association
VB T Electronic Accounts Payable
Warrant #4
April 30, 2020

Vendor	Description	Account	Amount
Bowlero	commercial expense	422206	84.50
Thrown Elements	commercial expense	422206	13.65
Arlington Lanes	commercial expense	422206	55.00
Bowlero	commercial expense	422206	19.50
Bowlero	commercial expense	422206	216.00
Arlington Lanes	commercial expense	422206	52.50
Bowlero	commercial expense	422206	225.00
Streamwood Bowl	commercial expense	422206	74.25
Elk Grove Bowl	commercial expense	422206	787.00
United Center	commercial expense	422206	17.00
Elk Grove Bowl	commercial expense	422206	787.00
Walmart	commercial expense	422206	65.61
Bowlero	commercial expense	422206	94.18
Lazzer Max	commercial expense	422206	114.00
Tropical Smoothie	commercial expense	422206	16.39
Tropical Smoothie	commercial expense	422206	5.64
Popular Creek Bowl	commercial expense	422206	71.25
Streamwood Bowl	commercial expense	422206	75.00
AMC Theatre	commercial expense	422206	176.60
Bensenville Theatre	commercial expense	422209	315.00
McDonalds	commercial expense	422209	8.38
Bensenville Theatre	commercial expense	422209	405.00
Laser X	commercial expense	422209	250.00
Laser X	commercial expense	422209	230.00
Lou Malnatis	commercial expense	422211	170.00
Ultimate Design	commercial expense	422211	335.00
Papa Johns	supplies	422401	84.66
Jewel/Osco	supplies	422401	14.52
Jewel/Osco	supplies	422401	54.21
Dollar Tree	supplies	422401	29.00
Lowe's	supplies	422401	10.96
Walmart	supplies	422401	12.58
Jewel/Osco	supplies	422401	32.86
Jewel/Osco	supplies	422401	9.25
Dollar Tree	supplies	422401	20.00
Jewel/Osco	supplies	422401	46.93
Dollar Tree	supplies	422401	36.50
Jewel/Osco	supplies	422402	23.74
Jewel/Osco	supplies	422402	33.18
Michaels	supplies	422406	26.37
Home Depot	supplies	422406	69.21
Jewel/Osco	supplies	422406	1.52
Jewel/Osco	supplies	422406	10.00
Walmart	supplies	422406	48.65
Jewel/Osco	supplies	422406	36.18
Dollar Tree	supplies	422406	3.00
Target	supplies	422406	30.27
Target	supplies	422406	26.33
Little Ceasers	supplies	422406	8.49
Jewel/Osco	supplies	422406	36.13

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #4
 April 30, 2020**

Vendor	Description	Account	Amount
Jewel/Osco	supplies	422406	24.44
Amazon	supplies	422406	4.47
Dollar Tree	supplies	422406	11.00
Streamwood Bowl	supplies	422406	25.00
Amazon	supplies	422406	9.74
Amazon	supplies	422406	45.62
Marathon	supplies	422406	8.66
Parts Build	supplies	422406	67.93
Meijer	supplies	422406	45.14
Michaels	supplies	422406	22.57
Jewel/Osco	supplies	422406	32.51
Jewel/Osco	supplies	422406	3.57
Jewel/Osco	supplies	422406	14.57
Jewel/Osco	supplies	422406	53.95
Jewel/Osco	supplies	422406	13.27
Jewel/Osco	supplies	422406	63.24
Jewel/Osco	supplies	422406	63.23
Aldi	supplies	422406	37.21
Aldi	supplies	422406	32.16
Jewel/Osco	supplies	422406	21.47
Jewel/Osco	supplies	422406	21.41
Jewel/Osco	supplies	422406	11.98
Dollar Tree	supplies	422406	9.00
Dollar Tree	supplies	422406	9.00
Jewel/Osco	supplies	422409	17.76
Walmart	supplies	422409	36.87
Tony's	supplies	422409	20.40
Farm & Fleet	supplies	422409	2.99
Walgreens	supplies	422409	1.99
Amazon	supplies	422409	9.99
Amazon	supplies	422409	89.98
Redbox	supplies	422409	3.60
Target	supplies	422409	41.90
Walmart	supplies	422409	121.98
Amazon	supplies	422409	29.99
Target	supplies	422409	7.31
Amazon	supplies	422409	20.99
Amazon	supplies	422409	14.12
Amazon	supplies	422409	15.95
Amazon	supplies	422409	34.09
Amazon	supplies	422409	20.02
Walgreens	supplies	422409	3.99
Walmart	supplies	422409	112.05
Menards	supplies	422409	31.10
Tony's	supplies	422409	11.96
Walmart	supplies	422409	27.58
Mi Mexico	supplies	422409	32.10
Walmart	supplies	422409	62.96
Jewel/Osco	supplies	422409	23.16
Dollar Tree	supplies	422409	4.00

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #4
 April 30, 2020**

Vendor	Description	Account	Amount
PODS	supplies	422409	229.98
Amazon	supplies	422409	6.99
Amazon	supplies	422409	21.01
Walmart	supplies	422409	41.86
Amazon	supplies	422409	51.80
Amazon	supplies	422409	21.61
Apple	supplies	422409	125.38
Marshalls	supplies	422409	37.36
Jewel/Osco	supplies	422409	9.88
Jewel/Osco	supplies	422409	90.55
Jewel/Osco	supplies	422409	85.53
Jewel/Osco	supplies	422409	71.89
Jewel/Osco	supplies	422409	12.90
Jewel/Osco	supplies	422409	121.20
Jewel/Osco	supplies	422409	44.52
Jewel/Osco	supplies	422409	19.74
Jewel/Osco	supplies	422409	49.92
Dollar Tree	supplies	422409	34.00
Jewel/Osco	supplies	422409	69.89
Pet Supplies	supplies	422409	5.50
Dollar Tree	supplies	422409	9.00
Jewel/Osco	supplies	422409	49.47
Jewel/Osco	supplies	422409	41.42
Jewel/Osco	supplies	422409	39.21
Jewel/Osco	supplies	422409	56.95
Redbox	supplies	422409	10.80
Amazon	supplies	422409	13.96
Netflix	supplies	422409	15.99
Portillos	supplies	422409	71.50
Dunkin Donuts	supplies	422409	36.75
Pet Supplies Plus	supplies	422409	5.50
Amazon	supplies	422409	8.99
Amazon	supplies	422409	15.81
Amazon	supplies	422409	195.90
Amazon	supplies	422409	22.78
Pet Supplies Plus	supplies	422409	5.50
Amazon	supplies	422409	12.41
Jewel/Osco	supplies	422409	24.70
Jewel/Osco	supplies	422409	18.93
Walmart	supplies	422409	52.02
Amazon	supplies	422411	33.98
Sams	supplies	422411	132.20
Sams	supplies	422411	26.34
Amazon	supplies	422414	113.66
Amazon	supplies	422414	239.80
Amazon	supplies	422414	236.56
Dollar Tree	supplies	422415	2.00
Jewel/Osco	supplies	422415	20.88
Jewel/Osco	supplies	422420	14.47
Dollar Tree	supplies	422420	10.00

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #4
 April 30, 2020**

Vendor	Description	Account	Amount
Amazon	supplies	422420	106.81
Jewel/Osco	supplies	422420	17.86
Amazon	supplies	422420	9.82
Walmart	supplies	422420	77.04
Jewel/Osco	supplies	422420	66.76
Jewel/Osco	supplies	422420	17.15
Amazon	supplies	422420	7.56
Dollar Tree	supplies	422422	5.00
Jewel/Osco	supplies	422422	22.48
Dunkin Donuts	supplies	422422	5.00
Dunkin Donuts	supplies	422422	5.00
Amazon	transportation maintenance	422705	79.04
Fleetio	transportation maintenance	422705	136.80
Amazon	transportation maintenance	422705	(46.48)
Amazon	transportation maintenance	422705	46.48
PB Payment Services	Printing	422901	369.35
PB Payment Services	Printing	422902	381.45
Accurate Office Supply	Printing	422904	28.68
Konica Minolta	Printing	422906	2,318.82
Amazon	Printing	422909	32.98
iStockphoto	Printing	422909	33.00
Vistaprint	Printing	422909	41.48
Dunkin Donuts	public awareness/subscriptions/ads	423101	5.00
Proflowers	public awareness/subscriptions/ads	423101	98.26
Facebook	public awareness/subscriptions/ads	423104	95.67
Daily Herald	public awareness/subscriptions/ads	423108	116.40
Jewel/Osco	public awareness/subscriptions/ads	423109	75.22
Grant Park South	public awareness/subscriptions/ads	423110	36.00
LinkedIn	public awareness/subscriptions/ads	423110	43.60
Linked In	public awareness/subscriptions/ads	423110	117.00
Indeed	public awareness/subscriptions/ads	423110	115.68
ILIPRA	public awareness/subscriptions/ads	423110	165.00
Intuit	payroll processing	424301	362.47
Amazon	ADA compliance	450001	13.99
Amazon	ADA compliance	450004	4.98
Amazon	ADA compliance	450009	39.96
Spunky Dunkers	ADA compliance	450018	20.17
Butera	ADA compliance	450022	79.69
Total Warrant #4 for Electronic Accounts Payable			23,504.88

Northwest Special Recreation Association
VBT Business Checking Accounts Payable
Warrant #4
April 30, 2020

Num	Name	Description	Account	Amount
4589	National Association of QIDPs	Invoice 1865	10600 · VB&T Bus Check 2	-225.00
		Invoice 1865	421407 · Other Trainings/Workshops	225.00
				<u>225.00</u>
4590	Prospect Music Therapy LLC	Invoice 154	10600 · VB&T Bus Check 2	-250.00
		Invoice 154	422209 · PURSUIT	250.00
				<u>250.00</u>
4591	Buffalo Grove Park District	Invoice 0062018-JH01	10600 · VB&T Bus Check 2	-2,640.50
		Invoice 0062018-JH01	422106 · Weekly Programs	2,000.00
		Invoice 0062018-JH01	422102 · Leisure Education	640.50
				<u>2,640.50</u>
4592	Jennifer L. Voss	Zumba (6) 01/28 - 03/10	10600 · VB&T Bus Check 2	-517.00
		Zumba (6) 01/28 - 03/10	422206 · Weekly Programs	517.00
				<u>517.00</u>
4593	Rolling Meadows Park District	Jeff Ellis Mgmt - Inv 2009566	10600 · VB&T Bus Check 2	-57.00
		Jeff Ellis Mgmt - Inv 2009566	422109 · PURSUIT	57.00
				<u>57.00</u>
4594	Lauterbach & Amen, LLP	Invoice 43278	10600 · VB&T Bus Check 2	-850.00
		Invoice 43278	442002 · GASB 75 / OPEB	850.00
				<u>850.00</u>
4595	Manny Aguilar	Mileage	10600 · VB&T Bus Check 2	-59.23
		Mileage	422601 · Staff Mileage	59.23
				<u>59.23</u>
4596	Brianna M Assad	Mileage	10600 · VB&T Bus Check 2	-64.17
		Mileage	422601 · Staff Mileage	64.17
				<u>64.17</u>
4597	Collier, Cayenne	Mileage	10600 · VB&T Bus Check 2	-39.10
		Mileage	422601 · Staff Mileage	39.10
				<u>39.10</u>
4598	Nicole Derrig	Mileage	10600 · VB&T Bus Check 2	-27.60
		Mileage	422601 · Staff Mileage	27.60
				<u>27.60</u>
4599	Edwards, Megan	Mileage	10600 · VB&T Bus Check 2	-16.79
		Mileage	422601 · Staff Mileage	16.79
				<u>16.79</u>
4600	Tori Gonzalez	Mileage	10600 · VB&T Bus Check 2	-44.28
		Mileage	422601 · Staff Mileage	44.28
				<u>44.28</u>
4601	Andrea Griffin	Mileage	10600 · VB&T Bus Check 2	-37.38
		Mileage	422601 · Staff Mileage	37.38
				<u>37.38</u>
4602	Mackenzie Irelan	Mileage	10600 · VB&T Bus Check 2	-47.15
		Mileage	422601 · Staff Mileage	47.15
				<u>47.15</u>
4603	Lauren Jevaney	Mileage	10600 · VB&T Bus Check 2	-30.48
		Mileage	422601 · Staff Mileage	30.48
				<u>30.48</u>

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #4
April 30, 2020

Num	Name	Description	Account	Amount
4604	Georgia Klotz	Mileage	10600 · VB&T Bus Check 2	-71.30
		Mileage	422601 · Staff Mileage	71.30
				71.30
4605	Kotsovos, Clariza	Mileage	10600 · VB&T Bus Check 2	-63.77
		Mileage	422601 · Staff Mileage	63.77
				63.77
4606	Lizalde, Rebecca	Mileage	10600 · VB&T Bus Check 2	-94.88
		Mileage	422601 · Staff Mileage	94.88
				94.88
4607	Cortney Lucente	Mileage	10600 · VB&T Bus Check 2	-33.35
		Mileage	422601 · Staff Mileage	33.35
				33.35
4608	Jacklyn Moore	Mileage	10600 · VB&T Bus Check 2	-22.43
		Mileage	422601 · Staff Mileage	22.43
				22.43
4609	Moran, Kate	Mileage	10600 · VB&T Bus Check 2	-59.97
		Mileage	422601 · Staff Mileage	59.97
				59.97
4610	Nock, Emily	Mileage	10600 · VB&T Bus Check 2	-51.18
		Mileage	422601 · Staff Mileage	51.18
				51.18
4611	Trisha Palmieri	Mileage	10600 · VB&T Bus Check 2	-35.08
		Mileage	422601 · Staff Mileage	35.08
				35.08
4612	Katrina Place	Mileage	10600 · VB&T Bus Check 2	-51.75
		Mileage	422601 · Staff Mileage	51.75
				51.75
4613	Megan Quandt	Mileage	10600 · VB&T Bus Check 2	-38.53
		Mileage	422601 · Staff Mileage	38.53
				38.53
4614	Alexzandra Ramoska	Mileage	10600 · VB&T Bus Check 2	-48.30
		Mileage	422601 · Staff Mileage	48.30
				48.30
4615	Marina Riess	Mileage	10600 · VB&T Bus Check 2	-93.73
		Mileage	450020 · Rovers Salary	93.73
				93.73
4616	Kaila Robinson	Mileage	10600 · VB&T Bus Check 2	-26.45
		Mileage	422601 · Staff Mileage	26.45
				26.45
4617	Catherine Sokolik	Mileage	10600 · VB&T Bus Check 2	-61.64
		Mileage	422601 · Staff Mileage	61.64
				61.64
4618	Anita Trzebunia	Mileage	10600 · VB&T Bus Check 2	-74.46
		Mileage	422601 · Staff Mileage	74.46
				74.46
4619	Winston, Janae	Mileage	10600 · VB&T Bus Check 2	-11.50
		Mileage	422601 · Staff Mileage	11.50
				11.50

Northwest Special Recreation Association
VBT Business Checking Accounts Payable
Warrant #4
April 30, 2020

