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NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

Board of Directors Meeting (Virtual) May 5, 2020 at 2:00 pm Minutes (APPROVED July 17, 2020)

MEMBERS PRESENT

The meeting was called to order at 2:01 pm by **Kris Ford**. Those present included **Jeff Nehila**, Deerfield; **Lisa Sheppard**, Glencoe; **Michael McCarty**, Glenview; **Brian Romes**, Highland Park; **Jim Hospodarsky**, Highwood; **Johnathan Kiwala**, Kenilworth; **Jim Lakeman**, Lake Bluff; **Sally Swarthout**, Lake Forest; **Molly Hamer**, Northbrook (left at 3:05 pm); **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; **Steve Wilson**, Wilmette (left at 3:08 pm); and **John Muno**, Winnetka.

No board member was absent at this meeting.

STAFF AND OTHERS PRESENT

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

John Peterson of the Winnetka Park District was also present at the meeting.

CALL TO ORDER

The meeting was called to order at 2:01 pm.

APPROVAL OF AGENDA

Alexoff moved and Sheppard seconded to approve the agenda of the May 5, 2020 Board of Directors meeting. A voice vote showed unanimous approval.

MATTERS FROM THE PUBLIC

Culp welcomed **Lakeman**, Superintendent of Recreation at the Lake Bluff Park District, who will serve as the District's representative to the NSSRA Board of Directors.

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.

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Culp and the Board congratulated **Muno** on his upcoming retirement and expressed their appreciation for his dedication and service to NSSRA. They welcomed **Peterson** who has been appointed to succeed **Muno** as Executive Director of the Winnetka Park District.

CONSENT AGENDA

Nehila moved and McCarty seconded to approve the following consent agenda items:

- A. Minutes of April 3, 2020 Board of Directors Meeting
- B. January - March 2020 NSSRA and ELA invoices and reimbursements paid in the amount of \$131,908.

A voice vote showed unanimous approval.

FINANCE/FACILITY COMMITTEE REPORT

Pappas reviewed the Finance Report.

January – March 2020 NSSRA Financial Status

Through March 31, 2020, NSSRA received \$1,133,747 (31%) of budgeted \$3,643,503. NSSRA expended \$625,531 (17%) of budgeted \$3,660,264 through March 31. As of March 31, NSSRA has a net operating surplus of \$508,215.

Pappas noted that the financial impact of COVID-19 will not be reflected until the April financials.

January – March 2020 ELA Financial Status

Through March 31, 2020, ELA received \$120,151 (22%) of budgeted \$539,879. ELA expended \$101,510 (19%) of budgeted \$526,422 through March 31. As of March 31, ELA has a net operating surplus of \$18,640.

Pappas commented that the financial impact of COVID-19 will not be reflected until the April financials.

Pappas noted that a detailed listing of the P-card expenses for NSSRA and ELA that have been paid March 2020 are included in the meeting packet. The check to Woodhouse TInucci Architects covers the design development cost for the new facility.

UNFISHED BUSINESS

There was no unfinished business to discuss at this meeting.

NEW BUSINESS

NSSRA Programming During COVID-19

Cunningham and **Robson** updated the Board on the virtual programming and services offered during the current health situation. Staff has been conducting virtual programming through Zoom and virtual one-on-one meetings and calls. Staff has also conducted wellness checks to those participants who may be facing social isolation or having difficulty participating in virtual programs due to work schedule or technology constraints. Other videos with activities are also shared through various social media channels. Feedback to virtual programming from participants and their families has been extremely positive.

Robson presented the participation numbers of virtual programming and services. In April, a total of 87 virtual programs were conducted with 680 registrations. 157 one-to-one Zoom/phone calls were made in addition to 135 wellness calls in April.

In-person camps in June have been cancelled. While staff is monitoring the situation closely, preparations are underway to hold in-person camps in July. Survey results indicate that participants and families are also interested in virtual camp options.

Ford expressed her appreciation for the staff's hard work on continuing to offer important programming options to participants and their families during the pandemic.

