Putting People First

NEDSRA

Special Recreation Association

# Board Packet

**Wednesday, March 6, 2019**

**1770 West Centennial Place, Addison, Illinois**

## Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

## Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

## Our Core Values

Service with Compassion
Excellence and Quality
Integrity ◆Commitment ◆Fun

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Putting People First
NEDSRA
Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598 www.nedsra.org

# Agenda
## Board of Trustees Regular Meeting
## Wednesday, March 6, 2019, 1:30 PM - NEDSRA Office

1. **Call to Order** — **Chairman Friedrichs**

2. **Roll Call** — **Chairman Friedrichs**

3. **Introduction of Guests and Staff** — **Chairman Friedrichs**

4. **Public Comments** — **Chairman Friedrichs**
   a. For matters not on the Agenda. Limited to one, three-minute comment per person. Maximum 15 minutes.

5. **Approval of Meeting Minutes** — **Chairman Friedrichs**
   a. Approval of Board of Trustees Regular Meeting Minutes – February 6, 2019 — **Voice Vote**

6. **Comments and Communications** — **Executive Director Poole**
   a. Chipotle fundraiser flyer

7. **Consent Agenda – Financial Reports** — **Chairman Friedrichs**
   a. Ratify NEDSRA Disbursements and Financial Statements – Period Ending, January 31, 2019 — **Roll Call Vote**

8. **Chairman of the Board Comments** — **Chairman Friedrichs**

9. **Agency Report** — **Executive Director Poole**

10. **Unfinished Business** — **Chairman Friedrichs**

11. **New Business** — **Chairman Friedrichs**
    a. Request of Butterfield Park District (BPD) Director for personal information of BPD residents who participate in NEDSRA programs.
    b. Memo and discussion of Inclusion Reimbursement Procedure draft. — **Executive Director Poole**
    c. Discussion of NEDSRA 2019/20 preliminary budget. — **Executive Director Poole**

12. **Board of Trustees Comments** — **Chairman Friedrichs**

13. **Motion to Convene into Closed Meeting** — **Chairman Friedrichs**
    Approval to convene into Closed Session for the purposes of: — **Roll Call Vote**
    a. performing semi-annual review on minutes of meeting lawfully closed pursuant to Section 2(c)(21) of the Open Meeting Act;
    *(To authorize destruction of recordings of previously approved but not released)*
        i. Board of Trustees Closed Meeting Minutes; Personnel – November 9, 2016
        ii. Board of Trustees Closed Meeting Minutes; Personnel – May 10, 2017
        iii. Board of Trustees Closed Meeting Minutes; Personnel – July 27, 2017
        iv. Board of Trustees Closed Meeting Minutes; Personnel – September 6, 2017

*(To approve, no release and not destroy recording.)*

v. Board of Trustees Closed Meeting Minutes; Personnel – May 2, 2018
vi. Board of Trustees Closed Meeting Minutes; Personnel – June 14, 2018
vii. Board of Trustees Closed Meeting Minutes; Personnel – December 9, 2015

*(To maintain as non-public previously approved written, but recordings destroyed)*

viii. Board of Trustees Closed Meeting Minutes; Personnel – January 6, 2016
ix. Board of Trustees Closed Meeting Minutes; Personnel – April 13, 2016
x. Board of Trustees Closed Meeting Minutes; Personnel – May 9, 2016
xi. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
xii. Board of Trustees Closed Meeting Minutes; Personnel – May 26, 2016
xiii. Board of Trustees Closed Meeting Minutes; Personnel – June 1, 2016
xiv. Board of Trustees Closed Meeting Minutes; Personnel – June 13, 2016
xv. Board of Trustees Closed Meeting Minutes; Personnel – June 15, 2016
xvi. Board of Trustees Closed Meeting Minutes; Personnel – June 20, 2016
xvii. Board of Trustees Closed Meeting Minutes; Personnel – September 7, 2016

**14. Closed Meeting**

**15. Reconvene Open Meeting** **Chairman Friedrichs**

Take action on items discussed in Closed Session pursuant to Section 2(c)(21) of the Open Meetings Act.

a. Possible action on semi-annual review of Closed Meeting minutes. **Roll Call Vote**

i. **Recommend a motion that the NEDSRA Board of Trustees, having this date conducted the semi-annual review of its closed meeting minutes authorize the destruction of the recordings on or after March 6, 2019, but not the release, of the following closed meeting minutes which had been approved at the September 5, 2018 meeting:**

a. Board of Trustees Closed Meeting Minutes; Personnel – November 9, 2016
b. Board of Trustees Closed Meeting Minutes; Personnel – May 10, 2017
c. Board of Trustees Closed Meeting Minutes; Personnel – July 27, 2017
d. Board of Trustees Closed Meeting Minutes; Personnel – September 6, 2017

**And that the following NEDSRA Board of Trustees approved closed meeting minutes and recordings require continued maintenance as confidential non-public records at this time:**

a. Board of Trustees Closed Meeting Minutes; Personnel – May 2, 2018
b. Board of Trustees Closed Meeting Minutes; Personnel – June 14, 2018

**and that the remaining approved, unreleased minutes listed as follows remain as confidential non-public records at this time.**

a. Board of Trustees Closed Meeting Minutes; Personnel – December 9, 2015
b. Board of Trustees Closed Meeting Minutes; Personnel – January 6, 2016
c. Board of Trustees Closed Meeting Minutes; Personnel – April 13, 2016
d. Board of Trustees Closed Meeting Minutes; Personnel – May 9, 2016
e. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
f. Board of Trustees Closed Meeting Minutes; Personnel – May 26, 2016
g. Board of Trustees Closed Meeting Minutes; Personnel – June 1, 2016

h. Board of Trustees Closed Meeting Minutes; Personnel – June 13, 2016
i. Board of Trustees Closed Meeting Minutes; Personnel – June 15, 2016
j. Board of Trustees Closed Meeting Minutes; Personnel – June 20, 2016
k. Board of Trustees Closed Meeting Minutes; Personnel – September 7, 2016

**16. Next Meeting Date Wednesday, April 3, 2019, at 1:30 PM, NEDSRA Office.** **Chairman Friedrichs**

**17. Adjournment** **Chairman Friedrichs**

Northeast DuPage Special Recreation Association (NEDSRA) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact **ADA Coordinator at 630.620.4500** promptly to allow the Association to make reasonable accommodations.

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**BOARD OF TRUSTEES REGULAR MEETING MINUTES**

**Wednesday, February 6, 2019**

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:35 p.m.

2. **Roll Call:** The following Roll Call was taken:

**Members Present:** Jen Hermonson, Addison Park District
Phyllis Schmidt, Bensenville Park District
Keith Knautz, Village of Glendale Heights (1:37 p.m.)
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District

**Members Absent:** Tim White, Butterfield Park District
Cathy Fallon, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park

**Staff Present:** Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant to the Director/HR
Kristen Chereso, Marketing & Communications Manager
Lara Batten, Accountant, Lauterbach & Amen, Business Services

3. **Introduction of Guests and Staff**: Chairman Friedrichs noted that Jen Hermonson, Addison Park District is the new NEDSRA Trustee and Phyllis Schmidt is the appointed trustee from Bensenville Park District.

4. **Public Comments:** None

5. **Approval of Meeting Minutes:**
   a. Chairperson Friedrichs requested a motion to approve Board of Trustees regular meeting minutes of December 6, 2018. Motion to approve was made by Trustee Ellmann and a second made by Trustee Baum. There being no discussion, motion passed unanimously on a voice vote with 8 ayes and 0 nays.

6. **Comments and Communications:** Director Poole noted that the Event Calendar that was handed out in December had a typo on the December meeting. It is to take place on Thursday, December 5, 2019.

7. **Consent Agenda – Ratify NEDSRA Financial Statements:**
   a. Chairperson Friedrichs requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the periods ending November 30, 2018 and December 31, 2018. The motion was made by Trustee Leno and seconded by Trustee Baum. On a roll call vote, voting aye: Trustee Schmidt, Bensenville Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Hermonson, Addison Park District. Motion passed with 8 ayes and 0 nays.

8. **Chairperson of the Board Comments:** Chairperson Friedrichs welcomed everyone back from the holidays and said that he was pleased to see everyone at IPRA Conference. He asked that congratulations be passed along to Recreation Coordinators Carrie Henry on her 21-year NEDSRA anniversary and Maggie Goode on her 12-year NEDSRA anniversary.

9. **Agency Report:** Director Poole directed the Board to the envelopes with the revised NEDSRA Personnel Policies and Financial Management and Operations Policies. He stated that Trustee Hermonson had her NEDSRA Board of Trustees' orientation recently and that an orientation manual would be sent to Trustee White. Trustee Ellmann requested that an updated Board of Trustee directory be distributed. The Director also announced that the State of Illinois has received the second quarter report and has submitted it for payment. Staff continues to work on finalizing the budget to prepare for the March Board meeting workshop. Staff has also been working with WDSRA on the Synergy budget and NEDSRA is also working with the group of SRA directors to find cooperative adaptive sports programming that fits everyone's expectations. Superintendent Barton noted some updates in the Inclusion report regarding openings that were filled since the report went out. Chairman Friedrichs asked if NEDSRA reimburses a partner for inclusion if it is filled with the partner's staff. Superintendent Barton replied that NEDSRA will train staff and Director Poole stated that if a partner's staff was taken from another duty and used for the inclusion, there would be some sort of reimbursement worked out if there was somebody on the partner's staff that filled the position. Trustee Leno asked why this issue was not addressed during the Inclusion Committee's report and it is not in writing. She stated that there should be a procedure in writing. Director Poole noted that there is a reference to reimbursement. There was discussion as to the parameters of qualifying for inclusion, whether or not the participant meets the NEDSRA parameters and the qualifications of the staff providing the inclusion. Superintendent Barton announced that in addition to the program highlights in the agency report in the packet, NEDSRA participants are leaving on a Caribbean and that Friday, February 8 is the Valentine's dance at the Community Center in Addison Park District, with 47 NEDSRA participants, 83 participants from other SRA's and about 50 staff members attending. He cited the theater performance and the Special Olympics Sports Banquet, both occurring in March, listed in the Agency Report in the packet and extended an invitation to all. Marketing Manager Chereso announced that NEDSRA was awarded Non-Profit of the Year by the Lombard Chamber of Commerce. She said that she will be reaching out to the newest Board members to get a photo and bio for the NEDSRA website. Trustee Ellmann asked if there was any progress from the Synergy meeting. Director Poole went over a few items and stated that the first meeting cleared the air and the second meeting focused on common ground, expectations for the group and what direction the financial structure should be. There has not been another meeting scheduled at this time. Trustee Ellmann stated that he believed eventually there may have to be an outside consultant to bring it all together. There was discussion on other possible strategies including, but not limited to, a flat fee per person, providing scholarships to NEDSRA participants to join Synergy or an annual fee per agency.

10. **Unfinished Business:** The location of the 2019 December NEDSRA Board of Trustees meeting had not been finalized. Trustee Knautz offered to host the meeting and Holiday Gathering at Glendale Lakes Golf Club.

11. **New Business:**
    a. New registration software – discussion and recommendation. Superintendent Barton presented the recommendation noting that the current software is over 20 years old. He spoke of the extensive research the committee performed and of other companies the committee met with. Vermont Systems was chosen for many reasons and he noted that their customer service was excellent. We have member partners also using this same system as well as other SRA's in our area. Superintendent Barton went on to explain other features and costs, including the $2,500 discount he was able to secure.
    b. A motion was made by Trustee Baum and seconded by Trustee Leno to approve the purchase of RecTrac and WebTrac 3.1 from Vermont Systems, Inc. in the amount of $31,280. Trustee Knautz had a question

regarding how many on-site trainings are included, to be sure that NEDSRA has an adequate amount of training time. Trustee Baum asked how many users are included and Superintendent Barton said that NEDSRA is starting with six concurrent users, which he is comfortable with. He also stated that NEDSRA is not purchasing the General Ledger interface at this time. Director Poole stated that the Agency's current financial software is not compatible with RecTrac, and that currently registration revenue is manually keyed into the accounting software. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Hermonson, Addison Park District; Trustee Schmidt, Bensenville Park District;. Motion passed with 8 ayes and 0 nays.

12. **Board of Trustees Comments:** Trustee Ellmann extended a welcome to the new Board members and thanked staff for the additional narrative on the financials. He stated that Wood Dale Park District received an OSLAD Grant and the city is matching funds for park redevelopment and possibly a new facility. Director Poole mentioned that NEDSRA had a ransom ware attack on the computers, however everything had been backed up and was restored.

13. **Next Meeting Date:** Wednesday, March 6, 2019, 1:30 PM at the NEDSRA office.

14. **Adjournment:** Chairperson Friedrichs stated that there was no further business before the NEDSRA Board of Trustees and requested a motion to adjourn. A motion was made by Trustee Gola and a second by Trustee Baum. The motion passed unanimously on a voice vote with 8 ayes and no nays. The meeting was adjourned at 2:16 p.m.

Respectfully submitted,

Susan Martellotta, Recording Secretary

Paul Friedrichs, Chairperson

Matthew Ellmann, Board Secretary

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# DO GOOD WITH BURRITOS

Join us at our restaurant for a fundraiser to support NEDSRA. Just come in to the Chipotle at **1078 N. Rohlwing Rd** in Addison on **Tuesday, April 30th** from **4:00pm** to **8:00pm**. Bring in this flyer, show it on your smartphone or tell the cashier you're supporting the cause to make sure that 33% of the proceeds will be donated to NEDSRA.

CHIPOTLE
MEXICAN GRILL

Online orders will not be included in the fundraiser total. To ensure your purchase is counted in the fundraiser, be sure to order and pay in-restaurant. Gift card purchases during fundraisers do not count towards total donated sales, but purchases made with an existing gift card will count.

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# FINANCIALS NARRATIVE

**To:** NEDSRA Board of Trustees
**From:** Lara Batten, Business Services
**Date:** March 6, 2019
**Re:** Financial Statements for Period Ending 01/31/2019

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Revenue and Expenditures are tracking in line with budget.

| | 01/31/2019 YTD Actual | 2018/19 Budget | 01/31/2018 YTD Actual |
|---|---|---|---|
| **Revenue** | $1,998,514.52 | $2,346,609 | $1,958,326.97 |
| **Expenses** | $1,659,727.60 | $2,242,153 | $1,518,478.99 |
| **Net Revenue/Expenses *** | **$338,786.92** | **$104,456** | **$439,847.98** |

| **General Fund** | 01/31/2019 YTD Actual | 2018/19 Budget |
|---|---|---|
| **Beginning Balance** | $1,019,469.71 | $1,019,469.71 |
| *** Increase/Decrease** | $338,786.92 | $104,456 |
| **Ending General Fund Balance** (Unaudited) | **$1,358,256.63** | **$1,123,925.71** |

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Special Recreation Association

# Disbursements

# Period Ending 01/31/2019

## Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

## Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

## Our Core Values

Service with Compassion
Excellence and Quality
Integrity ◆Commitment ◆Fun

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# Northeast DuPage Special Recreation Association
## Check List
All Bank Accounts
January 1, 2019 - January 31, 2019

| Check Number | Check Date | Payee | | Amount |
|---|---|---|---|---|
| **Vendor Checks** | | | | |
| 52037 | 01/04/19 | Addison, Village of | | 318.10 |
| 52038 | 01/04/19 | American Litho | | 2,360.00 |
| 52039 | 01/04/19 | Comcast Business | | 359.67 |
| 52040 | 01/04/19 | ComEd | | 1,306.33 |
| 52041 | 01/04/19 | Joe's DoJo | | 118.00 |
| 52042 | 01/04/19 | Konica Minolta Business Solutions, Inc. | | 232.48 |
| 52043 | 01/04/19 | Lauterbach & Amen, LLP | | 4,697.92 |
| 52044 | 01/04/19 | Lewis Paper | | 340.50 |
| 52045 | 01/04/19 | Ray Graham Association | | 400.00 |
| 52046 | 01/04/19 | Titan Image Group, Inc. | | 919.50 |
| 52047 | 01/04/19 | Official Finders | | 224.00 |
| 52048 | 01/04/19 | Park District Risk Management Agency | | 8,980.92 |
| 52049 | 01/04/19 | Park District Risk Management Agency | | 16,954.93 |
| 52050 | 01/04/19 | Robbins Schwartz Nicholas Lifton & Taylor | | 175.00 |
| 52051 | 01/04/19 | Warehouse Direct Workplace Solutions | | 496.10 |
| 52052 | 01/18/19 | Allen-Sebok, Donna | | 2,514.50 |
| 52053 | 01/18/19 | AT&T | | 155.07 |
| 52054 | 01/18/19 | Konica Minolta Business Solutions, Inc. | | 782.73 |
| 52055 | 01/18/19 | NICOR | | 1,550.04 |
| 52056 | 01/18/19 | Sentry Security, Inc. | | 96.00 |
| 52057 | 01/18/19 | TechPro, Inc. | | 1,068.50 |
| 52058 | 01/21/19 | NICOR | | 1,550.04 |
| 52059 | 01/22/19 | AT&T | | 155.07 |
| 52060 | 01/22/19 | Konica Minolta Business Solutions, Inc. | | 782.73 |
| 52061 | 01/22/19 | Sentry Security, Inc. | | 96.00 |
| 52062 | 01/25/19 | Park Ridge Park District | | 50.50 |
| 52063 | 01/31/19 | Addison Park District | | 2,213.20 |
| 52064 | 01/31/19 | Dimensions in Sound | | 350.00 |
| 52065 | 01/31/19 | Forest Awards & Engraving | | 26.90 |
| 52066 | 01/31/19 | Lauterbach & Amen, LLP | | 4,697.92 |
| 52067 | 01/31/19 | USPS Postage Due | | 100.00 |
| 52068 | 01/31/19 | WDSRA | | 31.60 |
| 52069 | 01/31/19 | Comcast Business | | 369.02 |
| 52070 | 01/31/19 | Park District Risk Management Agency | | 15,091.52 |
| 01/02/2019 | 01/04/19 | Paychex | | 69.45 |
| 01/02/2019 | 01/04/19 | Paychex | | 1,485.11 |
| 01/02/2019 | 01/02/19 | AFLAC | | 20.04 |
| 01/04/2019 | 01/04/19 | Konica Minolta Premier Finance | | 351.69 |
| 01/15/2019 | 01/15/19 | WageWorks | | 104.00 |
| 01/16/2019 | 01/15/19 | Paychex | | 170.68 |
| 01/16/2019 | 01/15/19 | Paychex | | 260.47 |
| 01/30/2019 | 01/29/19 | Paychex | | 69.45 |
| 1/11/2019 | 01/11/19 | EASYPERMIT Postage | | 1,442.81 |
| 1/17/2019 | 01/17/19 | Comcast | | 1,996.17 |
| 1/24/2019 | 01/24/19 | AFLAC | | 83.88 |
| 1/29/2019 | 01/29/19 | Paychex | | 346.12 |
| 1/31/2019 | 01/31/19 | BMO Harris P-Card | | 25,531.01 |
| | | | **Vendor Check Total** | 101,495.67 |
| | | | **Check List Total** | 101,495.67 |