Num	Name	Description	Account	Amount
4620	Wirkus, Morgan T	Mileage	10600 · VB&T Bus Check 2	-58.08
		Mileage	422601 · Staff Mileage	58.08
				<u>58.08</u>
4621	Yurik, David	Mileage	10600 · VB&T Bus Check 2	-55.43
		Mileage	422601 · Staff Mileage	55.43
				<u>55.43</u>
4622	Robbins Schwartz	Invoice 864361	10600 · VB&T Bus Check 2	-100.00
		Invoice 864361	421002 · Legal Fees	100.00
				<u>100.00</u>
4623	NCPERS Group Life Insurance	Invoice 5436042020	10600 · VB&T Bus Check 2	-16.00
		Invoice 5436042020	421601 · Additional Life	16.00
				<u>16.00</u>
4624	Jerry Hanlon	Refund - 2580 - Spring 2020	10600 · VB&T Bus Check 2	-192.00
		Refund - 2580 - Spring 2020	11500 · VB&T Operating/MM Account	192.00
				<u>192.00</u>
4625	Colleen McGill-Getz	Refund - 4330 - Winter 2020	10600 · VB&T Bus Check 2	-210.00
		Refund - 4330 - Winter 2020	11500 · VB&T Operating/MM Account	210.00
				<u>210.00</u>
4626	Heather Schaffer	Refund - 1340 - W/S 2020	10600 · VB&T Bus Check 2	-145.75
		Refund - 1340 - W/S 2020	11500 · VB&T Operating/MM Account	145.75
				<u>145.75</u>
4627	Sirisha Alla	Refund - 4310 W/S 2020	10600 · VB&T Bus Check 2	-205.00
		Refund - 4310 W/S 2020	11500 · VB&T Operating/MM Account	205.00
				<u>205.00</u>
4628	Mary Lou D'Astice	Mileage	10600 · VB&T Bus Check 2	-30.48
		Mileage	422601 · Staff Mileage	30.48
				<u>30.48</u>
4632	Hanover Park Park District	Invoice 0320	10600 · VB&T Bus Check 2	-1,443.00
		Invoice 0320	421803 · HPPD Rental Space	1,443.00
				<u>1,443.00</u>
4633	VOID - Printer Error			
4634	VOID - Printer Error			
4635	Prospect Music Therapy LLC	Invoice 184	10600 · VB&T Bus Check 2	-125.00
		Invoice 184	422209 · PURSUIT	125.00
				<u>125.00</u>
4636	Buffalo Grove Park District	Invoice 003202020-JH01	10600 · VB&T Bus Check 2	-1,260.50
		Invoice 003202020-JH01	422106 · Weekly Programs	1,260.50
				<u>1,260.50</u>
4637	Hanover Park Park District	Invoice 0420	10600 · VB&T Bus Check 2	-1,443.00
		Invoice 0420	421803 · HPPD Rental Space	1,443.00
				<u>1,443.00</u>
4638	Bill's Auto & Truck Repair	Invoices 104750 - 104999	10600 · VB&T Bus Check 2	-4,971.56
		Invoices 104750 - 104999	422704 · Regular / Repair Service	4,971.56
				<u>4,971.56</u>
4639	ICMA-RC	Jan & Feb 2020 Contributions	10600 · VB&T Bus Check 2	-1882.88
		Jan 2020 Contributions	22300 · ICMA-RC WH PMTS	1001.44
		Feb 2020 Contributions	22300 · ICMA-RC WH PMTS	881.44
				<u>881.44</u>

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #4
 April 30, 2020**

Num	Name	Description	Account	Amount
				1882.88
4640	Flexible Benefit Svc Corp	Invoice 727184617710 Invoice 727184617710	10600 · VB&T Bus Check 2 424303 · FSA Renewal / Monthly	-102.00 102.00 <hr/> 102.00
4641	HR Source	Invoice 11440 Invoice 11440	10600 · VB&T Bus Check 2 421001 · HR Consulting Services	-2,500.00 2,500.00 <hr/> 2,500.00
4642	PDRMA	Invoice 0320132H Invoice 0320132H	10600 · VB&T Bus Check 2 421603 · Employer Contributions	-39,320.16 39,320.16 <hr/> 39,320.16
4643	IGFOA	2020 Dues Renewal - Miranda Woodard 2020 Dues Renewal - Miranda Woodard	10600 · VB&T Bus Check 2 421513 · Miscellaneous	-150.00 150.00 <hr/> 150.00
4645	U.S. Postal Service	Permit Number 2565 Permit Number 2565	10600 · VB&T Bus Check 2 421201 · Postage	-560.48 560.48 <hr/> 560.48
Total for Warrant #4 VB&T Business Checking Accounts Payable				60,515.32

**Warrant #5
Summary
May 27, 2020**

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

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)	550.24
Total IPDLAF Electronic Accounts Payable (PCARDS)	-
Total VB&T Business Checking Accounts Payable	<u>48,356.48</u>
	48,906.72

Motion to approve Warrant #5 dated May 27, 2020 totaling

\$48,906.72

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #5
May 27, 2020

Vendor	Description	Account	Amount
IMRF	April 2020	442201	
	April 2020	442202	
	April 2020	442203	
	April 2020	442204	
	April 2020	442205	
	IMRF Total		-
ADP	FSA	424303	-
	Payroll - 556584956	424301	206.44
	Payroll - 556584956	424302	343.80
	Payroll - 556584956	424304	-
	ADP Total		550.24
Excalibur	Invoice -	421902	-
	Invoice -	421902	-
	Excalibur Total		-
Wex Bank	Invoice -	422801	-
ComEd	Svc	421702	-
Hewlett Packard Fin Svcs	Lease Payment	460001	-
Total Warrant #5 for Electronic Accounts Payable			550.24

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #5
May 27, 2020**

Vendor	Description	Account	Amount
BMO Solutions			
Total Warrant #5 for Electronic Accounts Payable			-

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #5
 May 27, 2020**

Num	Name	Description	Account	Amount
4644	WDSRA	Mask Purchase Mask Purchase	10600 · VB&T Bus Check 2 422421 · Safety/Behavior	-216.00 216.00 <u>216.00</u>
4646	Anita Trzebunia	Reimb - Woodmans 04152020 Reimb - Woodmans 04152020	10600 · VB&T Bus Check 2 422406 · Weekly Programs	-23.80 23.80 <u>23.80</u>
4647	John S. Swift	Invoice 20-30403 Invoice 20-30403	10600 · VB&T Bus Check 2 422907 · Seasonal Brochure	-3,027.00 3,027.00 <u>3,027.00</u>
4648	NCPERS Group Life Insurance	Invoice 5436052020 Invoice 5436052020	10600 · VB&T Bus Check 2 421601 · Additional Life	-16.00 16.00 <u>16.00</u>
4649	PDRMA	invoice 0420132H invoice 0420132H	10600 · VB&T Bus Check 2 421603 · Employer Contributions	-38,553.68 38,553.68 <u>38,553.68</u>
4650	Dragon Guan LLC	Invoice 31 Invoice 31	10600 · VB&T Bus Check 2 422206 · Weekly Programs	-500.00 500.00 <u>500.00</u>
4651	Flexible Benefit Svc Corp	Invoice 515505069597 Invoice 515505069597	10600 · VB&T Bus Check 2 424303 · FSA Renewal / Monthly	-52.00 52.00 <u>52.00</u>
4652	Hanover Park Park District	Invoice 0520 Invoice 0520	10600 · VB&T Bus Check 2 421803 · HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
4653	Mt. Prospect Park District	Invoice 2407 - May Invoice 2407 - May	10600 · VB&T Bus Check 2 421804 · MPPD Rental Space	-2,500.00 2,500.00 <u>2,500.00</u>
4654	Rolling Meadows Park District	Invoice 20-505 Invoice 20-505	10600 · VB&T Bus Check 2 421701 · Condo Maintenance	-960.00 960.00 <u>960.00</u>
4655	Park Central Condo Assn.	Invoice 905 Invoice 905	10600 · VB&T Bus Check 2 421801 · Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
Total for Warrant #5 VB&T Business Checking Accounts Payable				48,356.48

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: May 27, 2020

Motion:

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

1. Pay Period Ending – 03/01/20 \$ 104,668.84
2. Pay Period Ending – 03/15/20 \$ 102,101.91
3. Pay Period Ending – 03/29/20 \$ 77,158.71
4. Pay Period Ending – 04/12/20 \$ 75,958.80
5. Pay Period Ending – 04/26/20 \$ 76,415.37

Liability Recap	Taxes Debited				
	Federal Income Tax			8,313.32	
	Earned Income Credit Advances			.00	
	Social Security - EE			6,328.20	
	Social Security - ER			6,328.23	
	Social Security Adj - EE			.00	
	Medicare - EE			1,480.10	
	Medicare - ER			1,479.99	
	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			4,645.74	
	State Unemployment Insurance - EE			.00	
	State Unemployment/Disability Ins - ER			.00	
	State Unemployment Insurance Adj - EE			.00	
	State Disability Insurance - EE			.00	
	State Disability Insurance Adj - EE			.00	
	State Family Leave Insurance - EE			.00	
	State Family Leave Insurance - ER			.00	
	State Medical Leave Insurance - EE			.00	
	State Medical Leave Insurance - ER			.00	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Transit Tax - EE			.00	
	Local Income Tax			.00	
	School District Tax			.00	
	Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	28,575.58	
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	72,002.29	
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	3,687.12	
	Wage Garnishments	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	403.85	
	Total Amount Debited From Your Accounts			104,668.84	
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00	
Taxes - Your Responsibility	None This Payroll				
					104,668.84

Liability Recap	Taxes Debited			
	Federal Income Tax		8,151.46	
	Earned Income Credit Advances		.00	
	Social Security - EE		6,224.69	
	Social Security - ER		6,224.66	
	Social Security Adj - EE		.00	
	Medicare - EE		1,455.64	
	Medicare - ER		1,455.77	
	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		4,558.75	
	State Unemployment Insurance - EE		.00	
	State Unemployment/Disability Ins - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	28,070.97
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	70,431.54
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	3,195.55
	Wage Garnishments	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXXX	403.85
	Total Amount Debited From Your Accounts			102,101.91
Bank Debts and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			
				102,101.91

Total Liability

102,101.91

102,101.91

102,101.91

Liability Recap	Taxes Debited				
	Federal Income Tax			7,420.31	
	Earned Income Credit Advances			.00	
	Social Security - EE			4,737.91	
	Social Security - ER			4,737.91	
	Social Security Adj - EE			.00	
	Medicare - EE			1,108.07	
	Medicare - ER			1,108.06	
	Medicare Adj - EE			.00	
	Medicare Surtax - EE			.00	
	Medicare Surtax Adj - EE			.00	
	COBRA Premium Assistance Payments			.00	
	Federal Unemployment Tax			.00	
	Families First FMLA-PSL Payments Credit			.00	
	Families First ER Medicare Credit			.00	
	Families First Health Care Premium Credit			.00	
	State Income Tax			3,585.34	
	State Unemployment Insurance - EE			.00	
	State Unemployment/Disability Ins - ER			.00	
	State Unemployment Insurance Adj - EE			.00	
	State Disability Insurance - EE			.00	
	State Disability Insurance Adj - EE			.00	
	State Family Leave Insurance - EE			.00	
	State Family Leave Insurance - ER			.00	
	State Medical Leave Insurance - EE			.00	
	State Medical Leave Insurance - ER			.00	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Transit Tax - EE			.00	
	Local Income Tax			.00	
	School District Tax			.00	
	Total Taxes Debited	Acct. No. XXXXXX0118	Tran/ABA XXXXXXXXX		22,897.80
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX		53,978.82
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX		78.44
	Wage Garnishments	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX		403.85
	Total Amount Debited From Your Accounts				77,158.71
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00	
Taxes - Your Responsibility	None This Payroll				

Total Liability	77,158.71
	77,158.71
	77,158.71

Liability Recap	Taxes Debited			
	Federal Income Tax		7,437.62	
	Earned Income Credit Advances		.00	
	Social Security - EE		4,699.46	
	Social Security - ER		4,699.47	
	Social Security Adj - EE		.00	
	Medicare - EE		1,099.08	
	Medicare - ER		1,099.07	
	Medicare Adj - EE		.00	
	Medicare Surtax - EE		.00	
	Medicare Surtax Adj - EE		.00	
	COBRA Premium Assistance Payments		.00	
	Federal Unemployment Tax		.00	
	Families First FMLA-PSL Payments Credit		.00	
	Families First ER Medicare Credit		.00	
	Families First FMLA-PSL Health Care Premium Credit		.00	
	CARES Retention Qualified Payments Credit		.00	
	CARES Retention Qualified Health Care Credit		.00	
	State Income Tax		3,554.50	
	State Unemployment Insurance - EE		.00	
	State Unemployment/Disability Ins - ER		.00	
	State Unemployment Insurance Adj - EE		.00	
	State Disability Insurance - EE		.00	
	State Disability Insurance Adj - EE		.00	
	State Family Leave Insurance - EE		.00	
	State Family Leave Insurance - ER		.00	
	State Medical Leave Insurance - EE		.00	
	State Medical Leave Insurance - ER		.00	
	Workers' Benefit Fund Assessment - EE		.00	
	Workers' Benefit Fund Assessment - ER		.00	
	Transit Tax - EE		.00	
	Local Income Tax		.00	
	School District Tax		.00	
	Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	22,589.20
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	53,335.55
	Wage Garnishments	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	34.05
	Total Amount Debited From Your Accounts			75,958.80
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			

Total Liability	75,958.80
	75,958.80
	75,958.80

Liability Recap	Taxes Debited			
		Federal Income Tax		7,437.62
		Earned Income Credit Advances		.00
		Social Security - EE		4,692.67
		Social Security - ER		4,692.65
		Social Security Adj - EE		.00
		Medicare - EE		1,097.43
		Medicare - ER		1,097.47
		Medicare Adj - EE		.00
		Medicare Surtax - EE		.00
		Medicare Surtax Adj - EE		.00
		COBRA Premium Assistance Payments		.00
		Federal Unemployment Tax		.00
		Families First FMLA-PSL Payments Credit		.00
		Families First ER Medicare Credit		.00
		Families First FMLA-PSL Health Care Premium Credit		.00
		CARES Retention Qualified Payments Credit		.00
		CARES Retention Qualified Health Care Credit		.00
		State Income Tax		3,554.50
		State Unemployment Insurance - EE		.00
		State Unemployment/Disability Ins - ER		.00
		State Unemployment Insurance Adj - EE		.00
		State Disability Insurance - EE		.00
		State Disability Insurance Adj - EE		.00
		State Family Leave Insurance - EE		.00
		State Family Leave Insurance - ER		.00
		State Medical Leave Insurance - EE		.00
		State Medical Leave Insurance - ER		.00
		Workers' Benefit Fund Assessment - EE		.00
		Workers' Benefit Fund Assessment - ER		.00
		Transit Tax - EE		.00
		Local Income Tax		.00
		School District Tax		.00
		Total Taxes Debited	Acct. No. XXXXXX0119 Tran/ABA XXXXXXXXXX	22,572.34
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119 Tran/ABA XXXXXXXXXX	53,843.03
		Total Amount Debited From Your Account		76,415.37
	Bank Debits and Other Liability	Adjustments/Prepay/Voids		.00
	Taxes - Your Responsibility	None This Payroll		

Total Liability
76,415.37
76,415.37
76,415.37

VII. Staff Reports

[Return to Home](#)

To: Tracey Crawford
From: Rachel Hubsch and Andrea Griffin, Superintendents of Recreation
Re: Program Report, March 2020 – May 2020

NWSRA Programs and Services

NWSRA is currently offering 34 virtual programs that are run by full time Therapeutic Recreation Specialists (CTRS). These CTRS's utilize their skills and areas of interest, to benefit our participants through leisure and recreation. Programs are offered through virtual activity based interventions, virtual programs improve and maintain the physical, cognitive, social, emotional and spiritual functioning of participants. These programs are held on a weekly basis and include cooking, cultural arts, fitness, sensory, social and general recreational therapy programs. During this time of ever changing times, an online Activity Center was created, with access to over 50 activities, ranging from nature, fitness, cooking and cultural arts.

