

**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 14th DAY OF NOVEMBER, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:34 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Brian Myer, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo 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; Patti Mitchell, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District.

Absent: Tom Busby, Robert Dowling, Mike Clark, Tony LaFrenerre, Dennis Stein

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; Nanette Sowa, Superintendent of Development; Erica Stanko, Collaboratives Coordinator; Miranda Woodard, Accounting Manager; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Executive Director Crawford introduced Darleen Negrillo, the new Superintendent of Administrative Services. Superintendent Griffin recognized Erica Stanko, Collaboratives Coordinator, for 5 years of service and dedication to NWSRA.

Public Comment

None

Agenda

Chairman Hilgers asked for a motion to approve the agenda dated November 14, 2018. Trustee Risinger made the motion and Trustee Charlesworth seconded the motion to approve the agenda dated November 14, 2018. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Hilgers asked for a motion to approve the Consent Agenda of November 14, 2018. Trustee Morgan made the motion and Trustee Risinger seconded the motion to approve the Consent Agenda dated November 14, 2018. Upon roll being called the vote was as follows:

AYA: Brian Myer, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Program Report

Superintendent Griffin reported that six individuals participated in the River Trails obstacle course on October 26. Superintendent Hubsch presented photos of the event. On November 2, the inclusion team and 16 additional staff held an Ability Awareness Day at Windsor Elementary School for more than 400 students in grades 2-5. The program was requested by an Arlington Heights Park District participant's mother, who is a member of All Children Excel in District 25. Since this event, the inclusion team has been approached by five other schools to do Ability Awareness Days. The PURSUIT year-end evaluation had a 55% return rate; 95% of families rated it "outstanding" and/or "extremely satisfied with the service." Superintendent Griffin read some complimentary responses to open-ended questions. The Mount Prospect PURSUIT site will have an open house on November 29.

Marketing and PR Report

Superintendent Selders reported that 100 attendees are expected for the Mount Prospect open house. The 2019 brochure and day camp promotional materials are being designed. An accessible transportation survey is being developed. NWSRA is partnering with Connect To Community and Campfire Concepts at Western Illinois University. The survey has been approved by the Institutional Review Board. Thus far, 300 responses have been received. Trustee Myer (AHPD) stated that Professor Robinett, at Western Illinois University, who is involved with the survey, is exceptional. Superintendent Selders stated that an article appeared in the Daily Herald about Snoezelen sensory therapy. Superintendent Selders reported on the results from NWSRA's expanding outreach efforts. A new "Day in the Life" video was shown at the Celebrate Ability Gala.

SLSF

Superintendent Sowa thanked the Board Members for their support of the Celebrate Ability Gala. More than \$16,000 was raised to help furnish the Wheeling PURSUIT program schedule for 2019. SLSF fundraising efforts, including grants, have raised more than the budgeted amount. The PURSUIT program has provided opportunities for companies' employees to volunteer, resulting in donations for SLSF.

Superintendent Sowa reminded the Board Members about the holiday luncheon, which will be held at the Metropolis, in Arlington Heights. Executive Director Crawford added that the Board Meeting will be held there, as well.

Directors Report

Executive Director Crawford praised the new ADA system that Superintendent Selders designed. Director Crawford reported that ILTRA awarded PURSUIT for outstanding program and services. There is a new look for NWSRA's day camp. Tori Gonzalez, Inclusion Coordinator, has been elected Director of ITRS. Discussions are taking place regarding an inclusion training day that would offer CEUs.

Old Business

Health Survey Update

Director Crawford informed the board that the survey is available on the Director's website for use at any time.

Merit Survey Update

Director Crawford stated that the merit survey is available for use on the Director's website.

New Business

Day Camp Transportation Bid

Superintendent Hubsch pointed out bids from two companies. NWSRA had some negative experiences with First Student last year; Grand Prairie is the recommended vendor. Trustee Talsma asked if complaints are documented, and he recommended that a training and education requirement be added to the bid. Trustee Myer asked if NWSRA's legal counsel has reviewed the bids. Director Crawford reported that NWSRA's bids are not reviewed by legal counsel and will look into if that requirement is needed.

Chairman Hilgers called for a motion to approve the day camp transportation bid as presented. Trustee Charlesworth made the motion and Trustee Mitchell seconded the motion to approve the transportation bid. Upon roll being called the vote was as follows:

AYA: Brian Myer, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

ADA Transition Plan

Superintendent Selders discussed the ADA transition plan 2019 – 2023, which describes retrofits, needed repairs, and recommendations. NWSRA will be working hand-in-hand with the Rolling Meadows Park District.

Chairman Hilgers called for a motion to approve the ADA transition plan as presented. Trustee O'Brien made the motion and Trustee Risinger seconded the motion to approve the ADA transition plan. Upon roll being called the vote was as follows:

AYA: Brian Myer, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Trustee Talsma asked who incurs the costs associated with the ADA transitions and whether the costs should be equalized over the years. These costs are included in rent payments

Information/Action Items

Personnel Committee Update

Trustee Risinger called for a motion to approve the minutes from the October 17, 2018 Personnel Committee meeting. Trustee Talsma made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion was carried.

Proposed Salary Ranges

Trustee Risinger called for a motion to approve the proposed salary ranges. Trustee Talsma made the motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Myer, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Proposed Merit Pool

Trustee Risinger called for a motion to approve the proposed merit pool. Trustee Talsma made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Myer, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Proposed Health Insurance

Trustee Risinger called for a motion to approve the proposed health insurance as presented. Trustee Talsma made the motion and Trustee Buchs seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Myer, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Finance Committee Update

Trustee Morgan reported that the Finance Committee reviewed the budget. He stated that everything is in place with NWSRA's collateral. A decision was made to keep the investment increase in the budget. Trustee Morgan complimented Executive Director Crawford and her staff for the budget preparation.

Trustee Morgan called for a motion to approve the minutes of the Nov. 1, 2018 Finance Committee meeting. Trustee O'Brien made the motion and Trustee Risinger seconded the motion. Upon voice vote, the motion was carried.

IMRF Contribution Rate 2019

Superintendent Negrillo explained the changes in IMRF contribution rate from 2018 to 2019.

NWSRA 2019 Committees

Executive Director Crawford explained the appointment process of selection committee chairs and the rotation to the SLSF board. Trustee Fletcher asked if one might have to be the chair twice. Director Crawford explained it can happen but with the rotation it shouldn't happen but every 17 years.

Chairman Hilgers called for a motion to approve the committee assignments. Trustee O'Brien made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Myer, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

2019 Board Meeting Schedule

Chairman Hilgers called for a motion to approve the 2019 Board Meeting schedule. Trustee Morgan approved and Trustee Charlesworth seconded the motion. Upon voice vote, the motion carried.

Executive Director Crawford announced that all meetings will begin at 10:30 a.m.

IMRF Authorized Agent

Executive Director Crawford called for a motion to approve the new IMRF Authorized Agent form, naming Director Crawford and Superintendent Negrillo. Trustee Rising made the motion and Trustee Morgan seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Myer, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Closed Session

None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Talsma made the motion and Trustee Fletcher seconded the motion to adjourn the November 14, 2018 meeting at 11:21 am. Upon voice vote, the motion carried.


Secretary