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NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

Board of Directors Meeting April 15, 2021 at 10:00 am (Virtual Meeting) Minutes (Approved July 17, 2021)

MEMBERS PRESENT

The meeting was called to order at 10:02 am by **Kris Ford**. Those present included **Jeff Nehila**, Deerfield (arrived 10:23 am); **Michael McCarty**, Glenview; **Brian Romes**, Highland Park; **Johnathan Kiwala**, Kenilworth (arrived 10:10 am); **John Bealer**, Lake Bluff; **Sally Swarthout**, Lake Forest; **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; **Steve Wilson**, Wilmette; and **John Peterson**, Winnetka.

Those absent included **Lisa Sheppard**, Glencoe; **Jim Hospodarsky**, Highwood; and **Molly Hamer**, Northbrook.

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; **Blair Hill**, Recreation Manager; **Dani Kern**, Recreation Manager; **Becca Lueke**, Recreation Manager; **Kai Treston**, Recreation Specialist; and **Nicole Witt**, Recreation Specialist.

Guests included **Jerry Aulisio**, AT Group; **Ed Blumer**, Woodhouse Tinucci Architects; **Scott Larson**, W.B. Olson; **Dave Olson**, W.B. Olson; and **Andy Tinucci**, Woodhouse Tinucci Architects. All guests departed at 10:23 am.

CALL TO ORDER

The meeting was called to order at 10:06 am.

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

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.

APPROVAL OF AGENDA

Wilson moved and Swarthout seconded to amend the agenda of the April 15, 2021 Board of Directors Meeting to move Item 10 New Business after Item 4 Program/Facility Committee Report. A roll call was taken. **YES:** Glenview, Highland Park, Lake Bluff, Lake Forest, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood, Kenilworth and Northbrook.

MATTERS FROM THE PUBLIC

There were no matters from the public at this meeting.

PROGRAM/FACILITY COMMITTEE REPORT

NSSRA Highland Park Facility Project Update

Culp introduced **Tinucci**, who walked the Board through a presentation of the building progress. **Larson** confirmed that the building progress is moving along at a good pace and that after some current work items are completed, a more specific schedule update will be available.

Office Furniture Bid Recommendation

Aulisio summarized the office furniture bid process, requirements and results for the Board. Of the five lowest base bids, Interior Investments provided the lowest base bid that met all the required functional elements detailed in the bid specifications (the other four did not meet the specifications as detailed in the bid). The Facility Committee met on April 8 at which time they passed a motion recommending the Board of Directors approve the furniture bid submitted by Interior Investments.

Alexoff moved and McCarty seconded that the Board of Directors approves the furniture bid from Interior Investments for base bid and alternate 1 totaling \$59,736.52. **YES:** Glenview, Highland Park, Kenilworth, Lake Bluff, Lake Forest, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Deerfield, Glencoe, Highwood and Northbrook.

Sale of 3105 MacArthur Update

Culp reported that the realtor has completed photographing the building and the listing is expected to be posted within the next two weeks. To date, there have been no inquiries to the public bid.

State Funding Update

Culp informed the Board that he had been contacted again by the Illinois DCEO Department to complete paperwork for an additional \$500,000 in funding. The paperwork for this grant and the original grant for \$200,000 has been submitted and is being processed; a timeline for receipt of funds is currently pending.

NEW BUSINESS

Proposed FSA (Cafeteria Plan) Amendments

Culp provided an overview of the proposed FSA (Cafeteria Plan) Amendments, which included the Dependent Care Flexible Spending Arrangement with amendments to the grace period and election changes; the Dependent Care Flexible Spending Arrangement with an amendment to the maximum annual election; and the Health Flexible Spending Arrangement with amendments to carryover and election changes.

Peterson moved and McCarty seconded to approve the three Resolutions adopting the amendments to the Northern Suburban Special Recreation Association Cafeteria Plan with Flexible Spending. A roll call vote was taken. **YES:** Deerfield, Glenview, Highland Park, Kenilworth, Lake Bluff, Lake Forest, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Glencoe, Highwood and Northbrook.

CONSENT AGENDA

Kiwala moved and Bealer seconded to approve the following consent agenda items:

- A. Minutes of February 4, 2021 Board of Directors Meeting
- B. January – February 2021 NSSRA and ELA Invoices and Reimbursements Paid in the amount of \$2,275,259.

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

FINANCE COMMITTEE REPORT

Pappas reviewed the Finance Report.

Through **February 28, 2021**, **NSSRA** received \$943,128 (27%) of budgeted \$3,536,771. NSSRA expended \$261,041 (8%) of budgeted \$3,447,733 through

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February 28. As of February 28, NSSRA has a net operating surplus of \$682,087. Attached is a summary of the NSSRA financials.

Through **February 28, 2021**, ELA received \$688 (.2%) of budgeted \$342,274. ELA expended \$25,326 (6%) of budgeted \$418,981 through February 28. As of February 28, ELA has a net operating deficit of (\$24,638). Attached is a summary of the ELA financials.

EXECUTIVE DIRECTOR REPORT

Staff Update

Culp stated that Registrar Jeanne Cook, has resigned to pursue an opportunity in healthcare. Niki Cuttell, Recreation Specialist, and Cristina Hughes, Site Coordinator, both from the ELA program, were previously furloughed but both have found full-time positions and resigned from NSSRA. Recreation Specialist Katie James, who coordinates Gator sports, has also tendered her resignation and is pursuing a new opportunity in Denver. Receptionist Bonnie Amir has returned from furlough and is currently working part-time.

ELA Update

Culp announced that after a conversation with CEL's Executive Director, Harriet Levy, it has been determined that the CEL facility is no longer available to us for in-person programming. Riverwoods new building is available to us for in-person programming (when Covid restrictions allow) and they have committed to letting ELA use the space June through September, three days per week for six hours per day, when in-person programming is offered again and until the Highland Park facility is available.

SUPERINTENDENTS REPORT

Robson updated the Board on the winter season, which began as virtual and then expanded to include a handful of in-person programs and special projects, activity kits, personal phone calls from staff and drive-by events and concluded with a summarization of Winter participation numbers.

Cunningham reported on Gator highlights including an in-person swim event for the Gator Swim Team at the Recreation Center of Highlight Park and a Gator Snowshoeing special event which was held at Johns Park Fieldhouse in Glenview, which was an event not previously offered by NSSRA.

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Cunningham also noted that due to ELA staffing changes, NSSRA full-time recreation specialists and managers assisted in running programs. There was a decrease in attendance in virtual programs and no trips were offered due to Covid. **Cunningham** also reviewed Inclusion numbers with the Board.

NSSRA FOUNDATION REPORT

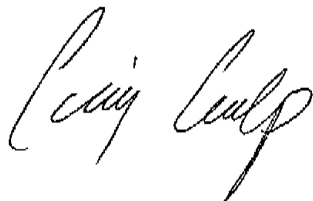
Culp reported to the Board that NSSRA Foundation is in support of funding participant spaces as part of the Capital Replacement Plan in the Highland Park facility and a recommendation will be brought to the June NSSRA Foundation Board of Directors meeting to fund the participant spaces in addition to the NSSRA vehicles, scholarships and big events.

BOARD MEMBER COMMENTS

Ford recognized **Nehila** for a televised interview on WGN.

ADJOURNMENT

There being no further business, **Peterson moved and Romes seconded** to adjourn the meeting at 10:46 am. A roll call vote was taken. **YES:** Deerfield, Glenview, Highland Park, Kenilworth, Lake Bluff, Lake Forest, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Glencoe, Highwood and Northbrook.



Submitted by Craig Culp, Secretary