

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
October 21, 2020
1:30 p.m.**

Call to order

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

Pledge of Allegiance

The Pledge of Allegiance was led by Mike Selep, Executive Director, NWSRA

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

Jill Mukushina, Director of Recreation and Facility Operations, NWCSRA

Gina Madden, Attorney

Additions or Revisions

None

Approval of Consent Agenda

Consent Agenda

All items listed in Section 5 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 26, 2020 Board Meeting Minutes

Motion to approve consent agenda item A by Board Secretary Carlo Capalbo, seconded by Board Vice President Bill Riordan.

Roll Call:

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

Nays: None

Motion Carried.

Action Items

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

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

Roll Call:

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

Nays: None

Motion Carried.

B. Approval of Pay for Action for August 2020

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

Roll Call:

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

Nays: None

Motion Carried.

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

Motion to approve action item C by Board Vice President Ron Oestreich, seconded by Board Treasurer Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

D. Approval of September 30, 2020 Treasurer's Report

Motion to approve action item D by Board Vice President Ron Oestreich, seconded by Board Treasurer Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

E. Approval of Pay for Action for September 2020

Motion to approve action item E by Board Vice President Ron Oestreich, seconded by Board Treasurer Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

F. Approval of Recommended/Final Bills for Action, September 30, 2020

Motion to approve action item F by Board Vice President Ron Oestreich, seconded by Board Treasurer Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

G. Approval of Photocopier Lease Agreement with Proven IT

Motion to approve action item G by Board Vice President Ron Oestreich, seconded by Board Treasurer Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

H. Approval of 2021 Employee Health Insurance Plan Staff Recommendations

Motion to approve action item H by Board Vice President Ron Oestreich, seconded by Board Treasurer Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. As COVID cases continue to rise in Illinois and neighboring states, full-time and permanent part-time staff have been divided into two different teams alternating times working in the office and working from home in the attempt to decrease the opportunity of a positive COVID case spreading throughout the entire staff.
2. We have worked with legal counsel to develop a staff agreement for COVID related to following basic principles of washing hands, wearing face coverings and social distancing in public as well as following travel guidelines. Communication is the key component of the agreement in regards to travel to set staff expectations for possible need for quarantine and use of vacation, personal or sick time if responsibilities cannot be fulfilled when in quarantine.

