

**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 25th DAY OF JULY, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:31 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Rick Hanetho, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Tom Busby, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Mike Clark, Palatine 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; Dennis Stein, Streamwood Park District; Jan Buchs, Wheeling Park District.

Also present: Tracey Crawford, Executive Director; Trisha Breitlow, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Cathy Splett, Foundation Coordinator; Miranda Woodard, Accounting Manager; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

None

Public Comment

Trustee LaFrenere stated that the May Board meeting tends to run long and suggested that the investment presentations be given at the finance meeting instead of the board meeting. The Board agreed. It was also suggested that in 2019, board meetings begin at 10:00 a.m. and scheduled for two hours. Executive Director Crawford informed the Board that she would look into their suggestions.

Jim Jarog, Mount Prospect Park District, and Christina Ferraro, Prospect Heights, arrived at 10:34 a.m.

Agenda

Chairman Hilgers asked for a motion to approve the agenda dated July 25, 2018. Trustee Risinger made the motion and Trustee O'Brien seconded the motion to approve the agenda dated July 25, 2018. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Hilgers asked for a motion to approve the Consent Agenda of July 25, 2018. Trustee Risinger made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated July 25, 2018. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

Correspondence

NWSRA received a thank you letter from Trustee Charlesworth for a memorial plant sent to her family. A thank you letter from Maine-Niles Special Recreation Association was received for a donation made on behalf of NWSRA staff and the Board in memory of a participant – the son of NWSRA's office clerk. NWSRA received a certificate from NRPA for NWSRA's participation in the park district's metrics program.

Staff Reports

Program Report

Superintendent Griffin reported that for the 2017-2018 school year, teachers gave positive feedback on NWSRA's Special Leisure Education programs. Statistics were presented: 12 school districts, 38 schools, 157 classrooms, and 1098 special education students were served within the Board members' districts.

Marketing and PR Report

Superintendent Selders reported that NRPA month was promoted on social media. NWSRA has a new Snapchat and a new billboard that is on I-53. The NWSRA and SLSF websites have recently been rebuilt and will be posted in August. New signage is in progress for Mount Prospect.

SLSF

Cathy Splett, Foundation Coordinator, stated that reoccurring donations increased from seven in 2017 to 26 in 2018. SLSF was approved for a total of \$72,000 in grants \$25,000 of these grants will go to the sensory room in Mount Prospect. The Wheaton Sisters grant will be spent by the end of August, and SLSF can apply for additional grants. The Palatine Golf Outing went very well. Fall events planning are underway. One of these events is the Celebrate Ability Gala which will be celebrating its 25th year this coming November.

2nd Quarter Financial Report

Superintendent Breitlow gave an overview of the 2nd quarter financial summary, and pointed out that health insurance is lower than budgeted. Revenue is up slightly due to early investments.

Outreach

Superintendent Selders stated that welcome packets have been sent to 89 new families. The front desk staff have a new translation app to help communicate with non-English speaking families.

2nd Quarter Goals Update

Superintendent Griffin stated that 484 tours of PURSUIT at Hanover Park and Rolling Meadows have been given to families, teachers, students and community members. The Mount Prospect open house was held on May 11th, with 30 families attending. Ten additional families were added to the interest list, making the total of interested families 209. NWSRA presented on PURSUIT to the Buffalo Grove Rotary Club. NWSRA currently has 22 staff with CTRS certifications, 16 CPRPs, 8 DSPs and 10 play experts certified through ASTRA. Facility

Coordinator, Summer Krones, met with all 17 park districts to look at options for programming space.

2nd Quarter Directors Work Plan Update

Executive Director Crawford announced that she is now a member of the ATRA board. Executive Director Crawford and Superintendent Breitlow are doing a transportation analysis of NWSRA's vehicles in order to recommend to the Board van sizes and fleet size for future purchasing. Trustee Clark congratulated Executive Director Crawford for joining the Park and Recreation Accreditation Committee.

Old Business

Purchasing Authority Policy

Chairman Hilgers called for a motion to approve the Purchasing Authority Policy as presented. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

Programming Space at Mount Prospect, Hanover Park and Wheeling Community Centers

Trustee Jarog reported that construction at Mount Prospect is on track for completion. Superintendent Griffin reported that equipment for the sensory room at Hanover Park has been delivered, and programming is planned to start in September. The Pursuit 4 agreement with Wheeling Park District is with the attorneys. NWSRA is currently waiting to hear from them.

ADA Compliance Project Submission Training

Superintendent Griffin stated that training dates for the new ADA project submission process are August 14, 11:00 a.m. to 1:00 p.m. at Hoffman Estates Park District and August 29, 11:00 a.m. to 1:00 p.m. at River Trails Park District. An email notification will be sent.

New Business

Prevailing Wage – Resolution R2018-12

Chairman Hilgers called for a motion to approve the Prevailing Wage Resolution R2018-12 as presented. Trustee Stein made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

Approval of Consent of Dual Representation

Chairman Hilgers called for a motion to approve Dual Representation as presented. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein.

Jan Buchs abstained from the vote as this motion involves Wheeling Park District

NAY: None

The motion carried.

Member District Annual Assessment Packet

Executive Director Crawford stated that the calculations in the Member District Annual Assessment came out to .9 percent increase, but NWSRA is asking for 1 percent. Director Crawford noted that the resolution example can be found on the Directors website. She also asked that member districts return the resolutions to NWSRA by the first part of September.

Chairman Hilgers called for a motion for approval to take the Member District Annual Assessment to the Park District boards as presented. Trustee Morgan made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

Surplus Ordinance O2018-3

Chairman Hilgers called for a motion to approve Surplus Ordinance O2018-3 as presented. Trustee Talsma made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Tom Busby, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Dennis Stein, Jan Buchs.

NAY: None

The motion carried.

New Directors Site

Superintendent Selders reported that there are newly rebuilt SLSF and NWSRA websites and Director Sites and previewed the NWSRA Directors site. The new way of entering the ADA compliance portal was explained.

Trustee Fletcher asked about the proposed change to the board meeting time, from 10:30 a.m. to 10:00 a.m. Executive Director Crawford replied that it will be further discussed in 2019.

Information and Action Items

PDRMA

Superintendent Breitlow reviewed the PDRMA highlights. NWSRA received a score of 99.92% on the loss control review. In the past 2 years, 342 trainings have been completed.

Closed Session

None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Stein made the motion and Trustee Fahnstrom seconded the motion to adjourn the July 25, 2018 meeting at 10:58 am. Upon voice vote, the motion carried.

Secretary