

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
November 15, 2017**

1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:32 p.m.

Roll Call

Board Members Present:

Kelly Rajzer, Village of Romeoville

Bill Riordan, Lockport Township Park District

Cathy Davis, Executive Director, NWCSRA

Kailee Kordas, Program Coordinator, NWCSRA

Gina Madden, Attorney

Additions or Revisions

None

Approval of Consent Agenda

Consent Agenda

All items listed in Section 4 are included in the Consent Agenda by the board and will be enacted by 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 August 23, 2017 Board Meeting Minutes
- B. Approval of August 31, 2017 Treasurer's Report
- C. Approval of Pay for Action for August, 2017
- D. Approval of Recommended/Final Bills for Action, August 31, 2017
- E. Approval of September 30, 2017 Treasurer's Report
- F. Approval of Pay for Action for September, 2017
- G. Approval of Recommended/Final Bills for Action for September 30, 2017
- H. Approval of Recommended Bills for Action through October 25, 2017
- I. Approval of October 31, 2017 Treasurer's Report
- J. Approval of Pay for Action for October, 2017

- K. Approval of Recommended/Final Bills for Action, October 31, 2017
- L. Approval of Recommended Bills for Action through November 15, 2017

Motion to approve consent agenda by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

A. Thank You from Emily Rollins at the Village of Romeoville

Director's Report

Kailee Kordas reviewed the director's report

Staff Report

Kailee Kordas reviewed the staff report

Unfinished Business

None

New Business

A. Full Time/Permanent Part Time Job Descriptions

Motion to approve Full Time/Permanent Part Time Job Descriptions by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

B. Queen of Hearts Fundraiser

The agency will not be participating in the Queen of Hearts Fundraiser at this time.

C. Appointment of Authorized Agent for IMRF

Motion to appoint Kailee Kordas as the Authorized Agent for IMRF by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

D. Health Coverage 2018

Motion to offer the same health coverage in 2018, that was offered in 2017 by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

E. Request for Letter of Recommendation from NWCSRA – Follow Up Letter
Letter was read by Board Members, discussion was held.

Announcements

Cathy Davis' retirement party is going to be held at the Romeoville Recreation Center on Monday, December 18th from 5:30-7:30pm. Please RSVP to Kailee by December 11th.

Lockport Township Park District–

Christmas in the Square 11/25

Festival of the Trees Contest on 11/25

Christmas Tea 11/26

Breakfast with Santa 12/2

Brunch with Santa 12/2

Romeoville Recreation Department–

Winter Wonderland 12/1

The Target in Romeoville will be closing in February
Recreation staff are working on the Winter/Spring Brochure
Finishing up Discovery Park Project
Harvest Saturday Food Drive on 11/18

Executive Session

Motion to go into Executive Session by Board Member Bill Riordan and seconded by Board Member Kelly Rajzer.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

The board went into Executive Session at 2:35pm to discuss the agency's policy on Letters of Recommendation.

- A. 5 ILCS 120/2 (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- B. Discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the Park District (5 ILCS 120/2 (c) (1).
- C. The setting of a price for sale, purchase or lease of real property (5 ILCS 120/2 (c)(6)
- D. Pending, probable or imminent litigation (5 ILCS 120/2 (c) (11)
- E. The selection of a person to fill a public office. (5 ILCS 120/2 (c) (3)

Motion to adjourn from Executive Session at 2:39pm by Board Member Bill Riordan and seconded by Board Member Kelly Rajzer.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

Adjournment

Motion to adjourn the meeting by Board Member Bill Riordan and seconded by Board Member Kelly Rajzer.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

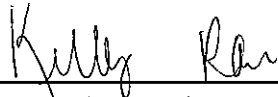
Nays: None

Motion Carried.

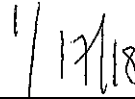
Meeting adjourned:

2:40 pm

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



Board President



Date