

**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 15th DAY OF JANUARY 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: Brian Meyer, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Nicole Cox, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Nick Troy, 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; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Rita Fletcher, Robert Dowling, Amy Charlesworth

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; Miranda Woodard, Accounting Manager; Kelly Suchodolski, Payroll Clerk; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Superintendent Negrillo introduced Kelly Suchodolski, the new Payroll Clerk.

Public Comment

None

Approval of Agenda

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

Approval of Consent Agenda

Chairman Risinger called for a motion to approve the Consent Agenda of January 15, 2020. Trustee Fahnstrom made the motion and Trustee LaFrenere seconded the motion to approve the Consent Agenda dated January 15, 2020. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Nicole Cox, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Correspondence

Executive Director Crawford stated that NWSRA received a thank you card from Senator Dick Durbin's office. He declined the holiday luncheon invitation.

Staff Reports

Superintendent Griffin shared information on the Sibshops program, which allows children with special needs and their siblings to gain peer support. The program is held monthly at the Hanover Park and River Trails Park Districts. Superintendent Griffin relayed an emotional story about a Rolling Meadows resident and her sibling who have greatly benefited from the program. A suggestion was made to promote the Sibshop program in the park district brochure. A suggestion was also made for NWSRA to promote Clearbrook's respite program. Executive Director Crawford stated that there are funds available to families for respite and that is communicated to families. Superintendent Selders will send the Sibshop flyer and story to the Board members so they can share with their Boards or use for marketing purposes.

Superintendent Griffin reported a 2% decrease in NWSRA program participation from last year. There was an increase in access to inclusion assistance. Outreach is a major focus with Senior Manager of Special Recreation, Liz Thomas, spearheading those efforts. In 2019, NWSRA attended 60 outreach events. By the end of February 2020, NWSRA will have attended 25 events.

Facility Statistics

Superintendent Griffin referred the Board Members to the facility statistics in the packet.

Marketing and PR

Superintendent Selders reported that the website accessibility company has created webinars, and the information is in the NWSRA Board Update. Invitations will also be sent. The webinars will be held on January 28 and January 30. Another reminder will be sent next week and the Zoom call information will be supplied to attendees. Trustee Talsma stated that he is using a company that does website accessibility and they are reasonably priced. Executive Director Crawford stated that Trustee Talsma's resource would be put on his ADA website and ensured the Board that the webinars are solely to educate the attendees on website accessibility. She encouraged all Board members to share resources.

Superintendent Selders announced that the final focus group for the Accessible Transportation Needs Survey will be held tomorrow evening. Family members who attended the previous focus groups will convene to hear survey results and give feedback. Afterward, a small group will plan a major event with community organizations, transportation providers, and state representatives and senators to discuss next steps. Executive Director Crawford shared action steps that stemmed from the survey results.

Superintendent Selders congratulated River Trails Park District for receiving the Outstanding Program Special Event Award from ITRS. Superintendent Selders will be presenting to marketing staff NWSRA's participation in Unplug Illinois.

SLSF

Superintendent Splett reported that NWSRA was approved for an IDOT vehicle and should be delivered by November, 2020, applied for in 2018. A question was raised as to if the budget

contained funds for a new vehicle, and if the donated vehicle will replace that. The reply was that this is an additional vehicle. Executive Director Crawford announced a way to continue to honor Kevin, in addition to Kevin's Club. Everyone who donates \$500 can attend three golf outings and receive additional gifts.

The SLSF Board approved the new mission, vision and core values.

The Gold Medal Fashion Show will celebrate its 30th anniversary. Six new models, under ten years old, will be participating.

Old Business

Full-time Staff Member Benefits Usage Report

Superintendent Griffin stated that 27 out of 45 staff have signed up for this benefit.

NWSRA Projects

Dream Lab Accessible Technology Center at Rolling Meadows

Superintendent Selders reported that everything is installed in the Dream Lab. A tentative date of March 26 has been set for the open house. An open house for the Snoezelen Room at Mount Prospect might be held on the same date. Superintendent Hubsch stated that three programs are offered in winter/spring – meditation/relaxation and two gaming programs.

