

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
August 26, 2020
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:36 p.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Bill Riordan, Director, Lockport Township Park District

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville

Bill Riordan, Director, Lockport Township Park District

Ron Oestreich, Director, Bolingbrook Park District

Carlo Capalbo, Director, Plainfield Park District

Also present were:

Mike Selep, Executive Director, NWCSRA

Gina Petkus, Staff Development & Outreach Manager, NWCSRA

Gina Madden, Attorney

Ron Amen, Auditor and Partner, Lauterbach & Amen, LLP

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 July 22, 2020 Board Meeting Minutes

Motion to approve consent agenda item A by Board Vice President Ron Oestreich, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Ron Oestreich, Carlo Capalbo

Nays: None

Motion Carried.

Action Items

A. Approval of July 31, 2020 Treasurer's Report

Motion to approve action item A by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Kelly Rajzer, Ron Oestreich, Bill Riordan, Carlo Capalbo

Nays: None

Motion Carried.

B. Approval of Pay for Action for July 2020

Motion to approve action item B by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Ron Oestreich, Carlo Capalbo

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, July 31, 2020

Motion to approve action item C by Board Treasurer Bill Riordan seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Ron Oestreich, Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays: None

Motion Carried.

Community Comments

None

Attorney Report

Attorney Madden discussed the final gathering documents with signatures from the two new joining member agencies.

Correspondence

None

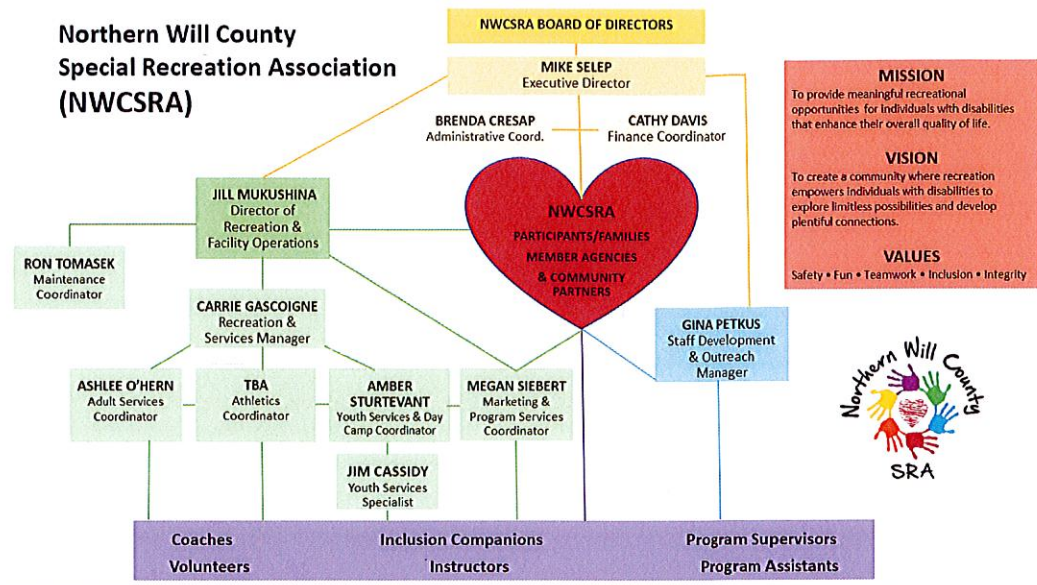
Executive Director's Report

A. Audit Presentation

1. Ron Amen, Partner and Auditor from Lauterbach & Amen, presented the findings and answered questions from the FY2019/20 audit.

B. HR/Personnel

1. Staff continue to utilize technology to work from home when possible. It has been extremely helpful to keep the office less congested as well as allow those who have had physical challenges making it into the office the ability to continue to get their work done. By upgrading our technology, we are now all prepared to work from home if and when it may be needed.
2. With the resignation of Kailee Kordas, Director of HR, Safety and Marketing, effective July 31, we have reorganized and redistributed responsibilities based on organizational strengths. We have been able to realign agency resources to address agency gaps in athletics coordination and facility/vehicle maintenance and provide staff with opportunities for professional growth. See revised organizational chart below.
3. Ron Tomasek has been hired to as a part-time position of Maintenance Coordinator to assist with facility and vehicle maintenance as well as enhance cleaning of the facility. He is currently a full-time custodian with the Bolingbrook Park District and brings a wealth of other experiences from an extensive career in the roofing business.
4. We are in the process of creating a job description and timeline for an Athletics Coordinator position. This is an area of coordination that is an agency need for current programming and future growth.

