



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

April 29, 2020
10:30 a.m.
Emergency Meeting
Virtual Board Meeting
<https://zoom.us/j/95128090086>
Call in number:
1 (312) 626-6799
Meeting ID: 951 2809 0086

Agenda

- I. Call to Order
 - A. Roll Call

- II. Approval of Agenda

- III. Approval of Minutes – Pages 2-4

- IV. New Business – Pages 5-11
 - A. Ratify - Vote to amend ending date for paying 41 full time staff from April 29 to May 3
 - B. First Quarter Financial Report
 - C. FY2020 COVID-19 Financial Report (April–May)
 - D. NWSRA COVID-19 Update

- IV. Closed Session
 - Closed Session in accordance with Open Meetings Act to consider information regarding:
NONE

- V. Action as a result of Closed Session

- VI. Adjournment

III. Minutes

[Return to home](#)

**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/656381901>.**

**Call in number: 1(312) 626-6799, Meeting ID: 539 282 552
ON THE 15th 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; Mike Clark, Palatine 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; Jan Buchs, Wheeling Park District

Absent: Robert Dowling

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

Chairman Risinger asked for a motion to approve the agenda dated April 15, 2020. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion was carried.

Jeff Janda arrived via zoom at 10:36 a.m.

Approval of Minutes

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

New Business

Emergency Board Meetings

Executive Director Crawford informed the Board that staff continues to comply with the Stay at Home order that was placed on the State of Illinois, by Governor Pritzker. Director Crawford outlined the addition of Emergency Board Meetings on April 29, 2020 and May 13, 2020 at 10:30 am via Zoom Electronic Conference calling. The Purpose of these meetings will be to present the COVID-19 updates and discuss remained staff. The regularly scheduled Board Meeting will still take place on May 27, 2020 at 10:30 am via Zoom.

Executive Director Crawford asked for a motion to approve the Wednesday, April 29 and Wednesday, May 13, Emergency Board Meetings to present COVID-19 updates and discuss the remaining staff. Trustee O'Brien made the motions and Trustee Janda 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

NWSRA COVID-19

Executive Director Crawford and Superintendent Selders presented to the Board all programs and services the staff have conducted since the Stay at Home order had been put into place by Governor Pritzker. This presentation included discussions regarding: COVID-19 Response Timeline to date, Staff layoffs, NWSRA Coronavirus Center for participants and families, NWSRA Activity Center, NWSRA Virtual Programming, Clearbrook partnership, Current workload for remaining staff during COVID-19 Stay at Home Order, NWSRA revenue loss to date, SLSF event changes and initiatives, NWSRA Board COVID-19 site and correspondence with Legislators. Executive Director Crawford also informed the Board that staff have been looking into the CARES Act to see if NWSRA or SLSF would qualify for any funds. Trustee Talsma and Trustee LaFrenere asked NWSRA staff to look into the Advance Payment of Employer Credits program that is in the CARES Act. Trustee Talsma also asked staff to include IMRF costs into the Full Time salary expenses for the next meeting.

Some discussion was had regarding sustaining virtual programs and the ability to charge for those programs. Staff will formulate a plan and present their findings to the Board at the May 27, 2020 Board Meeting.

Chairman Risinger asked for a motion to approve the payment of the remaining 41 staff (16.75% of the total staff) with salaries and benefits to continue to work remotely and offer the identified programs and services until Wednesday, April 29, 2020. Trustee Janda made the motions and Trustee Fahnstrom 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

Adjournment

After no further business, Chairman Risinger called for a motion to adjourn. Trustee Clark made the motion and Trustee Janda seconded the motion to adjourn the April 15, 2020, Emergency Board meeting at 11:49 a.m. Upon voice vote, the motion carried.

Secretary

IV. New Business

[Return to home](#)

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: Ratify - Vote to amend ending date for paying 41 full time staff from April 29 to May 3
Date: April 29, 2020

On April 15, 2020, the NWSRA Board of Directors voted electronically to extend the approved payment for the 41 remaining staff from Wednesday, April 29, 2020 until Sunday, May 3, 2020 to align with NWSRA Pay Period Ending dates.

The electronic vote was concluded on April 16, 2020 with the following vote tallies: 16 AYA's, 0 NAY's and 1 absence.

Motion:

Motion to ratify the approval of payment of the 41 remaining staff from Wednesday, April 29, 2020 until Sunday, May 3, 2020 to align with the NWSRA Pay Period ending date.

