

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT THE NWSRA ADMINISTRATIVE OFFICES  
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 13TH DAY OF DECEMBER, 2017 AT 10:30 A.M.**

Chairman LaFrenere called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Brian Meyers, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District.

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

Introduction of Guests

None

Public Comment

None

Agenda

Chairman LaFrenere asked for a motion to approve the agenda dated December 13, 2017. Trustee Risinger made the motion and Trustee Hilgers seconded the motion to approve the agenda dated December 13, 2017. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman LaFrenere asked for a motion to approve the Consent Agenda of December 13, 2017. Trustee Hilgers made the motion and Trustee Meyers seconded the motion to approve the Consent Agenda dated December 13, 2017. Upon roll being called the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

## Old Business

### 2018 Budget and Public Comments

Executive Director Crawford asked for a motion to approve the 2018 Budget. Trustee Clark made the motion and Trustee Fahnstrom seconded the motion to approve the 2018 budget. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### Park District Staff Member Benefits Usage/NWSRA Member District Staff Benefits

Superintendent Griffin informed the Board that the Member District benefits were added to the second page of the Member District Services Membership and Program Usage agreement. The Member District benefits are the benefits that NWSRA would be offering to park district full-time staff. The yearly Member District benefit form shows what the park districts would be willing to give NWSRA full-time staff for 2018. In December, Superintendent Griffin will find out what benefits the Member Districts are willing to give to NWSRA staff and share that information with Board Members. In January, those benefits will be offered to NWSRA full-time staff, and Member Districts will offer NWSRA's benefits to park districts' full-time staff. NWSRA is offering the Yearly Member District Service Program to park district staff who have immediate family members with disabilities. Included are general recreation programs, special events, sports, swim lessons, sensory therapy, autism movement therapy, music lessons, STAR Academy, PURSUIT, and clubs. Trustee Clark asked if the park districts' family members would have to go through the same assessment and pre-requisites as other participants. Executive Director Crawford confirmed that they would. Trustee Clark inquired about the rationale for park districts not offering their total benefits to NWSRA staff. He offered to participate on a task force to explore reciprocal benefits. Trustee Clark replied with examples of why park districts might not offer their complete benefit package to NWSRA staff. Chairman LaFrenere asked for a motion to amend the Member District Services Membership and Program Usage Agreement to include the reciprocal agreements. Trustee Clark made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### NWSRA ADA Compliance Project

Executive Director Crawford gave an overview and status of the ADA compliance project that is a result of the Board's request for guidelines for proposal submissions. Guidelines would include recommended percentages that park districts could bill for the ADA portion of projects. The process is three-fold. Step 1: Information on all ADA projects (from 2004 to present) was gathered and made electronic. Step 2: The Board reviewed and approved 6 main project categories and several sub-categories, which were based on ADA guidelines. This information will be uploaded in January; all projects will be visible to the park districts. Step 3: Categories will be reviewed and guidelines developed. John McGovern is consulting. The project will be completed at the end of January or beginning of February, and predicted to be active by the March Board Meeting. Trustee Clark asked if other models exist and commented on the low price from McGovern. Executive Director Crawford replied that NWSRA's will be the first of its kind. Trustee Clark recommended researching existing software programs to meet the project's needs. Executive Director Crawford asked for a motion to approve the proposal presented by WT Engineering. Trustee Clark made the motion and Trustee Morgan seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

### New Business

Chairman LaFrener asked for a motion to approve the installation of officers. Trustee Fahnstrom made the motion and Trustee Clark seconded the motion. Upon voice vote the installation of officers was approved.

### Recognition of Board Members

Chairman LaFrener was recognized for his service to NWSRA as Board Chairman and his numerous accomplishments during that time. Trustee Diane Hilgers then took over as the new Board Chairman.

### Bus Bid

Superintendent Breitlow presented the bid for a 20-passenger vehicle. Only one company bid, and they came in under budget. Trustee Clark questioned why there was only one bid. Chairman Hilgers asked for a motion to approve the bus bid. Trustee LaFrener made the motion and Trustee Risinger seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Surplus Ordinance

Chairman Hilgers asked for a motion to approve the Surplus Ordinance #02017-5. Trustee Clark made the motion and Trustee Malartsik seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Resolution 2017-16 – Sexual Harassment Policy

Superintendent Breitlow reported that a new law was introduced in November, requiring an updated sexual harassment policy by Jan. 15. The new policy will be presented at the January Board meeting. Trustee Clark cautioned the other members of the Board not to assume that their existing policies are up-to-date; there may be some new changes needed. Chairman Hilgers asked for a motion to approve updating the sexual harassment policy. Trustee Fahnstrom made the motion and Trustee LaFrener seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Informational/Action Items

##### Accident/Injury Summary for 2017

Superintendent Breitlow reported that there was one incident of vehicle vandalism. There is a lower number of employee non-participant related injuries. There was one miscellaneous injury. Trustee Meyers asked if NWSRA needs to do any follow up or change anything. At this time there is nothing that can be done to deter further issues. A suggestion was made to possibly use cameras to deter vehicle vandalism.

#### PURSUIT 3 and PURSUIT 4

Executive Director Crawford announced that PURSUIT 3 is planned for Mt. Prospect in 2018 and PURSUIT 4 is planned for Wheeling in 2019. Ninety-six families are ready to

participate and 191 families are interested. PURSUIT 2 will have STAR Academy and a Snoezelen Room. Trustee Clark asked if a full-time person will be needed to run this program. Executive Director Crawford stated that each site will get a full-time staff in charge of PURSUIT, STAR Academy and Snoezelen and will be a link to the staff onsite. Trustee Meyers stated that his district is using E-PACT, electronic medical forms, and recommends it for consideration.

#### Closed/Executive Session

At this time Executive Session was invoked to discuss Executive Session Minutes under Section 5ILCS 120/2(c)(21). Chairman Hilgers asked for a motion to convene into Executive Session at 11:15 a.m. under Section 2(c)(1) Personnel Section and 2 (c)(21) Executive Session Review of minutes. Trustee LaFrener made the motion and Trustee Fahnstrom seconded. Upon roll being called the vote was as follows:

AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

The Regular Session meeting reconvened at 11:25 am.

#### Action Taken on Executive Session

Chairman Hilgers called for a motion to approve Resolution 2017-17 to not release any Executive Session Minutes as presented. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

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AYA: Brian Meyers, Ryan Risinger, Tom Busby, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Fahnstrom made the motion and Trustee Risinger seconded the motion to adjourn the meeting at 11:28 a.m. Upon voice vote the motion carried.

  
Secretary