

**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 23rd DAY OF MARCH, 2016 AT 10:30 A.M.**

Chairman Clark called the meeting to order at 10:34 a.m. Director Crawford took roll call. The following members of the Board were present: Steve Scholten, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Rick Wulbecker, Hanover Park Park District; Dean Bostrom, Hoffman Estates Park District; Greg Kuhs, Mount Prospect Park District; Mike Clark, Palatine Park District; Bret Fahnstrom, River Trails Park District; Diane Hilgers, Salt Creek Park District; Dan Otto, Schaumburg Park District; Jay Morgan, South Barrington Park District, and Jan Buchs, Wheeling Park District.

Christina Ferraro arrived at 10:36 am.

Absent: Robert Dowling, Inverness Park District, Amy Charlesworth, Rolling Meadows Park District and Dennis Stein, Streamwood Park District

Also present: Tracey Crawford, Executive Director; Jayne Finger, Superintendent of Recreation; Andrea Griffin, Superintendent of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communications and IT; Trisha Breitlow, Superintendent of Administrative Services; Kelly DeCorrevont, Former Business Services Coordinator; Nicole Estrada, Support Services Coordinator, Trisha Palmeri, Program Specialist and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Chairman Clark introduced Interim Director Rick Wulbecker, of Hanover Park Park District. Superintendent Finger introduced Trisha Palmeri, Recreation Specialist and Nicole Estrada, Support Services Coordinator

Public Comment

None

Agenda

Chairman Clark asked for a motion to approve the agenda dated March 23, 2016. Trustee Kuhs made the motion and Trustee Clark seconded the motion to approve the agenda dated March 23, 2016.

Approval of Consent Agenda

Chairman Clark asked for a motion to approve the Consent Agenda of March 23, 2016. Trustee Morgan made the motion and Trustee Bostrom seconded the motion to approve the Consent Agenda dated March 23, 2016. Chairman Clark did have a question as to why a revenue line item was more than anticipated. Executive Director Crawford

explained that River Trails paid their assessment earlier than they did last year which is why the revenue line item is more than anticipated.

Correspondence

Written

None

Oral

None

Staff Reports

Superintendent Griffin reported that the Inclusion team worked with Hoffman Estates Park District to provide training to identify participants that fall under the American with Disabilities Act. This training was focused on a person's needs rather than their disability. Hoffman Estates Park District Facility Manager reached out after the training to ask for more handouts, so she may train her front end staff, as they are the first point of contact. On March 11-13, the Lightning Athletes Basketball teams competed in state bringing home 3 fourth place ribbons and 1 bronze medal. The Program Development team is working with Tracey, Brian and Andrea as well as NSSEO to help them determine the needs for a 5 day a week after school program. This process included sending a survey to schools within the NSSEO Agency as well as other schools. Julie Jellik was very grateful for the input and help developing the survey and expressed her thanks and gratitude for the collaboration with NWSRA. Superintendent Finger passed out flyers and Day Camp Brochures to the Board for distribution in their districts.

Marketing & Communication Report

Superintendent Selders reported that the new phone system is completely installed, including the VOIP software that accompanies the system. This allows for mobile connectivity as well as desk top. It also included a bilingual message while callers are on hold. Zurich North America was nominated at in the Schaumburg Volunteer of the Year Award. Direct clicks on Google are up 17%, YouTube views are up 72% and there were 50 more likes on FB in the past 2 months.

SLSF Updates

Superintendent Sowa reported the SLSF is currently looking for sponsors for the upcoming Golf Outings. SLSF received \$50,225 since the Gala which included \$7,500 from Northwest Community Hospital. The Gold Medal Fashion Show raised \$60,000 in revenue and the planning for 2017 is already underway. Flyers for the Buffalo Grove and Palatine Golf Outing will go out in the next week. Cathy Splett is working hard on grants and did receive \$1,000 from Palatine. She is waiting to hear from a few others that are currently pending. Tracey Crawford, Andrea Griffin, Cathy Splett and Nanette Sowa have developed a sponsor grid for the Snoezelen Room. This grid started with a full \$85,000 donation and what that would include and went down in denomination from there. Brian Selders added the sponsorship levels to the website.

Directors Work Plan

Executive Director Crawford highlighted the directors work plan which included, an update regarding the Distinguished Agency process. NWSRA is working hard with our mentor Mike Clark and is going rather smoothly. The next check in will be in May. NWSRA has also begun the Strategic Plan process which included sending out invitations to the facilitators for each of the Steps. The first step in the process will be April 5th with Ginny Bateman, Director of Recreation and marketing at Oswego Park District. In the beginning of April, Amy Charlesworth, Executive Director of Rolling Meadows Park District will send out a survey to all stake holders including staff, board members, participants and participant families. The survey results will be reviewed on April 19th with staff and Cornerstones will be developed. We will then start the PDRMA Review. Regarding staff recruitment, Kelly DeCorrevont has left NWSRA and returned to her previous employment at the Deerfield Public Library. We are now in the process of hiring a new Account Manager and have posted it on several sites with a closing date of April 30, 2016.

