



*We exist to provide outstanding opportunities through recreation for children and adults with disabilities.*

**March 27, 2024**  
**10:30 a.m. Regular Meeting**  
Park Central Banquet Room  
3000 W. Central Road  
Rolling Meadows, IL 60008

## AGENDA

- I. Call to Order
  - A. Roll Call
  
- II. Introduction of Guests: -
  - A. Nick Eckelberry – Accounting Clerk
  - B. Emily Fencil – Vice President of Program Services, Clearbrook
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. **Approval of Consent Agenda – Pages 3-7**
  - A. Approval of Minutes, January 31, 2024
  - B. NWSRA Financial Reports, December - February 28, 2024
    1. NWSRA Profit and Loss
    2. NWSRA Balance Sheets
    3. Monthly Account Snapshot
  - C. Warrants:
    1. January 2024 – \$
    2. February 2024 – \$
  - D. ADA Compliance Projects\*:
    1. Schaumburg Park District:
      - a. ADA Bus – Transportation - \$66,115
      - b. Meineke Park – Recreation Facilities and Amenities - \$2,748
    2. Mount Prospect Park District:
      - a. Mt. Prospect Golf Club – Recreation Facilities and Amenities - \$7,071.56
    3. Wheeling Park District:
      - a. Childerley Park – Routes and Surfaces - \$83,012.38
    4. Streamwood Park District:
      - a. Community Center – Routes and Surfaces - \$271,000
      - b. Community Center – Routes and Surfaces - \$25,000
      - c. Community Center - Routes and Surfaces - \$2,000
      - d. Community Center – Plumbing Elements and Facilities - \$2,000
    5. Buffalo Grove Park District:
      - a. Mill Creek Park – Routes and Surfaces - \$2,550
      - b. Raupp Museum – Routes and Surfaces - \$6,900
      - c. Fitness Center – Fire Alarms - \$2,000
      - d. Parkchester Park – Play Surfaces - \$2,646
      - e. Prairie Grove Park – Routes and Surfaces - \$423,909.60
      - f. Willow Stream Parking Lot – Routes and Surfaces - \$31,121.20

*An extension of the local park districts serving*

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect  
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

- g. Mike Rylko Park Nature Classroom - Routes and Surfaces/Benches - \$38,172.50
- h. Mike Rylko Park In-Line Rink - Routes and Surfaces - \$32,372.50
- i. Golf Dome – Doors - \$14,282

\* Further details can be found on the Director's Site

- VI. Correspondence
  - A. Written
  - B. Oral
- VII. **Staff Reports – Pages 8-17**
  - A. Program Report
  - B. Marketing and P/R Report
  - C. SLSF
  - D. Directors Update - Oral
- VIII. **Old Business – Pages 18-24**
  - A. SRA Governance Task Force Update - Oral
  - B. Clearbrook:
    - 1. Presentation
    - 2. Collaborative Agreement
  - C. Other
- IX. **New Business – Pages 25-29**
  - A. Recognition of outgoing Board Member:
    - 1. Rita Fletcher
  - B. Paycheck Advance Policy
  - C. Paid Leave for Workers Policy
  - D. Other
- X. **Information/Action Items – Pages 30-31**
  - A. District 15 Extended Camp
  - B. Other
- XI. Closed Session  
 Closed Session in accordance with Open Meetings Act to consider information regarding:
  - A. None
- XII. Action as a result of Closed Session
  - A. None
- XIII. Adjournment



- **Teamwork:** Support each other and work together
- **Respect:** Be open, honest and kind
- **Enthusiasm:** Exceed expectations
- **Collaboration:** Combine resources to achieve common goals
- **Communication:** Listen, share and adapt



To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve

# V. Consent Agenda

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT PARK CENTRAL;  
3000 CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 31st OF JANUARY, 2024, at 10:30 am**

Chairman Talsma called the meeting to order at 10:32 a.m.

Administrative Manager Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Barlett Park District; Ben Curcio, Elk Grove Park District; Steve Bessett, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Ben Rea, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romejko, Rolling Meadows Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; and Jan Buchs, Wheeling Park District

Absent: Erika Strojinc, Robert Dowling, Diane Hilgers and Jeff Janda

Also present: Tracey Crawford, Executive Director; Tom Draper, Superintendent of Marketing and Communications; Rachel Hubsch, Superintendent of Recreation; Anne Kiwala, Superintendent of Development; Emily Turi, Intern; and Jessica Vasalos, Administrative Manager as recording secretary

Introduction of Guests

Rachel Hubsch introduced Emily Turi the new NWSRA intern.

Public Comment

None

Approval of Agenda

Chairman Talsma asked for a motion to approve the agenda dated January 31, 2024 with the omission of item 5B. NWSRA Financial Reports, and 9A. Clearbrook Collaborative Agreement in the consent agenda. Director Fullerton made the motion and Director LaFrener seconded the motion to approve the agenda dated January 31, 2024. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Talsma called for a motion to approve the corrected Consent Agenda of January 31, 2024, with a correction in the minutes removing Mike Clark and Bob O'Brien. Director LaFrener made the motion and Director Fullerton seconded the motion to approve the Consent Agenda dated January 31, 2024. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Correspondence

Chairman Talsma talked about the correspondence from Lauterbach and Amen regarding the status of the outstanding bill with NWSRA. He responded to Lauterbach and Amen that he would get back to them once the meeting with the IRS was complete. He asked the Board if they were comfortable asking for Lauterbach to consider the bill a wash for the fees that were accumulated during the 941 issue. The Board would like to wait and see what the final outcome is with the IRS.

#### Staff Reports

Superintendent Hubsch outlined the collaborations that support the intern program and how that collaboration was supported throughout the pandemic.

#### 2023 Year-End Statistics

Superintendent Hubsch reviewed the year-end statistics with the Board and highlighted many areas that saw growth throughout the year.

#### Marketing and PR

Superintendent Draper reported to the Board that his team has been very busy putting together videos for the Celebrate Ability Gala as well as the Holiday Luncheon in December. He highlighted the I am campaign that is honoring the NWSRA 50<sup>th</sup> Anniversary that is being celebrated this year. D214 is sending another intern for the next several weeks that will be assisting the marketing department. His team is in full swing preparing for the GMFS with interviewing the models.