In response to a question from the Board, **Culp** stated that NSSRA is prepared to assist partner agencies in providing Inclusion support in programs of various formats. As needs emerge for Inclusion support in new partner agency programs, NSSRA will explore best ways to provide support on a case-by-case basis.

Member Agency Contribution (MAC) Discussion

All thirteen partner agencies stated that they plan to uphold their commitments to their Member Agency Contribution (MAC) payments according to the 2020 budget.

ELA and NSSRA Staffing Levels

Staff presented updated tables outlining several staffing scenarios through August 9, 2020, demonstrating their respective financial impact that COVID-19 will have on the

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2020 budget.

Culp explained that a work study analysis of full-time employees was conducted to assess their current workload.

Culp recommended that the Board of Directors approve Table 2 for ELA staffing levels, which would keep administrative staff on payroll through August 9, 2020. The administrative staff would continue to work on offering virtual programs. Under this scenario, the cumulative impact to the fund balance would total \$138,909.

Culp recommended that the Board of Directors approve Table 2 for NSSRA staffing levels, which would furlough traditional part-time and Inclusion part-time employees as well as furlough approximately 15% of full-time staff starting May 18. The furloughed full-time positions would be Executive Assistant, Receptionist and Registrar. Under this scenario, a surplus of \$94,186 to the operational budget is projected.

In response to a question from the Board, **Culp** and **Pappas** explained that furloughed, full-time NSSRA employees would remain IMRF eligible and would be able to continue receiving their health, disability and death benefits if they continue to pay for their portion of the costs. There was consensus to clarify, in the furlough letters, that these benefits would be offered through the end of September.

Sheppard moved and Alexoff seconded to approve Table 2 for ELA staffing levels and instruct staff to monitor changes to the pandemic situation and bring recommended changes to the Board as needed. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka **NO:** None. **ABSENT:** None.

McCarty moved and Nehila seconded to approve Table 2 for NSSRA staffing levels through the end of September 2020 and instruct staff to monitor changes to the pandemic situation and bring recommended changes to the Board as needed. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northfield, Riverwoods, Wilmette and Winnetka **NO:** None. **ABSENT:** Northbrook.

IMRF Resolution

Staff presented Resolution #2020-1 as proposed and IMRF form 632. If approved, the resolution authorizes the designation of COVID-19 related unpaid furlough time as IMRF Benefit Protection Leave which would allow eligible furloughed employees to purchase up to 12 months of service credit over their career, provided that they pay the IMRF member contribution. **Culp** noted that NSSRA counsel **John Murphey** has

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reviewed the proposed resolution.

Sheppard moved and Hospodarsky seconded to approve Resolution #2020-1 authorizing IMRF Protection Leave for eligible NSSRA employees. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northfield, Riverwoods, and Winnetka **NO:** None. **ABSENT:** Northbrook and Wilmette.

2020 NSSRA Summer Camp Transportation Bid

NSSRA received two timely sealed bids for 2020 summer camp transportation from First Student and Septran, Inc. First Student is the low qualified bidder with a bid of \$70/hour; First Student would begin billing when campers are picked up and stop billing once campers are dropped off. **Robson** noted that terms would not hold NSSRA responsible for any financial payments if transportation services are not needed this summer.

Swarthout moved and Kiwala seconded to accept the bid from First Student for an estimated annual expense of \$20,000 pending the ability to provide in-person summer camp programming. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northfield, Riverwoods, and Winnetka **NO:** None. **ABSENT:** Northbrook and Wilmette.

BOARD MEMBER COMMENTS

Ford welcomed **Lakeman** to the NSSRA Board of Directors and congratulated **Muno** on his retirement.

Swarthout noted that she would share Governor Pritzker's latest guidelines on COVID-19.

ADJOURNMENT

There being no further business, **Nehila moved and Alexoff seconded** to adjourn the meeting at 3:15 pm. A voice vote showed unanimous approval.



Submitted by Craig Culp, Secretary