

**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 24th DAY of July 2019 AT 10:30 A.M.**

Chairman Morgan 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; 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; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Larry Piekarz, Streamwood Park District and 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; Nanette Sowa, Superintendent of Development; Andrea Griffin, Superintendent of Recreation; Cathy Splett, Foundation Manager; and Jessica Vasalos, Administrative Manager as recording secretary.

Chairman Morgan requested a moment of silence in memory of former Board member, Larry Wheeler.

Introduction of Guests

None

Public Comment

None

Agenda

Chairman Morgan asked for a motion to approve the agenda dated July 24, 2019. Trustee Fahnstrom made the motion and Trustee Hilgers seconded the motion to approve the agenda dated July 24, 2019. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Morgan called for a motion to approve the Consent Agenda of July 24, 2019. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion to

approve the Consent Agenda dated July 24, 2019. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Larry Piekarz, Jan Buchs

NAY: None

The motion carried.

Correspondence

Executive Director Crawford stated that a thank you card was received from Superintendent Negrillo for a package sent to her in the hospital. Also received was a thank you note from the Housers for flowers and dinner in honor of Jim Houser's mother who passed away. A thank you note was received from Jessica Vasalos for a gift received for her surgery. ATRA sent a thank you note for NWSRA's participation in the APIED challenge. Julie Clausen sent a thank you note for a remembrance of her sister.

Staff Reports

Program Report

Superintendent Griffin described the Self Advocacy Alliance, funded by the IL Council of Developmental Disabilities and announced that the NWSRA PURSUIT program is the newest member. PURSUIT participants are working on related projects. NWSRA staff are currently looking into developing a group similar NWSRA non-PURSUIT participants.

Marketing and PR Report/Outreach

Superintendent Selders reported that NWSRA took over ATRA's social media on ATRA's Takeover Tuesday. An article appeared in the Daily Herald on Unplug Illinois. Work is currently being done on the NWSRA brand video. Two of the four transportation needs focus groups have been completed. New brochures and flyers are in progress. The volunteer brochure is finished. A question was raised as to where inquiries come from that result in welcome packets being sent. Superintendent Selders replied that they are sent to anyone new to NWSRA, and they have come from a variety of outreach activities.

SLSF

Superintendent Sowa stated that the 2019 fundraising goal is higher than last year and grants and events are planned to help reach the goal. SLSF helped out at the Wheeling Park District Craft Beer and Wine Fest. Funds were donated to SLSF from the Houser family in memory of their mother. The family of Jeff Elko, teacher's aide at Camelot School in Mount Prospect, created a yearly memorial fund/donation for SLSF.

2nd Quarter Financial Reports

Superintendent Negrillo gave an overview of the 2nd quarter financials and explained expenditures that have focused on building security, employee safety, and summer recruitment.

2nd Quarter Outreach Report

Superintendent Selders reported that there are 118 new families so far this year and NWSRA participated in 30 events. He also highlighted various printing projects that have been prepared for NWSRA and SLSF.

2nd Quarter Goals Update

Superintendent Griffin reported that NWSRA has started a full-time mentoring program to promote growth within the NWSRA employee base, and shared some of the program's successes.

Director's Update

Executive Director Crawford reported that, due to recent personnel changes and challenges, she has focused on stabilizing the NWSRA team. She praised her staff and assured the Board that programs and participants have not been affected. A new Foundation Manager has been hired. Applications have been received for the Coordinator position; that position has been revamped to be more of an actual Logistics Coordinator. Executive Director Crawford has been coaching two candidates for the Senior Manager of Special Recreation position.

Old Business

Snoezelen Sensory Room at Mount Prospect

Superintendent Griffin gave a status report on the Snoezelen Room at Mount Prospect. A completion date will soon be determined.

Dream Lab Accessible Technology Center at Rolling Meadows

Superintendent Selders stated that the wrapped walls are up and TVs are in place. Photos are on Facebook. Computer stations are completely accessible. Volunteers from Microsoft will be helping with configuration.

Sensory Garden at Hanover Park

Superintendent Griffin stated that the existing foliage is being removed and preparations are being made for planting. Quotes are currently being obtained. Construction is expected to start next month.

NWSRA Programming Space in Wheeling

Superintendent Griffin reported that PURSUIT Wheeling is expected to open in November. Furniture is being selected and purchased. Currently, there are 48 participants are ready to begin.

