

**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 19th DAY OF September, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:30 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; 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; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington 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; Rachel Hubsch, Superintendent of Recreation; Nanette Sowa, Superintendent of Development; Joseph Bonus, Graphic and Communications Coordinator; Abi Dudek, Kellie Wojciechowski, and Zach Hoppensteadt, Interns; Clariza Kotsovos and Maggie Dzurisin, Program Specialists; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Superintendent Hubsch introduced Clariza Kotsovos and Maggie Dzurisin, Program Specialists, and Abi Dudek, Kellie Wojciechowski, and Zach Hoppensteadt, Interns. Superintendent Selders introduced Joseph Bonus, Graphic and Communications Coordinator.

Jessica Vasalos was recognized for 5 years of dedicated service to NWSRA.

Public Comment

None

Agenda

Chairman Hilgers asked for a motion to approve the agenda dated September 19, 2018, noting that there is a correction on Item A of Old Business. Trustee O'Brien made the motion and Trustee Fahnstrom seconded the motion to approve the agenda dated September 19, 2018. Upon voice vote the agenda was approved.

Approval of Consent Agenda

Chairman Hilgers asked for a motion to approve the Consent Agenda of September 19, 2018. Trustee Morgan made the motion and Trustee Fahnstrom seconded the motion to approve the Consent Agenda dated September 19, 2018. Upon roll being called the vote was as follows:

AYA: Rick Hanetho, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenere, Jay Morgan

NAY: None

The motion carried.

Trustee Risinger, who attended an ADA compliance workshop, complimented staff for doing a great job. Superintendent Selders was praised for creating the portal and Superintendent Griffin was thanked for creating the presentation.

### Correspondence

NWSRA received a thank you letter from Trustee Fahnstrom for a fruit basket sent in memory of his father. Arlington Heights Rotary Club sent a letter of thanks for the tour of the Snoezelen Room.

### Staff Reports

#### Program Report

Superintendent Hubsch reported that the Hanover Park Snoezelen Room opened on September 10, and there will be programming in that space in the fall. Superintendent Hubsch related a success story about a young boy's improvement through the experience of the Snoezelen Room. Superintendent Hubsch distributed a Healthy Minds/Healthy Bodies pamphlet and described the membership and services. Five park districts participate: Mount Prospect, Bartlett, Palatine, Buffalo Grove and Streamwood.

#### Marketing and PR Report

Superintendent Selders distributed invitations to the Hanover Park Snoezelen Room. A web page with online registration has been created for such events. NWSRA has been working with Connect To Community on a survey to assess barriers to accessible transportation in the community. Campfire Concepts and a professor from Western Illinois University are providing professional assistance with the survey and subsequent recommendations. The results will be available for publishing in academic research. Superintendent Selders reported that Marcia Carter, author of The Introduction to Therapeutic Recreation, requested photos from NWSRA. The new NWSRA and SLSF web sites are live. Much of the new signage has been completed for the Mount Prospect site. A new "A Day in the Life of PURSUIT" video is being produced and will be shown at the Celebrate Ability Gala.

#### SLSF

Superintendent Sowa thanked the board members and their districts for supporting SLSF throughout the year. The Arlington Golf classic grossed \$11,000 over budget. The success is attributed to Derek Hanley, owner of an Arlington Heights restaurant, and many of his vendors as sponsors. Clearbrook is a gold sponsor for the upcoming Celebrate Ability Gala. Ticket price for raffle tickets has been lowered to \$50. Cathy Kendrigan will chair the event.

#### Directors Report

Executive Director Crawford stated that NWSRA will be highlighted in a second issue of Human Kinetics, for which Director Crawford wrote a chapter on therapeutic recreation. IPRA is expected to publish articles written by Director Crawford, Superintendent Breitlow and Manny Aguilar, Manager of Special Recreation, Athletics. Director Crawford is serving on the ATRA board. NWSRA presented on the Snoezelen Room at the ATRA National Conference. Director Crawford expanded on the scope and importance of the transportation survey mentioned by Superintendent Selders.

