

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
November 18, 2020  
1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 1:34 p.m.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Ron Oestreich, Board Vice President

**Roll Call**

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (President)

Bill Riordan, Director, Lockport Township Park District (Treasurer)

Ron Oestreich, Director, Bolingbrook Park District (Vice President)

Carlo Capalbo, Director, Plainfield Park District (Secretary) – arrived at 1:40pm

Also present were:

Mike Selep, Executive Director, NWCSRA

Jill Mukushina, Director of Recreation and Facility Operations, NWCSRA

Gina Petkus, Staff Development & Outreach Manager, NWCSRA

Carrie Gascoigne, Recreation & Services Manager, 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 October 21, 2020 Board Meeting Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Ron Oestreich

Nays:

Absent: Carlo Capalbo

Motion Carried.

**Action Items**

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

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

Roll Call:

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

Nays: None  
Motion Carried.

**B. Approval of Pay for Action for October 2020**

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

Roll Call:

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

Nays: None

Motion Carried.

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

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

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 throughout the country, full-time and permanent part-time staff remain 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. We will be closely monitoring changes to IDPH recommendations and making staffing and programming adjustments accordingly, which will include migrating programs to virtual when possible, altering program content to eliminate times when participants would be in a program without face coverings, decreasing program size and cancelling programs with lengthier durations.

**B. Recreation**

1. The NWCSRA Halloween Trunk or Treat event at the NWCSRA office in Romeoville on Friday, October 30 from 3-5pm was extremely successful. We limited participation numbers due to group size restrictions recommended by IDPH. The event allowed registrants the opportunity to select one of four 20 minute timeslots with 10 minutes in between each one for cleaning/crowd management. Participants were allowed to bring their siblings as long as they stayed together in one group while rotating through the cars for prizes and treats and took photos by the Halloween-themed backdrop (staff photo below). A special thanks to the Village of Romeoville for their support!

The Romeoville Fire Department, Police Department, Public Works and Mayor were in attendance, interacting with all of the participants and families to support the event. The event was well received by the participants and families and an excellent opportunity for us to work with the Village of Romeoville.



#### **C. Marketing & Fundraising**

1. Plans for winter season are being finalized with the virtual brochure to be released on November 13.
2. The Bolingbrook Knights of Columbus will be holding their annual holiday party - The Santa Claus Christmas Celebration Drive Thru Event on Saturday, December 5, 2020 from 11:00 AM to 3:30 PM at the St. Dominic Church/School Parking Lot, 440 East Briarcliff Rd. The Knights have partnered with JBSRA/LCSRA for 25 years on this amazing event and are excited to keep the tradition going with NWCSRA. It will be adapted this year with participants arriving in shifts receiving their gift cards, hot chocolate and visit with Santa in a drive-thru method.

#### **D. Technology**

1. The 60-month lease on our current networked copier is up in January. We have been working with Proven and legal counsel to confirm the terms of the agreement.

#### **E. Facility/Member Agencies**

1. I was contacted by the Director of a near-by Park District with possible interest in joining NWCSRA. All NWCSRA Board members were okay engaging dialogue with the Director of the interested district about this possible opportunity for agency expansion. I provided some background information regarding NWCSRA as well as an estimate of what their agency's obligation would be in terms of annual contribution based on their EAV. The agency director of the interested district will be speaking with their board to discuss as this district may wish to act quickly. Based on what comes of their board's discussion, additional discussions may follow. NWCSRA legal counsel is aware and will be in contact with the interested district's legal counsel if there is an expressed desire to move forward.

#### **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**

##### **A. Board Remote Attendance Policy (Resolution 2020-7)**

The policy was discussed at the October 21, 2020 meeting.

A motion was made by Board Treasurer Bill Riordan to approve Resolution 2020-7 – A Resolution Adopting the Remote Attendance Policy of the Northern Will County Special Recreation Association. The motion was seconded by Board Vice President Ron Oestreich.

Roll Call:

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

Nays: None

Motion Carried.

#### **New Business**

- A. Board Workshop – Sexual Harassment Prevention Training – Attorney Madden provided a 20 minute training

regarding Sexual Harassment policies and procedures to address concerns that may arise. Sexual Harassment Prevention Training has been mandated by the State of Illinois for all employees and board members.

**Announcements**

Romeoville – Currently sports, programming and rentals are cancelled due to COVID. Staff are working but given more space to work. Fitness Center is open; however, all patrons need to wear masks when working out.

Bolingbrook – Currently taking a conservative approach due to COVID - cancelling all programs, staggering staff times, and closing Annerino Community Center on Saturday.

Lockport – Fireworks December 31, Phase I of OSLAD nearly complete – finished concrete at Dellwood Park today, Holiday events include driveway Santa visits and cruise and see Santa at Dellwood.

Plainfield – Shutdown of rentals currently due to COVID. Fitness classes are conducted outside, and 1:1 athletic training with masks. Preschool is continuing with smaller numbers, wearing masks and social distancing.

**Adjournment**

Motion to adjourn the meeting by and seconded by Board Vice President Ron Oestreich, seconded by Board Treasurer Carlo Capalbo.

Roll Call:

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

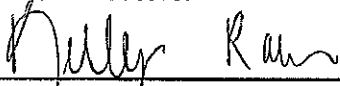
Nays: None

Motion Carried.

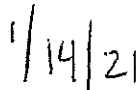
Meeting adjourned:

2:32 pm

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



Board President



Date