Check count = 47

# Northeast DuPage Special Recreation Association
## Check Register
All Bank Accounts
January 2019

| Payee / Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| **Vendor Checks** | | | | | | |
| Addison, Village of | | | | 52037 | 01/04/19 | 318.10 |
| 58500 | Maintenance Expenses | Meter # 1288356 | 318.10 | | | |
| American Litho | | | | 52038 | 01/04/19 | 2,360.00 |
| 53210 | Professional Printing | Inv # 254131-01 - Annual Service Report 17-18 | 2,360.00 | | | |
| Comcast Business | | | | 52039 | 01/04/19 | 359.67 |
| 58100 | Utilities: Telephones/Internet | Service from 12/26/18 - 1/25/2019 | 359.67 | | | |
| ComEd | | | | 52040 | 01/04/19 | 1,306.33 |
| 58200 | Utilities:Electricity | Service from 11/20/18 - 12/21/18 | 1,306.33 | | | |
| Joe's DoJo | | | | 52041 | 01/04/19 | 118.00 |
| 54302 | AID | Karate Instructor Payment | 118.00 | | | |
| Konica Minolta Business Solutions, Inc. | | | | 52042 | 01/04/19 | 232.48 |
| 54400 | Maintenance/Contractual Agreements | Inv # 9005242251 | 232.48 | | | |
| Lauterbach & Amen, LLP | | | | 52043 | 01/04/19 | 4,697.92 |
| 54100 | Business Services - Contract | November 2018 Accounting Services | 4,697.92 | | | |
| Lewis Paper | | | | 52044 | 01/04/19 | 340.50 |
| 53400 | Office Supplies & Duplicating | Inv # 257087 | 340.50 | | | |
| Ray Graham Association | | | | 52045 | 01/04/19 | 400.00 |
| 53603 | APD/YAR | Ray Graham Association - Therapeutic Riding Lessons | 400.00 | | | |
| Titan Image Group, Inc. | | | | 52046 | 01/04/19 | 919.50 |
| 53240 | Rec Program Printing | Inv # 54898 - Foam Board for Sensory Station | 42.00 | | | |
| 66056 | Additional Fundraising:Printing | Inv # 54946 - 2019 Calendar Fundraising | 438.75 | | | |
| 66059 | Additional Fundraising:Supplies | Inv # 54946 - 2019 Calendar Fundraising | 438.75 | | | |
| Official Finders | | | | 52047 | 01/04/19 | 224.00 |
| 54306 | Special Olympics | Inv # 6102 | 224.00 | | | |
| Park District Risk Management Agency | | | | 52048 | 01/04/19 | 8,980.92 |
| 52400 | Property Insurance | Inv # Q418139 - 4th Quarter 2018 | 4,218.96 | | | |
| 52000 | Workers Compensation | Inv # Q418139 - 4th Quarter 2018 | 1,613.37 | | | |
| 52300 | Liability Insurance | Inv # Q418139 - 4th Quarter 2018 | 3,148.59 | | | |
| Park District Risk Management Agency | | | | 52049 | 01/04/19 | 16,954.93 |
| 51600 | Payroll:Health Insurance | December 2018 - Inv # Q418139H | 16,954.93 | | | |
| Robbins Schwartz Nicholas Lifton & Taylor | | | | 52050 | 01/04/19 | 175.00 |
| 53800 | Legal Services | Inv # 285081 | 175.00 | | | |
| Warehouse Direct Workplace Solutions | | | | 52051 | 01/04/19 | 496.10 |
| 53400 | Office Supplies & Duplicating | Inv # 4120415, 4131176, 4131398 | 308.59 | | | |

# Northeast DuPage Special Recreation Association
## Check Register
All Bank Accounts
January 2019

| Payee / Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| 58500 | Maintenance Expenses | Inv # 4139581 | 187.51 | | | |
| Allen-Sebok, Donna | | | | 52052 | 01/18/19 | 2,514.50 |
| 54330 | HMHB Contractual Services | Inv # 12-18 | 1,257.25 | | | |
| 54330 | HMHB Contractual Services | Inv # 11-18 | 1,257.25 | | | |
| AT&T | | | | 52053 | 01/18/19 | 155.07 |
| 58100 | Utilities: Telephones/Internet | AT&T - Inv # 630916886012 | 155.07 | | | |
| Konica Minolta Business Solutions, Inc. | | | | 52054 | 01/18/19 | 782.73 |
| 54400 | Maintenance/Contractual Agreements | Inv # 9005265070 (11/19 - 12/18/18) | 782.73 | | | |
| NICOR | | | | 52055 | 01/18/19 | 1,550.04 |
| 58300 | Utilities:Natural Gas | NICOR (Service Period - 11/30/2018 - 01/01/2019) | 1,550.04 | | | |
| Sentry Security, Inc. | | | | 52056 | 01/18/19 | 96.00 |
| 54400 | Maintenance/Contractual Agreements | Sentry Security, Inc. - Inv # 241214 | 96.00 | | | |
| TechPro, Inc. | | | | 52057 | 01/18/19 | 1,068.50 |
| 53900 | Professional Consultants | TechPro, Inc. - Inv # 247357 | 168.50 | | | |
| 53900 | Professional Consultants | TechPro, Inc. - Inv # 247358 | 900.00 | | | |
| NICOR | | | | 52058 | 01/21/19 | 1,550.04 |
| 58300 | Utilities:Natural Gas | NICOR | 1,550.04 | | | |
| AT&T | | | | 52059 | 01/22/19 | 155.07 |
| 58100 | Utilities: Telephones/Internet | AT&T | 155.07 | | | |
| Konica Minolta Business Solutions, Inc. | | | | 52060 | 01/22/19 | 782.73 |
| 54400 | Maintenance/Contractual Agreements | Konica Minolta Business Solutions, Inc.-Inv #9005265070 | 782.73 | | | |
| Sentry Security, Inc. | | | | 52061 | 01/22/19 | 96.00 |
| 54400 | Maintenance/Contractual Agreements | Sentry Security, Inc.-Inv #241214 | 96.00 | | | |
| Park Ridge Park District | | | | 52062 | 01/25/19 | 50.50 |
| 53605 | TREC/School/CA | Trec Animal Room Program Admissions | 50.50 | | | |
| Addison Park District | | | | 52063 | 01/31/19 | 2,213.20 |
| 57100 | Vehicle Expenses:Vehicle Fuel, Equip. & Tolls | Inv # 20-929 - September | 682.97 | | | |
| 57100 | Vehicle Expenses:Vehicle Fuel, Equip. & Tolls | Inv # 20-930 - October | 1,530.23 | | | |
| Dimensions in Sound | | | | 52064 | 01/31/19 | 350.00 |
| 54301 | Rec Special Events | DJ Services for Valentine's Dance | 350.00 | | | |
| Forest Awards & Engraving | | | | 52065 | 01/31/19 | 26.90 |
| 53400 | Office Supplies & Duplicating | Inv # 84550 | 26.90 | | | |

# Northeast DuPage Special Recreation Association
## Check Register
All Bank Accounts
January 2019

| Payee / Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| Lauterbach & Amen, LLP | | | | 52066 | 01/31/19 | 4,697.92 |
| 54100 | Business Services - Contract | Inv # 33415 | 4,697.92 | | | |
| USPS Postage Due | | | | 52067 | 01/31/19 | 100.00 |
| 53100 | Postage Expense | Postage Due on Account | 100.00 | | | |
| WDSRA | | | | 52068 | 01/31/19 | 31.60 |
| 57100 | Vehicle Expenses:Vehicle Fuel, Equip. & Tolls | Fuel for Mini Van | 31.60 | | | |
| Comcast Business | | | | 52069 | 01/31/19 | 369.02 |
| 58100 | Utilities: Telephones/Internet | January 26 - February 25, 2019 | 369.02 | | | |
| Park District Risk Management Agency | | | | 52070 | 01/31/19 | 15,091.52 |
| 51600 | Payroll:Health Insurance | Inv # 0119139H - January 2019 | 15,091.52 | | | |
| AFLAC | | | | 01/02/2019 | 01/02/19 | 20.04 |
| 21200 | Payroll Liabilities:Fringe Benefits (AFLAC) | AFLAC - Inv # 767932 | 20.04 | | | |
| Paychex | | | | 01/02/2019 | 01/04/19 | 69.45 |
| 54000 | Payroll Services - Contract | Paychex - Check Date - 01/04/2019 | 69.45 | | | |
| Paychex | | | | 01/02/2019 | 01/04/19 | 1,485.11 |
| 54000 | Payroll Services - Contract | Check Date - 01/04/2019 | 1,485.11 | | | |
| Konica Minolta Premier Finance | | | | 01/04/2019 | 01/04/19 | 351.69 |
| 54400 | Maintenance/Contractual Agreements | Konica Minolta Premier Finance | 351.69 | | | |
| WageWorks | | | | 01/15/2019 | 01/15/19 | 104.00 |
| 21200 | Payroll Liabilities:Fringe Benefits (AFLAC) | Inv # 1158316 | 104.00 | | | |
| Paychex | | | | 01/16/2019 | 01/15/19 | 170.68 |
| 54000 | Payroll Services - Contract | Check Date - 01/18/2019 | 170.68 | | | |
| Paychex | | | | 01/16/2019 | 01/15/19 | 260.47 |
| 54000 | Payroll Services - Contract | Check Date - 01/18/2019 | 260.47 | | | |
| Paychex | | | | 01/30/2019 | 01/29/19 | 69.45 |
| 54000 | Payroll Services - Contract | Paychex - Check Date - 02/01/2019 | 69.45 | | | |
| EASYPERMIT Postage | | | | 1/11/2019 | 01/11/19 | 1,442.81 |
| 53100 | Postage Expense | Acct # 8000-9090-0611-7290 | 1,442.81 | | | |
| Comcast | | | | 1/17/2019 | 01/17/19 | 1,996.17 |
| 58100 | Utilities: Telephones/Internet | Inv # 75146529 | 1,996.17 | | | |
| AFLAC | | | | 1/24/2019 | 01/24/19 | 83.88 |
| 21200 | Payroll Liabilities:Fringe Benefits (AFLAC) | Inv # 110343 | 83.88 | | | |
| Paychex | | | | 1/29/2019 | 01/29/19 | 346.12 |
| 54000 | Payroll Services - Contract | Paychex - Check date - 02/01/2019 | 346.12 | | | |

| Name | Last Name | Transaction Date | Supplier - Name | Description | Account Code | Amount | Account Total |
|---|---|---|---|---|---|---|---|
| Kristen | Chereso | 01/03/2019 | Eig*constantcontact.C | Constant Contact 1-Year Subscription | 12300 | 233.86 | 233.86 |
| Beth | Corso | 01/17/2019 | Successories | IPRA TR Section Awards-NEDSRA will be reimbursed | 46000 | 305.96 | |
| Beth | Corso | 01/16/2019 | Dollar Tree | IPRA TR Section Awards-NEDSRA will be reimbursed | 46000 | 12.00 | |
| Sean | Fritsch | 01/11/2019 | Prime Video*mb6d47oa2 | Accidental Personal Pruchase | 46000 | 8.99 | |
| Sean | Fritsch | 01/10/2019 | Amzn Mktp Us*mb3378j70 | Accidental Personal Purchase | 46000 | 31.82 | |
| Sean | Fritsch | 01/09/2019 | Amzn Mktp Us*mb3c29j00 | Accidental Personal Purchase | 46000 | 95.44 | 454.21 |
| Susan J | Martellotta | 01/23/2019 | Usps.Com Clicknship | Overnight mailing | 53100 | 6.70 | 6.70 |
| Kristen | Chereso | 01/13/2019 | Amzn Mktp Us*mb6jc8et1 | Marketing Request supplies | 53240 | 15.70 | |
| Kristen | Chereso | 01/11/2019 | Amzn Mktp Us*mb5ls7a70 | Marketing Request supplies | 53240 | 21.99 | |
| Kristen | Chereso | 12/30/2018 | Amzn Mktp Us*m21y57i21 | Rec printing supplies | 53240 | 30.67 | |
| Kristen | Chereso | 12/27/2018 | Dri*printing Services | Refund for Inclusion Card printing. | 53240 | (82.26) | (13.90) |
| Susan J | Martellotta | 01/17/2019 | Amzn Mktp Us*mb0d85xh1 | Digital Voice Recorder | 53400 | 30.59 | |
| Susan J | Martellotta | 01/12/2019 | Amzn Mktp Us*mb3mz5ep1 | Disposable flatware | 53400 | 12.62 | |
| Susan J | Martellotta | 01/09/2019 | Amzn Mktp Us*mb1cq4jp1 | Disposable plates,forks, etc. | 53400 | 27.99 | |
| Susan J | Martellotta | 01/17/2019 | Amzn Mktp Us*mb2dk5xi1 | Paper products | 53400 | 132.39 | |
| Nedsra | Nedsra1 | 01/05/2019 | Signupgenius | Signup Genius | 53400 | 24.99 | 228.58 |
| Beth | Corso | 01/16/2019 | Hobby-Lobby #0174 | Misc Art Supplies | 53500 | 65.31 | |
| Sean | Fritsch | 01/23/2019 | Wm Supercenter #5442 | Agency Equipment - Snow Shovels | 53500 | 19.84 | 85.15 |
| Colleen | Cline | 01/21/2019 | Otc Brands, Inc. | Valentine's Day Dance Supplies | 53502 | 108.19 | |
| Robert | Griffin | 01/18/2019 | Buona Itasca #11 | FNR Supplies | 53502 | 80.68 | 188.87 |
| Nedsra | Camp | 01/20/2019 | Wm Supercenter #5442 | Cooking Crew Meal Supplies | 53504 | 18.74 | |
| Nedsra | Camp | 01/13/2019 | Fruitful Yield | Cooking Crew Meal Supplies | 53504 | 30.98 | |
| Sean | Fritsch | 01/21/2019 | Wal-Mart #5442 | SDO Lunch Supplies | 53504 | 0.39 | |
| Amanda | Hagen | 01/21/2019 | Wm Supercenter #5442 | Lunch Supplies | 53504 | 63.95 | |
| Tessa | Longo | 01/14/2019 | Wm Supercenter #5442 | Sensory Station program supplies | 53504 | 30.78 | |
| Tessa | Longo | 01/19/2019 | Wal-Mart #5442 | Sensory Station Open House supplies | 53504 | 25.45 | |
| Tessa | Longo | 01/17/2019 | Dollar Tree | Sensory Station program supplies | 53504 | 10.00 | |
| Maggie | Resillez | 01/23/2019 | Wal-Mart #5442 | 4H Snack Supplies | 53504 | 12.97 | |
| Maggie | Resillez | 01/22/2019 | Fruitful Yield | 4H Snack Supplies | 53504 | 8.13 | |
| Maggie | Resillez | 01/06/2019 | Fruitful Yield | 4H Snack Supplies | 53504 | 8.23 | |
| Sarah | Wood | 01/17/2019 | Wal-Mart #5442 | Teen Scene Snack Supplies | 53504 | 12.76 | 222.38 |
| Beth | Corso | 01/16/2019 | Dollar Tree | D89 and D93 Art Therapy Supplies | 53505 | 20.00 | |
| Megan | Czachorski | 01/25/2019 | Little Caesars 2014 00 | TREC Program Supplies | 53505 | 24.00 | |
| Megan | Czachorski | 01/25/2019 | Wal-Mart #5442 | TREC Program Supplies | 53505 | 11.22 | |
| Megan | Czachorski | 01/17/2019 | Wm Supercenter #5442 | TREC Program Supplies | 53505 | 53.97 | |
| Megan | Czachorski | 01/09/2019 | Aldi 40028 | TREC Program Supplies | 53505 | 33.88 | |
| Megan | Czachorski | 01/09/2019 | Groupon Inc | TREC Program Supplies | 53505 | 10.00 | |
| Megan | Czachorski | 01/09/2019 | Groupon Inc | TREC Program Supplies | 53505 | 10.00 | |
| Megan | Czachorski | 01/10/2019 | Little Caesars 2014 00 | TREC Program Supplies | 53505 | 24.00 | |
| Megan | Czachorski | 01/09/2019 | Pete S Fresh Marke | TREC Program Supplies | 53505 | 9.41 | |
| Sean | Fritsch | 01/11/2019 | Walgreens #5468 | Theater Headshots | 53505 | 79.80 | |
| Sean | Fritsch | 01/24/2019 | Wal-Mart #5442 | Theater Supplies | 53505 | 44.66 | |
| Sean | Fritsch | 01/24/2019 | Amzn Mktp Us*mb5699g92 | Theater Supplies | 53505 | 4.96 | |
| Sean | Fritsch | 01/23/2019 | Amzn Mktp Us*mb0rr9py2 | Theater Supplies | 53505 | 184.00 | |
| Sean | Fritsch | 01/24/2019 | Amzn Mktp Us*mb6006qd0 | Theater Supplies | 53505 | 78.71 | |

| Name | Last Name | Transaction Date | Supplier - Name | Description | Account Code | Amount | Account Total |
|---|---|---|---|---|---|---|---|
| Sean | Fritsch | 01/23/2019 | Amzn Mktp Us*mb64h5840 | Theater Supplies | 53505 | 11.67 | |
| Sean | Fritsch | 01/17/2019 | Menards Glendale Heigh | Theater Supplies | 53505 | 29.22 | |
| A Maggie | Goode | 01/23/2019 | Amzn Mktp Us*mb9ya0qr0 | TREC Program Supplies | 53505 | 55.16 | |
| Kristen | Robertson | 01/12/2019 | Wal-Mart #1848 | TREC Program Supplies | 53505 | 5.24 | |
| Kristen | Robertson | 01/12/2019 | Wal-Mart #1848 | TREC Program Supplies | 53505 | 15.92 | |
| Kristen | Robertson | 01/07/2019 | Wal-Mart #5442 | TREC Program Supplies | 53505 | 66.44 | |
| Kristen | Robertson | 01/23/2019 | Target 00010249 | TREC Program Supplies | 53505 | 31.78 | |
| Kristen | Robertson | 01/14/2019 | Wal-Mart #5442 | TREC Program Supplies | 53505 | 10.45 | 814.49 |
| Colleen | Cline | 01/23/2019 | Amazon.Com*mb2rr4pz2 | Member Partner Inclusion Supplies | 53520 | 82.80 | 82.80 |
| Nedsra | Camp | 01/18/2019 | The Painted Penguin | FNF Pottery Admissions | 53602 | 62.65 | |
| Robert | Griffin | 01/18/2019 | Wood Dale Bowl | FNR Bowling Admissions | 53602 | 21.00 | |
| Amanda | Hagen | 01/15/2019 | The Chicago Wolves | Wolves Game Admission | 53602 | 18.50 | |
| Amanda | Hagen | 01/10/2019 | The Chicago Wolves | Wolves Game Admissions | 53602 | 412.00 | 514.15 |
| Carrie | Henry | 01/16/2019 | Cyt Chicago | Participant Admissions | 53603 | 156.00 | |
| Nedsra | Nedsra1 | 01/18/2019 | Stardust Bowl Of A | Bowling Mania Admissions | 53603 | 22.50 | |
| Nedsra | Nedsra1 | 01/11/2019 | Stardust Bowl Of A | Bowling Mania Admissions | 53603 | 31.50 | 210.00 |
| Sean | Fritsch | 01/02/2019 | We Rock The Spectrum | Winter Camp Admission | 53604 | 110.00 | |
| Amanda | Hagen | 01/21/2019 | Rockin Jump-Carol Stre | Rockin Jump Admissions | 53604 | 135.00 | 245.00 |
| Megan | Czachorski | 01/10/2019 | Stardust Bowl Of A | TREC Program Admissions | 53605 | 22.50 | 22.50 |
| Sharon | Pearce | 01/19/2019 | Wood Dale Bowl | Huskies Bowling Admissions | 53606 | 72.00 | 72.00 |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 735.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Cruisin the Caribbean Airlline Admissions | 53608 | 605.40 | |
| Beth | Corso | 01/18/2019 | American | Crusin the Caribbean Airline Admissions | 53608 | 605.40 | 7,394.80 |
| Tessa | Longo | 01/14/2019 | Wm Supercenter #5442 | Sensory Station equipment | 53650 | 10.92 | |
| Tessa | Longo | 01/14/2019 | Amzn Mktp Us*mb62n3031 | Sensory Station equipment | 53650 | 36.60 | |
| Tessa | Longo | 01/08/2019 | Dollartree | Sensory Station Equipment | 53650 | 22.00 | |
| Tessa | Longo | 01/17/2019 | Dollar Tree | Sensory Station equipment | 53650 | 14.00 | |
| Sean | Tovey | 01/08/2019 | Paypal *varsityscbd | Basketball Scoreboard Power Cord | 53650 | 60.00 | 143.52 |
| Susan J | Martellotta | 12/28/2018 | Adobe *creative Cloud | Adobe Subscription | 55150 | 29.99 | 29.99 |
| Kristen | Chereso | 01/03/2019 | Stk*bigstockphoto.Com | BigStock Subscription | 55200 | 59.00 | |
| Kristen | Chereso | 01/03/2019 | Eig*constantcontact.C | Constant Contact 1-Year Subscription | 55200 | 116.93 | |
| Kristen | Chereso | 01/02/2019 | Smk*surveymonkey.Com | Survey Monkey Subscription | 55200 | 37.00 | |
| A Maggie | Goode | 01/08/2019 | Amazon Prime | Amazon Subscription | 55200 | 12.99 | 225.92 |
| Kristen | Chereso | 01/25/2019 | Hyatt Regency Chicago | Meal at IPRA conference | 56000 | 11.16 | |
| Beth | Corso | 01/10/2019 | Acebounce - Ecom | Deposit for staff conference dinner | 56000 | 200.00 | |
| Beth | Corso | 01/24/2019 | Ace Bounce | IPRA Conference Staff Dinner | 56000 | 301.31 | |