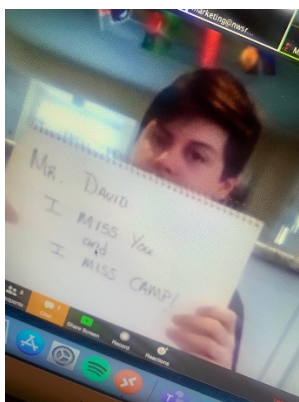
As part of the continued partnership with Clearbrook, NWSRA CTRS's are offering therapeutic recreation programs to 52 CILA homes, which house 255 residents and four Immediate Care Facilities with 133 residents. Sheila Lullo, Executive Vice President/Vice President of Program Services for Clearbrook, said "We are so grateful to NWSRA for the creative and accessible programming they are doing for our residents during this incredibly challenging time! Our residents have not been able to participate in day programs since the end of the program day, March 13. And they are not permitted visitors. This means that they are home 24/7. These programs are providing a much needed opportunity for our residents to recreate!"

NWSRA Behavior Team

Over the last month, the Behavior Team has provided support to families through the creation of Social Stories, a narrative made to illustrate certain situations and problems and how people deal with them. They can help understand social and new norms. Staff are busy creating a "Return to Program Series", that will help participants understand what is expected when face to face programs start and what programs will look like.

Community Updates: (Recruitment / Outreach)

Through outreach and networking over 15 different agencies have shared information on NWSRA virtual programs and the activity center. Staff have actively joined community groups, to help provide for those in need throughout March, April and May.



MARKETING & PR REPORT MARCH/APRIL

As a leader in the field of Therapeutic Recreation, NWSRA maximizes public outreach through a variety of endeavors. The following report highlights some of the recent marketing and public relations activities:

MEDIA

DAILY HERALD

- Article on NWSRA Activity Center and Virtual Programs
- Article on Gold Medal Fashion Show
- Article on Skating Championships Invitational

DAILY HERALD BUSINESS LEDGER

- Submitted SLSF information for the Business Ledger Philanthropy Guide

TRIBLOCAL/METROMIX

- Added SLSF events to online calendar of events

MISCELLANEOUS

- Article on NWSRA Virtual Programming posted in Association of Fundraising Professionals (AFP) newsletter
- Article on NWSRA in American Therapeutic Recreation Association (ATRA) Newsletter
- Ongoing ad in Hanover Township newsletter

ONLINE

- NWSRA Activity Center and Virtual Programming created
- SLSF High 5 Challenge
- #NWSRAConnected
- New participant stories on SLSF.me site
- Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent
- Monthly NWSRA and SLSF Board Update e-newsletters sent

PUBLICATIONS AND FLYERS

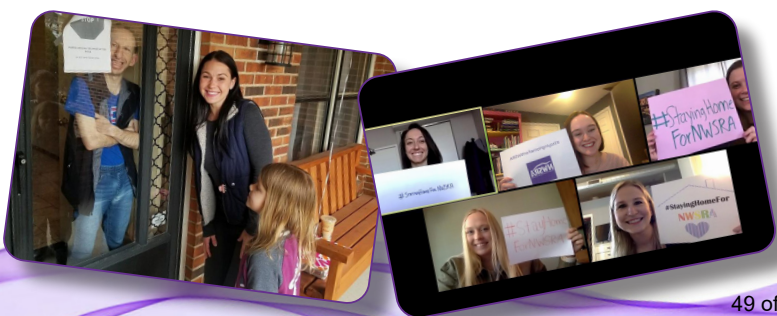
- New Fair Play infographic
- #NWSRAConnected materials
- SLSF High 5 Challenge materials created
- Virtual programming and Activity Center materials
- New Inclusion newsletter
- NWSRA Virtual Programming Brochure created
- NWSRA/SLSF 2019 Annual Report posted
- Summer Day Camp brochure created
- SLSF Gold Medal Fashion Show materials created
- New Kevin's Club flyer and 19th hole logo created

MISCELLANEOUS

- New promotional videos
- New Leisure Education video
- ITRS Awards- Outstanding Program/Special Event and Distinguished Member received

IN PROGRESS

- NWSRA Summer Virtual Programming sites/brochure/registration
- SLSF High 5 Challenge
- Transportation Needs, Accommodations and Obstacles survey next steps
- Database build project
- Various publications and online media
- PowerDMS implementation
- 2020 NWSRA/SLSF materials



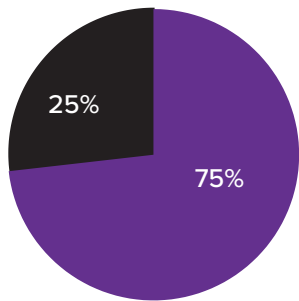
WEBSITE STATISTICS

9,479

TOTAL PAGE VIEWS

4,613

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

2,645

NEW VISITORS

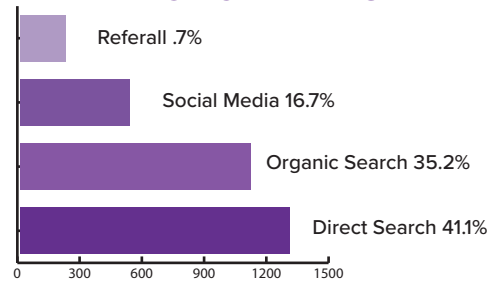
MOST VISITED PAGES

1. NWSRA Homepage	2,822	1:08
2. NWSRA Activity Center	2,545	1:22
3. NWSRA Coronavirus Update	642	3:26
4. NWSRA Brochure	531	2:05
5. NWSRA Day Camps	522	4:43
6. NWSRA Employment Opportunities	459	3:13
7. NWSRA Staff	396	1:49
8. NWSRA Staff/Volunteer Portal	302	1:54
9. NWSRA PURSUIT	157	1:56
10. About NWSRA	146	1:15

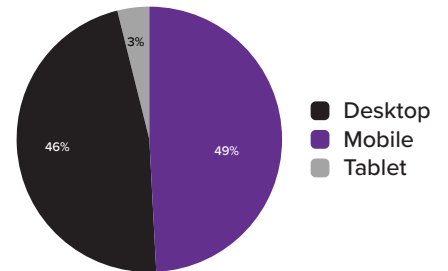
PAGE VIEWS

AVG. TIME SPENT

TOP CHANNELS



DEVICES BEING USED



■ Desktop
■ Mobile
■ Tablet

SOCIAL MEDIA STATISTICS



Total Page Likes: 8,889
New Followers: 63
Post Engagements: 2,8250
Post Reach: 26,313
Page Views: 2,152



Total Followers: 380
New Followers: 5
Impressions: 12.2K
Profile Visits: 193



Total Followers: 504
New Followers: 28
Post Likes: 627
Post Impressions: 6,232

TRENDING POSTS

- NWSRA Activity Center
- SO Gymnastics Regional Gymnastics Meet
- PURSUIT Core Power Yoga Award
- Wheeling Construction Update
- NWSRA Activity Center Videos
- #NWSRAConnected
- 500 Followers on Instagram



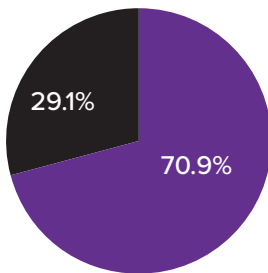
VIRTUAL PROGRAMMING

WEBSITE STATISTICS

www.nwsra.org

16,329 TOTAL PAGE VIEWS

7,499 TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

3,187 NEW VISITORS

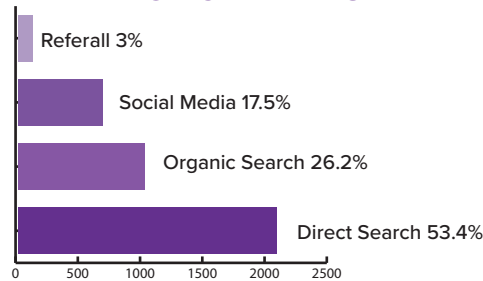
MOST VISITED PAGES

Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Activity Center	5,227	1:57
2.	NWSRA Homepage	3,025	1:05
3.	NWSRA Brochure	1,349	3:33
4.	NWSRA Crafts	523	2:05
5.	NWSRA Fitness	495	2:19
6.	NWSRA Cooking	367	2:12
7.	NWSRA PURSUIT-STAR Activities	366	2:20
8.	NWSRA Coronavirus Update	351	1:10
9.	NWSRA Other	341	2:36
10.	NWSRA Staff	324	2:45

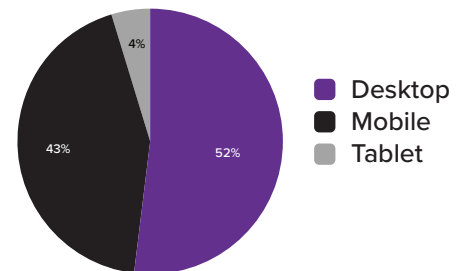
PAGE VIEWS

AVG. TIME SPENT

TOP CHANNELS



DEVICES BEING USED



■ Desktop
■ Mobile
■ Tablet

SOCIAL MEDIA STATISTICS



Total Page Likes: 8,923
New Followers: 34
Post Engagements: 5,580
Post Reach: 69,848
Page Views: 2,458



Total Followers: 383
New Followers: 3
Impressions: 19,500
Profile Visits: 220



Total Followers: 526
New Followers: 22
Post Likes: 1,149
Post Impressions: 13,593

TRENDING POSTS

- NWSRA Virtual Programming
- NWSRA Activity Center
- Autism Awareness Day
- #AllinIllinois Posts
- #StayingHomeForNWSRA Posts
- Push-Up Challenge
- Support Services Video



Date: May 2020
To: Tracey Crawford, Executive Director
From: Cathy Splett, Superintendent of Development
RE: SLSF Update for the May NWSRA Board Meeting

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. The FY 2020 budgeted amount is \$76,600. To date, \$10,050 has been received. Additional sponsorship dollars are committed through the Buffalo Grove Golf Outing. Due to COVID-19, SLSF staff are reinventing how sponsorship will look in the future, such as a virtual vendor booth.

Grants: The FY 2020 Grant budgeted amount is \$86,000 which is lower than the past two years due to the completion of a multi-year grant that SLSF received. To date, SLSF has applied for \$67,500 in grants with \$63,000 approved and the remaining grants still pending. SLSF is currently submitting grants to assist with unbudgeted items needed to help NWSRA virtual programs (activity boxes) and additional personal protective equipment that will be needed when face to face programming is allowed again.

Events: SLSF is currently planning on hosting the events with the possibility of tweaking them to stay within the suggested guidelines. Due to the “Stay at Home” Orders the Buffalo Grove Golf Classic and the 35th Anniversary of the Palatine Hills Golf Classic were rescheduled to August and September. The SLSF team is currently inventing virtual fundraising events and how events might look in the immediate future.

Grants to NWSRA: On March 20, 2020, SLSF paid \$51,165 to Rolling Meadows Park District for leasing the storage and office spaces at RMCC through 2023. NWSRA was granted \$459.25 for STAR Scholarships.

SLSF will be providing funds to purchase furniture for the NWSRA Programming space in Buffalo Grove, complete the Sensory Garden at Hanover Park Park District and if needed, provide additional funding for construction costs at the NWSRA Programming spaces in Wheeling and Buffalo Grove.

Outreach: SLSF staff reached out to donors, sponsors, grantors and event participants in March and April to continue to build our strong relationships. The families and community are the heartbeat of this organization and we wanted them to know that we are here from them during this uncertain time.

The High 5 Campaign was created as an opportunity for donors, supporters, and friends of SLSF and NWSRA step up with and make a difference in the lives of children and adults with disabilities we serve during this crisis. An individual donates \$5 and then tags a friend on social media to do the same! SLSF has raised \$1,740 as of May 8, 2020.

SLSF staff have attended numerous free webinars throughout the past month. These webinars have guided and assisted the staff with what the “new normal” of fundraising will look like and what we need to do as a foundation to continue providing assistance to the NWSRA participants and families.

FY 2020 NWSRA 1st Quarter Budget Worksheet (Cash Basis with Accrual Adjustments)

