

Received participation reports and budget summary etc in recent Board Update. Didn't see agenda or 2023 budget but I know we typically try to approve next week I believe. Went on Finance committee page to find what they had been provided. **Tony, that was the monthly update that went out a little later due to the budget preparation. The Board Report with the Board Packet with the proposed budget will go out today as we are waiting on information from the attorney.**

Here are my questions:

Salary item related to when raises given out. 3.7% pool but not given out all at once so why budget for that amount full amount? This would help balance the budget which seems like a good goal. **The 3.7% allows for a salary compensation pool. This allows for merit increases, bonuses, hiring that allows for wiggle room to hire staff at a higher rate if necessary and as requested by the Personnel Committee the funds for a finance position if needed in 2023.**

Budgeting for less inclusion salaries and expenses, is the expectation that some districts will still not have aide coverage? Looks like Arlington and SPD are budgeted at about half this year's amount. **Please understand, we are working very hard to get as many staff in the door as possible. It is not our goal to have any inclusion placement without an aid. This is our number one priority. Everyone in the agency is aware of this goal from recruitment, HR, Support Services to Inclusion as well as every full-time staff at NWSRA. Our job is to support all Member Districts. We understand and are working hard with each member district to come up with creative ways to get staff in the door. As far as the calculations - here is one of the questions emailed to me for the Finance Committee meeting, and I think it will answer your question "Inclusion is down by 25% for 2023, is there an offset to funding this? How are these numbers calculated per District?" In the past (prior to COVID), the budget was calculated by averaging the number of requests/staffs needed per district from the past three years. This would be calculated for all seasons. Since COVID, the process has been simplified by using actuals. The 2023 proposed budget directly reflects the 2022 PYE, as we cannot predict when a return of part time staff will happen, so we used 2022 as the benchmark.**

***All of these questions will be posted on the Finance Committee questions will be posted on the Finance Committee Page under the packet.***

Where are we coding the labor expense for the recently approved FT staff's part time wages for helping with inclusion coverage? **We did allow for some coverage; it is budgeted in the part time staff and inclusion line item. It is our hope that this is a temporary solution so that we can provide the service while continuing to recruit and place the part time staff. We targeted May 2023 as our projected end date.**

In looking at the Inclusion Aid request that Andrea recently provided our staff it shows the following number of requests: Arlington 24, Rolling Meadows 3, Schaumburg 23, Wheeling 8.

When it comes to inclusion wages budget for next year: Arlington \$31k, Rolling Meadows \$42k, Schaumburg \$57k and Wheeling \$62k.

Seems out of proportion based on those request numbers. I used those districts as examples as they were the best examples requests not matching budgeted expenses.

A quick answer is that there is a lot more that goes into this calculation. Every Inclusion placement does not require a one on one Inclusion Aide. The participant may be able to function with one aide providing support for two Inclusion placements. Also, the inclusion aides are paid differently based on skills and experience (varying salary's). Also, it could be a different amount of days that the placement requires, every placement is unique. We have not calculated in any full time staff that have been filling wholes this fall (PYE 2022), that was not billed to Inclusion. Due to the delay in getting the final approval, we are not able to start this new option until now.

Along with inclusion needs being defined, I think it would be helpful to know the amount of unique users per community. Participation report is nice but it defines participants as registrations. It also defines individuals. The page were we discuss disability and age refers to the individual.

I understand your concerns, I think it would be very beneficial to have you come in and meet with Andrea Griffin and I in person regarding Inclusion. We would be more than happy to discuss all of your Inclusion questions and hopefully put your mind at ease with the model and process and the outstanding staff that you have serving your community. Could we do this meeting in January? Do you have any availability starting the week January 9<sup>th</sup>?

Seeing the amount of Pursuit expenses scattered around the budget it would seem beneficial to get a separate breakout with all related expenses at some point not necessarily by next week. Great idea, we do have it broken out in our sub GL numbers for easy reporting on our end. Thank you for this suggestion.

As was mentioned in retreat it was noted that all board members should be copied on other board members questions with the answers as it greatly helps with transparency of information. Tony, I was not privy to the discussions held at the retreat with the Board and Steve. Therefore, I am not aware of any action items. I have cc the Executive Committee on your questions and my answers which was what was requested of me. The delay in the packet is waiting on the Minutes and follow up from Steve from the Board Retreat to provide any action for Board and Staff. At this time, I am following the protocol as always until I am provided with further direction. The Finance committee questions that were asked prior to the meeting are now posted on the Directors Site under the Finance Committee page under the October 2022 packet. That was clearly our mistake for not getting this posted sooner. I apologize for any inconvenience that this may have caused.

Additional questions - While I appreciate the willingness to meet next year, based on the below and for proposed budget I think all I really need is the formulas or breakout on those numbers.

Arlington \$31k, Rolling Meadows \$42k, Schaumburg \$57k and Wheeling \$62k. Each agency would actually be way awesome but if that's too much those four would be great.

Don't necessarily need them today Monday or even Tuesday works.

During the budgeting process every department had to make cuts in order to keep expenses down. Proposed 2023 would have been \$457,720.97. Our goal was to get the proposed 2023 budget to not exceed the PYE 2022 of \$428,891.15.

Knowing for FY 2023 that we did not want to exceed the PYE for 2022 we had to ensure that each district was not to exceed their PYE 2022. In order to propose FY 2023 at the \$428,891.15 we had to adjust totals for each district between \$100 to \$3,000.