#### Human Resources Report

Executive Director Crawford briefly reviewed the Human Resources report with the Board.

#### SLSF

Superintendent Kiwala reported on the wrap-up report that is in the packet and highlighted the revenues and expenses from the events that were hosted in FY2023 as well as sponsorships and new grants awarded in FY2023.

#### Directors Report

Executive Director Crawford reviewed the current status of NWSRA with highlights in the Inclusion Department, Recreation Department, and Finance as well as all the open positions in the agency.

#### Old Business

##### Wheeling Sensory Garden Update

Superintendent Kiwala informed the Board that the concrete work and the utilities for the greenhouse at Wheeling Park District have been completed and also gave kudos to the WPD staff as they have been awesome working on this....

#### Other

Chairman Talsma informed the Board that Hoffman Estates Park District will be receiving a grant to renovate Vogelei Park and make it an inclusive playground.

#### New Business

##### NSSEO Agreement

Superintendent Hubsch reviewed the NSSEO agreement with the Board and gave a brief overview of the contract reflecting a 3% increase over last year. Director Crawford asked for a motion to approve the NSSEO Agreement as presented. Director Fahnstrom made the motion and Director Fletcher seconded the motion to approve the NSSEO Agreement as presented to the Board. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Steve Bessett, Craig Talsma, Jim Jarog, Ben Rea, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Informational/Action Items

##### 2023 Year in Review

The administrative team and Executive Director Crawford reviewed the 2023 Year in Review with the Board of Directors.

##### 2024 Goals

Superintendent Hubsch presented the 2023 Goals review and presented the 2024 Goals. Executive Director Crawford also reminded the Board that she is available to attend any Board Meetings that they feel are needed.

##### Recognition of Board Member

Chairman Talsma read the Proclamation honoring Director Ferraro for her dedicated service during her term.

##### Mission Vision and Values

Executive Director Crawford read the mission vision and values and asked if there were any questions. Director Fletcher asked the Board for their opinion on removing the "exist" in the statement. The Board agreed. Director Crawford asked for a motion to approve the mission, vision, and values statements with the omission of "exist". Director Fullerton made the motion and Director Romejko seconded the motion to approve the mission, vision, and values statements as presented and corrected. Upon voice vote, the motion was carried.

##### Other

None

##### Closed Session

None

Adjournment

After no further business, Chairman Talsma called for a motion to adjourn. Director LaFrenere made the motion and Director Romejko seconded the motion to adjourn the January 31, 2024 meeting at 11:54 a.m. Upon voice vote the meeting was adjourned.

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Secretary

# VII. Staff Reports

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Date: March 6, 2024  
To: Tracey Crawford  
From: Andrea Griffin and Rachel Hubsch, Superintendents of Recreation  
Re: Program Report February & March 2024

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## **NWSRA General Therapeutic Recreation Programs & Services**

Registration for General Therapeutic Recreation winter programs began on December 4<sup>th</sup>, 2023. NWSRA is still offering both in person and virtual programs; 49 weekly programs for the season are running. Currently there are over 370 registrations for the winter season. Staff have begun implementing NWSRA's Regional Programming, allowing those living in a specific NWSRA region to recreate within their communities or neighboring communities. One of NWSRA's most popular programs; Exercise and Swim, is now offered twice on the same day in different locations to allow maximum participation and participants to participate closer or within their home community. Fit N' Fun, is a new program this winter season. This program allows for a closer ratio for participants that need extra assistance with personal care, behavioral support and throughout activities. Traveling Teens has been a fan favorite since 2020. Staff have worked with local high schools to continue the growth of the program, leading to an uptick in registrations this winter season.

## **Lightning Athletics**

NWSRA Lightning Athletics competed at the Special Olympics Winter Games in Galena February 6-8th bringing home gold, silver, and bronze medals. The Lightning Swim Team has participated in two different Swim Meets with Libertyville and Western DuPage Special Recreation Association. The swimmers have utilized the meets to prepare for their upcoming Special Olympics Qualifier for Summer Games. Gymnastics and Powerlifting athletes will be competing to qualify for Summer Games in these upcoming weeks. NWSRA coaches are currently fielding 2 soccer teams this winter seasons.

## **Social Clubs**

Social Clubs have seen an increase in overall registrations due to the combination of social club events hosted in February. These events include Crafts and Chocolate, Valentine's Ball, Cozy Dreams Cinema, Paint 'N Sip, Brackets and BINGO and Another One Bites the Crust. Participants have been eager to attend larger joint club events to socialize with friends and their favorite staff! We have been continuing to support club participants registering for the correct clubs based on age, disability, and staffing ratio needs.

## **Inclusion**

The Inclusion Team recently held their seasonal Winter/Spring Training for their part-time inclusion aides. The training heavily focused on communication and behavior management, reinforcing how to deal with behavior crisis safely and appropriately as they arise. The team recently trained Bartlett Park District aquatics department with an emphasis on adapting swim lessons and working with individuals with disabilities., Palatine Park District had their gymnastics department receive a training on disability awareness and modifying activities for all. Additionally, the team is gearing up to prep for summer camp requests as well as summer training. The inclusion department is typically a team of five with four Inclusion Coordinators and one Manager of Inclusion Services. Starting mid-March, the Manager of Inclusion Services will be on maternity leave and there will be two Inclusion Coordinators overseeing all 17 Member Park Districts until two more can be hired. See below to see how the coordinators will split the districts:

### **Mid-March – May (*italics = interim*)**

**Sam Tabert, Inc Coord**  
[stabert@nwsra.org](mailto:stabert@nwsra.org)

Elk Grove  
Hoffman Estates  
Rolling Meadows  
Salt Creek  
South Barrington  
*Bartlett*  
*Inverness*  
*Palatine*  
*Schaumburg*

**Andi Marfilus, Inc Coord**  
[amarfilus@nwsra.org](mailto:amarfilus@nwsra.org)

Arlington Heights  
Mt. Prospect  
Prospect Heights  
River Trails  
*Buffalo Grove*  
*Hanover Park*  
*Streamwood*  
*Wheeling*