Line Item #	Description	FY 2020 Budget	January-March 2020	Accrual Adjustments	Total after Adjustments	% Change from Budget	Explanation
Income							
310000	Member District Assessments	4,320,307.35	981,549.71			22.7%	This line is on target with all Cycle 1 and Cycle 2 payments paid in full.
320000	Program Fees	679,280.02	242,501.51	117,927.00	124,574.51	18.3%	Accrual amount of \$117,927.00 are credits on hold for future use or refunds.
321000	Transportation - Door to Door	5,275.00	1,710.25	1,312.50	397.75	7.5%	Accrual amount of \$1,312.50 Summer Day Camp transportation fees.
321100	Transportation - Pick up Points	27,533.75	4,754.50			17.3%	Revenue is lower in 1st Quarter due to lower pickup point transportation used in the 1st Quarter.
340000	Non-Program Revenue	348,502.00	85,208.76			24.5%	This line is on target. Line item includes Clearbrook payments, late pick up fees, and key replacement fees.
350000	SLSF Grant Contributions	287,500.00	9,269.17	9,269.17	0.00	0.0%	This amount reflects the 2019 scholarship funds paid By SLSF in 2019 and deposited to NWSRA in 2020.
360000	Sale of Fixed Assets	1,250.00	0.00			0.0%	No Sale of Fixed Assets in the 1st Quarter
370000	Interest	105,659.84	22,397.80			21.2%	This line is on target
380000	Revenue SLSF	200.00	74.00			37.0%	This line is on target
385000	Transfer of Reserve	500,000.00	0.00			0.0%	No Transfer of Reserve in the 1st Quarter
	Total Income	6,275,507.96	1,347,465.70	128,508.67	1,218,957.03	19.4%	
Administration							
421000	Professional Fees	18,190.15	945.89			5.2%	This reflects attorney fees, which have been low in the 1st Quarter.
421100	Office Supplies	5,359.80	1,023.45			19.1%	Expenses are slightly lower than anticipated since there was a stock of supplies left over from 2019, and did not need to purchase as many as anticipated in 1st quarter. Office supplies will also be lower in future quarters due to COVID-19
421150	Credit Card & Bank Fees	14,450.00	3,150.84			21.8%	This line is on target.
421200	Postage	4,700.00	1,465.00			31.2%	Expenses are on target in this line item. Postage will also be lower in future quarters due to COVID-19
421300	Telephone/Fax	20,049.00	4,871.59			24.3%	Expenses are on target in this line item
421400	Conference/Education	54,511.00	13,482.24			24.7%	This line item is on target, and reflects IPRA Conference expenses as well as a few webinars and workshops in the 1st Quarter.
421500	Memberships	29,308.00	7,486.78			25.5%	This line item is on target and includes 1st Quarter certification renewal, IPRA, NRPA, ATRA, CDL and other expenses paid in 1st Quarter
421600	Health Insurance	424,140.38	57,718.24			13.6%	This line item is lower due to 3 full time staff positions not being filled. Amount also reflects an \$11,085 credit from PDRMA for the PATH program.
421700	Maintenance/Utilities	49,235.21	11,134.01			22.6%	This line item is on target
421800	Rent	146,486.00	15,024.00			10.3%	This line item is lower due to two Hanover Park rent payments not reflected in 1st Quarter.
421900	Computer	122,040.70	27,915.53			22.9%	Expenses are on target in this line item
	Subtotal Administration Expense	888,470.24	144,217.57	0.00	144,217.57	16.2%	
Program							
422100	Rental Municipal	43,079.02	4,112.50			9.5%	Lower due to many expenses typically being reflected in the 2nd and 3rd quarters (Schools, Park Districts, Churches)
422200	Commercial Expense	179,195.00	32,683.59			18.2%	Would have ended on target if programs did not end early due to Covid-19. This is low due to cancellations of programs and services on March 13.
422300	Program Development	23,882.00	635.43			2.7%	Lower due to cancellation of in-between season programming due to COVID-19. Programs are now offered virtually for free in the Spring.
422400	Program Supplies	67,016.25	20,792.64			31.0%	Higher due to bulk purchases of supplies being made in 1st Quarter to be used in future quarters.
422500	Commercial Transportation	134,143.50	0.00			0.0%	This amount won't be spent until the 3rd quarter, if Day Camp transportation is offered commercially
422600	Transportation Program Staff	23,000.00	5,905.49			25.7%	This line item is on target. This is mileage for the 1st Quarter.
422700	Transportation Maintenance	83,900.00	14,886.82			17.7%	This line item is lower, as expenditures will be reflected in the 2nd Quarter for vehicles being sent for maintenance at the end of the 1st Quarter
422800	Transportation Gas/Tolls/Park	73,000.00	6,398.89			8.8%	This line item is lower due to end of quarter gas prices, and one outstanding gas bill that will be reflected in the 2nd Quarter.
422900	Printing	60,759.60	10,355.88			17.0%	Expenses are lower than anticipated, as invoices for brochure printing have not been received. Expenses will also be lower in future due to reduction of brochure quantities ordered due to COVID-19
423100	Public Awareness	17,303.72	3,573.64			20.7%	Expenses are slightly lower than anticipated due to a budgeted SRA partnership ad being cancelled
	Subtotal Program Expense	705,279.09	99,344.88	0.00	99,344.88	14.1%	
Salary							

424100	Full Time Staff Salary	2,014,708.53	490,913.33			24.4%	This line is on target. The 3 Full Time staff with positions currently unfilled were paid out for remaining vacation days at the end of their employment, which happened in the 1st Quarter.
424200	Part Time Staff Salary	660,199.28	69,861.38			10.6%	This line item is lower, as it only reflects the Winter programming season Part Time staff and Inclusion aides. The majority of expenses for Part Time Staff are usually incurred in Summer for Day Camp.
424300	Payroll Processing	28,449.97	8,192.69			28.8%	This line is on target
424500	Car Allowance	7,800.00	1,800.00			23.1%	This line is on target. This is the Director's car allowance.
	Subtotal Salary Expense	2,711,157.78	570,767.40	0.00	570,767.40	21.1%	
Liability/Audit/IMRF							
441000	Liability/PDRMA	85,389.30	355.00			0.4%	This line item is lower, as PDRMA bill is paid in June and December. Will not receive the next bill until June.
442000	Audit	8,825.00	850.00			9.6%	This line item is low, as the Audit bill will be paid in the 2nd Quarter
442100	Employer FICA	254,229.12	45,140.22			17.8%	This line item is lower, as it only reflects the Winter programming season Part Time staff and Inclusion aides. The majority of expenses for Part Time Staff usually occurs in Summer for Day Camp.
442200	IMRF	266,583.16	66,228.24			24.8%	This line item is lower, as March payment is not reflected until the 2nd Quarter.
	Subtotal Liability/Audit/IMRF Expenses	615,026.58	112,573.46	0.00	112,573.46	18.3%	
ADA Compliance/Capital							
450000	ADA Compliance	488,408.31	50,126.33			10.3%	This line item is lower, reflecting difficulty in hiring Part Time staff. In addition, it only reflects the Winter Inclusion aides, and Spring programming was highly limited due to COVID-19
460000	Capital Equipment Replacement	858,987.49	3,952.58			0.5%	This line item only reflects the computer replacements for the 1st Quarter. All other projects are on hold.
	Subtotal ADA/Capital Expenses	1,347,395.80	54,078.91	0.00	54,078.91	4.0%	
	Total Expenses	6,267,329.49	980,982.22	0.00	980,982.22	15.7%	
	Net Income(Revenue-Expenses)	8,178.47	366,483.48	128,508.67	237,974.81	2909.8%	

Financial Management

Focus 1A. Budget Training				
Goal	Department	Point Person	Quarter Completed	Objective Completed
1. Create a universal guide to enhance all staff knowledge of department budgets in relation to the overall budget	Director's Work Plan	Rachel Hubsch	1st	Due to COVID-19 the Director has focused on the creation of an amended 1st quarter COVID-19 budget for FY2020 with the Administrative Team and Managers.
2. Create training modules to be uploaded into Power DMS that stem from the universal guide.	Admin	Rachel Hubsch		
Focus 1B. Alternate Funding Sources				
Goal	Department	Point Person	Quarter Completed	Objective Completed
3. Increase collaborative/cooperative programs by partnering with other agencies to address increased programming needs	Program Development	Emily Nock	Ongoing	On hold until we reach Phase 5 of the 'Restore Illinois' phase plan.
Focus 1C. Program Fee & Budget Analysis				
Goal	Department	Point Person	Quarter Completed	Objective Completed
4. Investigate transportation hubs system to decrease cost and vehicle usage	Director's Work Plan	Darleen Negrillo	4th	Due to COVID-19 and the Governors Stay at Home order programs and services have been postponed until May 30. The Stay at Home order also froze the hiring of the Operations Coordinator, who would be assigned the point person for this project. Based on the return to work Reassignment of Duties, this project will be completed by the Superintendent Administrative Services and the Executive Director.

Financial Management

5. Implement the formula and levels for part-time staff pay rates to address minimum wage increases	Director's Work Plan	Darleen Negrillo	1st	This was completed during the winter session when part time staff were working programs. If summer face to face programming occurs, the new payrates will go into affect with the newly hired staff. NWSRA does not anticipated hiring more than approximatly 25 part time staff to assist with any face to face programming held during phase 3 and 4 of "Restore Illinois". However, there may be need to hire more Inclusion Aids to support the Member Districts as they reopen programs and services.
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Focus 1D. NWSRA Investment Portfolio, Capital Replacement Plan, Operating and Capital Reserve Funds for Long Range Planning

Goal	Department	Point Person	Quarter Completed	Objective Completed
6. Create appropriate funding to cover both anticipated and unanticipated building repairs, rental increases and deep cleaning in owned/leased NWSRA spaces.	Director's Work Plan	Darleen Negrillo	Ongoing	Due a COVID-19 we had to sanatzing the Administrative Offices and programming spaces. We are working with the collaborative Member Districts to address the progrmaming spaces.
7. Continue to financially analyze the expansion of PURSUIT, PURSUIT Plus and STAR	Director's Work Plan	Katrina Place	Ongoing	This has been put on hold. However, NWSRA has toured Hoffman Estates Park District with staff to discuss plans to turn the Vogel Home into a viable NWSRA programming space.
8. Implement ADA transition plan items once Illinois Capital Improvement Grant has been awarded	Director's Work Plan	Brian Selders	Ongoing	Put on hold as the State of Illinois has not released any Capital Improvement Grant Funds.

Operational Excellence

Focus 2A. Adult and Senior Programming				
Goal	Department	Point Person	Quarter Completed	Objective Completed
1. Investigate and develop senior programming model and partnerships for the aging adults	Director's Work Plan	Andrea Griffin		In Progress. Toured 2 senior programs and workign with Clearbrook to create senior day program curriculum
2. Evaluate all NWSRA programs offerings for Adults/Seniors	Director's Work Plan	Liz Thomas		
3. Develop and implement fifth and sixth NWSRA Program Space and PURSUIT locations	Director's Work Plan	Andrea Griffin		NWSRA Space at Wheeling and Buffalo Grove Park District to open in 2020.
4. Create participants eligibility guidelines for traveling trips and overnights	Management	Liz Thomas		
5. Revamp and market new social clubs names and essential eligibility to address aging populations, ratios and age ranges	Programming	Manny Aguilar		
Focus 2B. Early Childhood and School Age Programming				
Goal	Department	Point Person	Quarter Completed	Objective Completed
6. Expand the Ability Awareness program within elementary schools	Inclusion	Victoria Gonzalez	First	Ability Awareness timeline and grid has been created to offer services "fairly" to a multitude of districts as requests come in.
7. Evaluate all NWSRA programs offerings for Early Childhood and School Age	Director's Work Plan	Victoria Gonzalez	Ongoing	Due to COVID 19, evaluations of EC and school age programs have been postponed.
8. Investigate expansion of STAR Academy in northern region	Director's Work Plan	Katrina Place		

Operational Excellence

Focus 2C. Communications and Publicity				
Goal	Department	Point Person	Quarter Completed	Objective Completed
9. Continue to publicize NWSRA staff achievements and program highlights	Programming	Brian Selders	Ongoing	Staff achievements and program highlights have been highlighted through social media and in monthly e-newsletters.
10. Promote NWSRA and its programs and services through sharing of personal success stories	Programming	Brian Selders	Ongoing	Personal success stories have been shared via social media, e-newsletters and a new web page has been created to share stories to potential supporters.
11. Define NWSRA job titles and descriptions to adhere / match NCTRC and ATRA guidelines	Director's Work Plan	Rachel Hubsch		In the summer brochure, the program specialist titles, will reflect Recreational Therapist as the practitioners who implement the NWSRA programs and services.
12. Define program and service categories and criteria offered at NWSRA as defined in the brochure	Management	Liz Thomas		
13. Create branding for NWSRA Day Camps, Leisure Education and Ability Awareness to deliver to school districts	Marketing	Brian Selders	1st	New Day Camp, Leisure Ed and Ability Awareness brochures have been designed to create a 3 tiered packet of information to be distributed to schools. Staff will begin distributing once the schools are re-opened.
14. Create and Implement a needs assessment survey to assess the need for programming growth	Director's Work Plan	Liz Thomas		Several surveys both, online and phone calls, have been conducted to evaluate the spring virtual programs and services being offered during the COVID-19 Stay at Home order to assist with the creation of the summer virtual program offerings. This was done to get a evaluate the desire to participate in face to face programming on a smaller scale during the summer. This will be presented to the Board.
15. Revamp registration and personal care forms and the process of collecting participant information	Director's Work Plan	Liz Thomas	1st	Completed
16. Implement CIVI CRM database	Admin	Brian Selders		Quarterly report information is currently being pulled from the system, and Fall 2020 programs are being entered into CiviCRM. Registration and full implementation of the new database will take place prior to the Fall registration season.

Operational Excellence

17. Upgrade server and systems to meet Microsoft requirements	Admin	Brian Selders	1st	Computers and servers have been updated to meet Microsoft requirements
18. Reach out to Park District Executive Directors for invitation to board meetings	Director's Work Plan	Tracey Crawford	Ongoing	

Promoting Leadership

Focus 3A. Training				
Goal	Department	Point Person	Quarter Completed	Objective Completed
1. Continue to offer new and innovative training opportunities through collaboration with other community agencies through various platforms	Admin	Rachel Hubsch	Ongoing	
2. Provide continuing education opportunities reflecting the requirements established by PDRMA and DA accreditation standards	Admin	Rachel Hubsch	Ongoing	
3. Create and implement new training system for new park district staff on NWSRA programs and services	Director's Work Plan	Andrea Griffin		In Progress. Working with NWSRA Superintendent Group for feedback on current trainings and topics.
4. Host Programming Inclusion Together meetings to educate and support park district staff	Inclusion	Victoria Gonzalez	Ongoing	First PIT meeting was held in January and a virtual meeting is currently being planned for the summer due to COVID 19.
5. Revamp part-time staff evaluations in order to provide specific feedback and identify staff ready for a leadership role for all departments	Management	Emily Nock	4th	Evaluation has been restructured. Need to review with team to ensure using accurate competencies.
6. Develop position specific manuals for Admin and Managers	Director's Work Plan	Darleen Negrillo/Emily Nock	4th	
7. Finalize procedural manual for Management positions	Director's Work Plan	Rachel Hubsch		
8. Host National Sib Shop training within one of NWSRA member districts	Management	Lauren Jevaney		On hold due to current situation and financial recourse
9. Maintain and achieve agency accreditations and staff certifications	Admin	Rachel Hubsch	Ongoing	

Promoting Leadership

10. Prepare for DA reaccreditation for 2021 and new PDRMA process in 2020	Director's Work Plan	Darleen Negrillo		We pulled together our DA team and began the process of going through the requirements for Special Recreation Associations. We had a coference call with Jackie from PDRMA who is our assigned representative, and discussed the new process for agencies assigned to group B, and reviewed our self evaluation and the identified areas of improvment that we will focus on in the year 2020.
11. Create a list of training modules to upload into Power DMS	Admin	Rachel Hubsch		
12. Reevaluate and create new full-time staff training and in-services to focus on therapeutic programming needs, DA / PDRMA requiremets and professional development	Director's Work Plan	Rachel Hubsch		
13. Revamp Board / Agency policy and procedure manuals	Director's Work Plan	Tracey Crawford		The Board and Adminstrative Policy Manual has been completed by staff is being reviewed by our attorney's. NWSRA staff are currently working on updating the procedure manuals.

Focus 3B. Succession Planning

Goal	Department	Point Person	Quarter Completed	Objective Completed
14. Utilize NWSRA's succession plan to develop coaches from supervisory staff. Continue to offer mentoring opportunities for full-time staff	Director's Work Plan	Rachel Hubsch	Ongoing	During COVID-19 the Executive Director has continued to provide staff with Individalized Professional Development sessions, the focus of the sessions is to provide professional development plan and coaching and to assist with the development of their coaching and mentoring skills. Also, been assisting memeber district staff in developing their professional development plans.

Promoting Leadership

15. Create mentoring committee for full-time staff and send out survey to assess staff needs for mentoring	Director's Work Plan	Rachel Hubsch		
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Focus 3C. Public Relations

Goal	Department	Point Person	Quarter Completed	Objective Completed
16. Effectively communicate factors that may affect program services including new legislation and regulations to participants, families, board members and the community	Director's Work Plan	Brian Selders	Ongoing	Updated information posted from Illinois.gov on NWSRA Advocacy page. Created the Coronavirus Center for families with updated information regarding guidelines and legislation. Created the COVID-19 page on the NWSRA Directors' site with updated information on guidelines and legislation regarding COVID-19.
17. Educate new legislators on NWSRA programs, services, needs and opportunities	Director's Work Plan	Brian Selders	Ongoing	Have provided information to State Legislators regarding the Transportation Needs, Accommodations and Obstacles report, NWSRA efforts to address needs of families during COVID, as well inquired on available funding during COVID. Contacted Federal Legislators regarding Support Persons for individuals with disabilities and HEROES Act legislation during COVID.