| Name | Last Name | Transaction Date | Supplier - Name | Description | Account Code | Amount | Account Total |
|---|---|---|---|---|---|---|---|
| Susan J | Martellotta | 01/08/2019 | Illinois Association O | Conference Registration Refund | 56000 | (220.00) | 292.47 |
| Sean | Tovey | 01/08/2019 | Usga Membership | USGA Membership | 56100 | 25.00 | 25.00 |
| Susan J | Martellotta | 01/05/2019 | Il Tollway Auto Replen | IPASS Replenish | 57100 | 40.00 | 40.00 |
| Sean | Tovey | 12/27/2018 | Bills Auto & Truck Rep | Major Vehicle Repair | 57300 | 9,904.74 | |
| Sean | Tovey | 01/14/2019 | Krage S Service Center | Van Oil Change | 57300 | 40.65 | |
| Sean | Tovey | 01/14/2019 | Krage S Service Center | Van Oil Change | 57300 | 55.89 | |
| Sean | Tovey | 12/27/2018 | Bills Auto & Truck Rep | Van Safety Lane performed by Bill's | 57300 | 91.50 | |
| Sean | Tovey | 01/14/2019 | Aldi 40033 | Van Snow Scrapers | 57300 | 49.95 | |
| Sean | Tovey | 01/14/2019 | Wm Supercenter #5442 | Vehicle Equipment | 57300 | 4.83 | |
| Sean | Tovey | 01/11/2019 | Krage S Service Center | Vehicle Oil Change | 57300 | 76.89 | |
| Sean | Tovey | 01/17/2019 | Krage S Service Center | Vehicle Repairs | 57300 | 1,426.60 | 11,651.05 |
| Susan J | Martellotta | 01/08/2019 | Vzwrlss*my Vz Vb P | Telephone | 58100 | 207.00 | |
| Susan J | Martellotta | 01/17/2019 | Comcast | Telephone/Internet (4 months) | 58100 | 1,996.17 | 2,203.17 |
| Sean | Fritsch | 12/27/2018 | Wal-Mart #5442 | First Aid Supplies | 58910 | 5.94 | |
| Amanda | Hagen | 01/24/2019 | 4te*ilsecofstatesfee D | CDL Exam | 58910 | 1.18 | |
| Amanda | Hagen | 01/24/2019 | 4te*ilsecretaryofstate | CDL Exam | 58910 | 50.00 | |
| Tessa | Longo | 01/24/2019 | 4te*ilsecofstatesfee D | CDL Certificate Test | 58910 | 1.18 | |
| Tessa | Longo | 01/24/2019 | 4te*ilsecretaryofstate | CDL Certificate test | 58910 | 50.00 | 108.30 |
| Kristen | Chereso | 01/08/2019 | Lombard Chamber Of Com | Lombard's Chamber Award Lunch | 58930 | 50.00 | 50.00 |
| **Total** | | | | | | **$ 25,531.01** | **$ 25,531.01** |

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Putting People First

NEDSRA

Special Recreation Association

# Consolidated Monthly Financial Statements Period Ending 01/31/2019

## Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

## Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

## Our Core Values

Service with Compassion
Excellence and Quality
Integrity ◆Commitment ◆Fun

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# Northeast DuPage Special Recreation Association
## Balance Sheet
## As of January 31, 2019 and 2018

| | January 31, 2019 | January 31, 2018 | Variance | % Variance |
|---|---|---|---|---|
| **Assets** | | | | |
| MB Financial - Operating #4960 | $ 153,784.12 | $ 172,481.97 | $ (18,697.85) | -10.84% |
| MB Financial - Payroll #4979 | 3,576.61 | 27,862.02 | (24,285.41) | -87.16% |
| Petty Cash | 1,725.00 | 1,725.00 | 0.00 | 0.00% |
| Prepaid Expenses | 2,231.11 | 1,275.00 | 956.11 | 74.99% |
| Accounts Receivable | 25,265.98 | 87,089.81 | (61,823.83) | -70.99% |
| MB Financial - MM #9401 | 964,874.20 | 861,511.21 | 103,362.99 | 12.00% |
| Maxsafe Wintrust - MM #2599 | 1,025,145.88 | 1,024,121.29 | 1,024.59 | 0.10% |
| Total Assets | $ 2,176,602.90 | $ 2,176,066.30 | $ 536.60 | 5.54% |
| **Liabilities and Fund Balance** | | | | |
| Due to Members (ADA) | $ 748,897.37 | $ 722,626.94 | $ (26,270.43) | -3.64% |
| Payroll Liabilities | 11,189.29 | 6,009.31 | (5,179.98) | -86.20% |
| Vehicle Replacement Fund | 92,397.22 | 99,405.81 | 7,008.59 | 7.05% |
| S.O. Boosters | 14,470.41 | 12,243.20 | (2,227.21) | -18.19% |
| General Fund Balance | 1,309,648.61 | 1,335,781.04 | 26,132.43 | 1.96% |
| Total Liabilities and Fund Balance | $ 2,176,602.90 | $ 2,176,066.30 | $ 536.60 | 0.02% |

# Northeast DuPage Special Recreation Association
## Summary of Revenue Over Expenditures
## For the 1 Month and 9 Months, Months Ending January 31, 2019

| Account # | REVENUE RECAP Account | Anticipated Revenue | Monthly Summary | Cumulative Summary | Budget Variance Over/(Under) | % To Budget | Previous Year Summary | $ Variance |
|---|---|---|---|---|---|---|---|---|
| 41000 | Partner Contributions | $ 1,596,931.00 | $ 0.00 | $ 1,593,185.00 | $ (3,746.00) | 99.77% | $ 1,564,086.00 | $ 29,099.00 |
| 42000 | Fees & Charges | 341,401.00 | 18,454.16 | 279,397.72 | (62,003.28) | 81.84% | 259,891.95 | 19,505.77 |
| 42020 | Scholarship/Fee Assistance | 0.00 | 1,407.60 | 10,155.15 | 10,155.15 | 0.00% | 12,934.49 | (2,779.34) |
| 43000 | Fund Development | 101,710.00 | (1,481.16) | 71,418.91 | (30,291.09) | 70.22% | 72,889.52 | (1,470.61) |
| 43200 | State/County Grant Revenue | 230,000.00 | 0.00 | 0.00 | (230,000.00) | 0.00% | 0.00 | 0.00 |
| 43250 | Grant Revenue | 6,797.00 | 0.00 | 2,416.30 | (4,380.70) | 35.55% | 0.00 | 2,416.30 |
| 43600 | Contributions/Donations | 42,500.00 | 9,270.00 | 17,398.34 | (25,101.66) | 40.94% | 16,408.80 | 989.54 |
| 43700 | Restricted Contributions/Donations | 12,500.00 | 10,807.88 | 14,122.88 | 1,622.88 | 112.98% | 25,449.91 | (11,327.03) |
| 44300 | Partner ADA Revenue | 0.00 | 48,510.56 | 408,186.06 | 408,186.06 | 0.00% | 376,657.35 | 31,528.71 |
| 46000 | Miscellaneous Income | 12,370.00 | 610.61 | 3,974.62 | (8,395.38) | 32.13% | 3,573.78 | 400.84 |
| 46400 | Park District Portion Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 1,377.69 | (1,377.69) |
| 47000 | Interest Earned | 2,400.00 | 969.16 | 6,445.60 | 4,045.60 | 268.57% | 1,714.83 | 4,730.77 |
| Total Revenue | | 2,346,609.00 | 88,548.81 | 2,406,700.58 | 60,091.58 | 102.56% | 2,334,984.32 | 71,716.26 |

| Account # | EXPENDITURE RECAP Account | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Variance Over/(Under) | % To Budget | Previous Year Summary | $ Variance |
|---|---|---|---|---|---|---|---|---|
| 51100-51300 | Salaries | $ 1,193,554.00 | $ 119,208.39 | $ 941,264.02 | $ (252,289.98) | 78.86% | $ 869,879.58 | $ 71,384.44 |
| 51400-52400 | Insurance/Pension | 462,177.00 | 60,384.59 | 319,128.61 | (143,048.39) | 69.05% | 272,984.81 | 46,143.80 |
| Various | Administrative | 86,895.00 | 4,892.03 | 66,731.94 | (20,163.06) | 76.80% | 62,908.93 | 3,823.01 |
| Various | Professional Services | 179,110.00 | 18,560.82 | 111,311.62 | (67,798.38) | 62.15% | 112,665.79 | (1,354.17) |
| 53200-53240 | Professional Printing | 21,413.00 | 4,748.10 | 13,110.21 | (8,302.79) | 61.23% | 11,153.04 | 1,957.17 |
| 55000-55180 | Marketing/Advertising | 8,665.00 | 29.99 | 4,267.40 | (4,397.60) | 49.25% | 979.03 | 3,288.37 |
| 53500-53650 | Program | 162,151.00 | 9,700.98 | 104,958.56 | (57,192.44) | 64.73% | 112,671.92 | (7,713.36) |
| 57100-57400 | Vehicles | 32,872.00 | 14,383.04 | 26,813.05 | (6,058.95) | 81.57% | 20,575.01 | 6,238.04 |
| 58100-58400 | Utilities | 34,575.00 | 7,995.53 | 28,332.25 | (6,242.75) | 81.94% | 23,656.88 | 4,675.37 |
| 58700-58850 | Special Projects | 27,245.00 | 0.00 | 24,441.73 | (2,803.27) | 89.71% | 26,511.42 | (2,069.69) |
| 66000-66060 | Fund Raising | 24,451.00 | 877.50 | 11,055.36 | (13,395.64) | 45.21% | 0.00 | 11,055.36 |
| 58910-58940 | Miscellaneous | 9,045.00 | 188.30 | 8,312.85 | (732.15) | 91.91% | 4,492.58 | 3,820.27 |
| Total Expenditures | | 2,242,153.00 | 240,969.27 | 1,659,727.60 | (582,425.40) | 74.02% | 1,518,478.99 | 141,248.61 |
| Net Revenue over Expenditures | | $ 104,456.00 | $ (152,420.46) | $ 746,972.98 | $ 642,516.98 | | $ 816,505.33 | $ (69,532.35) |
| Non-Operating Expenditures | | | | | | | | |
| 62000-69000 | Non-Operating | 50,000.00 | 1,407.60 | 408,670.29 | 358,670.29 | 817.34% | 322,175.91 | 86,494.38 |
| | Subtotal | 50,000.00 | 1,407.60 | 408,670.29 | 358,670.29 | | 322,175.91 | 86,494.38 |
| Total Net Revenue over Expenditures | | $ 54,456.00 | $ (153,828.06) | $ 338,302.69 | $ 283,846.69 | | $ 494,329.42 | $ (156,026.73) |

# Northeast DuPage Special Recreation Association
## Operating Expenditures Budget Summary
## For the 1 Month and 9 Months, Months Ending January 31, 2019

| | | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Over/(Under) | % To Budget | Previous Year Summary | $ Variance |
|---|---|---|---|---|---|---|---|---|
| Salaries | | | | | | | | |
| 51100 | Payroll:Full Time Salaries | 811,310.00 | 94,269.00 | 609,793.19 | (201,516.81) | 75.16% | 580,184.68 | 29,608.51 |
| 51200 | Payroll:Part Time Wages & Salaries | 285,338.00 | 22,424.84 | 248,929.81 | (36,408.19) | 87.24% | 210,676.29 | 38,253.52 |
| 51210 | Part Time Wages - Inclusion | 96,906.00 | 2,514.55 | 82,541.02 | (14,364.98) | 85.18% | 79,018.61 | 3,522.41 |
| | | 1,193,554.00 | 119,208.39 | 941,264.02 | (252,289.98) | 78.86% | 869,879.58 | 71,384.44 |
| Insurance/Pension | | | | | | | | |
| 51400 | Payroll:FICA & Medicare | 91,307.00 | 9,017.76 | 69,927.86 | (21,379.14) | 76.59% | 64,644.42 | 5,283.44 |
| 51500 | Payroll:IMRF | 164,911.00 | 12,915.01 | 107,283.09 | (57,627.91) | 65.06% | 87,251.10 | 20,031.99 |
| 51600 | Payroll:Health Insurance | 167,534.00 | 29,470.90 | 113,705.90 | (53,828.10) | 67.87% | 93,303.14 | 20,402.76 |
| 52000 | Workers Compensation | 6,454.00 | 3,226.74 | 4,840.11 | (1,613.89) | 74.99% | 5,435.28 | (595.17) |
| 52100 | Unemployment Compensation | 2,500.00 | 0.00 | 1,269.00 | (1,231.00) | 50.76% | 0.00 | 1,269.00 |
| 52300 | Liability Insurance | 12,595.00 | 3,148.59 | 9,445.77 | (3,149.23) | 75.00% | 9,585.72 | (139.95) |
| 52400 | Property Insurance | 16,876.00 | 2,605.59 | 12,656.88 | (4,219.12) | 75.00% | 12,765.15 | (108.27) |
| | | 462,177.00 | 60,384.59 | 319,128.61 | (143,048.39) | 69.05% | 272,984.81 | 46,143.80 |
| Administrative Expenditures | | | | | | | | |
| 53000 | Bank Fees & Charges | 3,575.00 | 264.63 | 2,152.23 | (1,422.77) | 60.20% | 2,703.70 | (551.47) |
| 53010 | Credit Card Fees | 10,000.00 | 610.12 | 4,425.79 | (5,574.21) | 44.26% | 5,449.45 | (1,023.66) |
| 53100 | Postage Expense | 8,581.00 | 1,071.07 | 3,171.09 | (5,409.91) | 36.95% | 6,814.64 | (3,643.55) |
| 53300 | Meeting Related Expenses | 2,500.00 | 0.00 | 2,267.14 | (232.86) | 90.69% | 1,438.49 | 828.65 |
| 53400 | Office Supplies & Duplicating | 9,506.00 | 2,334.19 | 7,464.35 | (2,041.65) | 78.52% | 8,555.74 | (1,091.39) |
| 55200 | Subscription & Publication | 2,953.00 | 225.92 | 1,182.22 | (1,770.78) | 40.03% | 886.17 | 296.05 |
| 56000 | Continuing Education | 14,486.00 | 1,591.47 | 10,897.61 | (3,588.39) | 75.23% | 10,835.66 | 61.95 |
| 56100 | Professional Memberships | 5,046.00 | (5.00) | 5,957.99 | 911.99 | 118.07% | 4,574.32 | 1,383.67 |
| 56200 | Statewide Legislative Initiatives | 550.00 | 0.00 | 0.00 | (550.00) | 0.00% | 524.99 | (524.99) |
| 58500 | Maintenance Expenses | 20,748.00 | (1,200.37) | 19,917.08 | (830.92) | 96.00% | 15,859.58 | 4,057.50 |
| 58600 | Office & Computer Equipment | 8,950.00 | 0.00 | 9,296.44 | 346.44 | 103.87% | 5,266.19 | 4,030.25 |
| | | 86,895.00 | 4,892.03 | 66,731.94 | (20,163.06) | 76.80% | 62,908.93 | 3,823.01 |
| Professional Services | | | | | | | | |
| 53700 | Auditor | 10,400.00 | 0.00 | 10,400.00 | 0.00 | 100.00% | 10,100.00 | 300.00 |
| 53800 | Legal Services | 4,800.00 | 175.00 | 1,500.00 | (3,300.00) | 31.25% | 2,751.70 | (1,251.70) |
| 53900 | Professional Consultants | 31,266.00 | 1,068.50 | 16,274.25 | (14,991.75) | 52.05% | 15,825.50 | 448.75 |
| 54000 | Payroll Services - Contract | 11,500.00 | 994.52 | 10,041.61 | (1,458.39) | 87.32% | 7,136.19 | 2,905.42 |
| 54100 | Business Services - Contract | 55,703.00 | 9,380.84 | 36,895.82 | (18,807.18) | 66.24% | 22,589.42 | 14,306.40 |
| 54330 | HMHB Contractual Services | 21,942.00 | 2,514.50 | 11,440.50 | (10,501.50) | 52.14% | 9,515.00 | 1,925.50 |
| 54400 | Maintenance/Contractual Agreements | 19,004.00 | 4,095.46 | 15,469.48 | (3,534.52) | 81.40% | 14,876.73 | 592.75 |
| 55100 | Legal Publications | 2,775.00 | 15.00 | 566.46 | (2,208.54) | 20.41% | 2,164.75 | (1,598.29) |
| 54300 | Contractual Services | 21,720.00 | 317.00 | 8,723.50 | (12,996.50) | 65.18% | 27,706.50 | 17,628.83 |
| | | 179,110.00 | 18,560.82 | 111,311.62 | (67,798.38) | 62.15% | 112,665.79 | (1,354.17) |

