

**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 26<sup>th</sup> DAY OF July, 2017 AT 10:30 A.M.**

Chairman LaFrene called the meeting to order at 10:32 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Rick Hanetho, Arlington Heights Park District, Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Dean Bostrom, Hoffman Estates 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 and Tony LaFrene, Schaumburg Park District

Amy Charlesworth, Rolling Meadows Park District arrived at 11:15 am

Absent: Rita Fletcher, Bartlett Park District; Rick Wulbecker, Hanover Park Park District; Robert Dowling, Inverness Park District; Jay Morgan, So. Barrington Park District; Dennis Stein, Streamwood Park District and Jan Buchs, Wheeling Park District

Also present: Tracey Crawford, Executive Director; Jayne Finger and Andrea Griffin, Superintendents of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; Michele Paradise, Office Manager and Jessica Vasalos, Administrative Coordinator as recording secretary.

Public Comment

None

Agenda

Chairman LaFrene asked for a motion to approve the agenda dated July 26, 2017. Trustee Fahnstrom made the motion and Trustee Hilgers seconded the motion to approve the agenda dated July 26, 2017.

Approval of Consent Agenda

Chairman LaFrene asked for a motion to approve the Consent Agenda of July 26, 2017. Trustee Risinger made the motion and Trustee Hanetho seconded the motion to approve the Consent Agenda dated July 26, 2017. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Ryan Risinger, Tom Busby, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers and Tony LaFrene.

NAY: None

The motion carried.

## Correspondence

### Written

None

### Oral

None

## Staff Reports

### Program Report

Superintendent Griffin reported to the Board NWSRA is launching the new STAR Academy. This will be an afterschool care program that will run the entire school year. The program is another collaborative with Clearbrook and NWSRA and will be supervised by a Certified Therapeutic Recreation Specialist. The program will focus on three core elements. These core elements include: 1. Recreation and Leisure – focusing on dance, music, gross and fine motor skills. 2. Health and Wellness – focusing on health, nutrition, physical needs, self-respect and self-awareness. 3. Social Skills – focusing on common and interpersonal skills. This program will be split into two age divisions - kindergarten through 6<sup>th</sup> grade and 7<sup>th</sup> through age 21. Star Academy is modeled after the Pursuit Day Program and will have weekly assessments and allows for parents to use their state aid waiver funding. Currently, NSSEO and District 15 Special Education Program will handle transportation to the program. NWSRA is hoping to have a second location at the Pursuit 2 programming space and will be looking at District U46 for transportation to that location. Trustee Clark shared his approval of the new program telling the Board that he is “ecstatic” that this program is happening. He informed the Board that he has seen a rise in his afterschool care programs for kids that need behavioral care and can no longer participate in standard child care programs. This will help those parents that have limited options for child care and/or cannot afford any other options.

### Marketing & Communication Report

Superintendent Selders reported to the Board that press releases, social media posts and the advocacy pages have all been updated and published regarding the new Star Academy Program. The NWSRA Village page is up and running with this being yet another form of communication for parents and participants and is a great way for families to connect to other families. The Fall brochure has been released and is in the mail.

### SLSF Updates

Superintendent Sowa reported that there are still openings for golfers in the upcoming golf outings. The Women’s Golf Outing is still in need of a few more caddies for the auction. The Women’s Golf Outing also has a few openings for golfers. SLSF has received invoices and submitted payments for the Hanover Park Park District/Pursuit Ramp.

### 2<sup>nd</sup> Quarter Financial Reports

Superintendent Breitlow reported that NWSRA is slightly ahead in projected revenue. This is due to the early receipt of some assessments. Expenses are down but both categories are in the 50% of budget range. Superintendent Breitlow reminded the Board

that more of the bigger expenses happen in the 3<sup>rd</sup> Quarter of the budget year due to final camp staff payouts and purchases of vans.