### **June 10 – August (*italics = interim*)**

**Sam Tabert, Inc Coord**  
[stabert@nwsra.org](mailto:stabert@nwsra.org)

Elk Grove *Sarah*  
Hoffman Estates *Sarah*  
Rolling Meadows *Sarah*  
Salt Creek *Sarah*  
South Barrington *Sarah*  
*Bartlett Alexis/Karly*

**Andi Marfilus, Inc Coord** **Tori Gonzalez, Manager**  
[amarfilus@nwsra.org](mailto:amarfilus@nwsra.org) [vgonzalez@nwsra.org](mailto:vgonzalez@nwsra.org)

Arlington Heights *Emily*  
Mt. Prospect *Emily*  
Prospect Heights *Emily*  
River Trails *Emily*  
*Hanover Park Alexis/Karly*  
*Streamwood Alexis/Karly*

*Buffalo Grove Jess*  
*Inverness Jes*  
*Palatine Jess*  
*Schaumburg Alexis/Karly*  
*Wheeling Jess*

### **Rover Start Dates:**

Emily Pineda – May 6<sup>th</sup>  
Sarah Lynch – Mid May  
Karly Melendy – May 20<sup>th</sup>  
Jess Pineda – June 3<sup>rd</sup>  
Alexis Greenholdt – June 4<sup>th</sup>

### **Inclusion Training Dates**

1. May 21 Night 1 North @ Alcott Center
2. May 22 Inclusion NHO Night @ Park Central
3. May 23 Night 1 South @ Schaumburg CRC
4. May 28 Parent Meet & Greet North @ Alcott Center
5. May 30 Parent Meet & Greet South @ Schaumburg CRC

### **Collaboratives**

All six PURSUIT sites have continued to engage in volunteer hours. For Wheeling PURSUIT, the clients began working with the Wheeling Park District Pre-K classroom with much excitement to meet the kids and create lesson plans around what they are learning. At Mt. Prospect, the clients are working with the Live Like Roo Foundation to help create care packages for dogs with cancer. The main items they are creating for the care packages are adorable and soft tie blankets.

The winter months activities have been inspiring and included things like New Years Resolutions and Martin Luther King Jr “I Have a Dream” poetry writing.

An informative trip that Hoffman Estates PURSUIT enjoyed in March was a Harper College Radio Station tour where the clients learned how a radio show is produced.

Additional trips that all PURSUIT sites have gotten to enjoy are bowling, a very festive Valentine’s dance, a Mari Gras celebration, and a Fitness February event. The staff and clients love to get to focus on health in the month of February.

### **Behavior Team**

The Behavior Team continues to meet and provide support on an as needed basis.

On Wednesday January 10<sup>th</sup> NWSRA full-time staff completed their Crisis Prevention Institute (CPI) training. CPI provides professional development and training opportunities through its behavior management program to help staff empower and support everyone served. This is a yearly training course full-time staff complete and is led by Victoria Gonzalez, Manager of Inclusion Services, a certified CPI Instructor.

The Behavior Team is currently preparing for Spring Break Camp and Summer Camp. The team is meeting with Program Leaders to prepare them with additional strategies and support for their program to set the staff, participants, and program up for success.

## **Outreach & Recruitment**

### **Part-Time/Seasonal Staff & Volunteers**

For the first quarter of the year, Recruitment has been focused on jumpstarting our summer hiring efforts for Inclusion Aides, Camp Counselors, Program Assistants, and Drivers.

All department Managers received feedback from past seasonal staff as to who would be returning for Summer 2024 and Recruitment is looking to hire 100 Summer Inclusion Aides, 100 Summer Camp Counselors, 15 Summer Program Assistants, and 3-5 Summer Drivers.

In February, Inclusion highlighted Shylese Taylor for Inclusion Staff of the Month. Shylese currently works as an Inclusion Aide in the Schaumburg Park District. Shylese's flexibility and her uplifting personality has made her loved by all who work with her. Her peers note her punctuality and ability to get to know each of the participants, has been keys to her success. Her dedication and skill in remaining professional in all situations have not gone unnoticed. NWSRA is lucky to have her as a part of our team and we look forward to seeing all that she will continue to do in the future.

### **Recruitment & Outreach**

In 2024, Recruitment has utilized a new integrated software called Cronofy which connects BambooHR with Office 365 to help schedule interviews with candidates more efficiently and quickly. Instead of taking a couple of days to schedule a potential candidate, applicants can now schedule their interview through a link that shows all available times for interviews with the Recruitment Coordinator. This is streamlining the process for Recruitment to schedule, interview, and send out offers to potential candidates. This is a key factor in trying to hire in 2024. Quick response times from the employer to candidate are essential since there are many jobs available for our hiring demographic. NWSRA is utilizing Cronofy for our hiring benefit.

In addition, Recreation Managers and the Recruitment Coordinator are constantly working on collaborating to ensure the hiring process focuses on finding the correct candidates regarding availability and hiring eligibility due to participants', Park Districts', Inclusion's, and Support Services' needs. The Recruitment Coordinator and the Recreation Managers have created a hiring tracker through SharePoint. Through the tracker, Recreation Managers will have better insight on availability and skill level/level of comfortability working with individuals with disabilities and will in turn, approve of a candidate to be hired. Once approved by our Recreation Managers, the Recruitment Coordinator will send out an offer of employment. By collaborating with NWSRA Recreation Managers, the Recruitment Coordinator can work to ensure that each department has more insight and input into hiring for their teams especially when needing to fill specific gaps in our programs and Park Districts as well as pairing skill levels with participants.

The Recruitment Coordinator and/or NWSRA Recreation Staff have attended job fairs of at Stevenson High School, Illinois State University, Arlington Heights Park District, Lake Park High School, Aurora University and Hanover Township.

#### Community Outreach

This year NWSRA is focusing on connecting with businesses, organizations, schools, families and participants through outreach events in hopes of building deeper relationships and supports. Staff have attended the following outreach events with many more scheduled throughout 2<sup>nd</sup> quarter: Bartlett Park District, Elk Grove Chamber, District 21, Northwest Suburban Special Education Organization (NSSEO), District 15, Kenneyville District 20 and District 54.