New Business

Chairman Clark ask for a motion to approve Surplus Ordinance 2016-1 Sale of Surplus Property. Trustee Fahnstrom made the motion and Trustee Kuhs seconded the motion to approve the Surplus Ordinance 2016-1. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Dan Otto, Jay Morgan, and Jan Buchs

NAY: None

The motion carried.

Old Business

None

Information/Action Items

NWSRA Strategic Plan Process

Executive Director Crawford reported the Strategic Plan has begun. Ginny Bateman will be coming in to facilitate step 1 to do a discussion of our Mission, Vision and Values and to do a cultural check in to see if they are still relevant. This will take place on April 5. Amy Charlesworth will facilitate step 2, to develop our cornerstones. This will include staff and Board input. Jan Hancapie will be facilitating step 3, addressing our critical needs. Step 4, drafting our goals will be facilitated by Mike Clark in August. Each facilitator is being compensated by lunches and dinners as well as a \$500 honorarium. In 2010, a Strategic Plan was completed by Leisure Vision which resulted in 2 binders of graphs and notes. This information proved to be very overwhelming for staff. Since that process was complicated, we have decided to get to the down and dirty of the process and will make sure that staff and the contributing public have an

understandable Comprehensive Strategic Plan. Trustee Fletcher asked if there will be input from the Member District Board or the SLSF Board during this process. Executive Director Crawford indicated that Board input will happen throughout the entire process. This will happen live or through survey, due to the fact that it is difficult to get all Member District Board Members together. There will be a special session the SLSF Board and the NWSRA Board after the NWSRA Board Meeting in May, which will be facilitated by Amy Charlesworth.

Updated NWSRA Board and Staff Policy Manual

Superintendent Breitlow reported that the Board and Staff policy manual has been updated and reviewed by Heidi Katz. The one major change that has taken place is the sick day reimbursement policy. In the past, staff was allowed to accrue up to 72 days. Staff was paid out 25% of sick time over 60 days, with the other 75% reported to IMRF. This will no longer be the policy. Staff will now be allowed to bank up to 60 days and any overage will only be reported to IMRF. The Firearms Conceal Carry Act was added to the policy as well as Section 4, Information Systems was added and mirrored PDRMA's policy.

Trustee Risinger mentioned that Superintendent Griffin emailed all Member Districts asking for benefits extended to NWSRA full time staff. Executive Director Crawford indicated that prior Boards have allowed benefits to NWSRA Full Time staff. Annually, NWSRA sends out a survey to see what Member Districts have awarded staff, whether it is free benefits or resident rates for staff. NWSRA can only utilize these benefits at one District. Chairman Clark indicated that Palatine Park District added NWSRA to their benefit portfolio and is considered to have the same benefits as a Palatine Park District Staff. It was discussed that a copy of the survey and the policy for Palatine Park District will be sent to all Member Districts.

Chairman Clark ask for a motion to approve the NWSRA Board and Staff Policy Manual as presented. Trustee Risinger made the motion and Trustee Buchs seconded the motion to approve the Manual. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Dan Otto, Jay Morgan, and Jan Buchs

NAY: None

The motion carried.

Environmental Report Card

Superintendent Breitlow reported that NWSRA scored a 72% on the electronic report card that IPRA administers. This is significantly higher than the last results that were given. Energy audits will be scheduled for this summer to ensure that we are conscious of our use. Chairman Clark asked for a motion to approve the IPRA Environmental Report Card as presented. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion to approve. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Dan Otto, Jay Morgan, and Jan Buchs

NAY: None

The motion carried.

Member District Health Insurance Survey

Executive Director Crawford presented the currently Health Insurance Survey results. She also indicated that there is still time to participate in the survey and results will be updated and presented to the Board as needed.

Executive Director Crawford made mention about the PDRMA update regarding the lawsuit for Diastat with NISRA. It was the judgment that the SRA did make any and all reasonable accommodations for the participant and SRA are not required to administer this drug. The judge did rule that it was reasonable to have a nurse for this. The good news is that NWSRA is contracted already with Brightstar for nursing services for participants.

Closed Session

Chairman Clark asked for a motion to move to Closed Session at 11:11 am to discuss Pending or Imminent Litigation – 2 (C) (11). Trustee Morgan made the motion and Trustee Kuhs seconded the motion. Upon roll being called the vote was as follows:

AYA: Steve Scholten, Rita Fletcher, Ryan Risinger, Tom Busby, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Dan Otto, Jay Morgan, and Jan Buchs

NAY: None

The motion carried.

Reconvene to Open Session and Action Taken on Executive Session

Chairman Clark stated there is no action to be taken at this time regarding Section 2(c)(11) and requested to move to Open Session at 11:23 am.

Adjournment

After no further business, Chairman Clark asked for a motion to adjourn. Trustee Kuhs made the motion and Trustee Buchs seconded the motion to adjourn the March 23, 2016 meeting at 11:23 am. Upon voice vote the motion carried.


Secretary