Sensory Garden at Hanover Park

Superintendent Griffin stated that the Sensory Garden at Hanover Park is on hold. The final phase will be done in the spring.

NWSRA Programming Space – Wheeling and Buffalo Grove

Superintendent Griffin reported that Wheeling PURSUIT will begin in March. A walk-through will be done soon at Buffalo Grove to determine what can be done by internal staff versus outside companies. The lease has been taken to the Buffalo Grove Board of Directors and will come to the NWSRA Board in March.

New Business

Appointment of Legal Counsel

Superintendent Negrillo informed the Board that Howard Metz, at Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., will take the place of NWSRA's current attorney, who is retired. The NWSRA Board decided to strike the motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. and Howard Metz, as legal counsel for SLSF, and allow the SLSF Board to appoint its own attorney. Superintendent Negrillo will check back on this issue with Howard Metz. Chairman Risinger called for a motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. as NWSRA's legal counsel, with Howard Metz, being the assigned attorney. Trustee Clark made the motion and Trustee Janda seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Nicole Cox, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Appointment of Director/Secretary – Tracey Crawford

Chairman Risinger called for a motion to approve Tracey Crawford as Executive Director and Secretary for NWSRA. Trustee Clark made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Nicole Cox, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Resolution R2020-1 – Appointment of Tracey Crawford as SLSF President

Chairman Risinger called for a motion to approve allowing the SLSF Board to approve the appointment of Tracey Crawford as the SLSF President per resolution R2020-1, unless permitted otherwise by legal counsel. Trustee Clark made the motion and Trustee Janda seconded the motion. Upon voice vote, the motion was carried.

A discussion ensued regarding whether a foundation should be clear and separate from the SRA. NWSRA will ask for input from legal counsel.

Rolling Meadows Programming Space Lease covering years 2020 – 2023

Superintendent Griffin pointed out that the lease renewal for programming space in Rolling Meadows asks for payment to be made monthly and split between NWSRA and SLSF. The storage space is paid up for three years. A motion was called to approve the lease as presented. Trustee Clark made the motion and Trustee Janda seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Nicole Cox, Craig Talsma, Nick Troy, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Other

Trustee Clark, who serves with Executive Director Crawford on the IPRA Foundation Board, announced that raffle tickets are for sale for four gift baskets. Each is valued at \$1000. The donations provide student and professional scholarships and educational opportunities for members.

Executive Director Crawford announced that IPRA will no longer have the Leadership Academy, and asked the Board if they would be interested in an NWSRA Academy, in which attendees can earn CEUs. The group discussed whether to open up the opportunity to people outside of NWSRA and member districts. The NWSRA Superintendents will discuss further and bring the recommendations back to the Board.

Informational/Action Items

Board Member Start Dates and Chairman Assignments

Executive Director Crawford presented the list of Board Members' names and rotation of responsibilities for each, i.e. chairing committees then, ultimately, becoming Chairman of the Board. Adjustments will be made for retirements and for those who cannot be present during their allotted times.

Ashley's Law

Executive Director Crawford relayed a situation regarding a participant who uses medical cannabis. Her family developed Ashley's law. The law allows a family member or caregiver to administer medical cannabis on school grounds. The family requested a meeting to determine what barriers exist for NWSRA to house and administer cannabis. The family is trying to get the law extended to park districts. The Board agreed on the need to have PDRMA and legal counsel included in discussions with the family. PDRMA sent an initial response and will be sending a second one.

2019 Year in Review/2020 Goals

Executive Director Crawford stated that this is the third year of NWSRA's strategic plan and it is on target. Education of new legislators continues. Capital bill funding was approved. NWSRA leads the transportation accessibility research. Focus remains on financial stability, education, and transparency, as well as financial means to maintain the new programming sites.

Superintendent Selders reported on staff certifications. There were 3 retirements in 2019, and many lateral moves and promotions. Executive Director Crawford emphasized the continuing need for professional development for staff. Staff at all levels are involved in state organizations.