# MARKETING & PR REPORT JANUARY/FEBRUARY 2024

As a leader in the field of Therapeutic Recreation, NWSRA maximizes public outreach through a variety of endeavors. The following report highlights some of the recent marketing and public relations activities:

## GENERAL MARKETING

- Published and promoted the 2024 Day Camp Brochure.
- Continue to highlight weekly on social media the 50 reasons to work, live and play NWSRA.
- Presented at IPRA in conjunction with the Wheeling Park District Marketing Department on Website Accessibility
- NWSRA hosted its first quarterly town meeting of 2024 on February 22 - educating stakeholders on all things NWSRA and SLSF.

## PUBLIC RELATIONS

- NWSRA hosted a meet and great with Suzi Wirtz, the new Executive Director of IPRA. Staff toured Suzi around NWSRA offices meeting with staff then visited Hoffman Estates and Rolling Meadows programming spaces where she had the opportunity to meet with PURSUIT Clients.
- Attended IAPD Legislative Breakfast on February 24 at the Schaumburg Park District.



## TECHNOLOGY

- Replaced Firewall at our Buffalo Grove Programming Space, continuing our standardization on Fortinet.

## SLSF MARKETING

- Created marketing materials for the Gold Medal Fashion Show including the invites, programs, day of signage and more. This year's event included interviews with all our models which can be found at SLSF.me
- Developed marketing collateral and promoted the 20th Annual St. Patrick's Day Event.
- Refined and continued to develop the brand of SLSF's golf outings. Promotion of these events will begin in the coming weeks.

## IN PROGRESS

- To enhance the promotion of hiring summer staff an "I am Campaign" launch in the coming weeks highlighting staff in various positions.
- Developing the 2024 Summer Brochure.

## WEBSITE STATISTICS

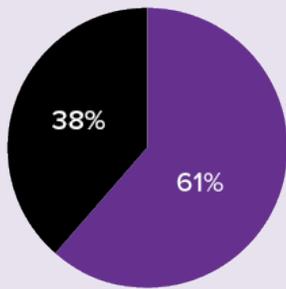
www.nwsra.org

### 10K

TOTAL PAGE VIEWS

### 3,841

TOTAL SESSIONS



■ New Visitor  
■ Returning Visitor

### 2.4K NEW VISITORS

### MOST VISITED PAGES

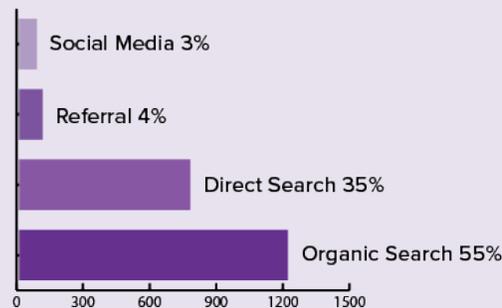
Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA   Homepage	3,961	15sec
2.	NWSRA   NWSRA Brochure	1,592	25 sec
3.	NWSRA   Employment	800	22 sec
4.	NWSRA   Staff	641	1:09
5.	NWSRA   PURSUIT	361	27 sec
6.	NWSRA   Jobs	297	17 sec
7.	NWSRA   About	211	32 sec
8.	NWSRA   Day Camps	202	35 sec
9.	NWSRA   Portal	190	33 sec
10.	NWSRA   Directors	183	15 sec

### PAGE VIEWS

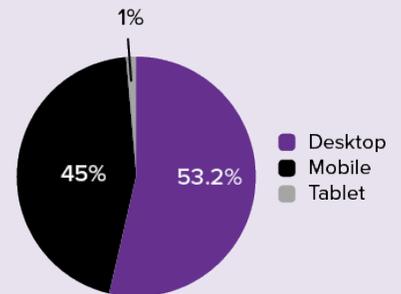
### AVG. TIME SPENT

### TOP CHANNELS

How people visit the website



### DEVICES BEING USED



## SOCIAL MEDIA STATISTICS



People Reached: 3.5K  
 Total Page Likes: 9.5K  
 Page Vists: 4.8K



Profile Vists: 120  
 Post Reach: 385  
 Total Followers: 1.3K



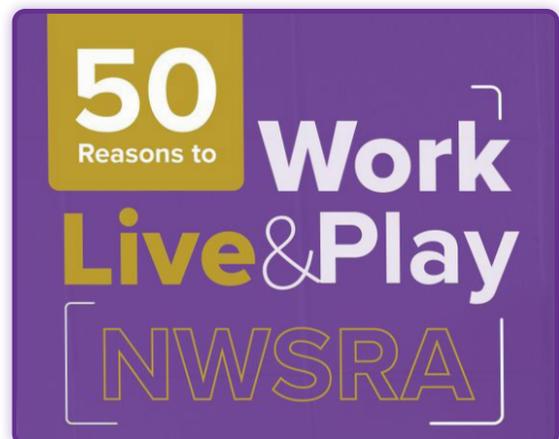
Total Followers: 414  
 Tweet Impressions: N/A  
 Profile Visits: N/A



Post Impressions: 2,810  
 Total Followers: 1,350  
 Page Views: 148

## TRENDING POSTS

- Congratulations to zurich north america
- This week for our 50 reasons to work, live
- This week for our 50 reasons to work, live
- Due to dangerous winter weather
- North West Special Recreation Association



