Updated October 24, 2016

[NWSRA 2016 DIRECTOR'S WORK PLAN]

Cornerstones Five cornerstones recognized as essential to NWSRA's continued success	**Focus** **The area of focus under each cornerstone. (The broad idea)**	**Status** **The progress report for each tactic.**
Quality Service & Community Access for Participants & Families		
	Facilities	
	To research and locate facility space for a potential PURSUIT 2 Adult Day Program in Bartlett, Hanover Park or Streamwood.	**Andrea Griffin and Tracey Crawford met with Rick Wulbecker and toured the PURSUIT Adult Day program in the NWSRA programming space in the Rolling Meadows Community Center. Immediately following the tour, a second meeting was set to tour the potential PURSUIT 2 space at the Hanover Park Park District. A third meeting/tour was set on July 13 with the Clearbrook staff, the NWSRA staff and Rick. In a nut shell… everyone loves the location, the space and all of the amenities that are in the building and that would be accessible to the PURSUIT clients! The concern is passing the State Inspection and meeting the mandatory regulations regarding accessibility. Although there is an elevator, if there was a fire or other emergency the lights and power are the first to go. Any client utilizing a wheelchair, or a walker would be stuck on the third floor. Tracey, Andrea and Rick are scheduling another meeting to discuss accessibility.** **The Hanover Park Park District Board has approved the use of the aerobic room for PURSUIT 2 and NWSRA programs. Rick and his team have reached out to WT**

		Engineering to get specs and quotes for building an accessible ramp. On October 18, 2016 the SLSF Board approved funds to pay for the ramp. Rick is in negotiations to decrease the quoted amount from WT engineering.
	Inclusion	
	To create an Inclusion Policy Manual for each member district focusing on their individual district needs while assisting with the inclusion process and improve communication between NWSRA staff, the partner agency staff, participants and families.	The Inclusion Team completed the Inclusion Manual 1st draft for Palatine Park District in 2015. We continue to work with Palatine Park District to finalize their Inclusion Policy Manual. The Inclusion Team has shared the manual as a sample with the other 16 Member Districts to start generating ideas for their Individualized Inclusion Policy Manual. We have reached out to Bartlett, Mount Prospect, Buffalo Grove, and Elk Grove as our targets for 2016.
INDIVIDUALIZED		
	Community Collaborations and Partnerships	
	To evaluate the PURSUIT 1 Adult Day Program with Clearbrook.	PURSUIT Adult Day Program Evaluations have been created and sent to participant parents, Rolling Meadows Park District Staff and PURSUIT DSP Staff. As the information is received it will be compiled and presented and a future Board meeting. The PURSUIT Adult Day program evaluation has been compiled and will be presented to the NWSRA Board of Directors at the May 25, 2016 Board Meeting.

	To investigate the creation of a second PURSUIT Adult Day Program targeting the participants living in the SW area of our service area.	The staff have run reports targeting adult participants eligible for a PURSUIT 2 Adult Day program, reached out to existing PURSUIT clients to see if they would like to switch sites to attend a location closer to them, contacted WDSRA to get the list of NWSRA participants attending their adult day program, used Clearbrook's list to outreach via Survey Monkey to gage interest. Clearbrook and NWSRA have mutually agreed to open a PURSUIT 2 site. The PURSUIT 2 budget was created for 2017. The NWSRA and Clearbrook staff are letting the families who have been on the waiting list know that PURSUIT 2 is scheduled to open July 2017.
	Marketing & Communication	
	Implement the NWSRA/SLSF Marketing Plan developed in 2015.	A preorder system for marketing materials for the SLSF Board and staff has been created to provide approved marketing materials for distribution when soliciting for donations and participation at events. Due to the increased social media presence of NWSRA and SLSF, several individuals and agencies have requested to be visible on our resource web link. Our Marketing and Outreach Plan has a section for external request to be linked to our web site. We are pulling this section out to be more visible and providing it to anyone that contacts us with this type of request. The plan outlines the resources and links that will and won't be considered.