New Database Hosting Provider

Superintendent Selders stated that NWSRA will be moving to Drupal, a new database platform, to enhance reporting capabilities and allow for the required customization. Director Meyer raised a question as to if the package includes credit card processing, to which was replied that credit processing is through Authorize.net.

New Business

Prevailing Wage – Resolution R2019-9

Executive Director Crawford directed the Board to decide on whether to prepare a prevailing wage determination for 2020. It was determined that, after much discussion, starting in the year 2020, a prevailing wage will not be brought to the Board. Chairman Morgan called for a motion to approve Resolution R2019-9. Trustee Charlesworth 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, Bob O'Brien, Jim Jarog, Christina Ferraro, Diane Hilgers, Bret Fahnstrom, Amy Charlesworth, Tony LaFrenere, Jay Morgan, Larry Piekarz, Jan Buchs

NAY: Rita Fletcher, Craig Talsma

The motion carried.

Member District Minimum Wage Comparison

Executive Director Crawford stated that the minimum wage would not affect the MDAA formula of a 2% ceiling. Employees under 18 were included in NWSRA's calculations for wage increases through 2025. Three scenarios were created. Trustee Talsma asked if the minimum wage will have a tier effect of increases. Superintendent Negrillo replied that there will be 3 salary ranges, beginning at minimum wage and higher amounts for those with greater responsibilities. Tenure is not included. Executive Director Crawford stated that NWSRA's salaries are competitive and the mentoring program encourages aspiration to higher level positions. Trustee LaFrenere asked if some employees want more responsibility but budget won't allow. Executive Director explained various scenarios and how NWSRA handles them.

Executive Director Crawford called for a motion to approve scenario 3 as presented by staff. Trustee Talsma made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Larry Piekarz, Jan Buchs

NAY: None

The motion carried.

MDAA Formula

Executive Director Crawford called for a motion to approve the current MDAA formula of 75% EAV and 25% gross population with a 2% ceiling and a 2% floor until 2025.

Trustee Talsma made the motion and Trustee Charlesworth seconded the motion.

Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Larry Piekarz, Jan Buchs

NAY: None

The motion carried.

Member District Annual Assessment Packet

Executive Director Crawford called for a motion to approve the proposed 2020 MDAA increase of 1% as presented. Trustee Fahnstrom made the motion and Trustee Charlesworth seconded the motion. Upon roll being called, the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Larry Piekarz, Jan Buchs

NAY: None

The motion carried.

Executive Director Crawford called for a motion to approve each member district taking its proposed 2020 annual assessment to its Board for approval by August 30, 2019.

Trustee Risinger made the motion and Trustee LaFrenere seconded the motion. Upon being called, the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Larry Piekarz, Jan Buchs

NAY: None

The motion carried.

Surplus Ordinance O2019-3

Chairman Morgan called for a motion to approve Surplus Ordinance O2019-3 for excess furniture. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion. Upon being called, the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Larry Piekarz, Jan Buchs

NAY: None

The motion carried.

Information/Action Items

PDRMA 2018 PATH Summary

Superintendent Negrillo reported on results that employees have achieved for 2018. Coaching sessions have increased. Forty-one percent of employees participate in at least one PATH challenge. The Locomotion Challenge will soon take place. A focus on diabetes has helped the cholesterol issues; glucose levels have decreased.

Capital Funding Update

Superintendent Selders announced that NWSRA's request for funding has been approved for the ADA transition plan items.

Nanette Sowa Retirement Letter – Proclamation 2019-4

Chairman Morgan, on behalf of the Board, recognized Superintendent Sowa for her 30 years of dedicated service and contributions to NWSRA and wished her well on her retirement.

Barb Bassett Retirement Letter – Proclamation 2019-3

Chairman Morgan, on behalf of the Board, recognized Barb Bassett for her 30 years of dedicated service and contributions to NWSRA and wished her well on her retirement.

Cathy Splett – Superintendent of Development

Executive Director Crawford announced that Cathy Splett is the new Superintendent of Development, beginning August 1, succeeding Nanette Sowa.

Adjournment

After no further business, Chairman Morgan called for a motion to adjourn. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion to adjourn the July 24, 2019 meeting at 11:46 pm. Upon voice vote, the motion carried.


Secretary