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## NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

### Board of Directors Meeting February 4, 2021 at 10:00 am (Virtual Meeting) Minutes (Approved April 15, 2021)

#### MEMBERS PRESENT

The meeting was called to order at 10:02 am 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; **John Bealer**, Lake Bluff; **Sally Swarhout**, Lake Forest; **Molly Hamer**, Northbrook; **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; **Steve Wilson**, Wilmette; and **John Peterson**, 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; **Meggan Davies**, Recreation Manager; **Becca Lueke**, Recreation Manager; **Katie James**, Recreation Specialist; and **Marissa Wayne**, Recreation Specialist.

Guests included **Cece Conway**, Transwestern Realty Group (arrived at 10:31 am and departed at 11:03 am); **Scott Larson**, W.B. Olson (departed at 10:14 am); **John Murphy**, Odelson & Sterk (arrived at 10:37 am and departed at 11:04 am); and **Andy Tinucci**, Woodhouse Tinucci Architects (arrived at 10:11 am and departed at 10:14 am).

#### CALL TO ORDER

The meeting was called to order at 10:02 am.

A roll call was taken, including acknowledgement of recording. **YES**: Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO**: None. **ABSENT**: None.

#### APPROVAL OF AGENDA

**Wilson moved and Sheppard seconded** to approve the amended agenda of the February 4, 2021 Board of Directors meeting. A roll call was taken. **YES**: Deerfield, Glencoe, Glenview,

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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Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** None.

**MATTERS FROM THE PUBLIC**

There were no matters from the public at this meeting.

**PROGRAM/FACILITY COMMITTEE REPORT**

**NSSRA Foundation Capital Campaign Update**

**Culp** reported that the NSSRA Foundation's Capital Campaign exceeded their fundraising goal, raising over \$2,200,000.

**NSSRA Highland Park Facility Project Update**

**Larson** provided a presentation on the NSSRA Highland Park which showed current projects including window glazing, duct work, plumbing and electrical work.

**Roof Replacement Recommendation**

**Culp** reported that the Facility and Finance Committees previously approved the roof replacement and funding and put forth the recommendation to the Board.

**McCarty moved and Sheppard seconded** that the Board of Directors approve the replacement of the roof at a cost of \$256,482 and instructs staff to fund the roof replacement from NSSRA fund balance. 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.

**Proposed Capital Asset Replacement Schedule and Fund Balance Policy Discussion**

**Culp** discussed the proposed capital asset replacement schedule and fund balance policy which had previously been reviewed by the Facility and Finance Committees. Staff will review the feedback with Lauterbach & Amen, update the policy and schedule and bring a recommendation to the Finance Committee to finalize and then present a final version to the Board.

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**State Funding Update**

**Culp** informed the Board that he had been contacted by the Illinois DCEO Department to complete paperwork for \$200,000 in funding. The paperwork has been submitted although a timeline for receipt of funds is currently pending.

**CONSENT AGENDA**

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

- A. Minutes of November 16, 2020 Board of Directors Meeting
- B. December 2020 NSSRA and ELA Invoices and Reimbursements Paid in the amount of \$155,528.

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.

**FINANCE COMMITTEE REPORT**

**Pappas** reviewed the Finance Report.

Through **December 31, 2020**, **NSSRA** received \$2,758,098 (76%) of budgeted \$3,643,503. NSSRA expended \$2,309,408 (63%) of budgeted \$3,660,264 through December 31. As of December 31, NSSRA has a net operating surplus of \$448,690.

Through **December 31, 2020**, **ELA** received \$105,963 (20%) of budgeted \$539,879. ELA expended \$281,870 (54%) of budgeted \$526,422 through December 31. As of December 31, ELA has a net operating deficit of (\$175,907). Pappas noted that numbers are understated due to late incoming numbers from the Center for Enriched Living.

Also attached is a detailed listing of the P-card expenses for NSSRA and ELA that have been paid in October - December 2020.

**EXECUTIVE DIRECTOR REPORT**

**2020 Audit**

**Culp** stated that Lauterbach & Amen began their audit process in January and will be returning in March to continue. Audit results are currently scheduled to be brought to the Finance Committee and Board in June.