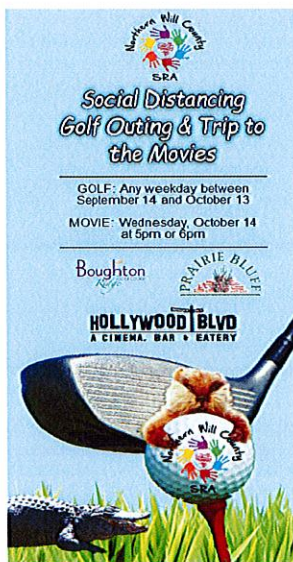


C. Recreation

1. Everyone is gearing up for the fall program season as we return to full in-person programming. Participants in all in-person programs are to remain socially-distanced and follow all safety guidelines. We also have programs where we are allowing parent/guardian support to allow participants who cannot follow safety guidelines independently. We will also have a variety of virtual programs for those that wish to participate at home during this time or are unable to participate safely for the in-person programs.

D. Marketing & Fundraising

1. Digital brochure for fall programs is now available. Brochure features expanded information about code of conduct, safety guidelines and virtual program behavior expectations and conduct. Brochure features participants in various programs outdoors having fun while social distancing.
2. The Annual Golf Outing & Fundraiser has been reconfigured due to the current challenges faced with COVID-19 to provide for greater flexibility and attendee safety.



2020 NWCSRA Social Distancing Golf Outing & Trip to the Movies

- Attendees can choose to join us to golf, dinner and movie, or both golf and dinner & movie. The cost is \$80 per person to both golf and have dinner/see the movie.
- Attendees can play golf at one of two great golf courses - Prairie Bluff or Boughton Ridge (golf 9 holes with your foursome any weekday between September 14 and October 13). Prizes will be awarded to foursomes for best scores at each course. (\$45 per person for just golf only).
- Attendees can choose dinner and a movie at Hollywood Blvd Theater on October 14 – Caddyshack (5pm) Happy Gilmore (6pm). The theater is reserved just for us with reduced capacity to keep everybody safe. Admission includes choice of 5 different entrees, popcorn and soda. In addition, individuals 21 years and over, can order and pay for their own drinks from their well-stocked bar. (\$45 per person for just dinner and movie). Flyer with full details is attached.

E. Technology

1. The 60-month lease on our current networked copier is up in January. Jill and I met with our representative from Proven to discuss options for a new copier with expanded capabilities as well as some other items to provide enhanced facility safety and security (cameras for front and back doors), door mechanisms and card readers for enhanced access control, as well as temperature scanners.

F. Facility

1. With the hiring of a part-time Maintenance Coordinator, we are in the process of evaluating the need for continued use of contracted cleaning services. The service is currently utilized one day per week. We budgeted for two days a week knowing that there would be additional needs for enhanced cleaning once we returned to programs.
2. Jill, Gina and I met with Ron Oestreich and Chris Corbett at Bolingbrook Park District to discuss the use of an alternative space for the Sensory Room project. The new proposed space (current childcare space at the Annerino Community Center) became available as the park district is looking to eliminate the Fitness Center and Childcare from the ACC. This space features many enhanced features as it is over three times the size of the space currently allocated, has a restroom located within the space, independent temperature and access controls. We are currently in communication with Flaghouse, who has designed the currently planned space and helped us design the space at NWCSRA and looking at different sensory room amenity options for initial and future stages of development in terms of impact on the space and available and future funding.

Staff Report

Executive Director Mike Selep described the changes to the staff report with respect to each staff member will highlight their coordinated area, provide information about their professional development as well as information about upcoming significant events to attend and/or ways that member agencies can help the agency. One event highlighted in the report is the upcoming performance of the Musical Theater program where we are looking for a location for the performance. This is currently scheduled for 7pm on December 15.

Unfinished Business

None

New Business

A. Approval of FY 2019/20 Audit

Motion to approve FY 2019/20 Audit by Board Treasurer Bill Riordan, seconded by Board Secretary Carlo Capalbo.

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Ron Oestreich, Kelly Rajzer

Nays: None

Motion Carried.

Announcements

None

Adjournment

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Ron Oestreich, Carlo Capalbo

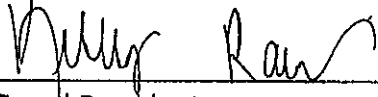
Nays: None

Motion Carried.

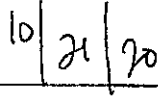
Meeting adjourned:

2:07 pm

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



Board President



Date