## WEBSITE STATISTICS

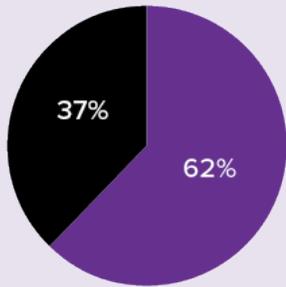
www.nwsra.org

**11K**

TOTAL PAGE VIEWS

**3,581**

TOTAL SESSIONS



■ New Visitor  
■ Returning Visitor

**2.2K** NEW VISITORS

### MOST VISITED PAGES

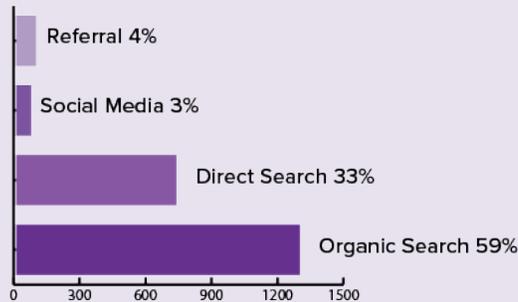
Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA   Homepage	4,344	16 sec
2.	NWSRA   NWSRA Brochure	1,783	30 sec
3.	NWSRA   Employment	934	27 sec
4.	NWSRA   Staff	583	57 sec
5.	NWSRA   Day Camps	478	47 sec
6.	NWSRA   PURSUIT	462	27 sec
7.	NWSRA   Jobs	331	16 sec
8.	NWSRA   About	212	39 sec
9.	NWSRA   Contact	169	40 sec
10.	NWSRA   Portal	162	47 sec

### PAGE VIEWS

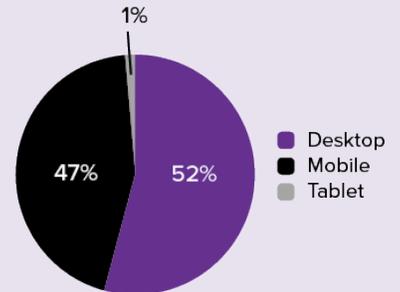
### AVG. TIME SPENT

### TOP CHANNELS

How people visit the website



### DEVICES BEING USED



## SOCIAL MEDIA STATISTICS



People Reached: 3.8K  
Total Page Likes: 9.5k  
Page Vists: 3.8K



Profile Vists: 114  
Post Reach: 348  
Total Followers: 1.3K



Total Followers: 414  
Tweet Impressions: N/A  
Profile Visits: N/A



Post Impressions: 5,960  
Total Followers: 1,350  
Page Views: 102

## TRENDING POSTS

- NWSRA was proud to have illinois
- Experience a summer like no other
- This week for our 50 reasons to work, live
- This week for our 50 reasons to work, live
- This week for our 50 reasons to work, live



Date: March 2024  
To: Tracey Crawford, Executive Director  
From: Anne Kiwala, Superintendent of Development  
RE: SLSF Update for March NWSRA Board Meeting

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**Events:** Fundraising Events in FY 2024 have raised \$74,347.73, which includes revenue from the Gold Medal Fashion Show and pre-event sales for the St. Patrick's Day Dinner. Some sponsorship dollars are included in the fundraising events revenue.

The Gold Medal Fashion Show, which celebrated its 34<sup>th</sup> anniversary, was held on February 25<sup>th</sup>. There were 52 models and 453 attendees. The event featured professional hair and makeup for the models, a silent auction, live auction, and raffle baskets.

The St. Patrick's Day Dinner, an event co-hosted with the Rolling Meadows Park District Foundation, will be held on Saturday, March 9<sup>th</sup> and will be the first year SLSF has held the event.

**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. In FY 2024, SLSF has secured \$27,950 in sponsorship and is on track for the budget of \$139,500. We are currently promoting sponsorship packages for the golf outings and securing last year's presenting sponsors to return.

**Grants:** In FY 2024, SLSF is budgeted to secure \$127,500 in grant funds, and currently has \$19,000 in approved funding from the following organizations:

- Northwest Community Healthcare
- Rotary Club of Palatine
- Zurich North America

**Grants to NWSRA:** For FY 2024, SLSF is budgeted to grant \$350,000 to NWSRA. The grant will be paid in 3 installments in May, October, and December.

SLSF will also be covering expenses for the Accessible Greenhouse and Music Room Renovation projects.

**2024 Calendar of Events:**

June 6 <sup>th</sup>	Palatine Hills Gold Classic
June 26 <sup>th</sup>	Bridges of Poplar Creek Golf outing (co-hosted with the Rotary Club of Schaumburg/Hoffman Estates)
July 20 <sup>th</sup>	Viper Club Car Show
August 7 <sup>th</sup>	Buffalo Grove Golf Classic (co-hosted with the Rotary Club of Buffalo Grove)
August 14 <sup>th</sup>	Moretti's/NWSRA Golf Classic
August 28 <sup>th</sup>	Women's Golf Outing
Sept. 12 <sup>th</sup>	Arlington Classic Golf Outing (co-hosted with the Rotary Club of Arlington Heights)
Sept. 15 <sup>th</sup>	Ride for Autism Chicago

# VIII. Old Business

[Return to Home](#)

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Clearbrook Collaborative Agreement  
**Date:** March 27, 2024

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NWSRA and Clearbrook entered into an agreement 2014, to provide adult day programming to the NWSRA 17 Member Park Districts. This collaboration has developed the PURSUIT Community Adult Day Program, designed to meet the needs of individuals with disabilities 21 years and older throughout the year through four core elements: recreation & leisure, skills & self-advocacy, community integration and health & wellness. The success of the program has allowed NWSRA and Clearbrook to open six PURSUIT Community Adult Day Programs within NWSRA Member Park Districts. The program is accessed by 206 clients and has 262 potential clients on the interest list.

It is that time again to renew the collaborative agreement. The collaborative agreement attached will be through January 2024 – January 2026. The only changes to the initial agreement are below:

1. In the Financial Section of the agreement: a sentence has been added indicating that Clearbrook will reimburse NWSRA for a portion of the program supplies.
2. Removal of STAR Academy throughout the document
3. The employee title position changes at Clearbrook

**Motion**

Motion to approve the Clearbrook Collaborative Agreement as presented.

**Program Collaboration**  
**Collaborative Agreement between Clearbrook and**  
**Northwest Special Recreation Association**

This is an agreement between Clearbrook and Northwest Special Recreation Association (NWSRA) to collaborate and create the adult day program entitled PURSUIT. The President of Clearbrook and the NWSRA Board of Trustees will enter into this Collaborative Agreement to maintain current PURSUIT Adult Day Programs. The PURSUIT Program will be housed in the NWSRA Programming Space within its Member Park District facilities.