## Old Business

### 2019 Member District Annual Assessment Approval

Chairman Hilgers asked for a motion to approve the 2019 Member District Annual Assessment. Trustee Risinger made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYE: Rick Hanetho, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Jay Morgan

NAY: None

### NWSRA Programming Space

Superintendent Griffin reported that Hanover Park participant spots are almost full. The new PURSUIT in Mount Prospect serves 32 new clients, with 12 new clients from Hanover Park and Rolling Meadows. Parents who came to the "meet and greet" were highly impressed with the site. A grand opening will take place at the end of November. Trustee Jarog added to the update of the Mount Prospect site. Executive Director Crawford praised Trustee Jarog's staff for their assistance.

### Staff Changes

Executive Director Crawford announced that Superintendent Breitlow is leaving NWSRA after 20 years of outstanding service. Superintendent Breitlow thanked the board members for their support and professionalism.

## New Business

### Vehicle Analysis

Superintendent Breitlow gave an overview of an analysis of NWSRA vehicles that was done to determine the type and number of new vehicles needed in the fleet as well as accessibility needs. There is an increased use of NWSRA vehicles with the expansion of STAR and PURSUIT; thus, the amount of vehicles will be slightly increased and leasing will be considered. Trustee O'Brien asked if we have used the IDOT program. Trustee O'Brien asked how much NWSRA spends on vehicles on an annual basis. Trustee O'Brien asked if we have considered hiring a part-time staff person for maintenance of the vehicles. Executive Director Crawford indicated that it would be too difficult to maintain the fleet on our own, due the NWSRA does not have a building to do the work.

Executive Director Crawford asked for a motion to approve the vehicle analysis report as presented, with the recommendation that it be used for NWSRA's capital planning. Trustee Risinger made the motion and Trustee Fletcher seconded the motion. Upon voice vote, the motion was approved.

### New ADA Compliance Review Committee Member

Executive Director Crawford asked for a motion to approval the appointment of Doug Kettel, Schaumburg Park District, to the ADA Compliance Committee. Trustee Talsma made the motion and Trustee LaFrener seconded the motion. Upon voice vote, the motion was approved.

Information/Action Items

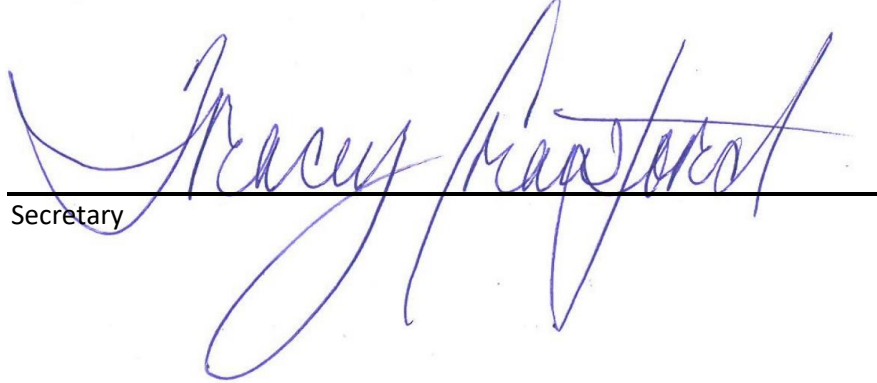
Executive Director Crawford announced that the December Board Meeting and luncheon location is changed to Metropolis Ballroom in downtown Arlington Heights. Notifications will be sent as reminders.

Closed Session

None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Charlesworth made the motion and Trustee O'Brien seconded the motion to adjourn the September 19, 2018 meeting at 11:15 am. Upon voice vote, the motion carried.



A handwritten signature in blue ink, reading "Tracy Haupt", is written over a solid black horizontal line. The signature is cursive and extends above and below the line.

Secretary