# Northeast DuPage Special Recreation Association
## Operating Expenditures Budget Summary
## For the 1 Month and 9 Months, Months Ending January 31, 2019

| | | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Over/(Under) | % To Budget | Previous Year Summary | $ Variance |
|---|---|---|---|---|---|---|---|---|
| Professional Printing | | | | | | | | |
| 53210 | Professional Printing | 2,638.00 | 4,720.00 | 2,686.30 | 48.30 | 101.83% | 11,153.04 | (8,466.74) |
| 53220 | Brochure | 17,000.00 | 0.00 | 9,637.00 | (7,363.00) | 56.69% | 0.00 | 9,637.00 |
| 53240 | Rec Program Printing | 1,775.00 | 28.10 | 786.91 | (988.09) | 44.33% | 0.00 | 786.91 |
| | | 21,413.00 | 4,748.10 | 13,110.21 | (8,302.79) | 61.23% | 11,153.04 | 1,957.17 |
| Marketing/Advertising | | | | | | | | |
| 55000 | Marketing/Advertsing | 0.00 | (100.00) | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| 55050 | Marketing/Advertising | 3,260.00 | 100.00 | 633.24 | (2,626.76) | 19.42% | 979.03 | (345.79) |
| 55150 | Digital Marketing | 3,000.00 | 29.99 | 2,064.01 | (935.99) | 68.80% | 0.00 | 2,064.01 |
| 55175 | Marketing Material | 750.00 | 0.00 | 18.67 | (731.33) | 2.49% | 0.00 | 18.67 |
| 55180 | Promotional Marketing | 1,655.00 | 0.00 | 1,551.48 | (103.52) | 93.75% | 0.00 | 1,551.48 |
| | | 8,665.00 | 29.99 | 4,267.40 | (4,397.60) | 49.25% | 979.03 | 3,288.37 |
| Program Expenditures | | | | | | | | |
| 53500 | Program Supplies | 83,493.00 | 565.71 | 39,993.31 | (43,499.69) | 47.90% | 65,819.97 | (25,826.66) |
| 53510 | Support Staff Supplies | 2,550.00 | 0.00 | 34.97 | (2,515.03) | 1.37% | 474.00 | (439.03) |
| 53520 | Inclusion Staff Supplies | 1,000.00 | 82.80 | 2,610.40 | 1,610.40 | 261.04% | 179.00 | 2,431.40 |
| 53530 | HMHB Program Supplies | 2,410.00 | 0.00 | 405.14 | (2,004.86) | 16.81% | 151.18 | 253.96 |
| 53630 | HMHB Admissions & Facility Space | 500.00 | 0.00 | 11.00 | (489.00) | 2.20% | 0.00 | 11.00 |
| 53650 | Program Equipment | 6,200.00 | 143.52 | 2,906.37 | (3,293.63) | 46.88% | 1,182.00 | 1,724.37 |
| 53600 | Program Admissions & Facility Space | 65,998.00 | 8,908.95 | 58,997.37 | (7,000.63) | 89.39% | 44,865.77 | 14,131.60 |
| | | 162,151.00 | 9,700.98 | 104,958.56 | (57,192.44) | 64.73% | 112,671.92 | (7,713.36) |
| Vehicles | | | | | | | | |
| 57100 | Vehicle Expenses:Vehicle Fuel, Equip. & Tolls | 15,121.00 | 2,284.80 | 10,189.45 | (4,931.55) | 67.39% | 8,979.27 | 1,210.18 |
| 57200 | Vehicle Expenses:Staff Vehicle Reimbursement | 4,981.00 | 447.19 | 3,590.98 | (1,390.02) | 72.09% | 4,484.57 | (893.59) |
| 57300 | Vehicle Expenses:Van Repair & Parts | 11,260.00 | 11,651.05 | 12,683.38 | 1,423.38 | 112.64% | 5,889.17 | 6,794.21 |
| 57400 | Vehicle Expenses:Van Rental | 1,510.00 | 0.00 | 349.24 | (1,160.76) | 23.13% | 1,222.00 | (872.76) |
| | | 32,872.00 | 14,383.04 | 26,813.05 | (6,058.95) | 81.57% | 20,575.01 | 6,238.04 |
| Utilities | | | | | | | | |
| 58100 | Utilities:Telephones/Internet | 12,850.00 | 5,139.16 | 12,318.83 | (531.17) | 95.87% | 8,503.00 | 3,815.83 |
| 58200 | Utilities:Electricity | 13,775.00 | 1,306.33 | 11,472.92 | (2,302.08) | 83.29% | 9,130.43 | 2,342.49 |
| 58300 | Utilities:Natural Gas | 6,200.00 | 1,550.04 | 3,712.84 | (2,487.16) | 59.88% | 4,973.34 | (1,260.50) |
| 58400 | Utilities:Water | 1,750.00 | 0.00 | 827.66 | (922.34) | 47.29% | 1,050.11 | (222.45) |
| | | 34,575.00 | 7,995.53 | 28,332.25 | (6,242.75) | 81.94% | 23,656.88 | 4,675.37 |

# Northeast DuPage Special Recreation Association
## Operating Expenditures Budget Summary
## For the 1 Month and 9 Months, Months Ending January 31, 2019

| | | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Over/(Under) | % To Budget | Previous Year Summary | $ Variance |
|---|---|---|---|---|---|---|---|---|
| Special Projects | | | | | | | | |
| 58700 | Synergy Expenses | 27,245.00 | 0.00 | 23,560.38 | (3,684.62) | 86.48% | 25,771.46 | (2,211.08) |
| 58800 | Special Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| 58850 | Restricted Donation Expense | 0.00 | 0.00 | 881.35 | 881.35 | 0.00% | 739.96 | 141.39 |
| | | 27,245.00 | 0.00 | 24,441.73 | (2,803.27) | 89.71% | 26,511.42 | (2,069.69) |
| Fund Raising Expenditures | | | | | | | | |
| 66010 | Direct Mail Campaign | 600.00 | 0.00 | 0.00 | (600.00) | 0.00% | 0.00 | 0.00 |
| 66030 | BBQ Bash Fund Rasing | 2,688.00 | 0.00 | 90.91 | (2,597.09) | 3.38% | 0.00 | 90.91 |
| 66040 | Golf Classic Fund Raising | 20,138.00 | 0.00 | 10,086.95 | (10,051.05) | 50.09% | 0.00 | 10,086.95 |
| 66050 | Additional Fundraising | 1,025.00 | 877.50 | 877.50 | (147.50) | 85.61% | 0.00 | 877.50 |
| | | 24,451.00 | 877.50 | 11,055.36 | (13,395.64) | 45.21% | 0.00 | 11,055.36 |
| Miscellaneous Expenditures | | | | | | | | |
| 58900 | Miscellaneous Expenses | 0.00 | 0.00 | 10.00 | 10.00 | 0.00% | 0.00 | 10.00 |
| 58910 | Risk Management | 5,613.00 | 138.30 | 1,313.09 | (4,299.91) | 23.39% | 780.52 | 532.57 |
| 58920 | Miscellaneous Expenses:Park District Portion | 0.00 | 0.00 | 3,224.62 | 3,224.62 | 0.00% | 1,377.68 | 1,846.94 |
| 58930 | Miscellaneous Expenses:Director's Administ. Fund | 2,132.00 | 50.00 | 2,107.11 | (24.89) | 98.83% | 968.55 | 1,138.56 |
| 58940 | Miscellaneous Expenses:Employee Recognition/Relations | 1,300.00 | 0.00 | 1,658.03 | 358.03 | 127.54% | 1,365.83 | 292.20 |
| | | 9,045.00 | 188.30 | 8,312.85 | (732.15) | 91.91% | 4,492.58 | 3,820.27 |
| Total Operating Expenditures | | 2,242,153.00 | 240,969.27 | 1,659,727.60 | (582,425.40) | 74.02% | 1,518,478.99 | 141,248.61 |
| Non-Operating Expenditures | | | | | | | | |
| 62000 | Reserve Fund Expenses:Capital Improvements Expense | 50,000.00 | 0.00 | 36,137.60 | (13,862.40) | 72.28% | 0.00 | 36,137.60 |
| 66000 | Reserve Fund Expenses:ADA Partner Reimbursement | 0.00 | 0.00 | 362,377.54 | 362,377.54 | 0.00% | 309,023.92 | 53,353.62 |
| 67100 | Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance | 0.00 | 1,407.60 | 10,155.15 | 10,155.15 | 0.00% | 13,151.99 | (2,996.84) |
| | | 50,000.00 | 1,407.60 | 408,670.29 | 358,670.29 | 817.34% | 322,175.91 | 86,494.38 |
| Total Operating & Non-Operating Expenditures | | 2,292,153.00 | 242,376.87 | 2,068,397.89 | (223,755.11) | 90.24% | 1,840,654.90 | 227,742.99 |

# Northeast DuPage Special Recreation Association
## Restricted Revenue Over Expenditures
## For the 1 Month and 9 Months, Months Ending January 31, 2019

| Account # | REVENUES Account | Anticipated Revenue | Monthly Summary | Cumulative Summary | Budget Variance Over/(Under) | % To Budget | Previous Year Summary | $ Variance |
|---|---|---|---|---|---|---|---|---|
| 44000 - 44018 | Golf Maration | $ 20,000.00 | $ 0.00 | $ 13,505.00 | $ (6,495.00) | 67.53% | $ 15,777.00 | $ (2,272.00) |
| 44230 | NEDSRA S.O. Booster Club | 5,500.00 | 0.00 | $ 2,557.00 | 2,943.00 | 46.49% | 7,146.00 | (4,589.00) |
| Total Revenue | | $ 25,500.00 | $ 0.00 | $ 16,062.00 | $ (9,438.00) | 62.99% | $ 22,923.00 | $ (6,861.00) |

| Account # | EXPENDITURES Account | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Variance Over/(Under) | % To Budget | Previous Year Summary | $ Variance |
|---|---|---|---|---|---|---|---|---|
| 66060 | Golf Marathon | $ 2,542.00 | $ 0.00 | $ 1,950.02 | $ (591.98) | 76.71% | $ 0.00 | $ 1,950.02 |
| 61300 | S.O. Boosters | 6,300.00 | 0.00 | 1,577.08 | (4,722.92) | 25.03% | 2,345.54 | (768.46) |
| 65000 | Vehicle Replacement | 70,786.00 | 0.00 | 60,723.00 | 10,063.00 | 85.78% | 21,203.00 | 39,520.00 |
| Total Expenditures | | $ 79,628.00 | $ 0.00 | $ 64,250.10 | $ (15,377.90) | 80.69% | $ 23,548.54 | $ 40,701.56 |
| Restricted Net Revenue over Expenditures | | $ (54,128.00) | $ 0.00 | $ (48,188.10) | $ 5,939.90 | | $ (625.54) | $ (33,840.56) |

| | Budgeted Member Partner Contribution Due 2018/2019 | Operation Allocation Received as of 1/31/2019 | Balance Due to Operations Allocation 1/31/2019 | Percentage of Operations Allocation Collected as of 1/31/2019 | Beginning ADA/Access Reserve Balance | ADA/Access Reserve Received 2018/2019 | ADA/Access Reserve Paid 2018/2019 | Available ADA/Access Reserve Balance |
|---|---|---|---|---|---|---|---|---|
| Addison | $279,757.00 | $279,757.00 | $0.00 | 100.00% | $352,219.28 | $0.00 | $0.00 | $352,219.28 |
| Bensenville | $178,292.00 | $178,292.00 | $0.00 | 100.00% | $153,910.72 | $0.00 | $0.00 | $153,910.72 |
| Butterfield | $62,121.00 | $62,121.00 | $0.00 | 100.00% | $0.00 | $46,579.82 | $0.00 | $46,579.82 |
| Glendale Heights | $171,987.00 | $171,987.00 | $0.00 | 100.00% | $3,466.00 | $0.00 | $0.00 | $3,466.00 |
| Itasca | $89,228.00 | $89,228.00 | $0.00 | 100.00% | $1.00 | $0.00 | $0.00 | $1.00 |
| Lombard | $296,094.00 | $296,094.00 | $0.00 | 100.00% | $0.00 | $225,644.14 | $225,644.06 | $0.08 |
| Medinah | $84,765.00 | $84,765.00 | $0.00 | 100.00% | $62,847.45 | $54,621.21 | $3,200.00 | $114,268.66 |
| Oakbrook Terrace | $67,183.00 | $67,183.00 | $0.00 | 100.00% | $0.00 | $0.00 | $0.00 | $0.00 |
| Schiller Park | $89,687.00 | $89,687.00 | $0.00 | 100.00% | $0.00 | $0.00 | $0.00 | $0.00 |
| Villa Park | $138,555.00 | $138,555.00 | $0.00 | 100.00% | $170,913.92 | $81,340.89 | $133,533.48 | $118,721.33 |
| Wood Dale | $135,516.00 | $135,516.00 | $0.00 | 100.00% | $5,539.00 | $0.00 | $0.00 | $5,539.00 |
| Total | $1,593,185.00 | $1,593,185.00 | $0.00 | 100.00% | $748,897.37 | $408,186.06 | $362,377.54 | $794,705.89 |

**ADDISON**

| Description | Date | Dollar Amt. | Fiscal Year 2018-2019 Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | ADA/Access Reserve Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | **$352,219.28** |
| Ck #62833 | 07/03/2018 | $139,878.50 | $139,878.50 | | | |
| Ck #63317 | 01/07/2019 | $139,878.50 | $139,878.50 | | | |
| | | | | | | |
| **Totals** | | | **$279,757.00** | **$0.00** | **$0.00** | **$352,219.28** |

**BENSENVILLE**

| Description | Date | Dollar Amt. | Fiscal Year 2018-2019 Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | ADA/Access Reserve Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | **$153,910.72** |
| Ck # 52384 | 06/18/2018 | $91,018.00 | $91,018.00 | | | |
| Ck # 53611 | 12/19/2018 | $87,274.00 | $87,274.00 | | | |
| | | | | | | |
| **Totals** | | | **$178,292.00** | **$0.00** | **$0.00** | **$153,910.72** |

**BUTTERFIELD**

| Description | Date | Dollar Amt. | Fiscal Year 2018-2019 Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | ADA/Access Reserve Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | **$0.00** |
| Ck # 17315 | 08/21/2018 | $31,060.50 | $31,060.50 | | | |
| Ck # 17505 | 12/18/2018 | $31,060.50 | $31,060.50 | | | |
| Ck # 17548 | 01/07/2019 | $46,579.82 | | $46,579.82 | | $46,579.82 |
| | | | | | | |
| | | | | | | |
| **Totals** | | | **$62,121.00** | **$46,579.82** | **$0.00** | **$46,579.82** |

**GLENDALE HEIGHTS**

| Description | Date | Dollar Amt. | Fiscal Year 2018-2019 Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | ADA/Access Reserve Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | **$3,466.00** |
| Ck# 197246 | 07/03/2018 | $85,933.50 | $85,933.50 | | | |
| Ck # 199820 | 01/08/2019 | $86,053.50 | $86,053.50 | | | |
| | | | | | | |
| **Totals** | | | **$171,987.00** | **$0.00** | **$0.00** | **$3,466.00** |

| ITASCA | | | Fiscal Year 2018-2019 | | | ADA/Access |
|---|---|---|---|---|---|---|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| **Beginning Balance** | | | | | | **$1.00** |
| Ck # 56074 | 06/18/2018 | $44,614.00 | $44,614.00 | | | |
| Ck # 56823 | 12/21/2018 | $44,614.00 | $44,614.00 | | | |
| | | | | | | |
| **Totals** | | | **$89,228.00** | **$0.00** | **$0.00** | **$1.00** |

| LOMBARD | | | Fiscal Year 2018-2019 | | | ADA/Access |
|---|---|---|---|---|---|---|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| **Beginning Balance** | | | | | | **$0.00** |
| ACH Deposit | 06/30/2018 | $148,047.00 | $148,047.00 | | | |
| ACH Deposit | 06/30/2018 | $953.00 | $953.00 | | | |
| ACH Deposit | 06/30/2018 | $13,260.55 | $13,260.55 | | | |
| ACH Deposit | 06/30/2018 | $111,440.40 | | $111,440.40 | | $111,440.40 |
| ACH Deposit | 07/31/2018 | $4,436.49 | $4,436.49 | | | |
| ACH Deposit | 08/29/2018 | $109,006.10 | $109,006.10 | | | |
| ADA Reimbursement | 10/01/2018 | $111,440.40 | | | $111,440.40 | ($111,440.40) |
| ACH Deposit | 10/05/2018 | $125,430.86 | $20,390.86 | $105,040.00 | | $105,040.00 |
| ADA Reimbursement | 10/11/2018 | $105,039.92 | | | $105,039.92 | ($105,039.92) |
| ACH Deposit | 11/13/2018 | $9,163.74 | | $9,163.74 | | $9,163.74 |
| ADA Reimbursement | 11/15/2018 | $9,163.74 | | | $9,163.74 | ($9,163.74) |
| | | | | | | |
| **Totals** | | | **$296,094.00** | **$225,644.14** | **$225,644.06** | **$0.08** |

| MEDINAH | | | Fiscal Year 2018-2019 | | | ADA/Access |
|---|---|---|---|---|---|---|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| **Beginning Balance** | | | | | | **$62,847.45** |
| Ck #26285 | 08/21/2018 | $74,704.54 | $74,704.54 | | | |
| ADA Reimbursement | 08/31/2018 | $660.00 | | | $660.00 | ($660.00) |
| Ck #26311 | 09/28/2018 | $24,057.98 | $10,060.46 | $13,997.52 | | $13,997.52 |
| Ck #26404 | 10/15/2018 | $33,585.60 | | $33,585.60 | | $33,585.60 |
| Ck # 26434 | 11/20/2018 | $5,107.35 | | $5,107.35 | | |
| ADA Reimbursement | 12/01/2018 | $180.00 | | | $180.00 | ($180.00) |
| ADA Reimbursement | 12/01/2018 | $2,360.00 | | | $2,360.00 | ($2,360.00) |
| Ck #26498 | 01/07/2019 | $1,930.74 | | $1,930.74 | | $1,930.74 |
| | | | | | | |
| **Totals** | | | **$84,765.00** | **$54,621.21** | **$3,200.00** | **$109,161.31** |

| OAKBROOK TERRACE | | | Fiscal Year 2018-2019 | | | ADA/Access |
|---|---|---|---|---|---|---|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| **Beginning Balance** | | | | | | **$0.00** |
| Ck # 10902 | 07/03/2018 | $33,591.50 | $33,591.50 | | | |
| Ck # 11054 | 12/18/2018 | $33,591.50 | $33,591.50 | | | |
| | | | | | | |
| **Totals** | | | **$67,183.00** | **$0.00** | **$0.00** | **$0.00** |

| SCHILLER PARK | | | Fiscal Year 2018-2019 | | | ADA/Access |
|---|---|---|---|---|---|---|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| **Beginning Balance** | | | | | | **$0.00** |
| Ck # 68250 | 06/26/2018 | $44,843.50 | $44,843.50 | | | **$0.00** |
| Ck # 2011 | 01/07/2019 | $44,843.50 | $44,843.50 | | | |
| | | | | | | |
| **Totals** | | | **$89,687.00** | **$0.00** | **$0.00** | **$0.00** |

| VILLA PARK | | | Fiscal Year 2018-2019 | | | ADA/Access |
|---|---|---|---|---|---|---|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| **Beginning Balance** | | | | | | **$170,913.92** |
| ADA Reimbursement | 06/14/2018 | $63,204.00 | | | $63,204.00 | ($63,204.00) |
| Ck # 175416 | 07/06/2018 | $114,484.96 | $114,484.96 | | | |
| ADA Reimbursement | 08/31/2018 | $760.00 | | | $760.00 | ($760.00) |
| ADA Reimbursement | 11/15/2018 | $59,336.48 | | | $59,336.48 | ($59,336.48) |
| ADA Reimbursement | 11/29/2018 | $10,233.00 | | | $10,233.00 | ($10,233.00) |
| Ck # 176972 | 12/19/2018 | $105,410.93 | $24,070.04 | $81,340.89 | | |
| | | | | | | |
| **Totals** | | | **$138,555.00** | **$81,340.89** | **$133,533.48** | **$37,380.44** |

| WOOD DALE | | | Fiscal Year 2018-2019 | | | ADA/Access |
|---|---|---|---|---|---|---|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| **Beginning Balance** | | | | | | **$5,539.00** |
| Ck # 83267 | 06/26/2018 | $67,758.00 | $67,758.00 | | | |
| Ck # 84064 | 12/21/2018 | $67,758.00 | $67,758.00 | | | |
| | | | | | | |
| **Totals** | | | **$135,516.00** | **$0.00** | **$0.00** | **$5,539.00** |

Putting People First
NEDSRA
Special Recreation Association

1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598 www.nedsra.org

**Date:** March 6, 2019

**To:** Board of Trustees

**From:** Rick Poole, Executive Director

**Re:** Agency Report

## Administration Report

### Statement of Economic Interest

If you have not already, you will be receiving a Statement of Economic Interest from the DuPage County Clerk's office. You are required to file this per the Illinois Government Ethics Act. Please file this by May 1, 2019. There is a very easy online option http://ei.dupageco.org/SEILogin.aspx.

