

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD VIA VIRTUAL BOARD MEETING,  
<https://zoom.us/j/95128090086>  
CALL IN NUMBER: 1(312) 626-6799, MEETING ID: 951 2809 0086  
ON THE 29<sup>th</sup> DAY OF APRIL, 2020 AT 10:30 A.M.**

Chairman Risinger called the meeting to order at 10:30 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights; Rita Fletcher, Bartlett 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; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romjeko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrenere, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Mike Clark

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Rachel Hubsch, Superintendent of Recreation; Cathy Splett, Superintendent of Development; and Jessica Vasalos, Administrative Manager as recording secretary.

#### Approval of Agenda

Trustee Talsma asked the Board to make a motion to move the COVID-19 update, with regard to the payment of staff, to Executive Session. Bob O'Brien seconded the motion. Upon Voice Vote, the motion carried. Chairman Risinger asked for a motion to approve the amended agenda dated April 29, 2020. Trustee Talsma made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion carried.

Mike Clark arrived via zoom at 10:38 a.m.

#### Approval of Minutes

Chairman Risinger asked for a motion to approve the Minutes dated April 15, 2020. Trustee Janda made the motion and Trustee Fahnstrom seconded the motion. Upon voice vote, the motion carried.

#### New Business

##### Ratify Vote to amend ending date from April 29 to May 3

Executive Director Crawford explained to the Board, that upon conclusion of the Board Meeting on April 15, 2020, several Board members made suggestion to not align Pay Approval with Board meeting dates and rather, align them with Pay Period Ending dates. It was then suggested, that an electronic vote take place and if needed, ratify the vote to the appropriate date. An electronic vote took place on April 16, 2020, to extend the approved payment for the 41 remaining staff from April 29<sup>th</sup> to May 3<sup>rd</sup> to align with NWSRA's Pay Period Ending Dates. The

results of that vote are as follows: 16 AYA's. 0 NAY's and 1 absence. Director Crawford asked for a motion to approve the ratification. Trustee Talsma made the motion and Trustee Clark seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Jay Morgan, Jeff Janda, Jan Buchs.

NAY: None

The motion carried.

### 1<sup>st</sup> Quarter Financial Report

Executive Director Crawford reviewed the quarterly report with the Board. There were no questions as this time.

### NWSRA FY2020 COVID-19 Financial Report

Executive Director Crawford reviewed the quarterly COVID-19 financial report with the Board. Staff really focused on April and May and broke down revenue and expenses, during this specific time. Staff went through line item-by-line item explaining budget cuts and overages. Expenses are rental expenses, currently not paying rent, transportation is drastically down. Part time staff and inclusion aids have been laid off until further notice. Full time staff are filling those holes with one on one virtual programming, and recreational therapy times, as well as group virtual programming. Only had to purchase cooking supplies for programming as staff are utilizing items we currently own. There are no mileage expenses. There is full time staff salary savings due to four full time positions that will remain open until some type of normalcy returns. If NWSRA is able to have camp, full time staff will be utilized. There will be a charge for virtual programming in the fall. Director Crawford also mentioned that some participants may not be able to wear masks. Trustee LaFrenere asked for a percentage of participants that will not be able to wear a mask. Director Crawford responded that it would be very hard to know that. Front office staff are calling participant family's, to have them work on hand washing as well as wearing masks.

Trustee Talsma asked if the financials were the same financials initially reported to the Board and also asked about the credits lists. Trustee Talsma also questioned NWSRA working on a Cash vs. Accrual accounting basis, and if credits for cancelled programs and other future expenditures/receivables should be reflected in Quarterly financial reports. Director Crawford reminded the Board that the document is our internal budget-working document. After some discussion, Director Crawford suggested that she set up a meeting with Trustee Talsma and any other Board Member that would like to attend, to adjust the report to further align with what Trustee Talsma is suggesting. Trustee Talsma will meet with Director Crawford and staff to adjust the report to more accurately reflect the financial status.

### COVID-19 Update

At this time, Executive Director Crawford, Superintendent Selders, Superintendent Negrillo, Superintendent Griffin and Superintendent Hubsch presented the COVID-19 Update presentation, outlining all that staff have done during the pandemic. Trustee Clark asked for a plan to be prepared to outline the possibility of a delay in payment of property tax payments to park districts. Trustee O'Brien and Trustee Talsma agreed that a plan should be developed for

FY2021. Trustee Talsma also suggested an Amended FY2020 Budget be prepared as well as a FY2021 budget, and they be prepared and presented at the same time. Trustee Clark and Trustee Talsma will also assist in this process. Trustee Janda also mentioned that the Levy Reports are also delayed a month. Director Crawford informed the Board that if the EAV reports are delayed NWSRA will shift timelines to adjust.

Trustee Fletcher praised the staff of NWSRA for an outstanding job.

Upon conclusion of the NWSRA COVID-19 update, excluding the personnel section, staff were dismissed from the Board Meeting. Jessica Vasalos, remained, as recording secretary.

Chairman Risinger made a motion to enter into Executive Session at 11:42 am, Trustee Talsma made the motion and Trustee Fullerton seconded the motion. Upon voice vote, the motion carried.

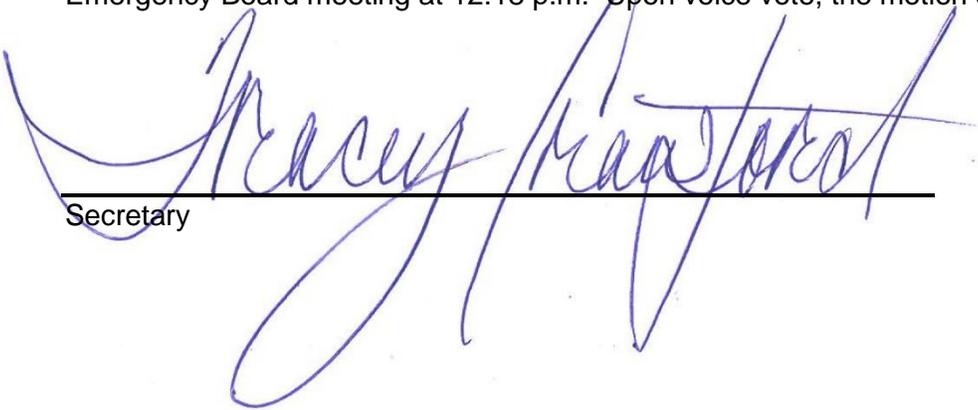
Chairman Risinger asked for a motion to move back into open meeting. Trustee O'Brien made the motion and Trustee Talsma seconded the motion. Upon voice vote, the motion carried

#### Action as a Result of Closed Session

Chairman Risinger reported that Executive Director Crawford has the authority to move forward with staffing as she sees fit. Director Crawford has the authority to do so, as the Executive Director, with full support of the NWSRA Board, no motion is necessary.

#### Adjournment

After no further business, Chairman Risinger called for a motion to adjourn. Trustee Buchs made the motion and Trustee Janda seconded the motion to adjourn the April 29, 2020, Emergency Board meeting at 12:18 p.m. Upon voice vote, the motion carried.

  
Secretary