

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT PARK CENTRAL  
3000 CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 16<sup>th</sup> OF MARCH, 2022, at 10:30 am**

Chairman Ferraro called the meeting to order at 10:35 a.m. Superintendent of Recreation, Andrea Griffin took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Ben Curio, Elk 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; Bret Fahnstrom, River Trails Park District; Kevin Romjeko, Rolling Meadows Park District; Steve Burgess, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Rita Fletcher, Robert Dowling, Mike Clark and Diane Hilgers

Ryan Risinger arrived at 10:38 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Tom Draper, Superintendent of Marketing and Communications; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Anne Kiwala, Superintendent of Development; Bob Tannehill and Kyle Nichol, Finance Department; Mary Lou D'Astice, Eric Engelson, Amy Diaz, Lacey Allen and Zoi Council.

Introduction of Guests

Darleen Negrillo, Rachel Hubsch, and Tracey Crawford introduced the guests and Chairman Ferrero read the recognitions of Mary Lou D'Astice and Rache Hubsch.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated March 16, 2022 with the removal of the New Business item Manual Approval. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of March 16, 2022. Trustee Janda made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated March 16, 2022. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Steve Burgess, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Correspondence

Executive Director Crawford read the following correspondence: Thank you from WINGS for the Christmas donation. Thank you from Jennifer Skulski for the training they received. Thank you from John Wilson for the information given for an inclusive playground in Michigan.

### Staff Reports

Superintendent Hubsch shared a story about a participant named Lucas and his involvement in our programs.

She also informed the Board that the Park District Intern Visitation Day will be held on Wednesday, July 20<sup>th</sup> at Park Central from 10:00 am to 12:00pm. This informative inservice will introduce NWSRA to your interns and allow them to learn about programs and services offered.

### Marketing and PR

Superintendent Draper reported that his department is very busy with month to month registration, producing videos and closing out the GMFS. NWSRA participated in ATRA RT Month marketing ideas. Substantial planning has taken place for technology needs at the Voagelei House as well as an agency IT infrastructure plan.

### SLSF

Superintendent Kiwala reviewed the fundraising, sponsorship, grants, and additional fund raising efforts that SLSF staff has been working on throughout January and February. She also outlined the 2022 Strategic Plan and Goals.

### Directors Report

Executive Director Crawford informed the Board that SB3972 has passed on the Senate floor. This bill will allow High School students to become Direct Service Providers in school while receiving high school credit. Upon completion of the program those students will be a certified direct service providers. This will allow SRA's to have potential staff right out of high school. NWSRA is the only SRA participating in this pilot program and working with D214. Mike Baker (parent) has been leading the charge to get this passed and moved forward.

### Old Business

#### Budget Approval

Director Crawford outlined the budget documents provided in the Board Packet, and reported changes that will be happening on the documents themselves. She also reviewed the Capital Budget increase due to the Technology Plan that will be outlined in New Business. Director Crawford asked for a motion to approve the FY2022 Budget as presented. Director Risinger made the motion and Director Fullerton seconded the motion to approve the FY2022 Budget as presented. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Steve Burgess, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Park Central Building Updates

Superintendent Negrillo updated the Board on the Park Central Building Updates, which included the Security/PA System. The cameras are located in the common areas of the NWSRA offices. The PA system was installed so announcements could be heard throughout the building including stairwells.

### ADA Transition Plan

Superintendent Negrillo updated the Board on the transition plan items that have been completed and what will be done throughout the rest of year. Director O'Brien asked when the items will all be completed? Superintendent Negrillo informed the Board that completion of the plan will conclude in 2023.

### New Business

#### NWSRA Project Updates

Superintendent Griffin updated the Board on the status of the programming space at the Vogelei House in Hoffman Estates, outlining the space and the updates that will take place. Looking at May 9 to get the keys. The elevator still needs to be completed but is expected soon. Looking through our interest list of 248 participants to fill open slots. Many participants that are currently in the program and live in the area, are looking to transfer to Vogelei.

### Wheeling Snoezelen Room

Superintendent Griffin reported that the Snoezelen Room at Wheeling is open and already being used by participants.

The motion carried.

### Technology Plan

Superintendent Draper reviewed the Technology Plan with the Board and informed the Board that a full security review has been completed and he outlined the risks and critical items that need to be addressed immediately and what will need to be addressed at a future date. Director Risinger asked what amount are we approving exactly. Mr. Draper responded that this cost is a snapshot of what they are currently. Items may come up throughout the plan, but are confident that the largest expenditures will be now through 2023. Director Romejko asked about removing the cost completely and approve as presented without cost due to rising costs. The Board agreed but will approve as presented and allow for adjustments. Director Crawford asked for a motion to approve the Technology Plan as presented. Director O'Brien made the motion and Director Buch seconded the motion to approve the Technology Plan as presented. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Steve Burgess, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Financial Software

Mr. Tannehill and Mr. Nichol reported to the Board that they will be reviewing a new accounting software for the agency to use to report their financials. Director Talsma asked about if the agency were to move away from Lauterbach and Amen, what happens to the software. Director Crawford asked if the Board would like the finance team to look at other options to renting software including inhouse software with the agency purchasing software or renting. Director

Crawford will look into options and bring a report back to the Board. Director Ferraro asked the Board what software they all use. Majority of the Board used Encode software. It was discussed to use the software provided by Lauterbach and Amen while they are are the Finance Department and look to the registration software for a possible finance software.

Steve Burgess and Jim Jarog left at approximately 11:15

#### Informational/Action Items

##### CDL Training Update

Superintendent Negrillo reported to the Board about the new CDL regulations for Illinois. NWSRA provides CDL training to our drivers and due to the passenger and C endorsements on licenses, the agency has to report to the state what trainings we are providing. Mr. Ruston (Coordinator) was able to get NWSRA listed as a private training facility. This service is provided to all our Member Districts if the need arises.

##### Lauterbach and Amen Contract

Director Crawford reported that the Executive Team has approved and signed the contract for their services and is included in the packet for the full Boards information.

##### Senate Bill 3972

Director Crawford reviewed this information earlier in the meeting.

##### Other

Chairman Ferraro reported that the Strategic Plan revealed that the Board will be meeting to have a discussion regarding the Strategic Plan findings. This meeting will be self led and not hired out to moderate. Director Crawford reviewed what SRA's truly are, and what policy's they follow and is starting to plan legal documents that would spell out some of the questions that have been raised over the last few years regarding accounting practices, what they actually are, should SRA's be their own entity's etc.

##### Closed Session

Director Crawford asked for a motion to move into closed session. Director O'Brien made the motion and Director Fullerton seconded the motion to move into closed session. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Director Ferraro made a motion to returned to open session at 11:49. Director Talsma made the motion and Director Fahnstrom seconded the motion to return to open session. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Action as a Result of Closed Session

None

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion to adjourn the March 16, 2022 meeting at 11:50 a.m. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.



Secretary