### Legislative Activity

On February 25, Superintendent Barton and Director Poole had the opportunity to meet with Representative Pappas here at NEDSRA. This meeting provided us the chance to speak with her about NEDSRA services and give her a facility tour. Representative Pappas invited us to attend her Paczki and Pappas Meet and Greet at Itasca's Village Hall from 9:00 a.m. – 11:00 a.m. on March 2.

### Budget

Staff continues to prepare the NEDSRA budget for presentation at the April 2019 Board meeting. On March 6, staff plans to hold a brief budget workshop to discuss the 2019/20 budget. This Power Point presentation provides the Board the opportunity for input prior to the April budget presentation.

## Recreation

### Registration Software

Vermont Systems will be on-site the week of April 29 to train staff on RecTrac. Software will be installed on servers and computers prior to that week. Should the timeline remain consistent, staff anticipate going live for the fall program registration period.

### Trips

Eight NEDSRA participants enjoyed a Caribbean cruise February 17 – 24. The group enjoyed stops at five separate islands and an excursion in St. Thomas. Coordinator Corso planned and led the trip along with Coordinator Goode. Focus now moves to the four-day road trip to Kansas City this spring.

### Special Olympics

The Huskies Basketball season concluded on February 19. Registration included 60 athletes, fielding five teams, including our inaugural season for the Huskies Transition Team. Comprised of students at Transition School programs, this brand new team will continue their season as they advanced to the Special Olympics Illinois State Tournament at Illinois State University on March 15 – 17.

Booster Club Supporting Special Olympics Sports

Coordinator Tovey and Superintendent Barton held an informational meeting on February 19 for parents interested in joining the Booster Club. This group supports athletes and families in a variety of ways throughout the year including team dinners, new apparel and discounted registration fees. For this support to continue the Booster Club is seeking additional volunteers. The next Booster Club meeting is scheduled for March 18.

Support Staff

On February 21 Program Manager Miller was on-site for the job fair at Fenton High School during the day and available to speak with interested families in the evening at North Elementary School in Villa Park.

Coordinator Cline has contacted all eleven NEDSRA Partners to schedule inclusion training for summer staff. She anticipates attending at least one training at each Partner prior to the start of summer camp.

Adult Programming

TREC, the adult-day program, currently runs four days per week. Each day has reached maximum registration with twelve participants. The fifth day of TREC is scheduled to begin in June with nine participants already committed to attend. Due to TREC's sustained popularity and growth, the current space being utilized at NEDSRA is quickly becoming too small. NEDSRA will be searching for a location to better serve the participants in the coming months.

Wild Wednesdays, a new program this spring, has received six registrations well in advance of the March 8 registration deadline. This program runs weekly during the season from 8:30 a.m. – 4:00 p.m. It was created to compliment similar programming already running on Tuesdays and Thursdays and as a response to the continued demand for day programming for adult participants.

Sensory Station

As a result of the generosity of Ancona Jewelers on Lake Street with their December fundraiser, NEDSRA was able to purchase a Sensory Squeeze Lounger for the sensory room. The Lounger arrived in February and will be a welcome addition to participants and families. This lounger can apply deep pressure through a series of air compartments and air pump.

**Marketing & Fund Development**

Chipotle Fundraiser

On Tuesday April 30th NEDSRA is holding a second Chipotle fundraiser at the Addison location between 4:00 p.m. and 8:00 p.m. at 1078 N. Rohlwing Rd. in Addison. Mention NEDSRA at the register.

BBQ Bash

This year we will be at a new location: Terrace View Park in Oakbrook Terrace, IL. Most of the vendors have been secured. Marketing and registration have been underway since January.

Golf Marathon

On Friday, May 10, NEDSRA's 100 Hole Golf Marathon will take place at Salt Creek Golf Course in Wood Dale. NEDSRA continues to recruit golfers, grants and donations for this event.

Brochure

The summer brochure is underway with a new design layout. Member partner ads have been developed and distributed, including a new photo and layout update for Healthy Minds Healthy Bodies.

Community Grants

Research continues on various community grants.

Sensory Station Open House & Sensory Lounger Reveal

This open house is on April 27 from 2:00 p.m. to 4:00 p.m. We will celebrate Autism Awareness month and reveal the new Sensory Lounger that was made possible by the Ancona Jewelers fundraiser in Addison which raised $2,500.

**Upcoming Events**

| | |
|---|---|
| Friday, March 22 | Theater Finale – "15th Annual Jefferson County Variety Show"<br>7:00 p.m. – 9:00 p.m.<br>Mario Parente Theater, Oakbrook Terrace<br>$3 per ticket |
| Saturday, March 23 | Theater Finale – "15th Annual Jefferson County Variety Show"<br>1:00 p.m. – 3:00 p.m.<br>Mario Parente Theater, Oakbrook Terrace<br>$3 per ticket |
| Thursday, March 28 | Special Olympics Booster's Sports Banquet<br>6:00 p.m. – 8:30 p.m.<br>Glendale Lakes Golf Club<br>Free for Athletes, $19/person for Friends and Family |
| Saturday, April 27 | Sensory Station Open House and Reveal<br>2:00 p.m. – 4:00 p.m. |
| Friday, May 10 | NEDSRA 100-Hole Challenge Golf Marathon<br>8:00 a.m. – 3:00 p.m.<br>Salt Creek Golf Course, Wood Dale |
| Friday, May 10 | NEDSRA "Old Hollywood" Prom<br>Glendale Lakes Golf Club, Glendale Heights<br>6:00 p.m. – 10:00 p.m. |

| | |
|---|---|
| Saturday, May 18 | NEDSRA 40th Track and Field Meet<br>Glenbard East High School, Lombard<br>8:30 a.m. – 2:30 p.m. |
| Wednesday, June 5 | Reach for the Stars 2019<br>Medinah Shrine Center, Addison<br>5:30 p.m. – 9:00 p.m. |
| Saturday, June 8 | NEDSRA BBQ Bash<br>Terrace View Park, Oakbrook Terrace (New Location)<br>5:00 p.m. – 8:00 p.m. |

1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598

# Memo

**Date:** March 6, 2019

**To:** NEDSRA Board of Trustees

**From:** Rick Poole, Executive Director

**Re:** Butterfield Park District Communications

Attached are a series of e-mail exchanges between agency staff, legal counsel and Larry Reiner, Executive Director of Butterfield Park District. This series of communications began in December of 2018 and continues through February 28, concluding with Chairman Friedrich's email of that date to Trustee White and Butterfield Park District Executive Director Reiner. Recently the dialog has escalated to a point that both staff and legal counsel felt it was appropriate to share these e-mails with the entire Board.

NEDSRA legal counsel, Heidi Katz will attend the Board meeting on March 6 to answer any questions you may have.

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Butterfield
PARK DISTRICT
Administrative Offices
21W730 Butterfield Road Lombard, IL 60148
630.858.2229 www.butterfieldpd.com Fax 630.858.2234

Mr. Jerry Barton, CTRS
NEDSRA
Superintendent of Recreation
1770 West Centennial Place, Addison, IL 60101

December 13, 2018

Hi Jerry.

As you may know, we have an outstanding Invoice for $3,599.20 representing an amount of money due for "Non Resident" Inclusion services. This is our first time receiving an Invoice of this type so obviously this warranted considerable further research and detail for these charges.

Once we received the Invoice our staff requested back-up information from NEDSRA as to how these charges were calculated. While it took several weeks to get an answer we did get a response from Colleen, which I have attached for your review and consideration. The Invoice is for 4 of our "Non residents" for whom services were provided by NEDSRA.

After a close review of our Inclusion needs and services we document the following:
13 different Resident Children with various special needs, in our Rec. Kids, Before and After School Program and
28 different Resident Children with Special Needs in our Summer Day Camp Programs

We also documented that we provided Leisure Buddy Inclusion Assistance to the following resident Children:

| | |
|---|---|
| 2 children in our Early Childhood camp and dance programs | $ 308.25 |
| 5 children in our Rec Kids program | $11,175.00 |
| 1 Child in our K5 Summer Camp and | $ 300.00 |
| 3 Children with Special Needs in our No School Days Adventure Camps | $ 3,255.00 |
| | $15,038.00 |

We also noted that we have spent an additional $2,284.50 on 3 Children who are residents of other neighboring SRAs. We are not sure if there are reciprocal agreements with the other SRAs, but would certainly welcome any assistance since you know, we cannot legally or morally turn these families away for inclusion nor can we charge them for a Leisure Buddy.

Additionally, we have a commitment to total Inclusion in our programs, so that when NEDSRA decides either not to provide a Leisure Buddy for us, or when the designated NEDSRA Leisure Buddy decides not to show up, we must provide the necessary care for our children. I'm sure you understand and agree.

NEDSRA knowingly did not provide a Leisure Buddy for some of the Children; I believe we were told, because you simply did not have the staff, or you did not have the staff trained in serving children with the particular special need. We accept that; but then in these circumstances you have to make sure we are reimbursed for our expense of providing that service for staff that we have found and trained and provided for this purpose.

Currently we have documented $15,038.00 out of pocket expenses for our residents and you have documented $3,599.30 additional expense for our "non-residents". This leaves us with a Balance of $11,438.70 That NEDSRA owes Butterfield Park District for us providing Inclusion Leisure Buddies for this period of time. (Through September 2018)

Jerry. We are providing you with all of these facts to assist you in making difficult decisions that you need to make. I know that you are very much aware of how frustrated Sara was with not being able to get Leisure Buddy assistance from NEDSRA, as this is the main reason we belong to NEDSRA and for the most part it is the most significant benefit to our community. If we cannot get that service when needed it jeopardizes the good will and partnership agreement with the Association. Please review this carefully and feel free to contact me when you know how you want to proceed. We will not be paying the Invoice for $3,599.30, but we do look forward to resolving these issues together with you before we are all in this situation again.

I have attached detailed reports that support our services for children with special needs in our programs.

I look forward to talking with you in the near future.

Respectfully;

Larry Reiner

Dr. Lawrence S. Reiner Ed. D. CPRP

CC: Tim White, NEDSRA Trustee, Butterfield Park District
Anne Popek, Superintendent of Recreation, Butterfield park district
Rene Beck, Recreation Coordinator, Butterfield park District

**Board of Commissioners:** Larry Montgomery ~ Michele Piotrowski ~Todd Berntsen ~ Michael Kryger ~ Lisa Saunderson

**From:** Jerry Barton
**Sent:** Thursday, December 20, 2018 12:01 PM
**To:** 'Larry@butterfieldpd.com'
**Cc:** Rick Poole
**Subject:** NEDSRA Inclusion

Good Afternoon Larry,
Earlier this week I received your mailed letter in regards to recent inclusion services for those individuals participating in Butterfield Park District programs. Please allow me the next couple of weeks to look into your concerns and respond. Based on Sara's frustrations, Tim's recent questioning of the partnership and your inclusion concerns I believe it would be beneficial to meet in person and discuss so we can better understand each other's perspective on this. Is there a good day/time the week of January 14 for me and Rick (included on this email) to head your way for a meeting?

Thanks.

*Jerry*

Jerry Barton, CTRS
Superintendent
NEDSRA
1770 W. Centennial Place
Addison, IL 60101
(630) 620-4500

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**From:** Larry S Reiner <larryr@butterfieldpd.com>
**Sent:** Thursday, December 27, 2018 12:31 PM
**To:** Jerry Barton; Rick Poole
**Cc:** Tim White; Anne Popek; Connie Murphy; LarryR@ButterfieldPD.com
**Subject:** RE: NEDSRA Inclusion

Hi Jerry and Rick.

I hope you had a great Christmas and got a chance to enjoy your family.

Of course we would be glad to sit down with you and work through these issues. I'm sure there is a lot to be gained from these discussions for everyone. Anne will be out of the office until after the New Year, but we can tentatively set something up for the 15th, 16th or 17th of January. Please let us know what works best for you.

In the meantime, our Board and staff (and your Butterfield Trustee) have asked me some rather specific questions that I know you can answer and I also feel can contribute significantly to our upcoming discussions.

In some of the reports the Board has received from NEDSRA in the past apparently in identifies people from Butterfield who live in the two nursing homes as residents and then counts them as separate individuals served based on the field trips that they go on through NEDSRA.

In addition, individuals served through the Leisure Education program at Butterfield School or Arborview School have also been included as separate individuals served.

With those two services excluded, the Board would like a very specific list of the individuals who are being served by NEDSRA through the programs and services NEDSRA provides. I know that you have the reporting capability to give them this information by name, resident address, age, ability and exactly what programs and when they have participated etc. That report would be very helpful for the discussion, especially if you will please eliminate those from the aforementioned two categories. While I think their information is also important to consider, they also want to look at it without Leisure Ed and without nursing home field trips included. To paraphrase a Board Member: For $65,000 per year who from our community is participating independently in NEDSRA's programs?

Obviously, other Inclusion information will be very helpful for our discussions. Inclusion seems to be the primary reason we are members of NEDSRA. If we don't have great Inclusion services, we don't benefit from being part of NEDSRA.

The other issue that is on people's minds is that we are a District of Non Residents. That is who we are. All of our programs have residents of Lombard, Glen Ellyn, Wheaton and Downers Grove. We cannot eliminate those residents because they need a leisure Buddy and that service has an expense. We do not charge them any non-resident fees and we can't charge them for Leisure Buddies. The policy of NEDSRA to charge its partners for Leisure Buddies of non-resident communities was based on the fact that they collect non-resident fees. We do not. Except for our Aquatics programs. Either NEDSRA provides us with a Leisure buddy or we have to find them and pay for them. Resident or non-resident is a moot issue.

Anyway, I'm sure I have given you some things to think about, research and consider. Please let me know when you want to meet or as soon as you have the information we need to consider.

Have a great New Year and we look forward to working through these issues as soon as possible.

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**From:** Jerry Barton
**Sent:** Thursday, January 3, 2019 12:13 PM
**To:** 'Larry@butterfieldpd.com' <Larry@butterfieldpd.com>
**Cc:** Rick Poole <rpoole@nedsra.org>
**Subject:** RE: NEDSRA Inclusion

Hello Larry,
Based on the additional information you have requested, let's not set the meeting until NEDSRA has pulled all relevant information. Rick and I will be in touch when that's complete. Can you, or your staff, please provide additional details to us that will help build a full picture? In regards to the $15,038.00 of inclusion services that Butterfield provided, can you give the dates and times of programs, participant names and attendance and any communications your staff had with NEDSRA? We'd like to match this information with our records, but are unable to do so without additional detail. Can your staff also provide specific examples of when inclusion services were not great so we can have a better idea of where your frustrations come from? Outside of the situation with [redacted], NEDSRA staff have been receiving positive feedback recently from Butterfield staff.

Thanks Larry. We will round up the information you have requested and reach back out to set a meeting time when everything's in place.

*Jerry*

Jerry Barton, CTRS
Superintendent
NEDSRA
1770 W. Centennial Place
Addison, IL 60101
(630) 620-4500

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**From:** Larry S Reiner <larryr@butterfieldpd.com>
**Sent:** Friday, January 4, 2019 10:45 AM
**To:** Jerry Barton <jbarton@nedsra.org>; Rick Poole <rpoole@nedsra.org>
**Cc:** LarryR@ButterfieldPD.com; Anne Popek <anne@butterfieldpd.com>; Tim White <tim@butterfieldpd.com>; Rene Beck - RecKids District 89 <reckids89@butterfieldpd.com>; Connie Murphy <Connie@ButterfieldPD.com>
**Subject:** RE: NEDSRA Inclusion

Hi jerry and Rick. I think there are two distinct issues here and I would hope the we can move forward efficiently. My Board has asked me to gather the information that I requested. I need to ask that the request is honored in a timely manner. This should allow our District and NEDSRA to assess the value of our membership with NEDSRA and where we gain the most from our partnership. Please be assured I am looking for an opportunity to illustrate the positives and the values, not to criticize or demean.

If I were looking to be mean or inconsiderate I would have filed a FOIA Request. That's not our intention at all. We simply want to have the facts on which to make better decisions and for us to know what we can expect from NEDSRA or not. I think this information could be an eye opener for NEDSRA as well. The simple truth about what Butterfield is currently getting from our partnership with NEDSRA for $62,000 of annual tax dollar commitment could be very enlightening for all of us.

Also, Your point about the additional information...Unlike NEDSRA we are a tiny district and do not have staff to gather the information without significant disruption to their responsibilities. We don't even have one secretary etc. So, before I commit my time or Rene's time to gathering additional information let me be clear:

I have already given you the names of all of the individuals. I have also given you what program of ours that they were in and when it took place. You already know that Sara is not here any longer so those communication issues are not readily available. Perhaps the most important issue is that I haven't asked NEDSRA for the $15,038 back. I haven't asked for that money in past year's either. I simply don't feel it's right to bill us for $3,500 when we are spending almost 5 times that amount on Inclusion for special needs kids.

The next item in your letter is regarding our relationship or frustration level. There are very simply three key points of contention. The first and most unsettling is when the NEDSRA Inclusion staff person just does not show up. Related to that is when a family/child is in need of attending a five day a week program and NEDSRA only provides assistance 2 of the 5 days. It simply doesn't work. Minimally, we should be authorized to find a five day leisure Buddy as a reasonable accommodation under the ADA and we should be reimbursed for these expenses. It is the parent's right to expect assistance under the law and we are obligate to provide it, either through NEDSRA or on our own.