**1. Clearbrook**

Clearbrook is committed to being a leader in creating innovative opportunities, services and support for people with disabilities. Clearbrook serves people over a range of ages and disabilities from children diagnosed with developmental delays at birth to the unique needs of seniors with disabilities and all ages in between. Annually, Clearbrook supports over 6,000 individuals as well as their families in 13 counties, in over 160 communities and 50 locations throughout Chicago and the suburbs. Clearbrook is the largest provider of home-based services in Illinois.

**2. NWSRA**

NWSRA exists to provide outstanding opportunities through recreation for children and adults with disabilities. NWSRA strives to be a leading force, creating greater options that enrich the life experiences of the participants, families and communities served. NWSRA was formed in 1974 to provide recreation services to individuals with disabilities and is an extension of seventeen-member park districts located in the northwest suburbs of Chicago. This type of agency is unique to Illinois. NWSRA offers public access and year-round recreational programming to over 14,000 individuals with disabilities. NWSRA is the largest of all special recreation associations and is a leader among peers with over 18,000 registrations annually.

**3. Clearbrook & NWSRA**

With mutual missions to provide innovative opportunities for individuals with disabilities Clearbrook and NWSRA create a beneficial environment for the agencies' respective clientele. The PURSUIT Program will be a leading force, providing adult day programming options for individuals with disabilities to enrich the life experiences of the adult participants and their families in the community.

## **The Collaborative Model**

### **PURSUIT Program Collaboration**

The PURSUIT Program is designed to meet the needs of individuals with disabilities 21 years and older throughout the year by creating recreation and leisure opportunities, improving health and wellness, teaching life skills, self-advocacy, and community integration. The PURSUIT Program is certified by the Department of Human Services Division of Development Disabilities. Clearbrook and NWSRA agencies will have equal input in program design and have developed measurable outcomes to determine the effectiveness of the program.

#### **Mission**

To provide opportunities for continued growth for adults with disabilities through recreation and leisure activities that are fulfilling and enriching. The PURSUIT Program is structured around four core elements:

1. Recreation and Leisure
2. Skills and Self Advocacy
3. Community Integration
4. Health and Wellness

### **Governance of Collaborative Programs**

Clearbrook Board of Directors and NWSRA Board of Directors approve the Collaborative Agreement between Clearbrook and NWSRA to run the PURSUIT Adult Day Program.

#### **The Collaborative Board**

The PURSUIT Program will be governed by a Collaborative Board made up of representatives from each agency. The board will oversee the general operations of the program. The board will consist of the following individuals:

- The Director of Collaborative Community Day Services for Clearbrook
- The Vice President of Program Services for Clearbrook
- The Chief Operating Officer for Clearbrook
- The President of Clearbrook
- The Executive Director of NWSRA
- The Superintendent of Recreation for NWSRA
- The Managers of Collaborative Services for NWSRA

The Collaborative Board will determine the admissions criteria for the Pursuit Program, the staffing, ratios, size of program, the hours of operation, the budget, the fees, and anything involved with the overall Pursuit Program Model.

#### **The Collaborative Advisory Committee**

The Advisory Committee will provide the PURSUIT Collaborative Board with input regarding the effectiveness of the program. The Advisory Committee will consist of the following individuals:

- The Director of Collaborative Community Day Services for Clearbrook
- The Managers of Collaboratives for NWSRA

- The Director of Admissions for Clearbrook

The Collaborative Advisory Committee will meet at least quarterly. The Collaborative Advisory Committee will determine the supervision of the program, the use of volunteers, the admission process for the program, the participation eligibility, resident and non-resident criteria, the exit criteria, transportation, quarterly evaluations and reviews and anything involved with the PURSUIT Program calendar based on the programs core elements.

## **Personal to Support Collaborative Programs**

### **The PURSUIT Program Personnel**

NWSRA will be responsible for employing and maintaining the Managers of Collaborative Services. An NWSRA Collaborative Coordinator will directly oversee each NWSRA programming space housing the PURSUIT adult day program. The NWSRA Collaborative Coordinator will be a Certified Therapeutic Recreation Specialist (CTRS) and/or a Certified Park and Recreation Professional (CPRP) employed by NWSRA and shall be subject to all NWSRA personnel policies and practices and performance expectations. The Collaborative Coordinator shall be trained by Clearbrook to become a Qualified Intellectual Disabilities Professional (QIDP) and a Direct Service Provider (DSP) to meet the State of Illinois DHS/DD Developmental Training Program Guidelines. NWSRA is responsible for the Managers of Collaborative Services. The cost of each program site, NWSRA Collaborative Coordinator salary, part time staff route drivers and a portion of day-to-day program expenses will be in the PURSUIT program budget. In case of any absences of the Collaborative Coordinator hired by NWSRA, an additional NWSRA employee will be trained as a QIDP by Clearbrook.

The program staff will be recruited and hired by Clearbrook and NWSRA. The staff will be employed by Clearbrook and shall be subject to all Clearbrook's personnel policies, practices and performance expectations. The program staff shall be trained by Clearbrook to become a DSP to meet the State of Illinois DHS/DD Developmental Training Program Guidelines. Clearbrook shall be solely responsible for the wages, employment taxes and benefits pertaining to program Staff.

Jointly Clearbrook and NWSRA shall develop, implement, and communicate work rules for employees to follow while performing services for the PURSUIT Program.

Each agency retains its right to discipline, reassign or terminate the program staff. Clearbrook and NWSRA will work together to resolve any personnel issues that are detrimental to program operations or clients. Once the Collaborative Advisory Committee has determined the use of volunteers is necessary, Clearbrook and NWSRA will do their best to select, train and supervise recruited volunteers as necessary to assist in the programs.

## **Safety & Liability**

### **Mutual Indemnification, Insurance, and Sharing of Liability**

To the fullest extent permitted by law, Clearbrook shall indemnify, defend and hold NWSRA, its board members, officers, employees, agents, volunteers, or successors and assigns harmless from and against any and all liabilities, obligations, claims, losses, damages, penalties, causes of action, or other form of liability including, but not limited to, reasonable attorneys' and paralegal fees, costs, and expenses of litigation, resulting from any negligent or willful act or omission of the Clearbrook, its officers, agents, volunteers or employees in the performance of its responsibilities described in this Collaborative Agreement arising from, related to, or in connection with the PURSUIT Program.