To determine 2023 inclusion budget, we used the actuals through 8/31/22 (this covers Winter/Spring & Summer Request Numbers). We then added the actual numbers/registrations of the current season (Fall) to determine the remaining payrolls and Thanksgiving & Winter Break Camps. See the actuals as of 8/31 below plus the math associated with it:

**Arlington Heights** - \$21,508.62 + 7 remaining payrolls (see explanation below):

- a. Average payroll = \$1,315.22 (x5 payrolls) = \$6,576.10
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$4,950
- c. \$400 sensory supports
- d. Total: \$33,034.72
- e. Subtracting \$2,000 to bring the FY 2023 to \$31,034.72

2. **Bartlett** - \$10,740.56 + 7 remaining payrolls (see explanation below):

- a. Average payroll = \$0 (x5 payrolls) = \$0
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$900
- c. \$400 sensory supports
- d. Total: \$12,040.56
- e. Subtracting \$2,800 to bring the FY 2023 to \$9,240.56

3. **Buffalo Grove** - \$39,588.33 + 7 remaining payrolls (see explanation below):

- a. Average payroll = \$363.94 (x5 payrolls) = \$1,819.70
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$4,950
- c. \$400 sensory supports
- d. Total: \$46,758.03
- e. Subtracting \$2,400 to bring the FY 2023 to \$44,758.03

4. **Elk Grove** - \$11,037.15+ 7 remaining payrolls (see explanation below):

- a. Average payroll = \$540.28 (x5 payrolls) = \$2,701.40
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$990
- c. \$400 sensory supports
- d. Total: \$15,128.55
- e. Subtracting \$15,128.55 to bring the FY 2023 to \$12,728.55

5. **Hanover Park** - \$8,493.54+ 7 remaining payrolls (see explanation below):

- a. Average payroll = \$0 (x5 payrolls) = \$0
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$990
- c. \$400 sensory supports
- d. Total: \$9,883.54
- e. Subtracting \$895 to bring the FY 2023 to \$8,993.54

6. **Hoffman Estates** - \$20,033.66+ 7 remaining payrolls (see explanation below):
  - a. Average payroll = \$172.40 (x5 payrolls) = \$862
  - b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$2,970
  - c. \$400 sensory supports
  - d. Total: \$24,265.66
  - e. Subtracting \$400 to bring the FY 2023 to \$23,865.66
  
7. **Inverness** - \$15.98+ 7 remaining payrolls (see explanation below):
  - a. Average payroll = \$0 (x5 payrolls) = \$0
  - b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$0
  - c. \$100 sensory supports
  - d. Total: \$100
  - e. Left alone as we only budgeted \$100 for FY 2023
  
8. **Mount Prospect** - \$16,947.35+ 7 remaining payrolls (see explanation below):
  - a. Average payroll = \$315 (x5 payrolls) = \$1,575
  - b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$990
  - c. \$400 sensory supports
  - d. Total: \$19,912.35
  - e. Subtracting \$400 to bring the FY 2023 to \$19,512.35
  
9. **Palatine** - \$33,098.53+ 7 remaining payrolls (see explanation below):
  - a. Average payroll = \$895 (x5 payrolls) = \$4,475
  - b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$3,960
  - c. \$400 sensory supports
  - d. Total: \$41,933.53
  - e. Subtracting \$400 to bring the FY 2023 to \$41,933.53
  
10. **Prospect Heights** - \$15,612.90
  - a. 1 registration for 4 events for 1.5 hours x \$16.50 = \$99.00
  - b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$0
  - c. \$400 sensory supports
  - d. Total: \$16,111.90
  - e. Subtracting \$349 to bring the FY 2023 to \$15,762.90
  
11. **River Trails** - \$7,926.55
  - a. Average payroll = \$33.50 (x5 payrolls) = \$167.50
  - b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$0
  - c. \$400 sensory supports
  - d. Total: \$8,494.05
  - e. Subtracting \$2,400 to bring the FY 2023 to \$6,094.05

12. **Rolling Meadows** - \$33,580.01

- a. Average payroll = \$912.94 (x5 payrolls) = \$4,564.70
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$3,960
- c. \$400 sensory supports
- d. Total: \$42,504.71
- e. Subtracting \$400 to bring the FY 2023 to \$42,104.71

13. **Salt Creek** - \$887.96

- a. Average payroll = \$189.75 (x5 payrolls) = \$948.75
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$990
- c. \$400 sensory supports
- d. Total: \$3226.71
- e. Subtracting \$400 to bring the FY 2023 to \$2,826.71

14. **Schaumburg** - \$39,460.04

- a. Average payroll = \$1,682.85 (x5 payrolls) = \$8,414.25
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$11,880
- c. \$400 sensory supports
- d. Total: \$60,154.29
- e. Subtracting \$2,425.82 to bring the FY 2023 to \$57,328.47

15. **South Barrington** - \$5,206.32

- a. Average payroll = \$0 (x5 payrolls) = \$0
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$0
- c. \$400 sensory supports
- d. Total: \$5,606.32
- e. Subtracting \$2,300 to bring the FY 2023 to \$3,306.32

16. **Streamwood** - \$4,441.59

- a. Average payroll = \$0 (x5 payrolls) = \$0
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$0
- c. \$400 sensory supports
- d. Total: \$4,841.59
- e. Subtracting \$2,300 to bring the FY 2023 to \$2,541.59

17. **Wheeling** - \$54,896.26

- a. Average payroll = \$706.64 (x5 payrolls) = \$3,533.20
- b. An additional 2 payrolls accounted for Thanksgiving and Winter Break Camps = \$3,960

- c. \$400 sensory supports
- d. Total: \$62,789.46
- e. Subtracting \$400 to bring the FY 2023 to \$62,389.46