The second is that when we do request a NEDSRA Inclusion Leisure Buddy, its usually that we need someone quickly. The delay...the evaluation of our request...and then another delay in getting any assistance is costly and often unsafe. We usually have to intervene and provide someone until NEDSRA can provide someone. ( Again, this should not be at our expense. We're paying for this twice. Sometimes it is exacerbated by the lack of training and experience that the leisure buddy might have. In most cases when we ask, it's because we really need someone with a special needs background or with at least behavior management training. Sometimes we get people who have no training or experience. (Sometimes a warm body works, but sometimes it just does not. )

The last item is when we have someone who has been identified as needing a one to one Buddy, and then a second child is identified as needing assistance, if the Buddy is split; then the one to one is not effective and is

often unsafe or at best an inappropriate experience for both children. You asked for a specific example so I'd offer you this scenario; When NEDSRA did provide a Buddy for [redacted], within a very short period of time she determined that she really didn't like working with them and spent most of her time with other children instead. She really didn't respond to our attempts to redirect her energies.

We hire special needs teachers or students whenever possible as part of our staffing patterns; so when we ask for additional help it is because it is warranted. It's not a knee jerk reaction just to get some help from NEDSRA. Most of the conversations between Rene and NEDSRA have been on the phone. If you are serious about improving communication then all I can really suggest is a much quicker response to e-mails and phone calls.

In closing I would say to be clear; we are not looking for trouble...we are not looking to pull out of NEDSRA...we are not wanting to criticize. We need all of the facts that I asked for. We need assurance of high quality leisure Buddy assistance from NEDSRA in a very timely and supportive manner and we need authorization to find additional Special Needs Staff when necessary with the confirmation that we will be reimbursed in the future.

I hope this all makes sense to you and we look forward to meeting with you and working through these issues.

Respectfully,

*Larry*

*It's a Great Day to be Alive – Make a Difference!*

Butterfield
PARK DISTRICT

Dr. Lawrence S. Reiner Ed. D.
Executive Director
630-858-2229 Ext. 12
630-858-2234 Fax
630-464-7311 Mobile/Cell

LarryR@ButterfieldPD.com

Butterfield Park District
21W730 Butterfield Road
Lombard, IL 60148

**From:** Heidi Katz <hkatz@robbins-schwartz.com>
**Sent:** Friday, January 4, 2019 4:18 PM
**To:** larryr@butterfieldpd.com
**Cc:** Rick Poole
**Subject:** Your December 27, 2018 information request

Good afternoon Larry,

Rick Poole has forwarded to me your December 27, 2018 email, in which you indicate that your Board members have asked NEDSRA to provide them with certain information concerning Butterfield Park District residents who are being served by NEDSRA through the programs and services that NEDSRA provides. Rick has also asked me to assist NEDSRA's FOIA Officer Sue Martellotta in preparing a response to this request, which we have recommended be treated as one made under the Illinois Freedom of Information Act.

As a preliminary matter, please clarify the scope of the request. You write that "the Board would like a very specific list of the individuals who are being served by NEDSRA through the programs and services NEDSRA provides", including each individual's "name, resident address, age, ability and exactly what programs and when they have participated." As you know, inclusion services to enable people with disabilities to participate in Butterfield Park District programs are among the services that NEDSRA provides. Do you want the response to include information about people who receive such inclusion services through NEDSRA, or is the scope of your request limited to Butterfield Park District residents who register and participate in recreation and leisure programs conducted by NEDSRA? (We understand from the first part of your email that you do not want the information requested to include people who live in Butterfield's two nursing homes, or individuals served through the Leisure Education program NEDSRA conducts at the Butterfield and Arborview Schools.)

Once this clarification is received, NEDSRA will respond to your request as per time frames authorized under FOIA's provisions.

Thank you in advance.

Heidi

**Heidi A. Katz**
Attorney
Robbins Schwartz
55 W. Monroe St., Suite 800
Chicago, Illinois 60603-5144
p: 312.332.7760 f: 312.332.7768
hkatz@robbins-schwartz.com

Robbins Schwartz

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**From:** Larry S Reiner <larryr@butterfieldpd.com>
**Sent:** Monday, January 7, 2019 6:53 AM
**To:** 'Heidi Katz' <hkatz@robbins-schwartz.com>; Rick Poole <rpoole@nedsra.org>; Jerry Barton <jbarton@nedsra.org>
**Cc:** Tim White <tim@butterfieldpd.com>; Anne Popek <anne@butterfieldpd.com>
**Subject:** RE: Your December 27, 2018 information request

Good morning Heidi, Rick and Jerry.

Please know we are not asking for this information in preparation for leaving NEDSRA, quite the contrary. We are trying to gather information for the Butterfield Staff to evaluate and prepare a response to our Board's inquiry. It has been years since they or our staff have had any credible detailed information. We have a completely new senior Superintendent level staff (including the NEDSRA Trustee) and they have multiple questions they would like answered before responding to our Board.

I am very familiar with a standardized report that NEDSRA has that articulates all of the information we are looking for. I was not asking for any other report. As you note, I did ask for the report to be generated in a fashion that would tell us a little more information…specifically extrapolating out of the report, those individuals living in the nursing homes and being served by NEDSRAS through field trips, as well as those children who are served through NEDSRA's Leisure Education Programs. I was trying to give NEDSRA the courtesy and opportunity to analyze the information instead of just handing me the information and I would analyze it. I feel that whatever is revealed will be equally valuable to NEDSRA as it will be to Butterfield moving forward. This report is capable of being run using various different parameters.

We still value know that information, but we want to also be able to clearly identify those individuals who are coming to the NEDSRA general programs on their own. (Not all mixed together in a lump sum number.)

As far as Inclusion goes, I think it would be valuable to see what NEDSRA regards as their assistance with inclusion. It would be good for NEDSRA and Butterfield to have information that is correct and tells the whole picture. We provided NEDSRA with all of the specifics on who Butterfield serves through our inclusion services and based on what information we have, NEDSRA has provided periodic Inclusion services for us that should be very easy to identify. They seem to have detailed records for our non-residents, and have billed us for that, so I have to believe they have detailed records for our residents. There is definitely a perception that Butterfield is providing significant Inclusion opportunities for our children,,,,,, NEDSRA has not been available to assist, but then lists them as "served by NEDSRA" because they were served through Inclusion. (paid for and provided by Butterfield) This doesn't feel honest or fair. I'd like to clear this up and work closer with NEDSRA to better meet our Inclusion needs.

The fact that Rick has chosen to view this as a FOIA request is counter- productive. I do not want to put any time pressure on gathering the information, nor were we promoting a negative approach to this level of transparency. I think you will find this level of transparency very available at any of your other SRA clients. It is common place and expected. I would think Rick would want to communicate with his Member Park District Directors, Trustees and staff, and not turn this into a legal issue. In any case, we will complete our research for our Board and make our recommendations based on what we learn and know. I would strong recommend that cooperation and transparency be the order of the day. I know you have always recommended that.

To be clear; I have **not** asked anyone to Respond "per time frames authorized under FOIA's provisions". We are not in any type of adversarial role. We are asking clarification questions as a Member Partner of NEDSRA. The last thing I would like to do is to withdraw from NEDSRA and I have made that clear to our Board of

Commissioners. I simply would like our Board and Staff to feel much much better about the relationship with NEDSRA. This approach to our inquiry actually just strengthens the concerns that already exist. We would think that as a Member Partner we should be able to ask these types of questions without upsetting anyone or getting letters from their attorney. I know you're the messenger, but this is a very inappropriate and unfortunate way of responding to a member Partner Director.

I think I have answered all of your questions. Please don't hesitate to contact me if you have any others or if I may be of any assistance.

Respectfully,

*Larry*

*It's a Great Day to be Alive – Make a Difference!*

Butterfield
PARK DISTRICT

Dr. Lawrence S. Reiner Ed. D.
Executive Director
630-858-2229 Ext. 12
630-858-2234 Fax
630-464-7311 Mobile/Cell

LarryR@ButterfieldPD.com

Butterfield Park District
21W730 Butterfield Road
Lombard, IL 60148

**From:** Heidi Katz <hkatz@robbins-schwartz.com>
**Sent:** Monday, January 7, 2019 11:52 AM
**To:** Rick Poole <rpoole@nedsra.org>; Jerry Barton <jbarton@nedsra.org>
**Subject:** RE: NEDSRA Inclusion and info re participants issues

***This email contains an attachment. If you do not recognize the Sending email address of this email or if anything looks suspicious, DO NOT OPEN the attachment and forward the email to your support team for analysis.***

Rick and Jerry,

Per our discussion earlier this morning, attached are provisions of FOIA supporting NEDSRA's position that personal identifying information about individual participants confidential information, not appropriate for disclosure.

**Heidi A. Katz**
Attorney
Robbins Schwartz
55 W. Monroe St., Suite 800
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Robbins Schwartz

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**Provisions of Illinois Freedom of Information Act relevant to disclosure of private personal information of SRA participants**

**5 ILCS 140/2**

Section 2. Definitions. As used in this Act:

. . . . . .

(c-5) "Private information" means unique identifiers, including a person's social security number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.

. . . . . .

**5 ILCS 140/7**

Section 7. Exemptions.

(1) When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under this Section, but also contains information that is not exempt from disclosure, the public body may elect to redact the information that is exempt. The public body shall make the remaining information available for inspection and copying. Subject to this requirement, the following shall be exempt from inspection and copying:

. . . . . .

(b) Private information, unless disclosure is required by another provision of this Act, a State or federal law, or a court order.

(c) Personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. "Unwarranted invasion of personal privacy" means the disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information.

. . . . . .

(ff) The names, addresses or other personal information of participants and registrants in programs of park districts, forest preserve districts, conservation districts, recreation agencies, and special recreation associations where such programs are targeted primarily to minors.

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**From:** Larry S Reiner <larryr@butterfieldpd.com>
**Sent:** Tuesday, January 8, 2019 11:37 AM
**To:** Rick Poole; Jerry Barton
**Cc:** Heidi Katz
**Subject:** Looking forward to speaking with you.

Hi Rick and Jerry. I received your message, but have not had any time to spare right now. I am leaving for Springfield in a couple of minutes and will return on Thursday. I can reach out to you guys on Friday if that is good for you. Please know, in no uncertain terms, my efforts are with good intent to strengthen the relationship with NEDSRA not to diminish it at all. Your cooperation is essential if I am to be successful in doing so.

I look forward to talking with you soon when I return.

*Larry*

*It's a Great Day to be Alive – Make a Difference!*

Butterfield
PARK DISTRICT

Dr. Lawrence S. Reiner Ed. D.
Executive Director
630-858-2229 Ext. 12
630-858-2234 Fax
630-464-7311 Mobile/Cell

LarryR@ButterfieldPD.com

**Butterfield Park District**
**21W730 Butterfield Road**
**Lombard, IL 60148**

Rick's Direct Line: 630 -576- 4023

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**From:** Rick Poole
**Sent:** Wednesday, January 9, 2019 10:41 AM
**To:** 'Heidi Katz'
**Subject:** Inclusion Info
**Attachments:** Inclusion Card-halfsheet.pdf; Inclusion Policies Revised 06-14-2018.pdf; SKM_C554e19010910420.pdf

Heidi,

Please find attached items relating to inclusion procedures and Policies( Approved on June 14,2018 with Butterfield voting for the policy) at NEDSRA. In addition, I have included the communication we discussed with the Butterfield Park District relating to inclusion expenses and procedures for billing NEDSRA for inclusion costs.

Please let me know if you would like to discuss these items.

Thank You,

Rick Poole
Executive Director
*Direct 630-576-4023*
Northeast DuPage Special Recreation Association

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# THE NEDSRA INCLUSION PROCESS

## You Registered for a Program! Now What?

1. The Park District/Recreation Department contacts the NEDSRA Inclusion Coordinator to inform them of the registration.
2. The NEDSRA Inclusion Coordinator will contact the participant and/or family to gather more information.
3. The NEDSRA Inclusion Coordinator or Inclusion Specialist will obverse the participant within two weeks of the start of the program or from time of request if program has started.
4. The team will determine the accommodations necessary for a successful inclusion plan.
5. If a Leisure Buddy is necessary, NEDSRA will place a Leisure Buddy in the program. *This process is dependent on staff availability and training, A Leisure Buddy will be placed as soon as possible.*
6. All participants must follow the Park District/Recreation Department Code of Conduct Guidelines and will be disciplined if the guidelines are not followed.
7. Inclusion is an ongoing process. Continual assessments are made to maintain the appropriate level of services.

The goal of inclusion is for participants to be successful in a program in the least restrictive environment.

NEDSRA
CONTACT:
Colleen Cline
ccline@nedsra.org
630-576-4038

NEDSRA
nedsra.org
630.620.4500

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## C. Inclusion Services Policy and Procedures (Page 37 General Operations Policies)

### 1. Denial of Service

It is important for everyone to understand if and when it is legally appropriate to say "no" to an inclusion placement. This decision should be taken very seriously and should be an action of last resort. Three reasons can be supported for denying access to a participant with a special need, while safety for the individual or other participants is always the most important. They are: 1) the participant's inability to abide by reasonable Codes of Conduct for the program and setting (even with a Leisure Buddy); 2) it places an undue financial burden on the Agency; and 3) the program or activity is significantly altered, or the nature of the experience is significantly changed.

Before denying an individual the right to participate, it is recommended that the Member Partner discusses this with their ADA Compliance Officer and/or legal consultation be sought, and/or contacts NEDSRA for assistance in documenting the situation and determining the appropriate and legal course of action.

## D. Encouraging Inclusion in Member Partners' Programs and Services

### 1. Registration Form

Member Partners are strongly encouraged to include a statement such as: "Does the participant have any special needs? If so, please describe any accommodation needed for the enjoyment of the program."

### 2. Code of Conduct

NEDSRA encourages our Member Partners' brochures to list their required Code of Conduct for all programs. If the partner chooses not to list the entire Code in the brochure, it should be clearly stated that the Agency adheres to a Code of Conduct and posts it at the Agency's administrative office. Any Code of Conduct must apply to all participants regardless of their ability level. Participants with a disability may not be held to a different Code of Conduct than those who are not disabled.

### 3. Support Staff

Member Partners, when hiring part-time staff, should seek applicants who meet the requirements of the job and who also have healthy attitudes and/or experience working with people who have special needs.

### 4. Provision of One-on-One Leisure Buddy

Once an assessment has been completed and it is determined that a leisure buddy is necessary, NEDSRA will be responsible for the recruitment and training of the leisure

buddy. Should the individual continue on an extended basis, the Member Partner may choose to secure some of their program staff who has had experience working with individuals with special needs. In all cases, NEDSRA and the Member Partner should remember that it is the right of individuals with disabilities under the ADA to seek full inclusion into their community recreation district/department. Who provides the leisure buddy (if one is necessary), and who pays the leisure buddy, is not the issue for the participant or his/her family. The individual should feel no change in quality of service when the responsibility changes from NEDSRA to the Member Partner.

NEDSRA and our Member Partners should be making the accommodations that will encourage the person and allow him/her to be as independent as possible. The leisure buddy concept is instituted when other, less invasive, means of accommodations are not deemed adequate. It should then be the goal of NEDSRA and the Member Partner to phase out the leisure buddy as soon as this becomes feasible, thereby facilitating a less restrictive leisure environment. At times the continuation of a leisure buddy beyond the point of true necessity can deter the independence of the individual, and restrict the interaction between all the people involved in the program or activity. If the NEDSRA staff member completing the assessment feels that a leisure buddy is not needed, the various supports previously listed will be reviewed as possible options for the inclusion. If the individual with a disability is functioning at a high level and seemingly independently in the program, no intervention will be necessary. Although the NEDSRA staff member completing the assessment will make the recommendation, mutual agreement with the Member Partner is desired.

**5. Funding**

NEDSRA has been assisting the inclusion process in our member communities since 1980. Over this period of time, the Association has experienced many changes in the demands for service, the nature of the service, as well as the costs for services. The NEDSRA Board of Trustees has reviewed the funding for this service and has adjusted the partners' funding support to reflect sufficient funding for the level of inclusion service that is being provided at this time. The Board of Trustees stands committed to this service and understands that it may vary greatly from community to community and from year to year.

The Member Partner is responsible for all direct costs associated with the placement of a leisure buddy which may include supply, admission, travel, transportation and lodging expenses. NEDSRA annually budgets for all other expenses, including part time wages, for inclusion services for NEDSRA residents.

**6. Ongoing Programs and Services**

From time to time, there may be circumstances when a leisure buddy may be required for a program that is every day or five (5) days per week for an extended period of time. Some Member Partners have recognized the significant financial impact of providing these services for their resident without any off-setting revenue, and have placed the leisure buddy on the Member Partner's payroll, paying for said services from their Special Recreation Fund. NEDSRA continues to provide all of the related inclusion services. This is a very beneficial arrangement with regard to communication, daily attendance issues,

supervision and expectations, and coordination with other Member Partner staff, as well as liability. This arrangement is optional and at the discretion of each Member Partner.

7. **Nonresident Participation in Inclusion Services**

NEDSRA will provide our Member Partners with comprehensive inclusion services as needed for non-residents of NEDSRA participating in Member Partner programs and services. If a leisure buddy or interpreter is needed for an out-of-district participant (someone who does not reside in one of NEDSRA's 11 Member Partners), the direct service personnel can be employed by NEDSRA, and the Partner will assume all direct employment costs and responsibilities. NEDSRA will invoice the Partner for wage and FICA expenses for all leisure buddies supporting a non-resident. In addition, NEDSRA will invoice Member Partners for the following inclusion services that NEDSRA provides for each non-resident. Service fees will be evaluated each fiscal year and be included annually in the Agency budget.

Program Observation and Intake Process
Consultation (phone, email, in person) with Member Partner and Participant's Guardian
Implementation of Behavior Management Supports and/or Leisure Buddy.

In the event of nonresident participation in Inclusion services in a park district or village entity, it may be advantageous for the districts to contact one another to either establish reciprocal agreements regarding costs or establishing a system for recovering the costs of providing said services from locally held ADA funds (5:8 or 11-95-14) under the control of the local entity.

8. **ADA/Interpreter Costs**

It may be necessary for our Member Partners to utilize interpreters or other reasonable accommodations for administrative, human resource management, governing board-related meeting or other non-program related issues. NEDSRA will assist in identifying these resources whenever feasible; however, the Member Partner will be responsible for securing the services and associated costs on an individual Agency basis.

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1770 W. Centennial Place
Addison, IL 60101
(630) 620-4500

**From:** Jerry Barton <jbarton@nedsra.org>
**Sent:** Tuesday, May 1, 2018 6:32 PM
**To:** Sara June <sjune@butterfieldpd.com>
**Subject:** Re: [redacted] Inclusion

Hi Sara,

[redacted]

Moving forward NEDSRA will not be reimbursing for support a Partner puts in place on their own, and without communication with NEDSRA in advance.

[redacted] and her mom did attend our fundraiser on Saturday evening. Mom was very complimentary of Butterfield's and NEDSRA's efforts to support [redacted].

Colleen and I will keep working to provide the best possible service to your residents and district. I'm happy to discuss further if needed.

Thanks,
Jerry

Sent from my iPhone

On Apr 27, 2018, at 4:23 PM, Sara June <sjune@butterfieldpd.com> wrote:

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**From:** Rick Poole
**Sent:** Wednesday, January 9, 2019 11:02 AM
**To:** Larry S Reiner
**Cc:** Jerry Barton
**Subject:** RE: Looking forward to speaking with you.

Larry,

Thanks for the e-mail.

It looks like we will have the info you requested by tomorrow morning. How does Friday Morning look for a phone call? Maybe 10 AM?