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: FY2020 COVID-19 Financial Report (April-May)
Date: April 29, 2020

Attached for your review is the FY2020 COVID-19 Financial Report, showing budget impacts due to the COVID-19 outbreak for the months of April-May. The attached report includes a line by line comparison showing:

- FY 2020 Budgeted amounts for April-May
- Anticipated COVID-19 amounts for April-May
- Difference between:
 - Anticipated COVID-19 vs. FY 2020 Budgeted amounts
- Explanations of revenue or expenses for each of the major line items, including the rationale for cuts in expenditures and drops in anticipated revenue

These figures represent an overall increase in Net Income due to a variety of factors, including, but not limited to:

- Reduction of Operating related expenses (office supplies, printing, postage, etc.): \$25,873.03
- Reduction of Programming related expenses (program supplies, transportation, rentals, continuing education, Full Time staff mileage requests, etc.): \$79,783.03
- Elimination of Part Time staff salaries/FICA expenses: \$48,612.92
- Reduction of Inclusion staff and related expenses due to Stay at Home Order: \$99,153.68
- Suspension of Capital Expenses: \$310,000

The need for sanitation of the NWSRA office upon return and the increased remote work throughout April and projected for May have led to anticipated increased costs:

- Cleaning expenses/sanitation supplies - \$1,376.86
- Professional Cleaning return to office - \$1,500
- Extra costs for remote work - \$3,000/month (\$25/employee per month)

Through this process, NWSRA staff have discovered new ways of providing programs and services, as well as a continued focus toward reducing expenses on an ongoing basis. NWSRA staff will continue to identify cost reductions where possible, and looks forward to presenting additional information on budget impacts at the May Board Meeting.

FY 2020 NWSRA 1st Quarter Financial Report

Line Item #	Description	FY 2020 Budget	January-March 2020	% 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	35.7%	The \$242,501.51 includes the amount of \$117,927.00 of credits on hold for future use, within the balance. As a credit, it will be reflected as lower revenue in future quarters.
321000	Transportation - Door to Door	5,275.00	1,710.25	32.4%	Higher due to Day Camp already collecting \$1,312.50 in 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	3.2%	This amount reflects the 2019 scholarship funds paid 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	21.5%	
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	5,385.29	1,023.45	19.0%	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	14,662.97	3,150.84	21.5%	This line is on target.
421200	Postage	5,700.00	1,465.00	25.7%	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	125,096.00	15,024.00	12.0%	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	868,318.70	144,217.57	16.6%	
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	28,882.00	635.43	2.2%	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	17,903.72	3,573.64	20.0%	Expenses are slightly lower than anticipated due to a budgeted SRA partnership ad being cancelled
	Subtotal Program Expense	710,879.09	99,344.88	14.0%	
Salary					
424100	Full Time Staff Salary	2,014,708.56	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	2,711,157.81	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 are usually incurred in Summer for Day Camp.
442200	IMRF	371,998.29	66,228.24	17.8%	This line item is lower, as March payment is not reflected until the 2nd Quarter.
	Subtotal Liability/Audit/IMRF Expenses	720,441.71	112,573.46	15.6%	
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	858,987.48	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	1,347,395.79	54,078.91	4.0%	
	Total Expenses	6,358,193.10	980,982.22	15.4%	
	Net Income(Revenue-Expenses)	-82,685.14	366,483.48	-443.2%	

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: COVID-19 Update
Date: April 29, 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 April 29:

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

The presentation may also be accessed on the NWSRA Directors' Site on the Meeting Info page. The presentation includes information on the following points:

- COVID-19 Board Meeting Timeline
- NWSRA Budget
- COVID-19 Budget Impact
- NWSRA Virtual Programming
- SLSF Endeavors
- Looking Ahead to Summer
 - Return to Work Policy
 - Return to Customer Policy
 - Summer Virtual Programming

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 May, staff will be implementing the following:

- Creation of Return to Work Plan
- Creation of Return to Programs and Services Plan
- Implementation of Spring Virtual Programming
- Continued implementation of services, including one-to-one support for families, including virtual live Zooms, phone calls to families
- Creation of Summer Virtual Programming including Virtual Day Camp
- Continuing to provide One on One support to families

Beginning June 1, NWSRA will implement the required use of PTO days for all remaining 41 Full Time staff.

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. NWSRA recognizes the need for continued review of staff needed to support available programs and services as the COVID-19 situation develops, and will do so on a bi-weekly basis with the Board of Directors while the Stay at Home Order remains in effect.

Motion:

To approve the payment of the 41 remaining staff (16.75% of the total staff) with salaries and benefits to continue to work remotely and offer the identified programs and services until Sunday, May 17, 2020, which aligns with NWSRA pay period ending dates.