Focus 3D. Service Leadership

Goal	Department	Point Person	Quarter Completed	Objective Completed
18. Admin and Senior Manager to seek out disability service groups within member district	Admin	Andrea Griffin		In progress, list of disability groups created.

Promoting Leadership

<p>19. Admin/Senior Manager be a part of community service group</p>	<p>Admin</p>	<p>Cathy Splett</p>	<p>1st Quarter</p>	<p>Tracey Crawford was elected as a board member for the Rolling Meadows Chamber of Commerce in February 2020. Liz Thomas joined the Rotary Club of Palatine in March 2020. Cathy Splett is a member of the Rotary Club of Buffalo Grove since 2017, Rachel Hubsch is a member of the Rotary Club of Schaumburg Hoffman and will investigate the cost of a corporate membership for NWSRA, and Andrea Griffin is joining the Mt. Prospect Women's Club. NWSRA and SLSF will continue to monitor the memberships during COVID-19.</p>
<p>20. Full-time staff to seek out recreational professional organization for memberships and committee involvement</p>	<p>Admin</p>	<p>Rachel Hubsch</p>		<p>All Managers and Superintendets with a CTRS are ATRA and ILRTA Members, Admin has an agency membership to NRPA, All staff are IPRA members.</p>

Outstanding Service

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

Goal	Department	Point Person	Quarter Completed	Objective Completed
1. Share and Implement updated NWSRA's Fair Play guidelines and the participant care guidelines	Director's Work Plan	Andrea Griffin	4th	Fair Play Guidelines updated in Summer brochure. Reviewed at all parent meetings when meeting is held in regards to inappropriate behavior and supporting NWSRA participants.
2. Reevaluate participant personal care forms and the process of gathering participant information	Director's Work Plan	Liz Thomas	4th	Completed
3. Offer parent educational component during Sib Shops	Management	Lauren Jevaney		
4. Create a unique recruitment campaign to portray the benefits of working at NWSRA	Recruitment / Management	Jake Joyce	4th	In Progress.
5. Implement ADA Compliance on website and electronic / online materials	Director's Work Plan	Brian Selders		Completed review of website by Promet Source. Have begun remediation of site to meet ADA Compliance. Project has been delayed due to implementation of Virtual Programming/Activity Center and other IT needs related to COVID-19.
6. Create a questionnaire to collect feedback on program/services from registration to the end of a program	Director's Work Plan	Darleen Negrillo/ Emily Nock		

Focus 4B. Community Outreach

Goal	Department	Point Person	Quarter Completed	Objective Completed
7. Revamp procedure in welcoming new families to NWSRA programs and services	Outreach	Liz Thomas		

Outstanding Service

8 Strengthen agency impact in the community by providing community involvement opportunities	Staff Enrichment	Rachel Hubsch		On hold due to COVID-19
9. Enhance visibility of the NWSRA programs and services	Outreach	Liz Thomas	Ongoing	
10. Implement new tracking system to identity community visibility	Director's Work Plan	Liz Thomas		
11. Enhance social media presence for NWSRA	Marketing	Brian Selders	Ongoing	Social media engagement has increased on all platforms (Facebook, Twitter, Instagram, Youtube) through a variety of campaigns including the NWSRA Activity Center, Virtual Programming, #NWSRACONNECTED, SLSF High 5 Challenge, Unplug Illinois and more. Facebook increased to 8,933 followers, Instagram increased to 523 followers, Twitter increased to 382 followers, and Youtube had over 10,000 impressions from the period of April 6-May 14
12. Host open houses for Dream Lab in Rolling Meadows and Snoezelen Room in Mt. Prospect	Director's Work Plan	Brian Selders		The Open Houses were originally scheduled to be hosted at the end of March. However, they have been postponed due to the Stay at Home Order. More details will be provided on the Open Houses as they become available.

Focus 4C. Facility Usage and Location Analysis

Goal	Department	Point Person	Quarter Completed	Objective Completed
13. Maximize use of member Park District facilities to ensure participants are included within the community	Director's Work Plan	Darleen Negrillo		Majority of programs for inter/Spring season were moved to NWSRA program spaces. Will continue to move more as we continue through 2020.
14. Increase facilities by creating relationships with community agencies	Facility Operations	Darleen Negrillo		On hold. Will continue once a new Operations Coordinator is in place.

Outstanding Service

15. Implement technology and design within new programming spaces	Technology	Brian Selders		Technology implementation and design will take place once the new programming spaces are available.
16. Revamp facility usage reports	Director's Work Plan	Andrea Griffin		Waiting for new data base system to be able to determine what new reports will look like and information the system will be able to gather.
17. Evaluation of facility needs vs actual per program season	Facility Operations / Management	Operations Coordinator		On hold. Will continue once a new Operations Coordinator is in place.

Focus 4D. Program Service Analysis and Development

Goal	Department	Point Person	Quarter Completed	Objective Completed
18. Share Transportation Report results in conjunction with Connect to Community	Director's Work Plan	Brian Selders		The Transportation Needs, Accommodations and Obstacles Report has been shared at: https://www.nwsra.org/transportation . In March, NWSRA and Connect to Community hosted a small group of potential partners (NSSEO, Clearbrook, Arc of Illinois, Schaumburg and Arlington Heights Townships, Legislators) to discuss the results and determine next steps. It was determined that Campfire Concepts and WIU would work on providing pricing and an outline of GIS mapping information to bring back to the group, and the group would reconvene to discuss recommendations within the report.
19. Analyze Transportation Report results to develop an action plan for NWSRA to address transportation barriers and needs	Director's Work Plan	Andrea Griffin		In Progress
20. Install phase two of Sensory Garden at Hanover Park Park District	Director's Work Plan	Andrea Griffin		Working with Hanover Park Park District to determine when phase 2 can begin. Reaching out for donations of plants and volunteers to assist with planting.

Outstanding Service

21. Investigate placement of fourth Snoezelen Room	Director's Work Plan	Andrea Griffin		Snoezelen Room for NWSRA Space at Wheeling has been presented, working with SLSF to raise funds for room to installed in 2021
22. Revamp individuals department client/participant assessment forms	Inclusion / Collaboratives	Victoria Gonzalez Katrina Place		Inclusion - updated resident observation completed and saved in G/forms/inclusion/PD/resident obs form updated.
23. Define the criteria for Recreation Therapy Programs and Services offered at NWSRA	Director's Work Plan	Rachel Hubsch		
24. Create a consistent evaluation system for programs/services and staff	Management	Liz Thomas		

VIII. Old Business

[Return to Home](#)

Date: May, 2020
To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Re: Community Sensory Garden

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

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

Purpose and Goals of the Project

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

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

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

Project Implementation Timeline

Following is the implementation timeline for the Community Sensory Garden:

Month	Implementation to Take Place
January	Meeting with Hanover Park staff to discuss the creation of the Community Sensory Garden
March	Hanover Park staff receive 3 RFP from Landscape Architect
April	Landscape Architect selected
May	On site meetings with Landscape Architect
July	Plans with cost prepared and shared
August	Bids received & Park Board approves
September	Construction of project begins
November	Completion of phase 1 of project
Spring 2020	Project put on hold
Summer 2020	Phase 2 of project started
Fall 2020	Completion of project

Progress To Date

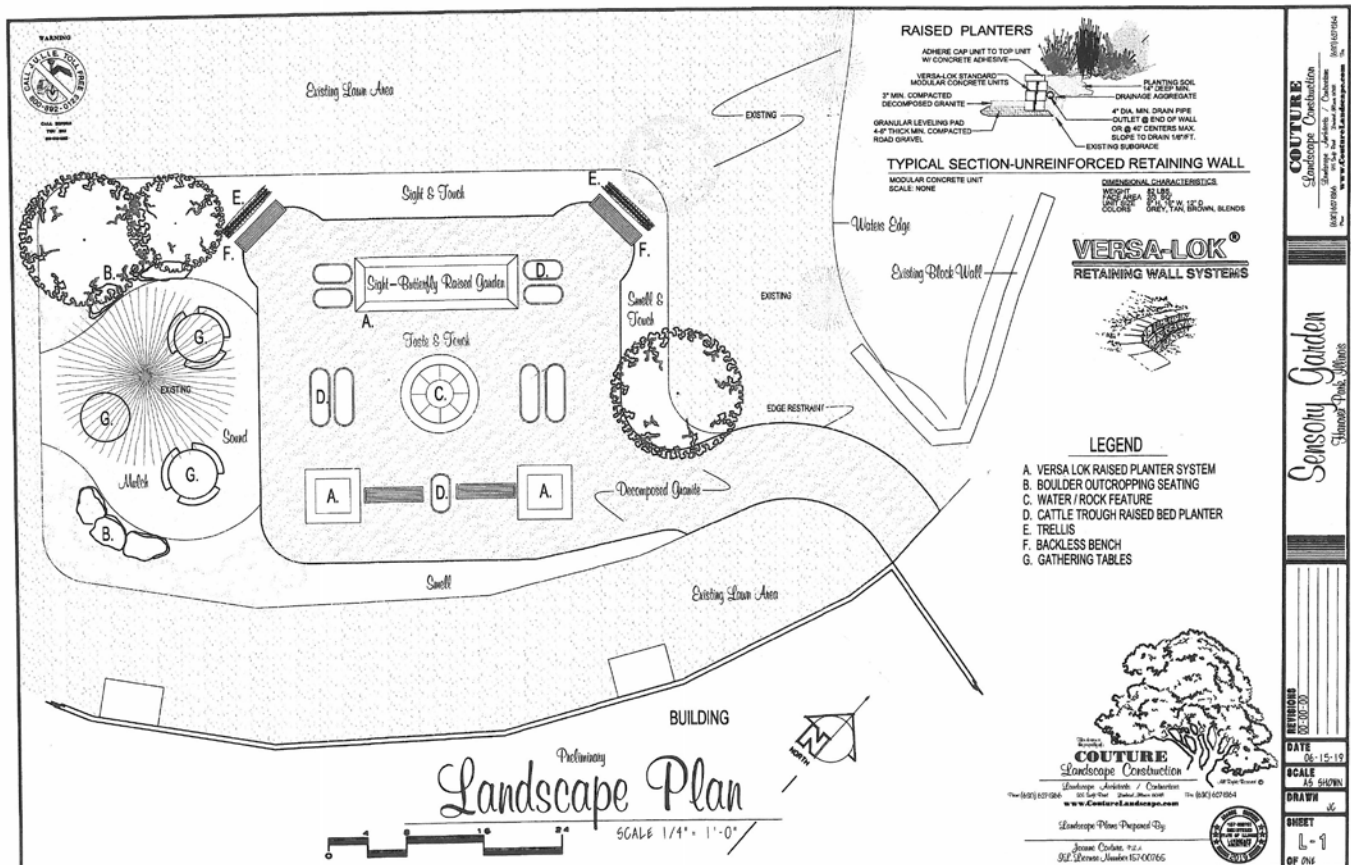
Following are the meetings that have taken place to date regarding the creation of the Community Sensory Garden, as well as progress thus far:

- Andrea Griffin, NWSRA Superintendent of Recreation, Cathy Splett, SLSF Foundation Manager and Liz Thomas, NWSRA
- Manager of Special Recreation meet with Hanover Park Park District staff to discuss the creation of the Community Sensory Garden
- Sensory Garden Team formed & 1st meeting held
- Team:
 - Andrea Griffin, NWSRA Superintendent of Recreation
 - Cathy Splett, SLSF Superintendent of Development
 - Joann Snyder, Senior Manager of Special Recreation
 - Liz Thomas, NWSRA Manager of Special Recreation
 - Nicole Estrada, Manager of Support Services
 - Trisha Palmieri, Collaborative Coordinator
 - Katrina Place, Inclusion Coordinator
 - Megan Edwards, Program Specialist
 - Meeting to research horticulture trainings and program development of horticultural therapy
- Phone conversation took place on 4/13 followed by email on 5/1 with Bob O'Brian, Executive Director Hanover Park, Tracey Crawford, Executive Director of NWSRA, Andrea Griffin, Superintendent of Recreation and

- Cathy Splett, SLSF Foundation Manager regarding design and meetings to be held moving forward.
- Sensory Garden Team attended an all day training on 5/1 at the Chicago Botanic Gardens focusing on play in nature, mental health and healing, education and lesson planning in a garden environment.
 - Meeting held on May 21st with Gabe Villar Hanover Park Park District Superintendent of Parks and Planning, Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation, Cathy Splett SLSF Foundation Manager, Chris Starke from WT Engineering and Joanne Couture of Couture Landscaping.
 - Meeting discussed NWSRA's vision, grant restrictions and amount of money allocated to project
 - Meeting held on June 26th with Bob O'Brien Executive Director of Hanvoer Park Park District, Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation and Joanne Couture of Couture Landscaping.
 - Joanne shared plans for garden and discussed placement of plants, garden decorations, walkway, and seating.
 - Within the next few weeks cost will be put with the shared plans and NWSRA staff will decided on project phases
 - Hanover Park Park District to do the removal of current ground and prepair space for landscaping
 - Timeline provided by Bob O'Brien Executive Director of Hanvoer Park Park Distirct to Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation and Cathy Splett SLSF Foundation Manager on August 8th, 2019
 - First invoice submitted to SLSF for \$5,325 for land survey and construction drawings received Friday, August 16, 2019.
 - PHASE 1 of the Sensory Garden Project started, to be no more than \$24,850. The remaining \$9,825 will be used for PHASE 2 in the Spring.
 - Communication with Hanover Park District staff, working together to determine what phase 2 will look like over the next few months

Appendix A

Garden Plans



Items to be planted in the garden



To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Re: NWSRA Programming Space at Wheeling Park District Update
Date: May 2020

NWSRA was fortunate to work with forward thinking Park Districts that acknowledge the need for NWSRA to have dedicated programming space for our Adult Day Program, PURSUIT, After Care Program, STAR and general recreational therapy programs.

NWSRA has been working with Wheeling Park District to convert their Activity Rooms 102, 103 and Indoor Pool Guard office in Room 103, Preschool Hall Storage Closet, Preschool Teacher Office at the Wheeling Park District Community Recreation Center, consisting of approximately 2,225 square feet into NWSRA programming space. This project will be complete at the end of June, with the installation of furniture and decorations.

This programming space will enable participants and clients to develop skills, knowledge and behaviors for daily living and community involvement. Clients and participants will have the ability to improve functioning and independence while working on individual goals and overall well-being.

To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Re: NWSRA Programming Space at Buffalo Grove Park District
Date: May 2020

NWSRA was fortunate to work with forward thinking Park Districts that acknowledge the need for NWSRA to have dedicated programming space for our Adult Day Program, PURSUIT, After Care Program, STAR and general recreational therapy programs.

