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NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

Board of Directors Meeting (Virtual) April 3, 2020 at 2:15 pm Minutes (APPROVED May 5, 2020)

MEMBERS PRESENT

The meeting was called to order at 2:22 pm by **Kris Ford**. Those present included **Jeff Nehila**, Deerfield; **Lisa Sheppard**, Glencoe (joined at 2:23 pm); **Michael McCarty**, Glenview (left at 3:30 pm); **Brian Romes**, Highland Park; **Jim Hospodarsky**, Highwood; **Johnathan Kiwala**, Kenilworth (joined at 2:24 pm); **Ron Salski**, Lake Bluff; and **Sally Swarthout**, Lake Forest; **Molly Hamer**, Northbrook; **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; and **Steve Wilson**, Wilmette.

Those absent included **John Muno**, Winnetka.

STAFF AND OTHERS PRESENT

NSSRA staff present included **Craig Culp**, Executive Director; **Candice Cunningham**, Superintendent; **George Pappas**, Superintendent; **Mel Robson**, Superintendent; **Kate Berry**, Executive Assistant; and **Flynn Vance**, Executive Assistant.

CALL TO ORDER

The meeting was called to order at 2:22 pm.

APPROVAL OF AGENDA

McCarty moved and Alexoff seconded to approve the agenda of the April 3, 2020 Board of Directors meeting. A voice vote showed unanimous approval.

MATTERS FROM THE PUBLIC

Culp introduced and welcomed **Berry** who has been hired to replace **Vance** as Executive Assistant. **Vance** will be retiring on April 3 though she will remain on a part-time basis to help with the transition. **Culp** and the Board congratulated **Vance** on her retirement and expressed their appreciation for her dedication and years of service to NSSRA.

Serving the community since 1970

NSSRA is an extension of the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette and Winnetka; the Cities of Highwood and Lake Forest; and the Village of Riverwoods.

CONSENT AGENDA

Hamer moved and Sheppard seconded to approve the following consent agenda items:

- A. Minutes of February 13, 2020 Board of Directors Meeting
- B. January - February 2020 NSSRA and ELA invoices and reimbursements paid in the amount of \$169,726.

A voice vote showed unanimous approval.

FINANCE/FACILITY COMMITTEE REPORT

January – February 2020 NSSRA Financial Status

Pappas reviewed the Finance Report.

Through February 29, 2020, NSSRA received \$1,065,362 (29%) of budgeted \$3,643,503. NSSRA expended \$399,593 (11%) of budgeted \$3,660,264 through February 29. As of February 29, NSSRA has a net operating surplus of \$665,769.

Pappas noted that NSSRA finances are tracking similarly to the previous year overall. He added that the revenue is slightly lower compared to last year because MAC payments from some partner agencies were received after February. Expenses in personnel benefits are higher compared to the previous year because there were three payroll periods in January 2020.

January – February 2020 ELA Financial Status

Through February 29, 2020, ELA received \$84,189 (16%) of budgeted \$539,879. ELA expended \$67,544 (13%) of budgeted \$526,422 through February 29. As February 29, ELA has a net operating surplus of \$16,645.

ELA finances are also tracking similarly to the previous year overall. **Pappas** added that expenses related to personnel benefits are higher compared to the previous year because there were three payroll periods in January 2020.

Culp noted that a detailed listing of the P-card expenses for NSSRA and ELA that have been paid in January – February 2020 are included in the meeting packet.

SUPERINTENDENTS REPORT

Cunningham and **Robson** provided an update on 2020 spring programs.

Because spring programs cancelled due to the statewide stay-at-home order, full-time staff began conducting virtual programming through Zoom on March 30. Virtual programs are offered for both NSSRA and ELA.

Robson reported virtual one-on-one meetings with staff members are offered to stay connected with participants. As of April 1, staff has conducted 40 meetings.

Feedback to both the virtual programming and one-on-one meetings have been extremely positive. Staff is exploring ways to reach participants who do not have access to laptops and smartphones.

UNFISHISHED BUSINESS

NSSRA Highland Park Building Update

Culp reported that early demolition of NSSRA – Highland Park was completed on March 23. He shared a video of the building interior.

During the demolition, asbestos was found in three locations on the ground floor. W.B. Olson is currently collecting proposals for asbestos removal. The clean-up work is expected to be completed in one day.

The fire door between the sanctuary and program buildings were mistaken removed during the demolition. Woodhouse Tinucci and W.B. Olson are working to remedy this issue.

NSSRA Foundation Capital Campaign Update

After discussions with Ter Molen, Watkins and Brandt (TW&B), NSSRA Foundation has decided to put the capital campaign on pause until a future date. Donors, families, the Capital Campaign Committee and other stakeholders have been notified.

NSSRA Foundation has secured \$1.86 million in gifts, written pledges and oral commitments as part of the capital campaign. Just under \$1 million has been collected in cash so far.

In response to a question from the Board, **Culp** answered that invoices for the facility project to partner agencies have not yet been sent due to the situation with COVID-19.

PARC Grant Update

NSSRA received an email from the Illinois Department of Natural Resources (IDNR) in early March with two questions the grant administrators had about NSSRA's application. Staff worked with consultants from Hitchcock Design Group to provide a response before the deadline. **Culp** commented that there has been no other communication from IDNR about the PARC grant.

NEW BUSINESS

Inclusion Staff Pay During COVID-19 Response Period

Culp explained that Inclusion staff members are employees of NSSRA that partner agencies reimburse NSSRA for the cost of hours worked in Inclusion including related FICA expenses. Workers compensation, unemployment and other employee related expenses and issues are the responsibility of NSSRA.

Culp noted that costs related to Inclusion staff payment during the COVID-19 response are an NSSRA expense and are included in the tables outlining NSSRA's financial response/impact resulting from COVID-19.

NSSRA and ELA Staffing Levels for April 6 – May 10, 2020

Staff presented tables outlining several staffing scenarios, demonstrating their respective financial impact that COVID-19 will have on the 2020 budget. Due to the rapidly-changing nature of the current situation, staff is taking a month-by-month approach. The Board plans to communicate monthly to stay informed and provide guidance to staff.

After discussion, there was consensus to support NSSRA option #2 which would furlough part-time traditional and Inclusion staff starting April 6 and keep full-time staff on payroll through May 10. There was also consensus to support ELA #1 which would keep all ELA staff on payroll through May 10. The Board recognized the specialized programming nature of ELA and the added difficulty in training and retaining qualified employees.

While the Board's collective approach to the NSSRA and ELA staffing levels for the period between April 6 – May 10 may be different from that of the respective partner agencies, the Board recognized the specialized needs of the participants that NSSRA and ELA serve.

BOARD MEMBER COMMENTS

Culp congratulated **Salski** on accepting a position as Executive Director of the Mundelein Park District.

ADJOURNMENT

There being no further business, ***Swarthout moved and Salski seconded*** to adjourn the meeting at 3:33 pm. A voice vote showed unanimous approval.

A handwritten signature in cursive script that reads "Craig Culp".

Submitted by Craig Culp, Secretary