

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
April 6, 2016  
1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 1:33 p.m.

**Roll Call**

Board Members Present:

Kelly Rajzer, Village of Romeoville

Sue Micklevitz, Lockport Township Park District

**Additions or Revisions**

None

**Approval of Consent Agenda**

All items listed in Section 4 are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the items will be removed from the Consent Agenda.

- A. Approval of February 24, 2016 Board Meeting Minutes
- B. Approval of February 29, 2016 Treasurer's Report
- C. Approval for Pay for Action for February, 2016
- D. Approval of Final Bills for Action for February, 2016

Motion to approve the Consent Agenda as presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

**Community Comments**

None

**Attorney Report**

None

**Correspondence**

Board Members Sue Micklevitz and Kelly Rajzer received letters from the Illinois Funds giving them directions on how to sign in and set a personal password so they can log in to the NWCSRA Illinois Funds account.

**Director's Report**

NWCSRA had the opportunity to co-op with the Romeoville Youth Commission at their annual pancake breakfast on March 12<sup>th</sup>. NWCSRA profited \$120.00

The monthly registration report was reviewed. Director Davis informed the Board that Jeff Moeller, President of Brookeridge Park District called her asking her to put the Brookeridge Park District in that report as well. Jeff wants to track how many of the Brookeridge Park District residents sign up for NWCSRA's programs. The Board encouraged Davis to get in touch with Jeff to see if maybe NWCSRA can attend one of their monthly meetings to let them know what is available to their residents through NWCSRA.

Director Davis attended the Village of Romeoville vs. NWCSRA Wolves Basketball game on Monday, March 1<sup>st</sup>. It was a tight game but everyone seemed to enjoy the game.

Kathy O and Davis completed the administrative section with Jennifer and Jessica from PDRMA on March 23<sup>rd</sup>. NWCSRA have a few items pending but will be able to get them completed by the November formal review. The SRA section of the review will be gone over in July when both ladies will be out again.

On March 29<sup>th</sup> Brandon Gorde from Midwest came out to perform the Phase I EOS required by PDRMA prior to NWCSRA purchasing the building. Mr. Gorde

took many pictures and said that the final report should be coming back to NWCSRA within the next couple of weeks.

Paula Randall, Attorney for Ancel, Glink, Diamond, and Bush who is handling the building purchase for NWCSRA has received the signed agreement. Paula contacted Rich Vogel and is still waiting to hear back from him as to where we are supposed to wire the \$5000 earnest money to what bank and where.

### **Staff Report**

The Board Members each received and reviewed the staff report.

### **Unfinished Business**

#### **A. Change of Job Description Approval for Shelley Fell**

Motion to approve the Change of Job Description for Shelley Fell as presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

#### **B. Passing FY16/17 Proposed Budget**

Motion to approve the Fiscal Year 2016/2017 budget as presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

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### **New Business**

Director Davis informed the Board that due to Illinois Funds no longer handling our PCard payment disbursements to BMO; NWCSRA had to switch to our main bank JP Morgan Chase to handle our monthly PCard disbursements to BMO.

Director Davis included in the board packet a proposal from Gina Madden, Attorney at Law concerning our Participant Conduct policy and our personnel Policies. Gina Madden quoted a flat rate of \$875.00 to compose a new policy for participant conduct and to review and make changes to our existing Personnel Policies.

Motion to approve the Banks for Pcards and the proposed rate from Gina Madden to review policies as presented by Board Member Micklevitz and seconded by Board Member Kelly Rajzer.

Roll Call

Ayes: Rajzer, Micklevitz

Nays: None

The Motion Carried

### **Announcements**

Sue Micklevitz announced that Kaitlyn Daniels, Catering Manager at Prairie Bluff gave birth to a baby boy named Rys.

Lockport Township Park District is very busy these days working on the Distinguished Agency Award Application.

Easter was very busy for them. They are gearing up for summer.

Kelly Rajzer reported that the Mother and Son program was a huge success with over 310 people in attendance.

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The summer brochure is going to print on April 25<sup>th</sup> so residents are anxiously awaiting their new guides to arrive.

O'Hare Woods is getting a facelift this summer.

The Vet Commission has scholarships available for those in need.

**Adjournment**

Motion to adjourn the meeting and go into Executive Session by Board Member Kelly Rajzer and seconded by Board Member Sue Micklevitz.

Roll Call:

Ayes: Kelly Rajzer, Sue Micklevitz

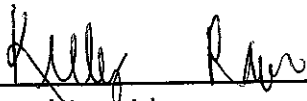
Nays: None


Motion carried.

Meeting adjourned:

2:27 p.m.

**Minutes approved by Northern Will County Special Recreation Association  
Board of Directors.**

  
\_\_\_\_\_  
Board President

  
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Date