NWSRA has been working with Buffalo Grove Park District to convert approximately 320 square feet of the Fitness Center into NWSRA programming space. This construction will be complete at the start of July, with the installation of furniture and decorations to take place in September.

This programming space will enable participants and clients to develop skills, knowledge and behaviors for daily living and community involvement. Clients and participants will have the ability to improve functioning and independence while working on individual goals and overall well-being.

IX. New Business

[Return to home](#)

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: 2019 Audit

Date: May 27, 2020

Motion to approve the 2019 Audit as presented by Lauterbach and Amen.

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
RE: 2020 NWSRA Fund Balances
Date: May 27, 2020

Enclosed you will find a summary of the NWSRA Fund Balance Policy and the year-end totals for NWSRA within each of the funds. NWSRA is able to meet the 2020 minimum fund balance requirements per the policy with its 2019-year end cash.

There is a 2019 net surplus of \$149,287.

Staff are recommending the following:

Motion to approve the 2020 Fund Balances as presented below:

Operating Fund	\$1,566,832.37
General Reserve Fund	\$1,556,780.01
Capital Reserve Fund	\$ 721,464.70

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

1. Transfer \$88,876.04 from Net Balance to Operating Fund
2. Transfer \$60,410.96 from Net Balance to General Reserve Fund
3. Transfer \$250,000 from PFM Investments to Capital Reserve Fund

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: Approval of NWSRA Fund Balances and Fund Balance Transfers

Date: May 27, 2020

NWSRA was able to meet the 2020 minimum fund balance policy requirements with its audited 2019-year end cash balance of \$149,287. Following are summaries of the Fund Balance Policies:

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

Staff recommends the following:

Operating Fund Balance – 25%

- We were able to meet the operating fund balance with \$88,876.04 of the 2019-year end cash balance.

General Reserve Fund – 24.8%

- We were able to transfer \$60,410.96 of the 2019-year end cash balance.

Capital Reserve Fund – 3-year rolling average

- We were able to exceed the 3-year end rolling average due to the Wheeling Construction costs of \$250,000 currently in fund and
- The additional Buffalo Grove Construction costs of \$250,000 coming from NWSRA investments

Based on these recommendations, the chart below illustrates the necessary transfers.

	2019 Audited Balances	Balances after Recommended Transfers per Fund Balance Policy	Difference of Audit and Fund Balance Recommendation
Operating Fund	\$1,477,956.33	\$1,566,832.37	(\$88,876.04)
General Reserve Fund	\$1,496,369.14	\$1,556,780.01	(\$60,410.96)
Capital Reserve Fund	\$ 471,464.70	\$721,464.70	(\$250,000.00)
Total	\$3,445,790.17	3,552,824.66	(\$399,287.00)

There will be no remaining net surplus after fund balance transfers.

Motion to approve the 2020 Fund Balances as presented below:

Operating Fund	\$1,566,832.37
General Reserve Fund	\$1,556,780.01
Capital Reserve Fund	\$ 721,464.70

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

1. Transfer \$88,876.04 from Net Balance to Operating Fund
2. Transfer \$60,410.96 from Net Balance to General Reserve Fund
3. Transfer \$250,000 from PFM Investments to Capital Reserve Fund

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: COVID-19 Update
Date: May 27, 2020

With the continued, collective support of Member Park Districts, NWSRA remains committed to addressing the unique physical, social, emotional, cognitive and spiritual needs of individuals with disabilities within our communities. Following for your review is the link to the NWSRA COVID-19 Update for May 27:

[Click here to access the NWSRA COVID-19 Update](#)

The presentation is accessible on the NWSRA Directors' Site on the Meeting Info page. The presentation includes information on the following points:

- Spring Survey Virtual Program Results
- Spring Virtual Program Statistics
- General Recreational Therapy Program Comparison (Spring 2019-2020)
- Day Camp Statistics
- Summer Programs Marketing and Public Relations
- Unemployment Numbers
- Supporting Inclusion
- Implementing Small Group Programming during COVID-19

NWSRA recognizes its essential responsibility toward maintaining and providing much needed recreational programs and services for individuals with disabilities that live within the 17 Member Park District communities.

Throughout the month of June, staff will be implementing the following and preparing for the Governor's Restore Illinois Phase 3:

- Implementation of Return to Work Plan
- Implementation of Summer Virtual Programming and Virtual Day Camp
- Continued implementation of services, including one-to-one support for families, including virtual live Zooms, phone calls to families
- Preparation for the implementation of the Return to Programs and Services Plan
- Preparation for Summer Session 2 Face to Face programs based on the Governor's Restore Illinois Phase 3

NWSRA is so grateful for the continued support of NWSRA Board Members and their Boards, who recognize the essential importance of reducing anxiety, stress, behaviors and enhancing skills of individuals with disabilities through this difficult time.

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: Return to Work Process

Date: May 27, 2020

Staff created the following documents to ensure the safe return to the NWSRA Administration Offices and programs.

- 1) Return to Work Process (Draft)
- 2) Return to NWSRA office Timeline (Draft)
- 3) Repurposing of job and tasks

Dates listed on the timeline reflect the current information available on the Governors Restore Illinois Plan. Please note: dates presented in the above listed documents are subject to change.

Motion:

Motion to approve the Return to Work Process for NWSRA employees.

COVID-19 REPORTING TO WORK PROCEDURES

Effective June 1, 2020

Revised: May 6, 2020

Northwest Special Recreation Association is working hard to prevent the spread of Coronavirus (COVID-19) in our workplace. We remain vigilant in keeping up with governmental agency and public health organization recommendations and requirements; we want to provide as healthy an environment as possible for all NWSRA staff.

The contents of this manual will serve to guide the NWSRA Administrative Team in implementing the return to work procedures. This manual is not a policy and does not alter or abridge current NWSRA Policies.

It is also acknowledged that at the time of this publication the environment surrounding COVID-19 is evolutionary in nature. As a result, these guidelines are subject to change and modifications pursuant to legal changes, which may or may not be incorporated in the form of an amendment to this plan. It should also be noted that any proposal to return to work before widespread immunity has been achieved, either by prior infection or immunization, has risks that could lead to a second wave of infection. Therefore, the procedures for restoring operations involves a set of tools and procedures to enable the recovery and continuation of association operations following a pandemic such as the COVID-19 (coronavirus) outbreak.

The plan outlined in this manual has been developed to analyze the essential functions of NWSRA. This allows the Administrative Team to apply procedures and measures to allow increasing functionality, while remaining flexible to address changes in the 'Restore Illinois' state-wide Phase Plan. Implementing the return to full operations in a safe and thoughtful manner will be complex. For that reason, it is imperative that communication of this manual is shared and training is followed.

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Introduction to COVID-19

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. For employers who have already planned for influenza pandemics, planning for COVID-19 may involve updating plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e., compared to pandemic influenza viruses). Employers who have not prepared for pandemic events should prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions. Lack of continuity planning can result in a cascade of failures as employers attempt to address challenges of COVID-19 with insufficient resources and workers who might not be adequately trained for jobs they may have to perform under pandemic conditions.

OSHA 3990-03 2020-Guidance on Preparing Workplaces for COVID-19

DRAFT

Returning to the Work Place Process

Although no plan can guarantee full and immediate resumption of operations given the unknown impact of COVID-19, creating a sound framework as well as implementing strong processes and controls is first priority. These processes and controls will help prepare employees to handle and manage restoration of operations while protecting staff and the public and avoiding the spread of the virus.

NWSRA has modified the below five step process for returning operations to the workplace. Each step builds upon the previous steps and are described below:

Step 1: Identify Exposure Risk for Each Employee

Superintendents are required to evaluate and document the exposure risk for each employee in regard to the employee's exposure to the COVID-19 virus during their daily business functions. Individuals can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets.

This Restoration of Operations Procedures implements a multitude of work site safety measures along with personal safety measures. The measures defined in this plan are designed for mitigating exposure risks. The Administration Team will work together with member districts, for best practices, that will mitigate risks while performing specific tasks. All these policies and safety measures, combined with the full cooperation from all employees, helps define the true exposure risks for each employee.

The Administrative Team will assess individual employee's risk levels based upon work assignments and exposures. The risk level categories outlined below are utilizing OSHA's descriptions along with other leading organizations that specialize in the workplace safety.

Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.

Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients). Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. Township employees in this category may include paramedics.

High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)

Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. Township employees in this category may include first responders from the Police and Fire Departments.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings). Employees in this category may include those assisting the public at the counter and those serving out in the field.

Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Employees in this category may include those employees that typically have limited contact with the public, work from an office, and those that can safely practice social distancing.

Although most employee duties do not qualify as high risk of exposure, there should be high risk gear readily available for emergency situations within facilities that would require employees taking on high risk exposure when providing first aid to employees or visitors, prior to emergency services arriving.

Step 2: Identifying Appropriate Personal Protection Equipment

Personal Protection Equipment (PPE) will be available to all employees.

All types of PPE must be:

Employer responsibility

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable.

Employee responsibility

- Consistently and properly worn when required.
- Regularly inspected, maintained and replaced as necessary.
- Properly removed, cleaned, and stored and disposed of, as applicable.

In addition, training will be provided for employees on issued PPE and when/how to request new PPE. PPE will include but not limited to masks and gloves. PPE must be worn if within 6 feet of another person or passing through common areas.

Employees will be permitted to wear their own PPE, such as a homemade face covering device, provided the design permits the employee to perform their job duties and is made of an appropriate material for the workplace.

After Step 5 - Phase 1 has commenced the Executive Director and/or the Superintendent of Administrative Services will accept and review all requests for PPE. The Superintendent of Administrative Services will keep a log of all PPE that has been approved, ordered, and distributed to NWSRA employees. Each employee shall be assigned PPE based on their exposure risk level.

Step 3. Establishing Procedures for the Workplace

NWSRA staff must collectively work together to ensure the safety of our facilities and avoid the spread of the virus. The following general procedures shall be implemented for all facilities in addition to any specific procedures created for site work plans during Step 4.

Understanding Sanitizer Products and Use

In addition to, NWSRA's normal cleaning products and materials, additional products can and will be added to everyday routines to sanitize for COVID-19 prevention.

Normal Cleaning Procedures

NWSRA contracts with Rolling Meadows Park District for daily custodial services at the NWSRA Administrative office. Additionally, NWSRA contracts with member districts for daily custodial services at each of its programming spaces.

Limiting Contact with High Touch Areas

- *Doors.* While the offices remain closed to the public, the interior security doors are permitted to remain open for employees to travel between areas without touching door handles and door surfaces. IF the public is allowed to re-enter the facility at a limited capacity, the doors leading into public areas must remain closed but doors that separate non-public areas will be permitted to be propped open.
- *Informational Materials.* Until such time as we are returned to normal operations (Phase 5 of Step 5) no periodicals, applications, brochures, etc. shall be in public areas. These materials shall be distributed only by personnel.
- *Furniture in Public Areas.* All use of lobby and other public area furniture will be monitored. Removal of the furniture may be necessary to deter congregation of people and limit surface areas that can be touched.

Employee Health Screening – Temperature Checks

The employees physically working at any NWSRA facility shall ensure they follow the guidelines below at the start of each workday. Health Screening will be conducted as follows:

- Self-symptom check (fever, cough, shortness of breath, sore throat, diarrhea) at home. If any symptoms are identified employees are to contact their supervisor and stay at home.
- Identification of any close contact in the last 14 days with someone with a diagnosis of COVID-19.
- Identification of anyone who has travelled internationally or domestically in the last 14 days.
- Self-administered temperature checks will be done by each employee, daily before entering the office or any programming facility.

Social Distancing

Social distance shall be observed at all NWSRA facilities until otherwise determined by the County, State, or Federal government. Social distancing means keeping space between yourself and other people outside of your home. Social distancing requires that each employee:

- Stay at least 6 feet from other people.
- Do not gather in groups.
- Stay in their assigned area and within individual workspaces, with the exception of entering/leaving building or the lavatories or to complete a job task.
- No attending or hosting of external meetings.
- All concerns regarding symptomatic behavior should be addressed with an Administrative Team member.

Additionally, barriers, signage and markers in common areas to help facilitate the implementation of social distancing requirements shall be installed.

In efforts to minimize the amount of areas exposed to contamination, employees will refrain from in-person visitations. Employees are encouraged to use phone and teleconferencing apps. Additionally, employees will refrain from traveling through other staff areas where applicable. Employees are asked to be mindful about social distancing throughout their entire shift and to take proactive planning steps at the beginning of their work weeks/days, in order to be successful throughout their workday.

Fleet Management

Many NWSRA employees not only have a personal workspace, but routinely use agency vehicles. Some employees may even share a vehicle. Therefore, it is imperative that NWSRA vehicles are included in any plan to restore operations and limit the spread COVID-19. Vehicles should have a supply of gloves, wipes and sanitizer. Employees assigned a NWSRA vehicle shall be responsible to ensure the vehicle is cleaned and sanitized before and after they use it. Procedures for fueling vehicles will remain the same.

Postal, Dropbox, Interoffice, and Package Mail Deliveries

Various early studies indicate the COVID-19 virus can remain viable and infectious in droplets in the air for hours and on some surfaces up to three days. The virus could be detected up to three hours later in the air, up to four hours on copper, up to 24 hours on cardboard and up to three days on plastic and stainless steel. US post office mail will continue to be picked up from the post office until Phase 4. When processing daily mail or dropbox mail will require gloves and disinfectant. Envelopes shall be immediately disposed in a garbage can.

Maintenance and Sanitation Responsibilities

NWSRA staff shall strive to keep a safe environment and implement the following procedures:

All NWSRA facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility.

All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities described below.

A scheduled cleaning will be determined to clean and sanitize public common areas on a regular basis. Frequency of such cleaning and sanitizing will depend on the phase of reintroduction described in Step 5. Common area cleaning and sanitizing includes, but is not limited to, the following:

- Doorknobs, push bars, handles, and panels
- Light switches
- Stair rails
- Restrooms
- Kitchens
- Plexiglas barriers/sneeze guards
- Countertops
- Elevator panels inside and out
- Mailboxes
- Filing Cabinets
- Copy machines and printers
- Common work areas and supplies

Modify workspace environments to reduce exposure as applicable to the facility:

- Install Plexiglas barriers/sneeze guards for front office counter and program space offices counter/desks.
- Install plastic barrier drapes for all cubical areas.
- Remove all publications, periodicals, applications, etc. in public areas.
- Post information and signage throughout facility re: washing hands, sneezing, social distancing, etc.
- Gloves are required to process incoming mail and money.
- Floor marking on 6ft distances in all offices, cubicles and front office areas.
- Elevator is single use only.

Modifications will be changed to some custodial tasks, including:

- Garbage will need to be tied before it is pulled from the container.
- Vacuum all carpets daily.
- Swiffer mop all hardwood and tile floors.