To the fullest extent permitted by law, NWSRA shall indemnify, defend and hold Clearbrook, its board members, officers, employees, agents, volunteers or successors and assigns harmless from and against any and all liabilities, obligations, claims, losses, damages, penalties, causes of action or other form of liability including, but not limited to, reasonable attorneys' and paralegal fees, costs, and expenses of litigation, resulting from any negligent or willful act or omission of the NWSRA, its officers, agents, volunteers or employees in the performance of its responsibilities described in this Collaborative Agreement arising from, related to, or in connection with the PURSUIT Program.

Each Party shall maintain in full force and effect during the term of this Collaborative Agreement, or any extension thereof, Commercial General Liability Insurance in the amount of Three Million Dollars (\$3,000,000), per occurrence coverage, a general aggregate limit of no less than Three Million Dollars (\$3,000,000), including coverage for the party's indemnification obligation pursuant to the paragraphs above. Each Party further agrees to obtain and maintain in full force and effect Commercial Automobile Liability Insurance with limits of not less than Three Million Dollars (\$3,000,000) combined single limits for bodily injury and property damage, on all vehicles owned by each agency or operated for purposes of the PURSUIT Program. Each agency's General Liability and Automobile Liability insurance policies shall name the other agency, and/or their officers, directors, commissioners, employees, agents and volunteers as additionally insureds. Each agency also agrees to obtain and maintain in full force and effect Workers' Compensation Insurance which supplies statutory limits of coverage. All policies must be written on an occurrence basis and not on a claims made basis. Prior to the commencement of the term of this Collaborative Agreement or any extensions thereof, and upon request by any agency, the agency shall provide a Certificate of Insurance or a copy of all insurance policies and endorsements thereto, evidencing proof of all insurance required hereunder. All Certificates of Insurance shall state that the insurer shall provide the additional insured agency a 30-day notice prior to cancellation, modification, material change or non-renewal of the policies.

If self-insurance is maintained by either agency, a letter shall be provided clarifying applicable coverage which will be generally comparable to current commercial forms of such insurance. Further, the agencies shall obtain general public liability insurance policies to insure against any loss or liability by reason of civil rights damage claims and suits, and death and bodily injury and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of either agency.

## **Fiscal Operations**

Clearbrook shall be seen as the fiscal agent of the PURSUIT Adult Day Program. The fiscal year for the program will be based on Clearbrook's fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup>. The net balance for the program will be divided by 50%, after revenue and agreed upon expenses have been reconciled. The Collaborative Board will meet annually to close out the budget, determine the finalized net balance, and create the following year's fiscal budget. NWSRA will invoice Clearbrook July 31<sup>st</sup> with an anticipated due date of August 30<sup>th</sup>.

The PURSUIT Day Program budget will include an agreed upon rental expense for each programming site to be reimbursed to NWSRA. As new programming space is acquired by NWSRA, the Collaborative Board will determine the annual amount reimbursed to NWSRA by Clearbrook for the new programming space. NWSRA will invoice Clearbrook the last day of every month with an anticipated due date of the 10<sup>th</sup> of the month.

The PURSUIT Day Program budget will include an expense for to be reimbursed to NWSRA for an agreed upon amount annually for each collaborative programming site Coordinator. NWSRA will be responsible for the employment taxes and benefits pertaining to the Collaborative Coordinators. The budget will also include expenses to be reimbursed for a portion of route drivers and program supplies and any future agreed upon additions. NWSRA will invoice Clearbrook the last day of every month with an anticipated due date of the 10<sup>th</sup> of the month.

### **Effective Date of Agreement**

This Collaborative Agreement becomes effective upon adoption by Clearbrook and the NWSRA Board of Trustees. The term of this Collaborative Agreement shall run from January 2024 until January 2026 or until one of the collaborators gives a one-year notice to disband the program.

#### **CLEARBROOK**

By: \_\_\_\_\_  
Its: President

Attest: \_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_, 2024

#### **NORTHWEST SPECIAL RECREATION ASSOCIATION**

By: \_\_\_\_\_  
Its: Chairman

Attest: \_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_, 2024

# IX. New Business

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**Date:** March 27, 2024  
**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Paycheck Advance Policy

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**Paycheck Advance Policy**

NWSRA wants to ensure that all full-time staff who may be experiencing financial hardship have access to an advance of their pay. This policy is not a requirement by law; however, it was created to address the financial issues that have become more prevalent in recent years, due to the change in the economy such as an increase in the cost of food, housing, medical and transportation expenses.

This policy was drafted from information acquired through the Society for Human Resource Management's (SHRM) Member website and is included in this packet, as a draft, for your approval to be sent to our attorney.

**Motion:**

**A motion to approve the Paycheck Advance Policy be sent for review by the attorney at Robbins Schwartz.**

## Paycheck Advance Policy

This policy applies to full-time employees who may be experiencing financial hardship. Employees who are eligible to receive a paycheck advancement must have completed 6 months of continuous full-time service. All eligible employees must not have received a final written warning during the 6-months prior to the date of the salary advance request.

To receive a paycheck advancement, in the event of a financial hardship, NWSRA provides employees the opportunity to receive two (2) paychecks in advance of the normal pay period within a 12-month period. However, employees cannot request a paycheck advancement for two (2) consecutive pay periods.

To request a paycheck advance, employees must meet the following eligibility requirements:

- Present evidence of financial hardship. This includes,
  - Emergency home payments (possible loss of housing)
  - Vehicle repairs (primary vehicle for work)
  - Emergency medical expenses
  - Death in the family, and
- Complete six (6) months of continuous full-time service; and
- Have not received a final written warning during the 6 months prior to the date of the request; and
- Complete the Paycheck Advance Request Form

Approved paycheck advances are issued and approved by the Superintendent of Administrative Services and Executive Director within two business days after receipt of a signed Paycheck Advance Request Form and all required information. Additional processing time may be required if the signed agreement is received during a weekend or Holiday. In the absence of the Superintendent of Administrative Services, the Executive Director will process the request.