Thank You,

Rick Poole
Executive Director
*Direct 630-576-4023*
Northeast DuPage Special Recreation Association

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**From:** Heidi Katz <hkatz@robbins-schwartz.com>
**Sent:** Thursday, January 10, 2019 3:34 PM
**To:** Rick Poole
**Cc:** Jerry Barton
**Subject:** CONFIDENTIAL / RE: Inclusion Info

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

Rick,

I appreciate your efforts and Jerry's in sending over these materials. They – and particularly the very clear Inclusion Services Policy and Procedures – appear to amply support the position NEDSRA has taken regarding Butterfield Park District's desire to offset, against NEDSRA charges for inclusion services, inclusion-related expenses that BPD has unilaterally incurred inconsistent with the Policy/Procedures provisions.

No need for further discussion on my end at this point, unless the planned follow-up discussions with Larry and provision of info to him do not produce a better understandin, and you would like to follow up again at that time.

Heidi

**Heidi A. Katz**
Attorney
Robbins Schwartz
55 W. Monroe St., Suite 800
Chicago, Illinois 60603-5144
p: 312.332.7760 f: 312.332.7768
hkatz@robbins-schwartz.com

Robbins Schwartz

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**From:** Rick Poole
**Sent:** Friday, January 11, 2019 10:41 AM
**To:** Larry S Reiner
**Cc:** Jerry Barton; tim@butterfieldpd.com
**Subject:** Butterfield PD Participation Report
**Attachments:** Butterfield PD Registration Report.pdf

Larry,

Attached is a report with the information you requested.

Contact us when you would like to meet. We have some availability next week.

Thank You,

Rick Poole
Executive Director
*Direct 630-576-4023*
Northeast DuPage Special Recreation Association

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NEDSRA Special Recreation Association

## Butterfield Park District Registration Report

| Summer 17 - Spring 18 | | |
|---|---|---|
| **Distinct Individuals** | **District** | **Total** |
| School Programs | BUTTERFIELD | 12 |
| Senior Programs | BUTTERFIELD | 0 |
| General Programs | BUTTERFIELD | 2 |
| **Total** | **BUTTERFIELD** | **14** |
| | | |
| **Total Registrations** | **District** | **Total** |
| School Programs | BUTTERFIELD | 20 |
| Senior Programs | BUTTERFIELD | 0 |
| General Programs | BUTTERFIELD | 11 |
| **Total** | **BUTTERFIELD** | **31** |

| Summer 18 - Fall 18 | | |
|---|---|---|
| **Distinct Individuals** | **District** | **Total** |
| School Programs | BUTTERFIELD | 7 |
| Senior Programs | BUTTERFIELD | 0 |
| General Programs | BUTTERFIELD | 1 |
| **Total** | **BUTTERFIELD** | **8** |
| | | |
| **Total Registrations** | **District** | **Total** |
| School Programs | BUTTERFIELD | 8 |
| Senior Programs | BUTTERFIELD | 0 |
| General Programs | BUTTERFIELD | 8 |
| **Total** | **BUTTERFIELD** | **16** |

## Butterfield Park District Inclusion Report

| Summer 17 - Spring 18 | | | | | |
|---|---|---|---|---|---|
| | **Services Requested** | **Leisure Buddy Needed** | **Leisure Buddy Placed** | **Placement Success** | **Part Time Wages**** |
| **Summer** | 10 | 10 | 8 | 80% | $10,376.75 |
| **School Year** | 3 | *2 | *1 | 50% | $2,057.69 |
| **Total** | 13 | 12 | 9 | 75% | $12,434.44 |
| *Two (2) Leisure Buddies were requested for the full school year. NEDSRA provided two Leisure Buddies for half of the school year, or 50% of the total request. | | | | | |
| Twelve (12) separate individuals served through inclusion. | | | | | |

| Summer 18 - Fall 18 | | | | | |
|---|---|---|---|---|---|
| | **Services Requested** | **Leisure Buddy Needed** | **Leisure Buddy Placed** | **Placement Success** | **Part Time Wages**** |
| **Summer** | 17 | 15 | 15 | 100% | $15,770.29 |
| **School Year** | 5 | 4 | 4 | 100% | $1,749.38 |
| **Total** | 23 | 19 | 19 | 100% | $17,519.67 |
| **Wages do not include FICA. | | | | | |
| Summer 2018 - Fall 2018 statistics include services for four (4) Butterfield non-residents which total $3,599.30 in part-time wages. | | | | | |
| Eighteen (18) separate individuals served through inclusion. | | | | | |

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| | |
|---|---|
| **From:** | Larry S Reiner <larryr@butterfieldpd.com> |
| **Sent:** | Wednesday, January 16, 2019 12:04 PM |
| **To:** | Rick Poole; Jerry Barton |
| **Cc:** | Tim White; Anne Popek; Connie Murphy; LarryR@ButterfieldPD.com |
| **Subject:** | Butterfield - NEDSRA Service |
| **Attachments:** | NESDRA-BPD Inclusion Participants - 2018.xlsx |

***This email contains an attachment. If you do not recognize the Sending email address of this email or if anything looks suspicious, DO NOT OPEN the attachment and forward the email to your support team for analysis.***

Good morning Jerry and Rick. Thank you sending over the excel chart of statistics regarding Butterfield's participation in NEDSRA programs and services. It is informative, but not quite all of the information we are looking for and had requested for us to move forward in a positive manner.

The report that I had in mind was one that comes directly from your data base and gives us the first name of the individual, their age and disability without giving us any information that would compromise their privacy. We don't need that information and have no interest in contacting anyone at all.

That report also gives us a running list of any programs they have been in. I believe you can set the date parameters and it should give you the information for the last year or whatever period of time you request. That report will be very helpful.

We would appreciate it if you would provide that report or a similar report that would give us the information on anyone from Butterfield who has used NEDSRA services. Thank you. We're not asking you to do any extra work on our behalf as it is totally computer generated from your data base in less than 5 minutes.

I'm sure you realize this is a difficult issue for us since we only have 2 or 3 children using our NEDSRA services independently, but we remain optimistic that working with you we can emphasize the benefits, as well as the impact of cooperating on Inclusion services going forward.

In the meantime, we are trying to understand the report that you did send over. Could you please clarify a couple of questions:
Are the 12 children identified in your report (Summer 17 – spring 18) who are involved in School Programs different children than those identified as 7 in School Programs in the summer and Fall of 18?
Also, please explain the 12 individual child and 20 school programs. How do you calculate the 20. 12 one time and 8 another? Or how?

We have the same question about the 7 children???

In Summer 17-Spring 18 you indicate that you have served 2 Butterfield Children and that they participated in 11 offerings. What did they participate in, very specifically?

I'm sure a little explanation of the chart will clear this up quickly and discussing this in person may be the best course. I just don't want you to be blindsided by our questions and give you an opportunity to look into the registration data for answers.

For the inclusion portion of your report, it would help greatly to have the first name of a child...what program they were assisted with and when. I have re-sent you the report I sent earlier. Perhaps a format similar to that would be of

assistance so that we know how you came up with your numbers and you know how we came up with ours. The File has several sheets to it. The first is very general and just lists all kinds of special needs, but the following sheets show the actual participation, costs, and programs. Etc. I hope this helps you, help us.

In any case, it's obvious that we should focus on the Inclusion aspect of our services rendered by NEDSRA as your report indicates we only have 2 or three children in general programs offered by NEDSRA.

I hope you will make time to run the participation report that we are requesting and then we can meet together after Conference to figure out how we can best work together in the future and be fair to each other regarding the associated costs for Inclusion. Obviously, serving 3 children independently would not be a very good use of our tax dollars from the Board's perspective, so let's try to make the case for strong Inclusion support and other peripheral services that we enjoy through our NEDSRA partnership.

I certainly remain open to hearing your perspective and suggestions for the future and look forward to talking with you at Conference.

*Larry*

*It's a Great Day to be Alive – Make a Difference!*

Butterfield
PARK DISTRICT

Dr. Lawrence S. Reiner Ed. D.
Executive Director
630-858-2229 Ext. 12
630-858-2234 Fax
630-464-7311 Mobile/Cell

LarryR@ButterfieldPD.com

Butterfield Park District
21W730 Butterfield Road
Lombard, IL 60148

**From:** Heidi Katz <hkatz@robbins-schwartz.com>
**Sent:** Wednesday, January 23, 2019 5:41 PM
**To:** Rick Poole <rpoole@nedsra.org>
**Cc:** Jerry Barton <jbarton@nedsra.org>
**Subject:** FW: CONFIDENTIAL RE: Butterfield - NEDSRA Service
**Importance:** High

***This email contains an attachment. If you do not recognize the Sending email address of this email or if anything looks suspicious, DO NOT OPEN the attachment and forward the email to your support team for analysis.***
ATTORNEY-CLIENT PRIVILEGED MATER

Rick,

Attached for your review is my proposed memo to you and Jerry, providing a recap of pertinent facts relating to Larry Reiner's information requests, and our legal advise concerning them.
After giving it a careful read, please call me to discuss any concerns you may have, before sharing this with the NEDSRA Board.

Thank you!

**Heidi A. Katz**
Attorney
Robbins Schwartz
55 W. Monroe St., Suite 800
Chicago, Illinois 60603-5144
p: 312.332.7760 f: 312.332.7768
hkatz@robbins-schwartz.com

Robbins Schwartz

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<NESDRA-BPD Inclusion Participants - 2018.xlsx>

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Robbins Schwartz

# Memo

**ATTORNEY-CLIENT PRIVILEGED AND CONFIDENTIAL COMMUNICATION**

To: Rick Poole, Executive Director
Northeast DuPage Special Recreation Association

From: Heidi A. Katz

Date: January 23, 2019

Re: Request of Member Partner Board and Director for personally identifiable information about individual residents of that Member Partner who are participating in NEDSRA programs

---

The Director of a NEDSRA Member Park District sent an email to you and to NEDSRA's Recreation Superintendent Jerry Barton on December 27, asking to receive "a very specific list" of individuals being served in NEDSRA programs – in other words, "who from our community is participating independently in NEDSRA's programs". The Director has asked for the listing to be "by name, resident address, age, ability and exactly what programs and when they have participated etc." [1] The Director's December 27 email and a follow-up email sent to you on January 4 also express the Director's dissatisfaction with some aspects of the inclusion services that NEDSRA provides to residents and non-residents of his Park District to assess their needs and when appropriate to enable them to integrate into and participate in the Park District's own programs.[2] However, the concern arising from these communications that prompted you to contact us for legal guidance does not pertain to these inclusion services.

Your concern relates to and this memo addresses only the confidential character of the personally identifiable information about individual participants in NEDSRA programs that the Director has asked to receive, and apparently plans to share with the District's elected Board of Park Commissioners for the stated purpose of valuing the "benefit [to the District] of being part of NEDSRA" and what the District is currently getting from our partnership with NEDSRA" for the tax dollars it commits annually to the Association.

Based on our discussions, I understand that individuals with disabilities who confirm to NEDSRA their residence in a Member Partner can register directly with NEDSRA for NEDSRA programs. They need not and to your knowledge do not in that process provide any information about themselves or their disability to their local park district or municipality, and NEDSRA does not require them to do so. Nor to your knowledge has NEDSRA in that situation shared their personal identifying information or the details of their program participation with the administrator or with elected officials on the governing board of the Member Partner in

---

[1] The Director's email message asked you to exclude from this list (1) individuals NEDSRA services through its Leisure Education program at the Butterfield and Arborview Schools, and (2) people who live as residents in two nursing homes located within the Park District. The Director suggests that NEDSRA counts the nursing home residents as separate individuals served when they go on NEDSRA field trips.

[2] You have explained that procedures for NEDSRA's provision of inclusion services to Member Partners are set out in the NEDSRA Board of Trustees' Financial Management and General Operations Policies and Procedures, Section I, Parts C.and D, most recently revised by unanimous vote of the NEDSRA Board on June 14, 2018.

which the participant resides. We likewise understand that NEDSRA and Member Partner staff share personal information about individuals with disabilities only when those individuals would like to be integrated into "regular" program offerings of the member park district or municipal recreation department, and believe (or park district or rec department staff believe) that they may need inclusion services in order to accomplish this. Further, that such information is not shared with the Member Partner board members in such a way as to personally identify the participants involved.

On January 11, Jerry Barton provided the Director with a Registration Report separately listing the number of residents of his District who participated in NEDSRA's "General" programs as well as in its "School" and "Senior" Programs, for the last two program seasons (Summer 17-Spring 18, and Summer 18 – Fall 18). The Registration Report did not provide the additional requested personal identifying information about individual participants. The Director emailed you and Jerry on January 16 stating that this information was not sufficient, and asking that NEDSRA provide a report "that comes directly from your data base and gives us the first name of the individual, their age and disability without giving us any information that would compromise their privacy." His January 16 email asked some clarifying questions about the Registration Report that (*except* for identifying specific NEDSRA programs in which these individuals took part) should be possible to answer without further providing the names or types of disabilities of the people who make up this relatively small group of participants. It is not clear why more specific personally identifying information would be needed for the analysis the Director wishes to make.

Although the Director's January 4 email to you emphasizes that he did not intend his records request to be treated as one under the Illinois Freedom of Information Act, the FOIA does contain provisions that recognize individuals' privacy interest in and confidentiality of personally identifiable information of the type that has been requested. The FOIA provisions relevant to disclosure of private personal information of SRA participants include the following:

**5 ILCS 140/2**
Section 2. Definitions. As used in this Act:

. . . . . .

(c-5) "Private information" means unique identifiers, including a person's social security number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.

. . . . . .

**5 ILCS 140/7**
Section 7. Exemptions.

(1) When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under this Section, but also contains information that is not exempt from disclosure, the public body may elect to redact the information that is exempt. The public body shall make the remaining information available for inspection and copying. Subject to this requirement, the following shall be exempt from inspection and copying:

. . . . . .

(b) Private information, unless disclosure is required by another provision of this Act, a State or federal law, or a court order.

(c) Personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. "Unwarranted invasion of personal privacy" means the disclosure of information that is highly personal or objectionable to a reasonable person

> and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information.
>
> . . . . . .
>
> (ff) The names, addresses or other personal information of participants and registrants in programs of park districts, forest preserve districts, conservation districts, recreation agencies, and special recreation associations where such programs are targeted primarily to minors.

In light of these provisions, we would advise against disclosing personally identifiable information about the NEDSRA participants to Member Partner Districts administrators or boards without obtaining prior written consent to the disclosure from the individual participants or their parents or guardians.

Please call if you would like to discuss any of these points further.

# # #

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**From:** Rick Poole
**Sent:** Tuesday, February 5, 2019 4:33 PM
**To:** Larry S Reiner
**Cc:** Jerry Barton
**Subject:** Butterfield Registrations
**Attachments:** BPD Registration Report.pdf

Larry,

Attached is a document that should address most of your questions without revealing personal identifiable information for our participants.

Please let me know if you have any further questions.

Thank You,

Rick Poole
Executive Director
*Direct 630-576-4023*
Northeast DuPage Special Recreation Association

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## Breakdown of Particpant Registration for NEDSRA Programs
## Butterfield Park District Residents

| Participant | PPT 1 | PPT 2 | PPT 3 | PPT 4 | PPT 5 | PPT 6 | PPT 7 | PPT 8 | PPT 9 | PPT 10 | PPT 11 | PPT 12 | PPT 13 | PPT 14 | PPT 15 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Summer 17 - Spring 18 | | | | | | | | | | | | | | | | |
| Total Registrations | 1 | 10 | 2 | 1 | 2 | 1 | 2 | 2 | 1 | 2 | 2 | 1 | 2 | 2 | | 31 |
| | | | | | | | | | | | | | | | | |
| Summer 18 - Fall 18 | | | | | | | | | | | | | | | | |
| Total Registrations | 0 | 8 | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 16 |

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## Inclusion Support Provided by NEDSRA to Butterfield Park District

(Personal information has been redacted.)

### S17

| Name | Program | Support |
|---|---|---|
| | | Shared Leisure Buddy |
| | | Shared Leisure Buddy |
| | | Leisure Buddy |
| | | Leisure Buddy |
| | | Leisure Buddy |
| | | Leisure Buddy |
| | | Observation/Independent |
| | | Observation/Independent |
| | | Leisure Buddy |
| | | Leisure Buddy Removed (unsafe behavior) |

### F17

| Name | Program | Support |
|---|---|---|
| | | Leisure Buddy (1/2 time) |
| | | Leisure Buddy (1/2 time) |
| | | Training/Independent |

### S18

| Name | Program | Support |
|---|---|---|
| | | Leisure Buddy |
| | | Leisure Buddy |
| | | Leisure Buddy |
| | | Shared Leisure Buddy |
| | | Shared Leisure Buddy |
| | | Shared Leisure Buddy |
| | | Leisure Buddy |
| | | Leisure Buddy |
| | | Observation/Independent |
| | | Leisure Buddy |
| | | Leisure Buddy (1/2 time) |
| | | Leisure Buddy |
| | | Shared Leisure Buddy |
| | | Shared Leisure Buddy |
| | | Observation/Independent |

### F18

| Name | Program | Support |
|---|---|---|
| | | Shared Leisure Buddy |
| | | Leisure Buddy |
| | | Shared Leisure Buddy |
| | | Observation/Independent |
| | | Shared Leisure Buddy |
| | | Searching for Leisure Buddy |
| | | Shared Leisure Buddy |
| | | Shared Leisure Buddy |

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**From:** Larry S Reiner <larryr@butterfieldpd.com>
**Sent:** Wednesday, February 6, 2019 7:33 AM
**To:** Rick Poole; Jerry Barton
**Cc:** Tim White; Anne Popek; Connie Murphy
**Subject:** FW: Butterfield Registrations
**Attachments:** BPD Registration Report.pdf

***This email contains an attachment. If you do not recognize the Sending email address of this email or if anything looks suspicious, DO NOT OPEN the attachment and forward the email to your support team for analysis.***

Good morning Rick. I'm sure you know that the report you attached does not really address the question we have asked. Your last report to us showed 2 or three distinct individuals served by NEDSRA outside of inclusion. Today's report shows 15 participants which includes all of the Inclusion people. As you know from our prior inquiries, we are trying to evaluate the services provided by NEDSRA to individuals in our community *other than Inclusion*. While Inclusion is important, it's only one part of the puzzle.

We have asked for the following:

1. The first name of each of the distinct individuals served from Butterfield Park District by NEDSRA in General programs and services excluding Inclusion. (confirm that they are a Butterfield Park District Resident)

2. What is their disability or limiting condition.

3. What specific program or programs were they registered in.

4. When were they in these programs.

As I have said repeatedly, you have a computer program that you can run that provides all of this information without anyone doing any more work. We do not understand why you don't run that program and provide the information to us. Maybe you no longer have that program.???

We are simply asking for this information for one year; Spring 2018 Summer 2018 , Fall, 2018 Winter 2019 to date is preferred. We checked with other SRAs and it appears they provide their member partners with similar statistic information on a regular basis. Some as many as 4 times per year (Quarterly Reports)

Rick; We are asking for this information again in the clearest possible manner. Please provide us with this information. We are doing our best to allow you the opportunity to make a strong case for our membership in NEDSRA.

We ask that you review all of the information you have provided and consider alternative solutions for Butterfield's continued participation in NEDSRA, as we want to remain a member, but $62,000 for 2 or 3 children, plus some Inclusion support, is not considered a reasonable approach to serving people with disabilities in our community. If we have in any manner misunderstood your reports or any of the information you have shared, please let us know immediately.

