

**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 SEPTEMBER 2019, AT 10:30 A.M.**

Chairman Morgan 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; Ryan Risinger, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Julie Caporusso, 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; Steve Muenz, Streamwood Park District.

Absent: Rita Fletcher, Robert Dowling, Mike Clark, Jan Buchs

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Liz Thomas, Manager of Special Recreation; Brianna Assad and Anita Trzebunia, Interns; Georgia Klotz, Morgan Wirkus and David Yurik, Program Specialists; Dustin King, Operations Coordinator; Jessica Lamb, Foundation Manager; and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Superintendent Hubsch introduced Brianna Assad and Anita Trzebunia, fall interns; Dustin King, Operations Coordinator; David Yurik and Morgan Wirkus Program Specialists; and Jessica Lamb, Foundation Manager. Superintendent Griffin recognized Liz Thomas for 15 years of dedicated service to NWSRA, and who will be succeeding JoAnn Snyder as Senior Manager of Special Recreation.

Public Comment

None

Agenda

Chairman Morgan asked for a motion to approve the agenda dated September 11, 2019. Trustee O'Brien made the motion and Trustee Charlesworth seconded the motion to approve the agenda dated September 11, 2019. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Morgan called for a motion to approve the Consent Agenda of September 11, 2019. Trustee Charlesworth made the motion and Trustee LaFrenere seconded the motion to approve the Consent Agenda dated September 11, 2019. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Correspondence

Executive Director Crawford announced that a thank you card was received from Joann Wheeler for a floral arrangement sent on behalf of the Board and staff for Larry Wheeler's passing. NWSRA received an email from Ricky Novit complimenting staff's care of participants at Pirate's Cove and an email from Allison Liccar complimenting staff's care of participants at Blackberry Farm.

Staff Reports

Program Report

Superintendent Hubsch stated that NWSRA staff continually seeks out new certifications to keep NWSRA at the forefront of the therapeutic recreation industry. Six NWSRA staff have been certified in Autism Movement Therapy (AMT), which combines movement and music to stimulate communication. Superintendent Hubsch related an impactful success story related to the use of AMT with an NWSRA participant and thanked the Board for approving the conference and education budget.

Marketing and PR Report/Outreach

Superintendent Selders reported that the fall 2019 brochure has been distributed. The Transportation Needs and Obstacles focus groups have been completed and the data is being coded. Computers have been upgraded to Windows 10. The new brand video will be shown at Celebrate Ability. NWSRA has 180 new families. NWSRA has attended 33 expos.

SLSF

Superintendent Splett thanked Trustee Jarog and the Mount Prospect Park District for supporting the Moretti's Golf Outing. SLSF received a \$5000 grant from UPS. The Arlington Golf Outing will be held on September 12, and the T & M Golf Outing will be held on September 14, followed by the Women's Golf Outing on September 18. Through the relationship that a PURSUIT participant's mother has with Autism Speaks, \$2000 from a fundraiser will be contributed to SLSF.

Director's Report

Executive Director Crawford reported that there has been shifting of NWSRA staff due to retirements. She informed the Board that she will be attending the ATRA conference and the NRPA conference. She commented on the benefits of being on the ATRA Board. There is a large concern among agencies about aging persons with disabilities. Executive Director Crawford stated that there is a move toward requiring licensure for therapeutic recreational experts to practice. Executive Director Crawford, Trustee Morgan and Trustee Risinger spoke about the possibility of opening PURSUIT sites at Buffalo Grove and South Barrington Park Districts. Trustee Risinger stated that the plans will be shared with the Buffalo Grove Park District Board in October. Executive Director Crawford explained how this fits into the strategic regional approach to improve convenience for participants and their families.

Old Business

Snoezelen Sensory Room at Mount Prospect

Superintendent Griffin reported that installation is scheduled for the beginning of November.

Dream Lab Accessible Technology Center at Rolling Meadows

Superintendent Selders reported that the basic installation of the Dream Lab is complete and described the components. Technicians will test the equipment and install apps next week.