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**Vaccine Information**

**Culp** reported that a number of inquiries had been received from families asking for assistance from NSSRA to access vaccine shots for participants. While NSSRA is registered with both Lake and Cook County Health Departments and is regularly monitoring all vaccine related information, NSSRA is not involved with vaccine distribution.

**DEIA Committee**

**Culp** announced the creation of the NSSRA's Diversity, Equity, Inclusion and Advocacy (DEIA) Committee spearheaded by Sierra Shum and co-chaired by Kai Treston. The six-person Committee has begun meeting monthly and is focused on narrowing their goals into actionable objectives.

**ELA Staff**

**Culp** reported that ELA's Recreation Specialist and Program leader were both furloughed in January. The ELA program continues to run virtually daily with NSSRA full-time recreation staff leading additional program offerings.

**PDRMA Board**

**Culp** stated that he had been re-elected to serve on the PDRMA Board for another four years, through December 31, 2024.

**SUPERINTENDENTS REPORT**

**Cunningham** and **Robson** presented a year-end report on 2020 programs.

**Robson** reported that due to COVID-19, NSSRA began offering virtual programs in March. In-person programming returned in July for a limited time and was conducted solely by full-time staff and continue to present day. Virtual camp and post-camp were offered during the pandemic; activity kits were also periodically offered to participants. In-person programming will resume in February.

**Cunningham** stated that two overnight trips were offered in 2020 prior to the pandemic shut down. All other trips were cancelled due to COVID-19.

**Cunningham** also reported on ELA, which had 29 unique participants at the beginning of the year. When the program was implemented virtually, 21 of the ELA participants

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attended one or more of the ELA programs offered during the week and 12 of 21 participants consistently participated in weekly virtual programs.

NSSRA experienced a decrease in the number of Inclusion requests and placements in 2020 directly related to COVID-19. There were 204 placements supported from the 415 requests received for 93 unique participants for Inclusion support in 2020.

**Robson** reviewed participation numbers for 2020, noting that two-thirds of programming was virtual. Total number of registrations were not significantly less than 2019 considering the decrease of unique registrants.

**NSSRA FOUNDATION REPORT**

**Capital Campaign**

**Kiwala** recognized the effort and results of the NSSRA Foundation towards the success of the fundraising for the new facility.

**Culp** noted the success of the Qgiv fundraiser, which raised over \$35,000 and Gator month, which exceeded the \$10,000 fundraising goal. The first program event scheduled for the new facility will be a party in the participant lounge to recognize the Gators.

**Holiday Appeal**

The holiday appeal campaign raised over \$38,000, exceeding the \$35,000 goal, demonstrating the support and commitment from the families.

**NEW BUSINESS**

**5-8 Levy Requests**

Glencoe Park District and Winnetka Park District have submitted requests for expenditures of 5-8 levy funds for 2021.

The City of Lake Forest Recreation Department has submitted requests for expenditures of 5-8 levy funds for 2019 and 2020.

***Wilson moved and Kiwala seconded*** to approve these requests pursuant to Article IV.D of the Amended Articles of agreement. 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.

**BOARD MEMBER COMMENTS**

There were no board member comments at this meeting.

**CLOSED SESSION**

The Board amended the agenda to remove the personnel discussion from closed session. The executive director appraisal has been finalized; **Ford** and **Hospodarsky** will meet with **Culp** at later date to discuss the appraisal.

**Hamer moved and Nehila seconded** that the meeting go to closed session pursuant to 5 ILCS 120/2 et seq. to Setting Price for Sales of Real Estate 2(c)(6). 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.

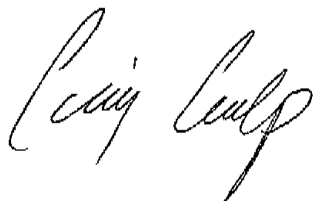
The meeting arose from closed session at 11:03 am.

**ACTION, IF ANY, WITH RESPECT TO MATTERS IN CLOSED SESSION**

**Wilson moved and Sheppard seconded** to adopt the resolution for the sales of the Northbrook facility. 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.

**ADJOURNMENT**

There being no further business, **Kiwala moved and Romes seconded** to adjourn the meeting at 11:05 am. 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.



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Submitted by Craig Culp, Secretary