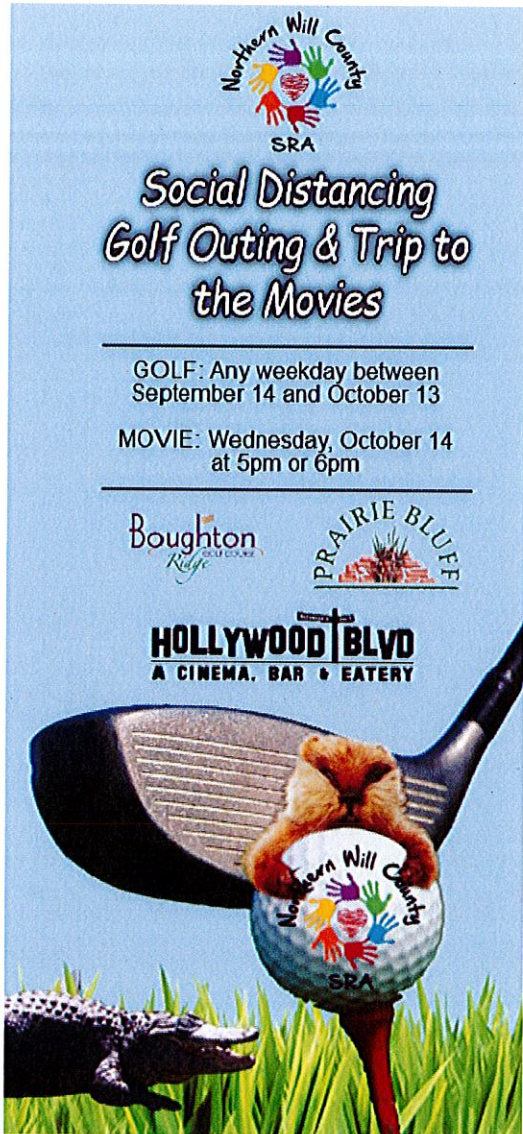
B. Recreation

1. NWCSRA programs for the fall season continue to gain additional registrants and momentum throughout the season as we have program offerings in each of our member agencies. Registration numbers have been roughly 20-40% of previous seasons depending on the program. Despite the lower numbers, we have received extremely positive comments from participants and family members who are thankful for the opportunity to participate. We will be sending out information requesting that participants continue to follow COVID guidelines to not attend programs if exhibiting COVID symptoms, maintain proper handwashing, wearing face coverings and social distancing. We will add language about following travel guidelines as well, which may include quarantining for 14 days after returning from an area deemed a "hot spot" through the Chicago travel order. We will issue credits to participants who will not be able to participate in programs due to these circumstances.
 - a. Day Program participants returned September 14 at three locations – NWCSRA office in Romeoville, Annerino Community Center in Bolingbrook, and Plainfield Township Community Center in Plainfield.
 - b. Planning is underway for the Halloween Trunk or Treat event at the NWCSRA office in Romeoville on Friday, October 30 from 3-6pm. The event will allow registrants the opportunity to select one of four 20 minute timeslots with 10 minutes in between each one for cleaning/crowd management. Participants will be allowed to bring their siblings and they will all stay together in one group while rotating through the cars. The Romeoville Fire Department and Police Department will be attendance to support the event.
2. Transportation will be offered in the late winter/early spring seasons. We are currently finalizing pick-up and drop-off locations for programming, which will include a location in each member agency so that

NWCSRA residents will have transportation options available when an event is located outside of their agency.

C. Marketing & Fundraising

1. Plans for winter season are being finalized with the virtual brochure to be released soon. Traditionally NWCSRA has combined winter and spring into one season; however, due to the unique circumstances of COVID, programs are being released for a shorter duration to allow greater flexibility to provide additional opportunities as they become available.
2. The Bolingbrook Knights of Columbus recently donated \$2,000 towards the construction of the Sensory Room in Bolingbrook. A total of \$25,797 has been raised over the course of the past three years.
3. The Annual Golf Outing & Fundraiser was completely reconfigured due to the challenges faced with COVID-19 to provide for greater flexibility and attendee safety.



- We had a total of 12 golfers and 18 movie attendees.
- We provided a variety of alternative golf outing awards and prizes for Caddyshack Trivia winners.
- We offered the choice of two different golf courses and two different movies. All 12 golfers chose Prairie Bluff and Caddyshack.
- Compliments to Prairie Bluff & Hollywood Blvd Theater. Both did a fabulous job with our attendees.
- Many thanks to the staff at Boughton Ridge for allowing us to set up opportunities to individuals to golf there.
- Event received great support from local organizations and families - net profit of \$3450.

Revenues	Sponsorship	\$3,390.00
	Donations	\$250.00
	Golf	\$590.00
	Movie	\$685.00
		\$4,915.00
Expenses	Sponsorship	\$65.00
	Prizes	\$300.00
	Golf	\$450.00
	Movie/Dinner	\$650.00
		\$1,465.00
Net	\$3,450.00	

D. Technology

1. The 60-month lease on our current networked copier is up in January. Jill and I met with our representative from three different companies to provide proposals to meet our enhanced networked copying needs from the current copier was leased five years ago. Information from each vendor's proposal and a staff recommendation for leasing new equipment that will provide multiple enhancements at a significantly reduced cost.

E. Facility

1. NWCSRA received an official exemption for having to pay Will County property taxes. The application and review process took four months. The agency previously had an exemption; however, the exemption was removed this year because the agency received rental payments from the Romeoville Chamber of Commerce. The Chamber moved to another location, so the agency no longer receives rental payments. Property tax payments to Will County made this year will be refunded to the agency.

Staff Report

Director of Recreation & Facilities provided an update on the upcoming Halloween Trunk or Treat event in light of reductions to the numbers of individuals allowed to gather during new COVID-19 directives.

Unfinished Business

None

New Business

- A. Temporary Staff Agreement Regarding Travel during COVID Pandemic
Agreement was reviewed by legal Counsel and discussed
- B. Refunds for Participant COVID-Related Absences
Staff will work with programs and participants to provide program credits when possible by meetings fiscal responsibilities
- C. Board Remote Attendance Policy
Draft policy was reviewed and legal Counsel and will be up for adoption at the November meeting.
- D. Selection of Date for Board Workshop – Sexual Harassment Training
Legal counsel will review staff training and fill in necessary gaps for board training during November Board Meeting

Announcements

Romeoville – Halloween Boo event, drive thru – Friday, 5:30-7:30pm, updates are being made to the Athletic/Event Center, Light Festival - Dec 4,5,11,12

Bolingbrook – BRAC renovation project nearly complete – 5 new family locker rooms, new pool entrance, open 1st week of December

Lockport – Fireworks December 31, Drive In Movie – Hassert Park this weekend, Phase I of OSLAD nearly complete – 2 miles of paths at Dellwood Park

Plainfield – Budget process wrapping up, Special Events are challenging to do with changing COVID guidelines – working through those challenges.

Adjournment

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

Roll Call:

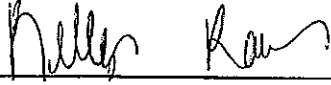
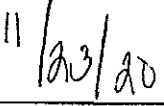
Ayes: Kelly Rajzer, Bill Riordan, Ron Oestreich, Carlo Capalbo

Nays: None

Motion Carried.

Meeting adjourned:

2:16 pm

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