### 2<sup>nd</sup> Quarter Outreach Report

Superintendent Selders informed the Board that due to continued efforts to market NWSRA Programs, 100 new families have joined programs with NWSRA. Staff has attended 18 expos and has made 1100 impressions during those expos. He also reports that the NWSRA Facebook page has increased to 4800 followers and the Constant Contact list has grown to include 7000 subscribers.

### 2<sup>nd</sup> Quarter Goals Update

Superintendent Finger reviewed some of the goals that were set for 2017. Continued efforts to educate staff on budgeting has taken place and includes a new vendor in Alliance Paper Products and Food which allows bulk purchasing similar to the program that IPRA had several years ago. The age group definitions have been re-evaluated for NWSRA Programming. NWSRA registered 13 new families for the day camp programs this summer. In-service training is taking place more online. A new policy has been implemented that staff need to complete eight hours of training by September annually. The Strategic Plan asked for part time staff to be recognized, this has begun and staff are recognized or highlighted on the social media outlets. The Snoezelen Room continues to be in high demand. Twenty-two therapy sessions have been scheduled equating to 264 hours of therapy.

### 2<sup>nd</sup> Quarter Directors Plan Update

Executive Director Crawford informed the Board that the Open House for the Hanover Park District Pursuit 2 programming space was a huge success with over 100 people attending which included three state legislators. She also reported that Flaghouse came out to the new space and did a preliminary measurement to design a Snoezelen Room that will be different than the original room. This room will be smaller but have many new elements. Staff is currently developing a travel Snoezelen. This is due to the huge success that this room is having on behavior issues with current participants. She reminded the Board that Grant staff have been very successful in funding these rooms with grants and SLSF has only had to pay for 20% of the costs for these rooms.

Executive Director Crawford asked the Board to start to look at their facilities for additional Pursuit locations as the demand for this program currently has enough participants on a wait list for 2 additional locations.

Hiring for the new Superintendent of Recreation will take place in August. Julie Clasen and Jan Hancapie were hired as consultants to mentor and prepare the applicants for the position. This has been a huge success and the candidates are getting valuable training during this time. Once the hiring takes place, succession planning will start for the Manager position that becomes available.

## Old Business

### Hanover Park District Accessible Ramp Update

Superintendent Griffin informed the Board that the ramp and the Pursuit 2 room are done and open. It was used by participants for the first time on July 25, 2017. The participants all walked in with smiles and are very happy to be there.

### ADA Task Force

Director Crawford reported to the Board that the ADA Task Force has met and it has been determined that it needs to be an actual Board Committee. Making it an actual committee will help with the task of reviewing compliance project submissions and reviewing past projects to develop standards moving forward. The Committee will be made of two Member District Executive Directors, NWSRA Executive Director, NWSRA Recreation Superintendent overseeing Inclusion and Two Member District Superintendent of Parks. There will be a Review Sub Committee that will be made up of the NWSRA Executive Director, NWSRA Superintendent of Recreation overseeing Inclusion and two Member District Superintendents of Parks. It was discussed and agreed upon that there needs to be submission guidelines for Member Districts to ensure proper time to review projects. It was also discussed that there will be new categories for projects. A project has begun to take all ADA Compliance Projects from 2004 to present and re-categorize them into the new categories. This project will also create an outline for percentages that can be charged to ADA Compliance line items on budgets.

A calendar deadline was also created to make project submission easier for Member Districts. All ADA Compliance Projects must be submitted by the 1<sup>st</sup> of every Board Meeting month in order to be included on the Agenda. The exception to this is the month of December when no submissions will be allowed but will be moved to the January Board meeting.

Executive Director Crawford asked for a motion to approve the Task Force request to become a Committee named The ADA Compliance Committee (with a Review Subcommittee). Trustee Bostrom made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Ryan Risinger, Tom Busby, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers and Tony LaFrenere.

NAY: None

The motion carried.

Executive Director Crawford also asked for a motion to approve the changes made to the NWSRA Policy Manual Section 5 that references the ADA Compliance Process Guidelines. Trustee Fahnstrom made the motion and Trustee Clark seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Ryan Risinger, Tom Busby, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers and Tony LaFrenere.