To request a Paycheck Advance, complete the Paycheck Advance Request Form found on NWSRA's Human Resource Information System (HRIS). Return to Superintendent of Administrative Services. If approved, the Superintendent of Administrative Services will communicate with you when the check will be available. Paycheck advances cannot be completed as a Direct Deposit.

**Date:** March 27, 2024  
**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Paid Leave for All Workers Act Policy Implementation

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**Paid Leave for All Workers Act Policy (PLAWA)**

On January 1, 2024, the Paid Leave for All Workers Act went into effect in the State of Illinois. This act allows workers to earn up to 40 hours of leave from work each year. Workers can use paid leave for any reason and employers may not require workers to provide a basis for their time off request. Workers earn one (1) hour of paid leave for every 40 hours they work.

As a requirement of the act, NWSRA has created a policy outlining the use, accrual, and approval of leave Paid Leave time at the agency. Included in this packet is a draft policy for your approval to be sent to the attorney. This draft was created after staff attended a workshop presented by Robbins Schwartz and attended webinars by the Illinois Department of Labor.

We estimate this policy will have a financial impact of \$73,333.45 for FY2024. To calculate the financial impact, staff used number of employees and the actual hours they worked in FY2023.

**Motion:**

**A motion to approve the Paid Leave for All Workers Policy be sent for review by the attorney at Robbins Schwartz.**

## Paid Leave for All Workers Act

As of 2023 the State of Illinois passed the Paid Leave for All Workers Act (PLFAWA). Under this act all paid employees (full-time, part-time, seasonal and temporary) are entitled to earn and use up to 40 hours of paid leave during a 12-month period. Below explains the requirements for earning and using paid leave.

### Earning paid leave

- **Current employees** as of January 1, 2024, start earning paid leave as of January 1, 2024, but are not able to use accrued leave until April 1, 2024.
- **New hires** have a 90-day waiting period where they will accrue time but cannot use it until their 90<sup>th</sup> day as an employee.
- All accrual dates are calendar based and start on January 1 and end on December 31 of each year.
- **New Hires** will accrue through December 31 of their first year. Accruals will then change to calendar year from that point on. (Example: Employee starts in May and will accrue to December 31. Next accrual time frame will start as of January 1 the following year)
- Eligible employees earn one (1) hour of paid leave for every 40 hours worked.
- All earned hours will be tracked in the HRIS system for all employees.
- Accrued hours may be carried over to the next calendar year, up to a maximum of 80 hours based on PLFAWA. Any hours over 80 hours will be forfeited.

### Using Paid Leave according to PLFAWA

- Employees can use paid leave for any reason with an advanced seven (7) day notice.
- Leave must be approved by an employee's supervisor for **full-time** employees to ensure time can be used.
- Leave must be approved by their department manager for **part-time, seasonal and temporary** employees to ensure time can be used.
- Paid leave cannot be used for day-of call offs or requests made after the seven (7) day request period.
- Minimum increments for use of leave must be at least two (2) hours a day for **full-time** employees.
- Minimum increments for use of leave must be at least one (1) hour a day for **part-time, seasonal and temporary staff**.

### Paid Leave at Termination

- Employees who terminate their employment with NWSRA, that have accrued unused paid leave time, will be paid out on their last paycheck.

### Paid Leave retention of requests and accruals

- All paid leave time-off requests must be retained for 3 years from requests.
- All accrued paid leave hours must be retained for 3 years from accrual start date.

# X. Information /Action Items

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**To:** NWSRA Board of Trustees  
**From:** Rachel Hubsch, Superintendent of Recreation  
**Re:** District 15 Extended Camp  
**Date:** March 27, 2024

School District 15 will be delaying the start of the school year in order to build more classrooms for full day Kindergarten. The District 15 school year start date is now Tuesday, September 3 and the district and parents have reached out to NWSRA for child care support for the four weeks between Summer Day Camp ending and the school year starting. NWSRA has had a relationship with District 15 for 17 years by providing a half day camp after the Extended School Year (ESY) program. Rachel Hubsch, Superintendent of Recreation reach out to Tracey Wrobel, Director of Student Services and Verna Neumann, Assistant Director of Student Services to discuss partnership in surveying families to see the interest as well as surveying staff to assist with the extended camp from August 5 – August 30. Below is the preliminary budget impact based on the average registration NWSRA receives for D15 ESY Camp.

<b>District 15 Extended Camp</b>						
<b>8:30am-3:30pm</b>						
<b>Days of Camp</b>	20	<b>Hours of Camp</b>	7	<b>Weeks of Camp</b>	4	
<b>PT SD's Needed</b>	0	<b>PT ASD's Needed</b>	0	<b>PT Counselor Needed</b>	7	
<b>Participants</b>	15	<b>Facility Hours</b>	7	<b>Pool Route Driver</b>	0	
<b>DTD Trans</b>	0	<b>PUP Trans</b>	0	<b>Location</b>	TBA	
<b>EXPENSES</b>						
<b>1. Municipal - 422106</b>						
Cost per hour	x	hours at camp	x	# of Days	=	\$0.00
\$0.00		0		0		
<b>2. Commercial - 422206</b>						
Field Trips	x	# ppts and staff	x	# of weeks	=	\$0.00
\$0.00		0		0		
<b>3. Supplies - 422406</b>						
Craft Supplies	x	# ppts	x	# weeks	=	\$120.00
\$2.00		15		4		
<b>4. Part-time Staff - 424206</b>						
Full Time Staff	x	Rate x Hours	x	# of Days	=	\$0.00
3		\$0.00		20		
Camp Counselors	x	Rate 17.50 x 7.5 Hours	x	# of Days	=	\$15,750.00
6		\$131.25		20		
<b>REVENUE</b>						
Participants	x	Price per day	x	# days	=	\$16,800.00
15		\$56.00		20		
					<b>TOTAL REVENUE</b>	<b>\$16,800.00</b>
					<b>TOTAL EXPENSES</b>	<b>\$15,870.00</b>
					<b>NET BALANCE</b>	<b>\$930.00</b>