

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
April 22, 2020**

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, Unique ID 1031

Bill Riordan, Lockport Township Park District, Unique ID 1012

Also present were:

Kailee Kordas, Executive Director, NWCSRA

Gina Madden, Attorney

Mike Selep, Incoming Executive Director, NWCSRA

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 February 26, 2020 Board Meeting Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

B. Approval of February 26, 2020 Closed Session Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

Action Items

A. Approval of February 29, 2020 Treasurer's Report

Motion to approve action item A by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

B. Approval of Pay for Action for February 2020

Motion to approve action item B by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, February 29, 2020

Motion to approve action item C by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

D. Approval of March 31, 2020 Treasurer's Report

Motion to approve action item D by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

E. Approval of Pay for Action for March 2020

Motion to approve action item E by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

F. Approval of Recommended/Final Bills for Action, March 31, 2020

Motion to approve action item F 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

Gina Madden provided the Board with a brief update and a privileged memo regarding the potential new membership of the Bolingbrook Park District and the Plainfield Park District. Items of due diligence have been requested and will be reviewed at the May 13 Board Meeting.

Correspondence

None

Director's Report

A. Fundraising/Donations

- Golf Outing has been rescheduled for Thursday, September 24
 - i. Information will be sent out regarding the change
- We received a \$200 donation from Romeoville's Golden Age Club

B. Recreation

- January and February Part Time Staff of the Month: Tammy Benchaib and Kristen Stepniak
- All programs and special events were cancelled beginning March 17 through the end of the Spring season (May 16).
 - i. Additional cancellations beyond May 16 include all Special Olympics programs, per Special Olympics of Illinois.
- Sensory Room Open House was cancelled, and will be rescheduled for a later date

C. Marketing

- Summer Brochures were delivered to families the week of March 30, as well as posted on our website
- We have not delivered copies to any local businesses or schools yet due to the "shelter in place" order

D. Technology

- The migration from RecTrac 10.3 to 3.1 has started. Todd worked closely with representatives from VSI to do the initial test migration, and now staff are in the process of being trained on the new software remotely.
 - i. We are scheduled to have the live migration take place on May 18, however this may need to be rescheduled.

E. Audit

- Cathy and I met virtually with Ron Amen on April 13 for the Audit Entrance Conference
 - i. The preliminary fieldwork will take place on May 29, with the fieldwork scheduled for June 15 and 16.

Staff Report

Director Kordas reviewed the staff report.

Unfinished Business

None

New Business

A. Approve FY 20/21 Board Meeting Schedule

Motion to approve the FY 20/21 Board Meeting Schedule by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

B. Election of Officers for FY 20/21

Motion to keep the same positions for FY 20/21 by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

C. Approve FY 20/21 Budget

Motion to approve the FY 20/21 Budget as presented by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

D. Ratify the Approval of an Employment Agreement for new Executive Director

Motion to ratify the approval of an Employment Agreement for new Executive Director by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

E. Ratify the Approval of a Consulting Agreement for new Executive Director

Motion to ratify the approval of a Consulting Agreement for new Executive Director by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

F. Bolingbrook Park District and Plainfield Park District Joining NWCSRA – July 2020

Discussion was held regarding moving the original planned membership date of September 1, 2020 to July 1, 2020. Board Member Riordan and Board President Rajzer are in favor of this new date.

Closed Session

Kelly Rajzer made a Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(1) for the purpose of discussing the appointment, compensation, discipline, performance or dismissal of specific employees of the Park District. Bill Riordan seconded the Motion and a roll call was taken:

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

Closed Session began at 2:49pm.

Kelly Rajzer made a Motion to conclude Closed Session. Bill Riordan seconded the Motion and it was approved unanimously. Closed Session ended at 2:58pm.

Motion to approve the salary increase for Director Kordas per recommendation by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

Announcements

Lockport Township Park District:

Touch a Truck and the June Concert has been cancelled due to COVID-19

Melody in Motion

Field of Hopes at Hassert Park

Romeoville Recreation Department:

New Marketing Coordinator

Hiring for a new Office Manager

Cancelled Easter Egg Hunt – donated all eggs/candy that were purchased for the event

Keeping community engaged with Social Media Posts/Activities

Adjournment

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None

Motion Carried.

Meeting adjourned:

3:04 pm

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