	Community Relations & Outreach	
	To utilize the Research and Outreach Initiative (ROI) information gathered from communication with inactive participants and families to create new programs and services with the ultimate goal to reactive those participants and families.	**To date there are 47 new/converted families that are now participating in NWSRA programs and services. New meaning that they have never had contact with NWSRA in the past. Converted meaning that the only exposure to NWSRA was through inclusion or leisure education. NWSRA is currently in the process of developing an Outreach Strategic Plan to accompany our Strategic Plan.**
	Step 3 of ROI is to analyze and develop a strategy to utilize the data from the School Districts and the current Census information to identify individuals with disabilities that are not familiar with NWSRA living in our service area.	**The NWSRA staff has seen increased participation from early child hood residents due to the increased outreach to the school districts. A collaborative event for preschoolers was presented and as a result a new preschool camp is being designed for 2017.**
	Board Communication	
	To revise and create an interactive and electronic new Board Member Orientation.	**Completed – A new interactive Board Packet is now available on the NWSRA.org/directors site as well as an electronic New Board Member Manual. The new electronic orientation was presented to the new Executive Director at Prospect Heights and will be presented to the new Executive Director at Hanover Park in the 2nd quarter. The electronic orientation was implemented in July with Rick Wulbecker and will be used again with the new Arlington Heights Executive Director, Rick Hanetho.**
	Engage the NWSRA and SLSF Board members in the Comprehensive Strategic Planning Process.	**Chairman Clark has reviewed the Strategic Plan Timeline and has agreed to be a Facilitator during the Strategic plan process. The first step of the Strategic**

		plan has been facilitated by Ginny Bateman and Amy Charlesworth has worked with the NWSRA Staff to begin Step 2 of the plan. A electronic survey was sent to all Stake Holders and the results were presented to the staff in April and the Cornerstones were initially developed with the assistance from Jan Hincapie and Amy as well. The NWSRA and SLSF Board members will go through a facilitated discussion lead by Amy Charlesworth on May 25th following the Board meeting. Four focus groups have been scheduled for community input. These will be facilitated by Jan Hincapie. This is the third step in the four step strategic planning process. **At the October 18, 2016 Board meeting the SLSF Board approved the American Philanthropic Firm to create a Development Plan in May of 2017 after conducting a Development audit, which will start in January. In March the firm will come in with the audit results at a March Strategic Planning meeting. The final report will be presented in May 2017.**
	IT/Technology	
	Utilized the new Database to enhance the statistics provided to each member District.	

Organizational Preparedness		
	Human Resources/Risk Management	
	Update the Board and Staff Policy and Procedures Manuals.	**Chapters 1-4 of the Board and Staff Policy has been updated and reviewed by our Attorney's and will be presented at the March Board Meeting. The Procedures Manual has been reformatted and hard copies have been delivered to the Admin Team has been delivered. The manual as a whole has been electronically saved so that it is accessible for all of the employees.**
	To Create a Comprehensive Strategic Planning Process for NWSRA.	**The Executive Director created a comprehensive Strategic Planning Process and presented it to the Admin Team. The Admin Team then broke the process into 5 steps which include a Timeline, identified Goals/Steps/Facilitators needed to complete the plan. Step 1 of the Strategic Planning Process began in December and information was presented to the entire agency to review the Mission, Vision and Values for NWSRA. It was then presented to the Board of Directors in January 2016 for final approval. We now have a Strategic Plan link on our website for stakeholders to stay abreast of the progress on the Comprehensive Strategic plan and review the results of surveys and other strategic planning documents.** **2016 Strategic Planning Process Schedule:** **March 2016: Review Mission, Vision, Values**

		Creation, delivery and analysis of survey on Pillars Click here to access the survey results! **April 2016: Culture check-in: Ginny Bateman, Facilitator Layout of Strategic Plan NWSRA Staff discussion on Pillars and SWOT analysis: Amy Charlesworth, Facilitator.** **May 2016: Invitation to groups and individuals to join Regional Focus Groups. Regional Focus Groups will provide input to assist in reviewing, evaluating and developing Focuses. NWSRA Board discussion on Pillars: Amy Charlesworth, Facilitator.** **June 2016: Implementation of Pillars into NWSRA Strategic Plan. Regional Focus Group meetings to be held: Jan Hincapie, Facilitator** **July 2016: Implementation of Focuses into NWSRA Strategic Plan. NWSRA Staff discussion on creation of Goals for each Focus.** **August 2016: Planning Retreat- creation of Long Term and Short Term Goals: Mike Clark, Facilitator** **September 2016: Implementation of Long Term and Short Term Goals into NWSRA Strategic Plan** **January 2017: Implementation of the NWSRA Strategic Plan begins!**