NAY: None

The motion carried.

Trustee Risinger made special mention that he is very happy and looking forward to the document that will be published for directors outlining approved percentages for projects submitted for ADA reimbursement, as no document currently exists.

#### New Business

##### Prevailing Wage

Trisha Breitlow, Superintendent of Administrative Services, spoke about Resolution O2017-15 regarding the Prevailing Rate of Wages in compliance with the Department of Labor in the State of Illinois along with the actual wages. Superintendent Breitlow requested Board approval and asked for a motion to approve the Prevailing Wage as presented. Trustee Risinger made the motion and Trustee Bostrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Ryan Risinger, Tom Busby, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers and Tony LaFrener.

NAY: None

The motion carried.

#### Member District Annual Assessment

Executive Director Crawford reviewed the Annual Assessment documentation. Executive Director Crawford then asked for a motion to approve the Proposed Annual Assessment calculations at the 2% ceiling to be brought to each Member District Board for Resolution approval. Trustee Hanetho moved the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Ryan Risinger, Tom Busby, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers and Tony LaFrener.

NAY: None

The motion carried.

#### Printing Bid

Superintendent Selders reviewed the Printing Bids received and reviewed staff recommendations for the vendors. Superintendent Selders then asked the Board for a motion to approve the Printing Bids for the years 2018-2020 as presented with changes to the Creekside Bid not to exceed \$7,011. Trustee Charlesworth made the motion and Trustee Busby seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Ryan Risinger, Tom Busby, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers and Tony LaFrener.

NAY: None

The motion carried.

Chairman LaFrener made a motion to approve John Swift in the amount not to exceed \$36,336.00. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Ryan Risinger, Tom Busby, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers and Tony LaFrener.

NAY: None

The motion carried.

Chairman LaFrener made a motion to approve TPM Graphics in the amount not to exceed \$26,916. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Ryan Risinger, Tom Busby, Dean Bostrom, Dan Malartsik, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers and Tony LaFrener.

NAY: None

The motion carried.

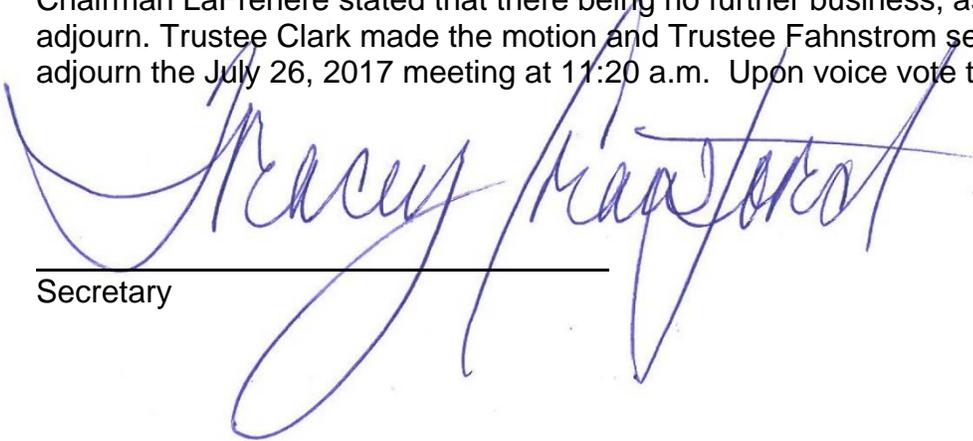
Closed Session

None

Adjournment

Chairman LaFrener stated that there being no further business, asked for a motion to adjourn. Trustee Clark made the motion and Trustee Fahnstrom seconded the motion to adjourn the July 26, 2017 meeting at 11:20 a.m. Upon voice vote the motion carried.

Secretary

A large, stylized handwritten signature in blue ink, which appears to read "Tracy Kappeler". The signature is written over a horizontal line that is positioned above the word "Secretary".