

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
May 13, 2020**

1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:31 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Village of Romeoville

Bill Riordan, Lockport Township Park District

Also present were:

Mike Selep, Executive Director, NWCSRA

Kailee Kordas, Director of Human Resources, Safety & Marketing, 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 April 22, 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 April 22, 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

None

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Initial responsibilities have been determined and shared with staff for the merge to focus on core areas and emerging areas of responsibility. Staff will be working together in a number of areas to familiarize themselves with new staff, participants, programs, policies and procedures.
2. We have had several online staff meetings over the course of the past month focusing on staff responsibilities as well as updating the Mission, Vision & Values to include both organizations in light of current challenges and future opportunities.

B. Recreation

1. Summer seasonal offerings in Spring/Summer brochures as currently offered have been cancelled.
 - a. Families and staff from both LCSRA and NWCSRA have been informed.
 - b. Focus will be on virtual programming and non-contract programs that meet current stages of Governor's Plan as the plan progresses, and the merge.

C. Marketing

1. Plans are to update LCSRA website with information for their residents to start utilizing NWCSRA website for programming information and updates.
2. Information will be posted as it becomes available regarding updated virtual programs.

D. Technology

1. Todd will complete the server upgrade for the migration RecTrac from 10.3 to RecTrac 3.1 this week.
2. Migration is scheduled to take place May 18. The plan is to do this virtually rather in person due to COVID-19 with coordination from Todd and RecTrac. This is subject to change based on the effectiveness of training and comfort level of staff.

E. Audit

1. Preliminary field work is scheduled for May 26, with the fieldwork scheduled for June 15 and 16.

Staff Report

Director Kordas reviewed the staff report.

Unfinished Business

None

New Business

- A. Approval of Resolution 2020-3 – Appointment of Authorized Agent for IMRF

Motion to approve Resolution 2020-3 appointing Michael Selep as the Authorized Agent for IMRF to act as the representative of NWCSRA by Board Member Bill Riordan, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan

Nays: None
Motion Carried.

B. Bolingbrook Park District and Plainfield Park District joining NWCSRA
Discussion was held regarding steps that need to be taken to finalize Bolingbrook Park District and Plainfield Park District joining NWCSRA.

Closed Session

Kelly Rajzer made a Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(11) for the purpose of discussing probable or imminent litigation. 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 1:49pm.

Kelly Rajzer made a Motion to conclude Closed Session. Bill Riordan seconded the Motion and it was approved unanimously. Closed Session ended at 2:18pm.

Announcements

Lockport Township Park District:

Field of Hopes light show at Hassert Park

Romeoville Recreation Department:

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.

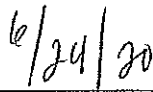
Meeting adjourned:

2:22 pm

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



Board President



Date