Employee Responsibilities

- Masks must be worn by all employees in all common areas at all times. Gloves are at the discretion of each employee.
- Wash hands regularly with soap and water. When washing is not possible, hand sanitizer shall be utilized.
- Avoid touching eyes, nose, and mouth.
- Follow Health Screening protocol including temperature readings and communicating to the Administrative Team.
- Clean personal workspaces on a regular basis. Specifically, the following shared surface areas must be cleaned throughout the day:
 - Phone
 - Keyboard + mouse
 - Desk surface and drawers
 - File cabinets
 - Whiteboards & supplies
 - Chair arms and any other surface touched regularly
 - For employees with their own office – light switches and door handles
 - All appliances throughout the office.
- Avoid using other employee's supplies, equipment, phones, etc. If it is necessary to share equipment, please clean before and after use.
- Clean common areas after use. For example, wipe down counter after servicing a customer or wipe down computer keyboard after using a communal keyboard.
- Eat only in designated areas. After eating, wipe down all surfaces used (chair, table, countertop, microwave button, fridge handle, etc.). Do not provide communal food or beverages. No plastic ware or paper plates will be available in the office until Phase 5.
- Use proper hygiene etiquette:
 - Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
 - Learn more about coughing and sneezing etiquette on the CDC website.
https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Cleaning and Disinfecting If Someone Is Symptomatic

If an employee has developed symptoms of COVID-19 in the workplace, the area(s) used by the employee must be properly cleaned and disinfected prior to being used again.

1. Close off areas used by the person who is symptomatic. Next, open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
2. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like keyboards, phones, etc.
3. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

Step 4. Develop Department Work Plans to Minimize Risk

The Administrative Team shall evaluate the needs of the agency, the safety of their employees, and the needs of the public/customers. It is anticipated that the return to full staffing at all NWSRA facilities and the introduction of staff and the public to facilities will occur in phases and follow the recommendations and orders issued from the County, State and Federal government. The goal of Step 4 is to proactively plan for resuming business and to safely reintroduce the staff into the facility.

As the Administrative Team develops the Return to Work Plan the following should be taken into consideration:

- *Identify Functions.* What functions can be administered at the employee's home and which must occur at a NWSRA facility. Which functions can be administered and how can they be administered when a facility is closed to the public, if the public has restricted access and when the public has unrestricted access. Workflow and work plans for employee assignments must be developed that will satisfactorily provide public service under these various work conditions.
- *Evaluate Department Layout and Staffing Needs.* Can all employees be at their assigned work areas at one time and achieve social distance standards? The Administrative Team will need to determine if staggering employees at home and in the office would help accomplish a safe distance between employees. Consideration shall be given to alter the workday shifts (vary start/end times or extend workdays/shifts to eliminate a shift). This may require a relocation of an employee's workstation assignment.
- *Identify Department Equipment Needs.* For those functions that can occur from an individual employee's home, Superintendents shall identify their equipment needs and create employee work-at-home plans to ensure all department functions are being addressed by each employee. The work plan will include the methods of obtaining additional equipment, instructions, and work documentation for completing all responsibilities. The work plan will include defined dates/times for when employees are expected to obtain the equipment, instructions, and work documentation.
- *IT Needs.* The Superintendent of Communication & IT shall coordinate all technological equipment needs within the Association. Personal laptops can be given secured connections into a user's desktop work computer therefore providing the user access to all network and local drives and the programs the user is accustomed to utilizing for their everyday responsibilities. Additionally, the Association has the ability to forward landline phone calls to other phone lines such as cell phones or home phones.
- *Identify Department Cleaning and Sanitization Process and Needs.* The Administrative Team shall be responsible for ensuring their staff are implementing the required procedures for their workspaces and department. The Superintendent of Administrative Services will oversee replenishment of supplies.
- *Develop an Absenteeism Strategy.* The Administrative Team will evaluate operation plans if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools. Plan to monitor and respond to absenteeism at the workplace. Implement plans to continue essential business functions in case NWSRA experiences higher than usual absenteeism. Prepare to institute flexible workplace and leave policies. Continue to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Step 5. Reinroduce Employees and the Public into the Workspace

The following phases were prepared with the goal of returning all NWSRA facilities and their functions back to "business as usual" prior to the COVID-19 pandemic. Each phase was developed by adding onto the previous phase. These phases do not need to happen in sequential order. If necessary, based on the recommendations of the County, State, and Federal government, phases could be reversed to adapt to the situation.

Phase 1. Preparation – Closed to the Public

NWSRA facilities and vehicles will be cleaned prior to Phase 2. Administrative staff and other limited supervisory staff (as determined necessary by Superintendents) are to report to work to ensure all necessary preparations, procedures, and equipment is in place. Developed work plans shall adhere to strict social distancing practices. Work plans could include staggered shifts, staggered breaks, arrangements for employees to work remotely or other strategies to limit the number of employees working together. During this phase, it is imperative that staff observe all applicable procedures identified in Step 3, above.

The expected duration of Phase 1 is 3-5 days, or until all preparations are complete. It is important that all preparation in Phase 1 are completed before moving to Phase 2.

Phase 2. Implement Department Work Plans – Closed to the Public

Following completion of Phase 1, Work Plans developed in Step 4 will be implemented. Additionally, Superintendents shall:

- Make arrangements for staff to train on how to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Educate staff about how they can reduce the spread of the virus (at work and at home) and their personal responsibilities in Step 3, above.
- Enforce the “no in-person meeting” rule with the public and at any NWSRA facility. Meetings shall be conducted via conference call or an online meeting platform.
- Ensure employees are still following the Health Screening protocol including temperature checks.

The expected duration of Phase 2 is contingent on the severity of the epidemic within the localized area. The Executive Director will utilize all available recommendations provided by the national, regional, and local authorities/experts in determining if advancing to Phase 3 of this Plan is appropriate.

Phase 3. Restricted Public

During Phase 3, NWSRA will permit restricted public access to facilities. Restricted access means:

- Visual screening for COVID-19 symptoms will occur by NWSRA employees for any visitors. All concerns regarding symptomatic visitors, or unsafe behavior, should be reported to the Administrative Team immediately.
- Limiting/regulating the number of individuals from the public permitted to enter the building. The number of individuals permitted entrance could change periodically based upon the conditions observed in the community or applying the generally accepted practices created on knowledge of the COVID-19 virus.
- Meetings with the public within the NWSRA office are by appointment only. All in-person meetings will comply with the 6-foot rule and will provide sanitizing products and pre/post-meeting cleaning measures.
- All visitors entering an employee accessed workspace/work area or meeting area within offices will be required to wear a mask and adhere to the 6ft social distancing.
- Employees are still required to self-check their temperatures daily when reporting to work.

Additionally, during this phase, staff working remotely may be reintroduced to the facility provided adequate social distance and sanitation measures can still be enforced. NWSRA will perform tasks deemed low risk and necessary for departmental functions, and where social distancing can be observed.

The expected duration of Phase 3 is contingent on the severity of the epidemic within the localized area. The Executive Director will utilize all available recommendations provided by the national, regional, and local authorities/ experts in determining if advancing to Phase 4 is appropriate, or a return to a previous phase is required.

Phase 4. Open to Public – Normal Operations with Continued Social Distancing/Safety Protocol

The public will be permitted to enter the facility with minimal restrictions. Social distancing of 6-feet is still in place during this phase for visitors and remains a requirement for employees. This means providing full service to the public with the possibility of limited on-site staffing.

- Visual screening for COVID-19 symptoms will occur by NWSRA employees for any visitors. All concerns regarding symptomatic visitors, or unsafe behavior, should be reported to the Administrative Team immediately.
- NWSRA staff will perform job functions while maintaining social distancing.
- Employees are still required to self-check their temperatures daily when reporting to work.
- All visitors entering an employee accessed workspace/work area or meeting area within offices will be required to wear a mask and adhere to the 6ft social distancing.

The expected duration of Phase 4 will continue until the threat of contracting COVID-19 is considered nearly/entirely eliminated or until the risk of employee-to-employee infections is deemed minimal. In the event that there is an epidemic recurrence, a previous phase may be more appropriate for re-implementation.

Phase 5. Open to Public - Normal Operations with Full Staffing

The last phase would be the phase that we formally knew as “business as usual” before the COVID-19 epidemic. The office will return to full-time staffing during regular business hours. The necessity for safety some protocols (such as the 6-foot rule) and equipment (Plexiglas barriers, face masks/covering, or latex gloves) would be gradually phased out but the sanitizing of hands and office surfaces will remain as normal daily work procedure. In the event that there is an epidemic recurrence, a previous phase will be re-implemented.

Return to Program Procedures

Procedures for General Programs

When possible, communication should not be face to face. Use of email, phone and virtual contact is encouraged. When we look at handling a situation, we must first say that safety comes before etiquette. This doesn't mean we toss consideration, respect and honesty out the window. But it does mean that how we interact and what is deemed “polite” or “acceptable” behavior will change during this time. We are going to be creating more space between us and the world around us and that includes the people in it. It may feel weird but the faster we adapt and feel confident with these practices, the faster we can do our part to help stop this pandemic. Do not engage in any unnecessary communication with the public. If needed, refer them to the NWSRA office to call.

Drop off and pick up procedures

- Before entering the program facility, participants and anyone with them must be wearing a mask or face covering.
- When arriving at a program, CHECK-IN with the NWSRA staff. When departing, be sure to sign out your participant with an NWSRA staff.
- Temperature self-checks are to be complete before entering program.
- Label all items, including face masks. NWSRA cannot be responsible for lost or stolen items.
- Contact the NWSRA office if participant will be absent from a program and inform them if it is related to COVID – 19.
- Parents/guardians/residential staff must ensure participants have bowel and bladder control or arrive at the program wearing Depends or similar items under clothing. Before arrival at program, it is helpful if participants have recently gone to the bathroom/been changed.
- Parents/guardians/residential staff must ensure overall appearance of participant(s) is clean (hair, face, teeth, hands, nails, etc.), wearing dry clothing, and wearing appropriate attire for program participation and weather conditions.

Personal Care Needs

When changing/diapering a participant, the NWSRA staff will wash their hands and their participant's hands before they begin with soap and warm water. NWSRA staff will then put on new gloves and follow safe diaper changing procedures as follows:

- Clean the Participant
- Remove trash (soiled diaper and wipes - make sure to have a trash can nearby or in the stall with you)
- Replace diaper or assist with toilet use
- Clean up changing area
- Discard gloves
- Wash participants hands
- Wash own hands and reapply new gloves
- After diapering, NWSRA staff will disinfect the changing area/toilet stall with provided cleaning supplies.

Programs at Park Districts

NWSRA staff are expected to not only follow the NWSRA procedures but also any specific guidelines implemented by the Park District facility. Cleaning should take place prior to the program starting and upon completion. Routine cleaning should take place during program. As needed ask the park district for their preferred methods of cleaning or supplies.

Visitors and activities (such as field trips) involving other groups are prohibited. Activities which require projection of voice or physical exertion must only take place outdoors, with a minimum of ten feet between each person, with an understanding on limitations in social distancing. Staff may need to modify programs to be set up for skills rather than contact.

Programs with food must have meals spread out, if a cafeteria or group dining room is typically used Staff must plate each participant's meal individually so that multiple participants are not using the same serving utensils.

In a cooking program, use single preparation methods. One person has all their own materials to prepare and eat. If possible, the facility should designate certain sinks to be used for food preparation only. If that is not possible, the sink must be cleaned and disinfected after each use.

In prioritizing the health and wellness of all, all swimming has been suspended until further notice. Health authorities continue to urge caution when it comes to whether water can help transmit coronavirus (COVID-19).

Staff must develop procedures that ensure adequate supplies for the number of participants in each group to minimize sharing of high-touch materials to the fullest extent possible. For example, staff will procure sufficient art supplies, assign equipment to a single participant etc. If there are not enough high-touch materials for each participant, staff must assure that materials are disinfected between uses and that participants wash their hands before and after using shared supplies.

Outdoor activities

Social distancing should be encouraged whenever possible with an understanding on limitations in social distancing in our population. Programs should have enhanced social distancing measures and should be held outside whenever feasible. Activities which require projection of voice or physical exertion must only take place outdoors, with a minimum of ten feet between each person, with an understanding on limitations in social distancing.

Appropriate PPE equipment

Before caring for participants staff will receive training on when and what PPE is necessary, how to put on and take off PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.

PPE equipment that all staff will receive from NWSRA:

- Face mask/face covering: Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
- Face shield or goggles: Face shields provide full face coverage. Goggles also provide excellent protection for eyes.
- Gloves: Perform hand hygiene before putting on gloves.
- Plastic clothing covers: for large emergencies.

PPE that will be available at all Program spaces:

- Hand Sanitizer
- Antibacterial wipes: Use for cleaning surfaces.
- Antibacterial spray: Use for cleaning surfaces.
- Facial tissues: Use as needed.
- Forehead thermometer: Use to take staff and participant temperatures.
- Arm guards: In the event of emergency isolation protection from scratching/biting.
- Standard issued NWSRA/Clearbrook first aid kit
- Tents for personal space time
- Buckets for individual program supplies

Procedures for Participants and Staff

All participants and program staff will adhere to the social distancing regulations and should be encouraged whenever possible, with an understanding, on limitations in social distancing in our population. Programs should have enhanced social distancing measures and should be held outside whenever feasible.

Cloth face coverings must be worn by all employees and participants. Face coverings may be removed for a short time when necessary, such as when playing a musical instrument, but must be worn at all other times. Employees and participants can take short mask free breaks outside as needed and individual tents will be provided for break time.

Staff and participants must wash hands frequently using hot water and soap. If soap and water are not readily available. Staff should require frequent handwashing or use of hand sanitizer, if handwashing is not available, for the participants. This includes upon entry into the facility, before and after an activity, and at a minimum, on an hourly basis. Staff must supervise participants when using hand sanitizer.

Staff must wash their hands often, especially before and after the following duties:

- Before, during, and after preparing food
- Before eating food
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a participant who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage
- Before touching your eyes, nose, or mouth

Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them

How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Note: Sanitizers do not get rid of all types of germs. Hand sanitizers may not be as effective when hands are visibly dirty or greasy.

Routine cleaning and disinfecting

Staff must clean and disinfect frequently touched surfaces on an hourly basis. This includes tables, doorknobs, light switches, countertops, handles, sinks, faucets, toys, and recreation equipment. Staff must maintain an adequate supply of disinfectant, hand sanitizer, and paper towels to have available. Overall Cleaning and disinfecting must be conducted weekly.

NWSRA uses park district custodial services for all rental NWSRA programming spaces, each space will be properly cleaned and sanitized prior to reintroducing anyone to the program facility.

Personal Space

In wake of the COVID-19, the concept of respecting personal space around the world has been redefined. Whether acting under government orders or following basic public health advice, people all around the world are putting distance between themselves to keep the coronavirus at bay. The new rules of engagement call for maintaining a gap of six feet to prevent possible exposure when an

infected individual coughs or speaks. Therefore, no touching interactions such as hugging, shaking hands, high fives, etc.

Proper covering of sneezing and coughing

Cover your mouth and nose with a tissue when coughing or sneezing or cough/sneeze into your elbow. Use the nearest waste receptacle to dispose of the tissue after use. Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.

Participant Health Screens

Health screenings for participants will be self-check, on a daily basis prior to program. Health screenings will be marked as completed but no medical information will be documented. Guardian assistance will be required, if participant is not able to conduct self-check on their own.