	To Develop a Comprehensive Strategic Plan for 2017- 2021 for NWSRA.	The 2017 – 2020 NWSRA Comprehensive Strategic Plan has been completed and approved by the NWSRA Board of Trustees at the September 28, 2016 meeting
Quality Staff & Volunteers		
	Succession Planning	
	Utilize the Succession Planning Process to identify key employees retiring in the next 3-5 years. Implement the Success Planning Process to identify individuals interested in agency advancement.	The Superintendent of Development is targeting an August 2020 retirement date. Succession planning has begun with step one starting in 2017, the SLSF Strategic Plan. Two individuals have stepped forward and identified themselves as interested in the two Coordinator positions that will be open at the end of the summer. They are both going through individual SWOT analysis' to identify their action steps for the summer as they prepare to interview for the open positions at the Coordinator level. The positions are the Support Staff Coordinator and the Inclusion Coordinator. They will also shadow the staff in each department over the summer to gain a better understanding of the position and the responsibilities.
	Training	
	Provide mentoring and training opportunities through the Succession Planning Process that focus on staff development at all levels.	Created an opportunity for two Coordinator level staff that have identified a desire to advance. Individuals S.W.O.T. analysis were conducted, reviewed and an action plan were created and mentors assigned.

		Two Program Specialist and one Coordinator has asked for an individual SWOT Analysis to be conducted so that they can start to focus on leadership skill development.
	Ensure the implementation of training topics that comply with the Distinguished Agency and PDRMA Standards.	A calendar was created for a full year of training for the staff that includes training that made sure we were compliant with PDRMA and Distinguished Agency.
	Certifications	
	To complete the Distinguished Agency Accreditation process to receive accreditation.	Staff are working with Mentor toward the mock review process to be held in August/September. NWSRA has successfully completed the PDRMA and Distinguished Agency Renewal Process. NWSRA passed our PDRMA review with a 99.92% and passed Distinguished Agency with a 491 out of 500 as 98%.
	To promote certifications for eligible full time staff.	The NWSRA Annual Pinning Ceremony will be conducted on June 7, 2016. Nine staff will be recognized for receiving their certifications and get pinned. Eight staff will be pinned with the CTRS pin and one staff will be pinned with the CPRP pin. The ceremony will occur at 9:30 in the Park Central Banquet Hall.

Finances		
	Long Range Financial Planning	
	Utilize the Investment/Finance Committee to address the NWSRA and SLSF investment portfolios for long range financial planning.	**Prior to the May 17 and May 25 SLSF and NWSRA Board meetings, the Investment Committees will meet to discuss the Investment Portfolios, the Investment Plans and discuss the future cash needs of both organizations.** **The SLSF Board will use approximately $21,547.00, instead of the anticipated $85,000.00 to pay for the Snoezelen Room. The SLSF Board also approved to pay for the Hanover Park Park District Ramp out of the Reserve funds.**
	Work with Investment Management firms and Boards for NWSRA and SLSF to prepare for the cash needed to potentially lease space for a PURSUIT 2 Adult Day Program.	**The RMCC next three year lease will be paid for out of NWSRA's reserves. The PURSUIT 2 site rent will be covered annually out of the PURSUIT 2 budget. Reserve funds from NWSRA will be needed to assist with the preparation of the PURSUIT 2/NWSRA Programming space at Hanover Park Park District.**
	Capital Replacement/Reserves	
	Work closely with the SLSF Staff and Board of Directors to raise funds needed to implement the Flag House plan for the NWSRA Sensory Room.	**Snoezelen Room marketing/sponsorship plan has been developed. The first part of the plan is to educate everyone on who will access the sensory room, what the sensory room will do, and why the sensory room is needed. The GMFS hosted 500+ attendees which created a grand audience to unveil the marketing**

		campaign that will lead to the sponsorship campaign for the funding of the sensory room. The Campaign kicked off with stickers on all the volunteers and staff, with the saying "Snoezelen? Imagine a room where….". The stickers achieved our goal initiating questions and conversation in anticipation for an opportunity to support the efforts in the future. The SLSF staff were able to raise $50,000.00 in grants and donations for the purchase of the Snoezelen Room equipment leaving a balance of approximately $21,547.00 to be paid for from the SLSF reserves.
	Work with Investment Management firms and Boards for NWSRA and SLSF to pay the next 3 year lease for the RMCC space. (2017 – 2019)	NWSRA is preparing to pay the next three 3 years of the rent for the RMCC facility and SLSF is preparing to assist with the building of the Snoezelen Room. The cash needed will be discussed at the Investment Committee meetings in May. The final approval will be made by the respective Boards in the third and fourth quarters of the fiscal year.
	Fundraising	
	Utilize the Grant Search Engine resource to find new grant opportunities to pursue.	The FY 2016 Budgeted grant total is $83,000 this does not include the additional $85,000 that the SLSF Board agreed to raise for the SNOEZELEN Room. To date we have applied for $132,346.99 worth of grants. Out of the grants that we have applied for, $78,423.00 have been approved and $41, 335.85 have been received.