Superintendent Selders stated that NWSRA hired a professional recruiter in 2019. Hiring is being done with succession planning in mind. APied is being used for evaluation and implementation of programming. Eight staff are CPE certified.

Executive Director Crawford said that the Day Camp revamp resulted in increased enrollment. She also described Ability Awareness efforts in schools and park districts. Tours of Snoezelen Sensory Room and the number of people accessing therapy have increased. Many other SRAs have now developed Snoezelen Rooms.

Superintendent Selders reviewed marketing activities and results. There have been significant increases in social media followers as well as Constant Contact email blasts. The NWSRA website can now be translated into other languages and the website accessibility project is underway. More than two-hundred new families registered for programs. The Dream Lab has been completed. All NWSRA computers have been upgraded to Windows 10. The online ADA project portal has been active for one year. SLFS has developed new stories to help the community understand the impact of NWSRA. The Mount Prospect Snoezelen Room and the Dream Lab in Rolling Meadows have opened.

Executive Director Crawford added that the SLSF's new mission vision and core strategy was a major focus. SLSF has coached three other foundations. A new Foundation Manager has been hired. SLSF had 29 monthly donors in 2019, which is a huge increase. There is a Zurich representative on the SLSF board and SLSF is receiving major funding from that organization.

Executive Director Crawford stated that NWSRA is working with other agencies, e.g. Clearbrook and Misericordia, to address the growing need for senior programming and available transportation.

The new Wheeling programming site is filled and the Buffalo Grove site will soon be filled. Snoezelen Rooms will be planned in approximately one year, based on the needs of those attendees.

NWSRA is looking to expand collaboratives and partnerships. NWSRA is looking to improve part-time program staff communication and training. Recruitment efforts continue to expand, and online onboarding is in progress. NWSRA is starting to implement Power DMS and working on Distinguished Accreditation.

Director's Report

The Director's Report/Workplan and 2020 goals are posted on the Director's site.

Trustee Talsma recommended that the Director's Report taken out as it is included in the NWSRA strategic goals. Executive Director Crawford agreed and will just identify her goals in the strategic document.

Other

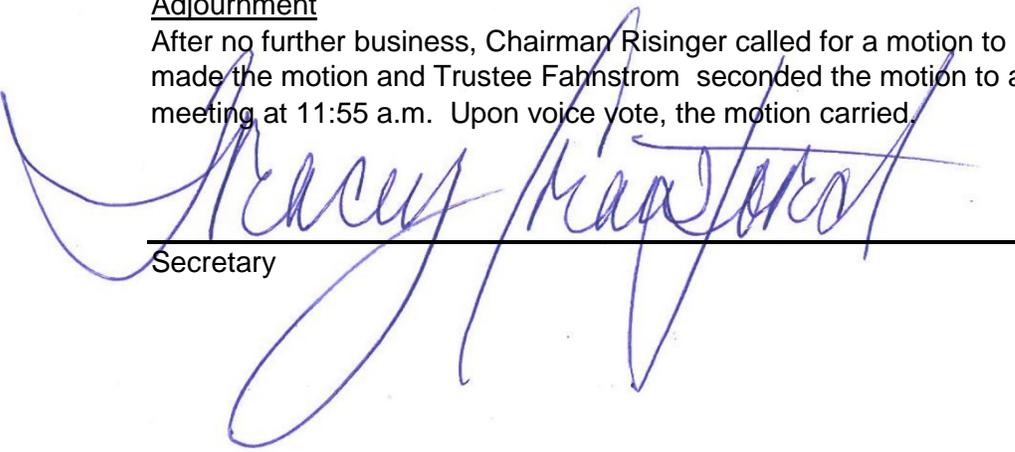
None

Closed Session

None

Adjournment

After no further business, Chairman Risinger called for a motion to adjourn. Trustee Janda made the motion and Trustee Fahstrom seconded the motion to adjourn the January 15, 2020 meeting at 11:55 a.m. Upon voice vote, the motion carried.



Secretary