Participant Responsibilities

- Symptom check (participant is free of fever, cough, shortness of breath, sore throat, diarrhea). If any of the above symptoms, participant will be required to stay home.
- Temperature self-checks before entering programs. Participants have two options
 1. Check their temperature on-site before entering program, by themselves or with assistance of a guardian (NWSRA staff cannot assist)
 2. Self-check at home and communicate that temperature is under the max temperature (not determined yet) when they arrive at program. This can be verbal or written, will be based on participant abilities and needs.
- Identification of any close contact in the last 14 days with someone with a diagnosis of COVID-19
- Identification of anyone who has travelled internationally or domestically in the last 14 days

Employee Responsibilities

- Health guidelines are to be explained to all participants and staff, in an age-appropriate manner.
- Staff must teach and model social distancing, creating space, and avoiding unnecessary touching, in an age-appropriate manner.

Required Cleaning for all NWSRA Program Spaces

Routinely clean and disinfect frequently touched surfaces. Follow guidelines for each area.

Bathroom – Clean at dedicated interval (hourly) and after each use

- Door handle
- Faucet/toilet handles
- Garbage lid
- Light switch
- Soap dispenser

Office – Clean at the end of each day

- Computer keyboard and mouse
- Copier
- Light switch
- Phone
- Chair arm rests
- File cabinets/storage cabinets

Hallway – Clean at intervals through the day

- Door handles/Push handles

Kitchen – clean after each use

- Appliances used
- Countertops
- Handles (cabinets, door, drawers, microwave, refrigerator/freezer, etc.)
- Light switch
- Utensils and pots/pans
- No plastic or paperware may be used.

Rooms (General, Computer Lab, Dream Lab, Music and Sensory) – Clean after each use

- Equipment used
- Chairs
- Door handle
- Light switch
- Table

Properly dispose of gloves.

Garbage will need to be tied before it is pulled from the container.

Wash hands when finished cleaning of anything.

NWSRA Storerooms

Before removing anything from the storeroom it must be disinfected, left on the item for 1 minute and dried. Staff must develop procedures that ensure adequate supplies for the number of participants in each group to minimize sharing of high-touch materials to the fullest extent possible. For example, staff will procure sufficient art supplies, assign equipment to a single participant, etc. If there are not enough high-touch materials for each participant, staff must assure that materials are disinfected between uses and that participants wash their hands before and after using shared supplies.

Whole Team Cooperation

A successful restoration of NWSRA operations cannot occur without the full cooperation of all its employees. Cooperation means working together to achieve a common goal, which is to provide comprehensive public service without sacrificing the health and safety of our employees and participants. In the workplace, this means a healthy environment in which employees work together to achieve both professional and organizational objectives.

This manual for restoring operations, shall be followed to ensure the purpose of the document is being fulfilled, that is to protect employees and the public and reduce the spread of COVID-19. This plan shall be followed by the Administrative Team and employees and can only be modified by the Executive Director or his/her designee. Each time an employee modifies, makes an exception or does not enforce a procedure outlined within, it erodes the effectiveness of the plan and puts individuals at risk.

Resources

Resources to stay up-to-date on COVID-19 development.

Websites

Centers for Disease Control: CDC <https://www.cdc.gov/>

World Health Organization: WHO <https://www.who.int/>

U.S. State Department: State Dept <https://www.state.gov/>

Illinois Dept. of Public Health: IDPH <http://www.dph.illinois.gov/>

Articles

CDC – How to Protect Yourself

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

CDC – How it Spreads

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/transmission.html>

Proper Hand Washing

Source: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Coronavirus Symptoms, or Something Else?

Source: <https://www.cnn.com/2020/03/11/health/coronavirus-cold-allergies-flu-difference-symptoms-wellness-trnd/index.html>

PDF's Located on BambooHR in Files section

OSHA 3990-03 2020 Guidance for Preparing Workplaces for COVID-19

Source: <https://www.osha.gov/Publications/OSHA3990.pdf>

State of Illinois Executive Order in Response to COVID-19 (Executive Order No. 8)

Source: <https://www2.illinois.gov/Documents/ExecOrders/2020/ExecutiveOrder-2020-10.pdf>

OSHA Alert: Prevent Worker Exposure to Coronavirus (COVID-19)

Source: <https://www.osha.gov/Publications/OSHA3989.pdf>

Returning to Work Weekly Schedule

The Return to Work Schedule listed below is designed to reintroduce employees into the work environment on a staggered schedule. The focus for week 1 will be on cleaning, sanitizing and adjusting the work areas to accommodate social distancing regulations and to be in accordance with the NWSRA Return to Work Process.

Weeks 2 – 6 will focus on reintroducing staff to the office, preparing for face to face programming in services at the NWSRA administrative offices and all NWSRA spaces.

During the Return to Work Schedule, NWSRA would like to encourage staff to use their PTO time in-line with the schedule below. This is time for each employee to keep themselves mentally, physically, and psychologically healthy and ready to address the new normal, as we return to work in accordance with the Restore Illinois Phases.

We encourage Specialists, Coordinators, Front Office Support to use PTO time if needed or wanted during the weeks of May 25 and June 1. Work with supervisor.

Week 0 (May 25)

- Front Office Support encouraged to take PTO

Week 1 (June 1)

Monday (all Admin & Managers)

- Specialists, are Coordinators, encouraged to take PTO
- No Front office or anyone not working on the list below
- Clean & Sanitize common areas
- Set up plexiglass
- Cubicle drapes
- 6 ft floor markers
- Remove plasticware & paper dishes
- Install hand sanitizer dispensers
- Install wipe holders
- Set up temperature stations

Tuesday

- No one in office - air out after cleaning

Wednesday Thru Friday

- Continue alternating Front Office work days
- Admin Team in office

Week 2 (June 8)

- Continue alternating Front Office work days

- Managers return to office
- Virtual programs (summer session 1) start
- Schedule cleaning time at RMCC
- Alternate Managers & Admin Team days off

Week 3 (June 15)

- Continue alternating Front Office work days
- Schedule cleaning time for HPCC
- Alternate Managers & Admin Team days off

Week 4 (June 22)

- Front office return to full schedule
- Coordinators return to office
- Schedule Cleaning time at MPCC
- Alternate Managers & Admin Team days off

Week 5 (June 29)

- Specialists return to Office
- Virtual New Hire Orientation
- Virtual Summer trainings
- Due to trainings may not be closed on Friday July 3 for July 4 holiday

Week 6 (July 6)

- In-person programs (summer session 2) start

3-week schedule for Managers & Admin team time off.

Week 1

Admin 1
Admin 2
Manager 1
Manager 2

Week 2

Admin 3
Admin 4
Manager 3
Manager 4
Manager 5

Week 3

Admin 5
Admin 6
Manager 6
Manager 7

NWSRA will allow employees who are identified in the vulnerable category to work from home or work at the office on a limited schedule until at least week 6. Those employees will need to identify with their supervisor to set schedule.

Repurposing tasks/positions

Positions to be assigned additional tasks during COVID-19 upon return of office:

Jake - Process payroll, personal file maintenance, retention, Safety, risk management

Mary Lou - office filling, secretarial support, COVID touch point cleaning

Michele – facilities, inclusion stats

Jessica V – P-cards, ADA Projects

Megan O – all virtual funds raising, Committees

Interns - implement and plan programs

Megan Q – Program Leaders, contract point person (permanent change)

Not returning - In order, based on Restore Illinois Phases and activity in member districts

1. Inclusion Coordinators (2) – oversee specific region, inclusion aides
2. Operations Coordinator – transportation, facilities, Safety, risk management, contract point person
3. Recreation Specialist – implement and plan programs
4. Kelly – Payroll – Process payroll, personal file maintenance, retention
5. Beverly – Office Support Staff – P-cards, office filling, inclusion stats, ADA projects, secretarial support

X. Information /Action Items

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Date: May 27, 2020
To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: Payment Cycles

The first part of the budget process begins in June, with the Cook County Assessor releasing the updated EAV numbers. This triggers staff to send Member Districts their Annual Information Form (AIF) to review and approve. The AIF includes the following information:

1. EAV for each Member District.
2. Gross Population based on annual Audit.
3. MDAA assigned payment cycle.

However, this year due to the COVID-19 pandemic, the county assessor's office is allowing extensions for property tax payments of approximately three months. Many NWSRA Board Members expressed concern on how delayed property tax payments may affect the MDAA assigned payment cycles for each Member District.

Staff are still waiting for the assessor's office releases the updated EAV information, but we wanted to determine payment plan cycles for FY2021.

This memo is a breakdown of the following installment payment plans:

- the current installment payment cycle (2 payments)
- delayed payment cycle (2 payments)
- Combination payment cycle (4 payments)

Motion:

Motion to approve the Combination Payment Cycle as presented.

Date: May 27, 2020
 To: NWSRA Board of Directors
 From: Tracey Crawford, Executive Director
 Re: Member District Annual Assessment Payment Cycle Analysis

NWSRA Member Districts are made up of three counties; Lake, DuPage and Cook. Some counties are allowing homeowners affected, by COVID-19, to pay their property taxes late. In many cases, there is up to a three-month extension for these late payments. Late payments of property taxes could result in delayed receipt of property tax dollars, to the Member Districts, by the County Assessor’s office. Ultimately, this would result in delayed Member District Annual Assessment (MDAA) payment to NWSRA.

The chart below compares the original due dates and the anticipated disbursement of funds to the Member Districts with the potential delayed due dates and the projected disbursement of funds, by county, to the Member Districts.

County	Property Taxes due	Funds to Member Districts	Property Taxes Delayed (3 months)	Funds to Member Districts delayed (3 months)
Lake				
Installment 1	June	July/August	September	October/November
Installment 2	August	September/October	November	December/January
DuPage				
Installment 1	June	July/August	September	October/November
Installment 2	August	September/October	November	December/January
Cook				
Installment 1	March	April/May	August	September/October
Installment 2	May	June/July	October	November/December

NWSRA recognizes that COVID-19 has affected a large number of residents in each county and they could exercise their right to utilize the grace period provided to homeowners to pay their property taxes late. This grace period results, in a trickle down affect, impacting each one of the 17 Member Districts first, and then ultimately affecting NWSRA’s cash flow throughout the year. To analyze the impact, staff conducted a payment cycle analysis to compare the original cycles; with late payment cycles (see Appendix A and Appendix B)

In June, NWSRA staff sends each Member District the Annual Information Form (AIF). The completion of this form is a two-step process. Step one, allows each district to **review the previous years**, Equalized Assessed Evaluation (EAV) numbers, audited gross population numbers and assigned assessment payment cycles. Step two, asks each district to **verify and approve** the current reported EAV numbers, based on the

County Assessor's office, the audited gross population numbers and the assigned assessment payment cycles for the next fiscal year.

However, due to the anticipated delay in property tax payments, NWSRA staff created three payment scenario options to be considered before the AIF can be sent to Member Districts:

1. Current MDAA Payment Plan (Appendix A) – Three Cycles with two installment payments, all districts remain in the current assigned payment cycles.
2. Adjusted MDAA Payment Plan (Appendix A) – Three Cycles with two adjusted installment payment due dates, allowing for late payments of property tax dollars, all districts all remaining in the same cycles. Only the cycle due dates have been adjusted.
3. Combination MDAA Payment (Appendix B)– This is a combination of both the current MDAA and Adjusted payment plan creating four smaller installment payments, for each Member District.

At this time, NWSRA staff are requesting that each Board member review the payment plans listed above and be prepared to discuss whether NWSRA should provide all three payment options on this year's AIF. Please note: The cycle that each district is assigned to will remain the same, no matter what payment plan the individual Member District selects.

Original Cycle I (Cook County):

Inverness, Mt. Prospect, Palatine, Schaumburg, Wheeling

Installment	Property Tax due	Funds to Member Districts	MDAA Invoiced	MDAA due to NWSRA
Installment 1	August	September/October	November	January
Installment 2	March	April/May	May	July

Delayed Payment Cycle I (Cook County):

Inverness, Mt. Prospect, Palatine, Schaumburg, Wheeling

Installment	Property Tax due	Funds to Member Districts	MDAA Invoiced	MDAA due to NWSRA
Installment 1	October	November/December	January	March
Installment 2	May	June/July	August	October

Original Cycle II (Cook County)

Elk Grove, Prospect Heights, River Trails

Installment	Property Tax due	Funds to Member Districts	MDAA Invoiced	MDAA due to NWSRA
Installment 1	August	September/October	January	March
Installment 2	March	April/May	July	September

Delayed Payment Cycle II (Cook County):

Elk Grove, Prospect Heights, River Trails

Installment	Property Tax due	Funds to Member Districts	MDAA Invoiced	MDAA due to NWSRA
Installment 1	October	November/December	March	May
Installment 2	May	June/July	September	November

Original Cycle III (Lake, DuPage and Cook Counties)*:**chart below uses Cook County payment cycles.*

Arlington Heights, Bartlett, Buffalo Grove, Hanover Park, Hoffman Estates, Rolling Meadows, Salt Creek, South Barrington, Streamwood

Installment	Property Tax due	Funds to Member Districts	MDAA Invoiced	MDAA due to NWSRA
Installment 1	August	September/October	March	May
Installment 2	March	April/May	September	November

Delayed Payment Cycle III (Lake, DuPage and Cook Counties)*:**chart below uses Cook County payment cycles*

Arlington Heights, Bartlett, Buffalo Grove, Hanover Park, Hoffman Estates, Rolling Meadows, Salt Creek, South Barrington, Streamwood

Installment	Property Tax due	Funds to Member Districts	MDAA Invoiced	MDAA due to NWSRA
Installment 1	October	November/December	May	July
Installment 2	May	June/July	November	January

Appendix B

**Combination of Original Payment Cycles
with Delayed Payment Cycles**

Cycle I	Installment 1	Adjusted Installment 1	Installment 2	Adjusted Installment 2
Inverness	January	March	July	October
Mt. Prospect	January	March	July	October
Palatine	January	March	July	October
Schaumburg	January	March	July	October
Wheeling	January	March	July	October
Cycle II	Installment 1	Adjusted Installment 1	Installment 2	Adjusted Installment 2
Elk Grove	March	May	September	November
Prospect Heights	March	May	September	November
River Trails	March	May	September	November
Cycle III	Installment 1	Adjusted Installment 1	Installment 2	Adjusted Installment 2
Arlington Heights	May	July	November	January
Bartlett	May	July	November	January
Buffalo Grove	May	July	November	January
Hanover Park	May	July	November	January
Hoffman Estates	May	July	November	January
Rolling Meadows	May	July	November	January
Salt Creek	May	July	November	January
South Barrington	May	July	November	January
Streamwood	May	July	November	January

XII. Action as a result of Closed Session

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**NORTHWEST SPECIAL RECREATION ASSOCIATION
RESOLUTION NO. R2020-11**

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

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

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

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

Adopted this 27th day of May, 2020 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

Ryan Risinger, Chairman,
Board of Trustees

ATTEST:

Tracey Crawford, Recording Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

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

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

adopted at a duly called Regular Meeting of the Board of Trustees of Northwest Special Recreation Association held via Zoom Call, <https://zoom.us/j/99026221900>, Call in number: 1 (312) 626-6799, Meeting ID: 990 2622 1900, at 10:30 a.m. on this 27th day of May, 2020.

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

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Northwest Special Recreation Association at Rolling Meadows, Illinois, this 27th day of May, 2020.

Tracey Crawford

[SEAL]