

**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 11th DAY of DECEMBER 2019 AT 10:30 A.M.**

Chairman Morgan called the meeting to order at 10:32 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; Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Alisa Kapusinski, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights 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; Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Jeff Janda

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Miranda Woodard, Accounting Manager; Andrea Griffin, Superintendent of Recreation; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

None

Public Comment

None

Approval of Agenda

Chairman Morgan asked for a motion to approve the agenda dated December 11, 2019, with the amendment to add agenda item under 10. 1 Action as a result of Closed Session – personnel. Trustee Clark made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Morgan called for a motion to approve the Consent Agenda of December 11, 2019. Trustee Risinger made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated December 11. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Correspondence

None

#### Staff Reports

None

#### Old Business

##### 2020 Budget

Executive Director Crawford stated that she has not received any questions from the Board regarding the 2020 budget, and asked for a motion to approve the 2020 budget as presented by staff. Trustee Charlesworth made the motion and Trustee Buchs seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Park District Staff member Benefits Usage/NWSRA Member District Staff Benefits

Superintendent Griffin presented the benefit options that the member park districts are offering to NWSRA staff that are in good standing. After any necessary changes, the benefits will be presented to NWSRA staff. Trustee Risinger requested that discounted golf fees be removed from Buffalo Grove Park District's offering. Trustee Clark noted that the changes in the Palatine Park District are district-wide. Corrections and additions to Arlington Heights PD and Schaumburg PD were noted.

#### New Business

##### Installation of Officers

Chairman Morgan asked for a motion to approve the installation of officers as presented. Trustee O'Brien made the motion and Trustee Hilgers seconded the motion. Upon voice vote, the motion was carried.

##### Recognition of Board Members

Trustee Risinger, on behalf of the Board, NWSRA, and staff, thanked Chairman Morgan for his outstanding accomplishments and dedication as Chairman of the NWSRA Board of Trustees.

### Bank Signature Cards

Superintendent Negrillo presented information on who has access to various bank accounts and levels of approval needed for expenditures. She will be following up with Board Members to get their signatures for the bank cards. Chairman Risinger called for a motion to approve the signature cards. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

### Surplus Ordinance O2019-13

Chairman Risinger called for a motion to approve the Surplus Ordinance Resolution O2019-13. Trustee Fahnstrom made the motion and Trustee Fletcher seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

### Policy Manual Approval

Superintendent Negrillo reported that the policy manual, which has been completely rewritten, is for all employees – part-time and full-time. There is now a separate manual for benefits for full-time employees. The Administration and Board section is also separate and will be given to the Board in 2020 after lawyers have reviewed it. A retention manual has been created. It was asked as to when the policy manual was last revised; the reply was 2016. A questions was raised as to when it would need to be reviewed again. Executive Director Crawford stated that the personnel manual needs to be reviewed every 5 years or whenever changes come about. Trustee Fletcher mentioned that the manual would need to be reviewed annually and suggested that next year it says, "review by...". The questions and suggestions were noted for next year.

Chairman Risinger called for a motion to approve the employee manual, benefits manual, and retention manual as presented. Trustee Clark made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Vehicle to Auction Approval

Superintendent Negrillo announced that an NWSRA bus is ready to be disposed of. Trustee Clark stated a need to declare the bus as surplus. Executive Director Crawford will create Surplus Ordinance O2019-14. Trustee Clark make a motion to approve the ordinance and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Trustee Clark made a motion to submit NWSRA's 42-passenger bus to auction. Trustee Morgan seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

#### Informational/Action Items

##### Accident/Injury Summary 2019

Superintendent Negrillo reported no major injuries for full-time employees in 2019. Most injuries were related to participant behavior.

##### Other

Trustee Meyer stated that all Board Members are invited to Arlington Heights Park District's grand opening of the Arlington Ridge Center on Dec. 19.

Closed Session

Chairman Morgan asked for a motion to move into closed session. Trustee Fahnstrom 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, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

The motion carried.

Action as a result of Closed Session

Chairman Risinger asked for a motion to approve Resolution R2019-15 stating not to release any executive session minutes.

AYA: Brian Meyer, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Alisa Kapusinski, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Jan Buchs

NAY: None

Adjournment

After no further business, Chairman Morgan called for a motion to adjourn. Trustee Charlesworth made the motion and Trustee Meyer seconded the motion to adjourn the December 11, 2019 meeting at 11:20 a.m. Upon voice vote, the motion carried.

  
Secretary