If you have any additional information we should have to consider, please forward that to us as soon as possible. We realize that alternative funding formulas or member participation may require board approval and we know that has been done in the past, so please know that we would be happy to work with you to craft something that is good for NEDSRA and good for Butterfield too. While this remains on a staff level at this

time, seeking your Board's, or representatives of your Board's involvement should be considered if you don't feel you and your staff can come up with a reasonable alternative to consider.

We would be happy to provide you with any additional information that you need from us as we have already given you the specific names and specific programs of all of our Inclusion services that we have provided at our expense. We need to resolve this soon or at least show that we are working together to resolve this in a timely manner.

Thank you. We look forward to hearing from you and hope that these misunderstandings can be readily resolved and an alternative funding solution can be solidified.

Sincerely,

*Larry*

*It's a Great Day to be Alive – Make a Difference!*

Butterfield
PARK DISTRICT

Dr. Lawrence S. Reiner Ed. D.
Executive Director
630-858-2229 Ext. 12
630-858-2234 Fax
630-464-7311 Mobile/Cell

LarryR@ButterfieldPD.com

Butterfield Park District
21W730 Butterfield Road
Lombard, IL 60148

| | |
|---|---|
| **From:** | Rick Poole |
| **Sent:** | Friday, February 15, 2019 11:26 AM |
| **To:** | Larry S Reiner |
| **Cc:** | Jerry Barton; tim@butterfieldpd.com |
| **Subject:** | Butterfield Registrations |

Larry,

As I mentioned previously, I think it would be best to meet and discuss your concerns in order to avoid any misunderstandings created by e-mails. Let us know when you would be available and we would be happy to get together.

In an effort to provide you with statistics without providing personal identifying information, you have received two spreadsheets of statistical data. If you wish for clarification of these statistics, we are happy to oblige. Based on the advice of legal counsel Heidi Katz at Robbins Schwarz we are unable to provide personal identifiable information. This includes names, addresses and disabilities.

As it relates to inclusion, the NEDSRA policy has changed very little. Our partners have always been required to reimburse for non-resident participation. Only recently, with the Butterfield Park Districts support, did the Board change the policy to require the administrative reimbursement of non-resident's participation.

Per prior communications, NEDSRA will reimburse you for inclusion costs that have been communicated and approved by NEDSRA staff. Although you provided us with your cost, we understand no reimbursement is requested. In order to reimburse, you must show that NEDSRA staff approved a Buddy and agreed to pay you for it. Please let me know if you wish to proceed with invoicing and I will have staff review for accuracy and reimburse if appropriate.

As you provide the value of NEDSRA to the Butterfield Park District Board, the following info may be helpful. The Butterfield Park District is the largest user of inclusion services with an estimated year end cost of nearly $21,000 in PT wages. This excludes all other administrative costs to provide inclusion. The Butterfield Park District makes up only 4% of NEDSRA's EAV and utilizes 22% of inclusion wages. The balance of your contribution would then support all other services and indirect costs of the Association. It might also be beneficial to point out that the Butterfield Park District's contribution is 2.2 cents of your 4 cent levy. This leaves the Butterfield Park District with a healthy 1.8 cents for ADA projects in your community.

Hope this helps, we would be happy to meet to discuss this further.

Thank You,

Rick Poole
Executive Director
*Direct 630-576-4023*
Northeast DuPage Special Recreation Association

1

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**From:** Larry S Reiner <larryr@butterfieldpd.com>
**Sent:** Tuesday, February 26, 2019 11:58 AM
**To:** Rick Poole; Jerry Barton; Tim White
**Cc:** Anne Popek; Connie Murphy
**Subject:** RE: Butterfield Registrations

Good morning Rick.

We are very willing to meet with you, but we were trying to get some facts to digest before meeting. Rick, we have asked repeatedly for some very basic, non-invasive information and your approach has been nothing but defensive and resistant. Please let me assure you we are trying to do everything we can to make the case for staying a part of NEDSRA, but honestly your approach has made things considerably worse because of the time it has taken and the obvious delays.

The spreadsheets you provided were appreciated, but as I said, they were not conclusive. The report I asked for comes directly from your computer; is perfectly legal and does not disclose any confidential information about the people involved. Yet, you still have not provided it.

We have no interest in continuing to argue with you. So, in trying to go along with you, we will do our best to work from the spreadsheets you sent us.

Our questions based on your sheets:

1. Do we have two or three participants in NEDSRA's regular programs? _____
2. According to the charts you provided, these are the only 2 or 3 children/people that use NEDSRA's services, outside of Inclusion, at this time. Is that correct?
3. Please tell us the age and disability of each of these children/people.
4. Please tell us what each of them specifically have been enrolled in.

We understand NEDSRA's Administrative Fee Policy. We don't have any issues with that.

With regard to past Invoices. We felt it was considerate, generous and supportive of us to waive the costs we incurred of over $15,000 in exchange for you waiving the costs for our Non-Resident inclusion fees of $3,500.

In your latest e-mail you have stated that Butterfield uses $21,000 in Part-Time wages. In your earlier e-mail you said it was $17,000. Which one is correct?

Your e-mail asserts that we use 22% of the Inclusion wages for NEDSRA, but you fail to identify the amount of general service wages that we use. I am assuming that is near none; $0; less than 1%; as we only have 2 or 3 children that take part in your services compared to the thousands of children that you serve.

We have no problem supporting the general services that NEDSRA provides and to that end we have continually been your advocate on the State level for major General Revenue Fund Grants to the Association. That's all part of the way the funding formula works and we understand that.

You also point out in your e-mail that our district benefits by having access to significant dollars from the Special Recreation levy to be used for ADA and Inclusion. That is true and something we value. It is also true

that we would have a similar benefit regardless what SRA we belong to. As you know we border on two other SRAs and have always had other options available to us.

My point is relatively simple. For whatever reason, Butterfield Park District has many special needs children involved in our programs and we work hard to include anyone who wants to attend. From time to time it is both cost efficient and effective for us to provide the leisure buddy assistance to our participant and we would suggest that it is also of significant assistance to NEDSRA as well, given the difficulty you are having finding assistance for all of your partners and the expense that NEDSRA has for its Inclusion employees.

In closing: We are asking you to develop an approach or proposed solution to our situation that recognizes the benefits of us working together to address our Inclusion needs, authorizes reasonable reimbursement for our direct expenses and keeps us as members of NEDSRA. We would not expect any reimbursement for our administrative expenses for our special needs participants. We have a proven track record with our parents of special needs children and we strongly support NEDSRA and refer people to you on a regular basis. We would continue to do so.

We are **not** trying to tell you what to do. We are asking you; what can you suggest or do for us that makes this a better situation for everyone involved;
Keeps us as members of NEDSRA,
Keeps your inclusion costs paid for,
Provides you with Administrative support,
Provides you support for general services,
Supports Butterfield Park District's Inclusion efforts, Commitment and Direct Inclusion expenses?

We would be happy to review your proposal and work with you to resolve these issues. If you are saying that there are no options or concepts you would like us to consider, then we will draw our own conclusions. If you have a reasonable proposal, I feel confident we would work with you to resolve all of the issues. We are not pressuring you on a strict timeline. If you convey to us that you are willing to work on something we will certainly give you time to figure this out.

Not being able to receive verifiable participation statistics on a regular basis is a certain way to lose our Board's support. I wish I could convey to you how important this is. It's not so much the numbers...it's the reluctance to provide the information we are asking for that is troubling. We never asked for people's names. We are simply trying to report on the service that NEDSRA provides. That is what we owe to our Board of Commissioners.

I look forward to your response and appreciate your consideration of a creative solution.

*Larry*

*It's a Great Day to be Alive – Make a Difference!*

Butterfield
PARK DISTRICT

Dr. Lawrence S. Reiner Ed. D.
Executive Director
630-858-2229 Ext. 12
630-858-2234 Fax
630-464-7311 Mobile/Cell

LarryR@ButterfieldPD.com

Butterfield Park District
21W730 Butterfield Road
Lombard, IL 60148

**From:** Rick Poole <rpoole@nedsra.org>
**Sent:** Tuesday, February 26, 2019 2:41 PM
**To:** Larry S Reiner <larryr@butterfieldpd.com>; Jerry Barton <jbarton@nedsra.org>; Tim White <tim@butterfieldpd.com>
**Cc:** Anne Popek <anne@butterfieldpd.com>; Connie Murphy <Connie@ButterfieldPD.com>
**Subject:** RE: Butterfield Registrations

Larry,

I am unable to provide you with personal identifiable info that includes the disability of participants or programs they participate in. This is upon advice of our legal counsel.

As I mentioned before, I believe e-mail is the incorrect means to continue this discussion. We do value the relationship we have with the Butterfield Park District and hope to move forward in a mutually beneficial manner.

I look forward to meeting at your earliest convenience.

Thank You,

Rick Poole
Executive Director
*Direct 630-576-4023n*
Northeast DuPage Special Recreation Association

Thank You,

Rick Poole
Executive Director
*Direct 630-576-4023*
Northeast DuPage Special Recreation Association

**On Saturday, May 18th, 2019**
*Click here to volunteer for the 2019 Track & Field Meet!*

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**From:** Larry S Reiner <larryr@butterfieldpd.com>
**Sent:** Wednesday, February 27, 2019 8:19 AM
**To:** Rick Poole <rpoole@nedsra.org>; Jerry Barton <jbarton@nedsra.org>; 'Tim White' <tim@butterfieldpd.com>; Anne Popek <anne@butterfieldpd.com>; Connie Murphy <Connie@ButterfieldPD.com>
**Cc:** David Freeman <dfreeman@robbins-schwartz.com>; Heidi Katz <hkatz@robbins-schwartz.com>
**Subject:** RE: Butterfield Registrations

Rick: We did not ask for "personal identifiable info".

(From immediate prior e-mail)

Our questions based on your sheets:

1. Do we have two or three participants in NEDSRA's regular programs? _____
2. According to the charts you provided, these are the only 2 or 3 children/people that use NEDSRA's services, outside of Inclusion, at this time. **Is that correct?**
3. Please tell us the age and disability of each of these children/people.
4. Please tell us what each of them specifically have been enrolled in.

**There is nothing that prohibits you giving us this information even if it is John Doe #1 and Joan doe #2.**

(From immediate prior e-mail)

"In closing: We are asking you to develop an approach or proposed solution to our situation that recognizes the benefits of us working together to address our Inclusion needs, authorizes reasonable reimbursement for our direct expenses and keeps us as members of NEDSRA. We would not expect any reimbursement for our administrative expenses for our special needs participants. We have a proven track record with our parents of special needs children and we strongly support NEDSRA and refer people to you on a regular basis. We would continue to do so."

"We are **not** trying to tell you what to do. We are asking you; <u>what can you suggest or do for us that makes this a better situation for everyone involved;</u>
Keeps us as members of NEDSRA,
Keeps your inclusion costs paid for,
Provides you with Administrative support,
Provides you support for general services,
Supports Butterfield Park District's Inclusion efforts, Commitment and Direct Inclusion expenses?

We would be happy to review your proposal and work with you to resolve these issues. If you are saying that there are no options or concepts you would like us to consider, then we will draw our own conclusions. **If you have a reasonable proposal, I feel confident we would work with you to resolve all of the issues.** We are not pressuring you on a strict timeline. If you convey to us that you are willing to work on something we will certainly give you time to figure this out.

Not being able to receive verifiable participation statistics on a regular basis is a certain way to lose our Board's support. I wish I could convey to you how important this is. It's not so much the numbers...it's the reluctance to provide the information we are asking for that is troubling. We never asked for people's names. We are simply trying to report on the service that NEDSRA provides. That is what we owe to our Board of Commissioners."

I'll ask you one last time if you want to review the situation and figures and propose a solution for us to consider so that we may remain a member of NEDSRA. If you do not want to pursue this avenue, we will take the necessary next steps at the Board level and do whatever is best for Butterfield Park District. If you are unwilling to propose alternative solutions/options for us to consider, we will develop our own. We have been more than fair and much more than patient.

We have no desire to meet with you at this time. We will do so if and when we have something substantial to consider.

*Larry*

*It's a Great Day to be Alive – Make a Difference!*

Butterfield
PARK DISTRICT

Dr. Lawrence S. Reiner Ed. D
Executive Director
630-858-2229 Ext. 12
630-858-2234 Fax
630-464-7311 Mobile/Cell

LarryR@ButterfieldPD.com

Butterfield Park District
21W730 Butterfield Road
Lombard, IL 60148

**From:** Rick Poole <rpoole@nedsra.org>
**Sent:** Wednesday, February 27, 2019 4:22 PM
**To:** Larry S Reiner <larryr@butterfieldpd.com>; Jerry Barton <jbarton@nedsra.org>; 'Tim White' <tim@butterfieldpd.com>; Anne Popek <anne@butterfieldpd.com>; Connie Murphy <Connie@ButterfieldPD.com>
**Subject:** RE: Butterfield Registrations

Larry,

To answer question #1, you had two participants in NEDSRA programs outside of school programs, seniors and inclusion last year. Through the first two seasons of this fiscal year NEDSRA has served one unique Butterfield PD resident in these same programs.

To answer question #2 NEDSRA served 14 unique Butterfield PD residents last year and so far this year has served 8, outside of inclusion.

I am unable to answer question #3 and #4 because doing so would reveal personal identifiable information.

Unfortunately, the Butterfield Park District was not represented at the last NEDSRA Board meeting. If the District was present, you would be aware that the NEDSRA Board directed staff to draft a procedure to address inclusion reimbursements to Partners. This will again be discussed at the March 6 meeting.

Per our attorney's recommendation, communications between our agencies is an agenda item for discussion at the NEDSRA Board meeting on March 6. Attorney Katz will be in attendance.

Discussion of a Partner's funding formula would need to start at the Board level. We hope you would be in attendance at the Board Meeting to present your situation so the Board could discuss solutions.

Thank You,

Rick Poole
Executive Director
*Direct 630-576-4023*
Northeast DuPage Special Recreation Association

**On Saturday, May 18th, 2019**
*Click here to volunteer for the 2019 Track & Field Meet!*

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**From:** Paul Friedrichs [mailto:pfriedrichs@lombardparks.com]
**Sent:** Thursday, February 28, 2019 1:03 PM
**To:** Tim White; Larry S Reiner
**Cc:** Heidi Katz; Bruce Baum; 'maryfran@itascaparkdistrict.com'; Matt Ellmann; Rick Poole; Jerry Barton
**Subject:** Butterfield Park District - NEDSRA Issue

Tim White, NEDSRA Trustee
Larry Reiner, Executive Director,

I am reaching out to you both, as the current NEDSRA Chairman of the Board of Trustees. As you can see I have also copied the current NEDSRA Executive Committee, Attorney Heidi Katz, Executive Director Rick Poole and Superintendent of Recreation Jerry Barton.

Over the last 24 hours, I have reviewed e-mails back and forth between the Executive Director at Butterfield and the NEDSRA staff since December 13, 2018. In December, the emails began with Butterfield requesting information from NEDSRA. Then between January 7 and February 6, emails escalate from "Butterfield is not asking for this information in preparation to leave NEDSRA" to asking the NEDSRA staff to "review the information provided and consider alternative solutions for Butterfields continued participation as a member of NEDSRA." The most recent email received from Larry Reiner to Rick Poole on February 27, states that the Butterfield Park District now has "no desire to meet" with the NEDSRA staff to discuss the issues Larry Reiner has termed Butterfield's "situation" (February 26 email) and his ask in the form of a "proposed solution" from the NEDSRA staff so that Butterfield remains a member of NEDSRA.

At this time, I am asking that the Butterfield Park District address in writing the following:

- What exactly is the current Butterfield Park District "situation" as stated in Larry Reiner's email to Rick Poole on February 26?

- What exactly does the Butterfield Park District want to remain a member? Please be direct, to the point and specific so there is no confusion regarding your ask, as your request may involve Board action in changing the current Articles of Agreement

Unfortunately, neither item has been explicitly addressed to the NEDSRA staff and/or attorney. Personally, I am unclear if your "situation" is about inclusion, Attorney Katz's position regarding the sharing of detailed personal information regarding NEDSRA participants, Butterfield's contribution rate, Butterfield's portion of indirect costs associated with providing services and running the agency, Butterfield not feeling appreciated or something entirely different. I am also unclear if by "proposed solution" Butterfield is asking the NEDSRA staff include financial concessions to the Butterfield Park District that could potentially violate the consortium's Articles of Agreement and/or policies.

Lastly, if this is all just about reimbursement costs for inclusion services, the NEDSRA staff was directed at our February Board meeting, which no representative of the Butterfield Park District was in attendance for, to put into written form a procedure/policy on how member agencies can apply for reimbursement for the use of their staff as inclusion buddies when NEDSRA is unable to do so. That initial report for discussion is an agenda item for our March 6 Board meeting.

Please provide Executive Director Rick Poole this information no later than noon on Monday so it can be provided to the NEDSRA Trustees prior to our Wednesday, March 6 NEDSRA Board meeting. **Thank you in advance for your willingness to accommodate this request**. Should you need any clarification regarding anything above, please feel free to call me as I will not have access to email between now and next week.

-Paul

**Paul Friedrichs**
**Executive Director**

**Lombard Park District**
Office: (630) 953-6016 / Fax: (630) 620-1286
www.lombardparks.com

1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598
www.nedsra.org

# Memo

**Date:** March 6, 2019

**To:** NEDSRA Board of Trustees

**From:** Jerry Barton, Superintendent

**Re:** Inclusion Reimbursement

---

Attached is a working draft document explaining the process of reimbursement for inclusion expenses incurred by a Member Partner. Per NEDSRA policy, a Member Partner may be reimbursed for inclusion expenses in the circumstance the Member has provided their own leisure buddy for a resident. This document has been created at the request of the Board and presented here for discussion.

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Putting People First
NEDSRA
Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598
www.nedsra.org

**D R A F T**

# Member Partner Inclusion Reimbursement Request

NEDSRA policy allows for the reimbursement of inclusion staff costs incurred by a Member Partner for resident inclusion services.

If both agencies agree a leisure buddy is needed in advance of services being provided, the Partner may seek reimbursement for the wages paid to the Partner's staff for the time working as a leisure buddy. This reimbursement cannot exceed the amount of $11.50/hour. The invoice should be sent to NEDSRA within thirty days of the program's conclusion and include a detailed report of hours worked by the assigned Partner staff.

Reimbursement is not available if:
The staff assigned by the Partner is absent for any reason with no substitute secured.
The Partner provides inclusion services without prior authorization from NEDSRA.
Services are provided to a nonresident.

If you plan to seek reimbursement for placing your employee into a leisure buddy assignment, please initiate the process by completing this form in full and returning to NEDSRA. Attach a copy of the Inclusion Request Form ensuring all participant and program details are correct.

**Park District or Village:** _____

**Program Name**:_____

**Participant Name**: _____

**Leisure Buddy Name**: _____

**Pay Rate**: _____

**Member Partner Contact**: _____

**Phone:** _____

**Email**: _____

**Is staff training required from NEDSRA?** ☐ Yes ☐ No

**Member Partner Representative** _____ **Date** _____

**NEDSRA Inclusion Coordinator** _____ **Date** _____