

**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 15TH DAY OF NOVEMBER, 2017 AT 10:30 A.M.**

Chairman LaFrenere 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; Rick Wulbecker, Hanover Park Park District; Dean Bostrom, Hoffman Estates Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Patti Mitchell, 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; and Jan Buchs, Wheeling Park District.

Also present: Tracey Crawford, Executive Director; Jayne Finger, Andrea Griffin and Rachel Hubsch (incoming) Superintendents of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Miranda Woodard, Accounting Manager; Jodi Schultz, Manager of Special Recreation; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Chairman LaFrenere congratulated Manny Aguilar, Manager of Special Recreation (not present), and recognized Jodi Schultz for 10 years of service to NWSRA.

Public Comment

None

Agenda

Chairman LaFrenere asked for a motion to approve the agenda dated November 15, 2017. Trustee Risinger made the motion and Trustee Charlesworth seconded the motion to approve the agenda dated November 15, 2017.

Approval of Consent Agenda

Chairman LaFrenere asked for a motion to approve the Consent Agenda of November 15, 2017. Trustee Morgan made the motion and Trustee Fletcher seconded the motion to approve the Consent Agenda dated November 15, 2017. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik, Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

## Correspondence

### Written

NWSRA received letters from State Representative Carol Sente and IAPD congratulating Ala Carte Entertainment on receiving the Best of the Best Award.

### Oral

None

## Staff Reports

### Program Report

Superintendent Griffin shared a heartwarming story about a Supper Club participant's progress. The Behavior Team has three staff members, and 41 participants have received support. Trustee Clark congratulated staff on their accomplishments and asked about the background/behavior pattern of the participant.

### Marketing and PR Report

Superintendent Selders reported that the Graphics Coordinator has made huge progress in the redesign of the Brochure and the overall look of the marketing materials. NWSRA continues to reach out to the community and make impressions by attending expos and open houses.

### SLSF Updates

Superintendent Sowa praised Ala Carte's work. They have been partners with NWSRA and SLSF for 30 years. The Gala was a success, raising more than \$97,000. The Gold Medal Fashion show is the next event and planning is well underway.

### Directors Report

Executive Director Crawford reminded the Board of the grant from the Wheaton Franciscan Sisters to open Pursuit 3. NWSRA invited five park districts to have lunch with Clearbrook to discuss Pursuit and STAR Academy. Director Crawford thanked Mt. Prospect, River Trails, Wheeling, Buffalo Grove and Prospect Heights for attending the luncheon. Clearbrook pledged financial support for Pursuit and STAR Academy and will do joint fundraising with SLSF. Pursuit 4 is planned for 2019/2020. Director Crawford praised the welcoming attitude of the communities and applauded her team and the 17 park districts.

### Old Business

Executive Director Crawford stated that the health survey is on the website and available to the board members for input. Other SRAs' survey information will also be on the website. The merit survey is live on the website; it includes information from neighboring park districts.

### New Business

Superintendent Finger presented to the Board the Day Camp Transportation Bids. Chairman LaFrener asked for a motion to approve the bid as presented. Trustee Hilgers made the motion and Trustee Wulbecker seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Surplus Ordinance

Chairman LaFrener asked for a motion to approve the surplus ordinance as presented. Trustee Charlesworth 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, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### IT Services Bid

Superintendent Selders presented bids from 8 companies. Excalibur Technology was the second lowest bid but best in other variables; thus, was the company that was recommended.

Chairman LaFrener asked for a motion to approve the IT services bid as presented. Trustee Bostrom made the motion and Trustee Hilgers seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Information/Action Items

##### Personnel Committee Update

Trustee Morgan asked for a motion to approve the Personnel Committee minutes. Trustee Bostrom made the motion and Trustee Fletcher seconded the motion. Upon voice vote the motion was approved.

##### Collaborative positions

Trustee Morgan reported that due to the tremendous growth of programs, Executive Director Crawford outlined a plan to update some positions and add another position. Trustee Morgan asked for a motion to approve the recommendation. Trustee Bostrom 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, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Proposed Salary Ranges

Trustee Morgan asked for a motion to approve the 2% increase in salary ranges for 2018. Trustee Risinger made the motion and Trustee Wulbecker seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Proposed Merit Pool

Trustee Morgan asked for a motion to approve the recommendation for a merit pool increase of 3% as presented. Trustee Mitchell made the motion and Trustee Bostrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Proposed Health Insurance

No changes were recommended. There is a slight increase in the budget. Trustee Morgan asked for a motion to approve the proposed health insurance as presented. Trustee Risinger made the motion and Trustee Clark seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik  
Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### Finance Committee Update

Trustee Hilgers thanked the members of the Finance Committee. Trustee Hilgers asked for a motion to approve the minutes of the Finance Committee meeting of November 2, 2017. Trustee Charlesworth made the motion and Trustee Morgan seconded the motion. Upon voice vote, the motion was approved.

The IMRF audit, FY 2017 Summary of Reserves, FY 2018 Budget Document, Assumptions, Capital Replacement Plan FY2018 – 2022, Proposed Unaudited 2017 Summary of Reserves, and PFM Investment Plan are included in the Finance Committee meeting minutes.

Executive Director Crawford noted that the budget document will be reformatted to be more readable. Boxes for the assumptions will be adjusted and the document will be in landscape format. Membership has gone up twenty-two percent. Executive Director Crawford clarified the reasons for the increase.

#### IMRF Contribution Rate 2018

Superintendent Breitlow stated the rate is 12.12 percent, down from the previous year. Trustee Bostrom made the recommendation to pay down or pay off the underfunded portion of the IMRF proposed 2018 rates, thus decreasing the rate even further. Executive Director Crawford informed the Board that she would contact IMRF and see if the NWSRA Budget would allow this payoff. She will update the Executive Committee upon further information being obtained.

#### NWSRA 2018 Committees

Executive Director Crawford thanked members of the board for volunteering for committees and congratulated Ryan Risinger, who will be the Chair of the Personnel Committee. Chairman LaFrener asked for a motion to approve the committees for 2018. Trustee Morgan made the motion and Trustee Bostrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Dan Malartsik, Mike Clark, Patti Mitchell, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs.

NAY: None

The motion carried.

#### 2018 Board Meeting Schedule

Executive Director Crawford distributed the 2018 Board meeting schedule. Calendar invites will be sent out. Chairman LaFrener asked for a motion to approve the board meeting schedule. Trustee Clark made the motion and Trustee Risinger seconded the motion. Upon voice vote, the motion carried.

Trustee Fletcher made an announcement that Superintendent Breitlow has been elected to the IPRA Board of Directors.

Closed Session

None

#### Adjournment

After no further business, Chairman LaFrener asked for a motion to adjourn. Trustee Morgan made the motion and Trustee Bostrom seconded the motion to adjourn the November 15, 2017 meeting at 11:15 am. Upon voice vote the motion carried.

---

Secretary