Community Sensory Garden at Hanover Park

Trustee O'Brien stated that construction on phase 1 of the Sensory Garden will begin on September 16. Quotes came in higher than expected but the balance was covered by SLSF. Planting will be done in the spring. The accessible route, granite surface and planter boxes will be done in the fall. The Tri-Village Garden Club will provide assistance. Executive Director Crawford invited the Board to join SLSF staff in touring the various NWSRA sites in 2020.

NWSRA Programming Space 4 – Wheeling

Superintendent Griffin stated that the furniture order will soon be placed. The Wheeling site is expected to open in January. Participants can trial PURSUIT in Hanover Park and Mount Prospect in November and transfer to Wheeling when it opens.

2020 Member District Annual Assessment Approval

Director Crawford stated that all of the MDA assessment resolutions have been completed. Chairman Morgan called for a motion to approve the 2020 Member District Annual Assessment. Trustee Fahnstrom made the motion and Trustee Charlesworth seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Executive Director Crawford announced that the budget process begins on October 1. She thanked the Board for working with her on a plan for minimum wage and is sharing that with other agencies.

New Business

Audit Bid

Superintendent Negrillo reported that three bids were received for the NWSRA audit. Lauterbach & Amen was selected based on pricing, prior positive experience with them, and their familiarity with NWSRA's systems. A question was raised regarding NWSRA's policy in hiring this firm for a second time. Superintendent Negrillo replied that an accounting firm can conduct an audit for two 3-year terms. A question was raised as to just keeping them indefinitely, to which Director Crawford responded she would get back to the Board regarding keeping them indefinitely. Chairman Morgan called for a motion to approve Lauterbach & Amen

to perform the annual audit for the years 2020 - 2023. Trustee O'Brien made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Power DMS

Superintendent Selders explained the functionality and benefits of Power DMS, a new software that many park districts are using for accreditation. Power DMS has multiple uses as a document management and training/onboarding system. There was extensive discussion about using NWSRA's capital funds to purchase Power DMS for 450 users – all full-time and part-time staff for the year. Trustee Talsma expressed concern about the cost of the system, in addition to the cost of the HR system and ADP for next year. After considering the options, the Board decided on purchasing Power DMS for limited number of employees. Chairman Morgan called for a motion to approve Power DMS (accreditation and document management modules) for 150 NWSRA employees. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Human Resources Information System

Superintendent Negrillo showed screen shots of BambooHR, the human resources information system that NWSRA is considering, and described many features. Trustee Talsma asked if the information ties back to ADP. Trustee Talsma also asked if time-off is captured and Trustee Meyer asked if there is the ability for staff to contact other staff. Superintendent Negrillo replied in the affirmative to all. Trustee Talsma asked if there is a scheduling module; there is not. Superintendent Negrillo stated the benefits of BambooHR as easy customization, document management functionality and the ability to connect to QuickBooks and Power DMS. Superintendent Negrillo stated that she is studying the possibility of switching from ADP to QuickBooks for all payroll functions. Trustee Talsma asked if NWSRA has a contract with ADP and how much notice they would need to be given. Superintendent Negrillo reported that due to numerous problems with ADP, a lengthy notification will not be necessary. Chairman Morgan called for a motion to approve capital funds for the purchase of BambooHR. Trustee O'Brien made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYA: Brian Meyer, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Julie Caporusso, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan, Steve Muenz

NAY: None

The motion carried.

Information/Action Items

Executive Director Crawford stated that, in 2020, she will have John McGovern inform the ADA compliance committee on the latest information regarding website accessibility. Trustee Charlesworth suggested reaching out to WT's website host to get ADA information.

Adjournment

After no further business, Chairman Morgan called for a motion to adjourn. Trustee Risinger made the motion and Trustee Meyer seconded the motion to adjourn the September 11, 2019 meeting at 11:48 pm. Upon voice vote, the motion carried.



Secretary