

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
January 20, 2021
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:31 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)

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 November 18, 2020 Board Meeting Minutes

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

Roll Call:

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

Nays:

Absent:

Motion Carried.

Action Items

A. Approval of November 30, 2020 Treasurer's Report

Motion to approve action item A by Board Treasurer Bill Riordan, seconded by Board Secretary Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

B. Approval of Pay for Action for November 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, November 30, 2020

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

Roll Call:

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

Nays: None

Motion Carried.

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

Motion to approve action item D by Board Treasurer Bill Riordan, seconded by Board Secretary Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

E. Approval of Pay for Action for December 2020

Motion to approve action item E 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.

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

Motion to approve action item F by Board Secretary Carlo Capalbo, 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. First round interviews for our open Athletics Coordinator position will be conducted the final two weeks of January. We received a number of qualified candidates with a wide variety of backgrounds and range of experience in the field. We plan on conducting a second round of interviews with finalist candidates the first week of February with the goal of having the Athletics Coordinator starting by the beginning the March.
2. Updated salary information for park and recreation agencies has been released from recent HR Source and South Suburban Parks and Recreation Association salary surveys. This data will be utilized to create salary ranges for all current positions with some minor adjustments being made to bring salaries within ranges. The goal will be to bring staff who excel in their positions to the midrange of their salary range within the next several years.

B. Recreation

1. The Bolingbrook Knights of Columbus hosted their annual holiday party for NWCSRA participants and their families -The Santa Claus Christmas Celebration Drive Thru Event was held on Saturday, December 5 from 11:00 AM to 3:30 PM at the St. Dominic Church/School Parking Lots with 80 participants driving thru to meet up with the Knights and our staff as well as receive some gifts, hot chocolate and have the opportunity to meet with Santa. The Knights have partnered with JBSRA/LCSRA for 25 years on this amazing event. We were so excited to keep the tradition going with NWCSRA. Everybody gathered together (outside, socially distanced and wearing face coverings) this year with participants and their families arriving during their assigned time. It was a fantastic event for all involved!



2. NWCSRA programming went back to virtual only in late November until the beginning of February to comply with COVID guidelines provided by IDPH under Tier 3 mitigations. Registration numbers for holiday themed special event programs were much higher than events were in the summer months. The goal is to maintain a variety of virtual programs and get back to in-person programming as soon as possible – programs for winter and spring have been planned with limiting class sizes and duration of programs to maintain proper social distancing and maintaining the ability to utilize face coverings during program opportunities.

We have been working with Will County Department of Public Health officials in regards to providing access to our staff working our Adult Day Program to the COVID vaccine during Phase IB of vaccinations.

Registration numbers have been strong for returning to our Day Programs in February; however, with the current COVID Phase IV restrictions, many of our previously served participants are still unable to participate as they are unable to meet face covering and social distancing guidelines. The ability for our staff and participants to receive the vaccine will be extremely important for the Adult Day Program participation numbers to continue to increase.

C. Marketing & Fundraising

1. NWCSRA began a 360-degree marketing assessment process with Impact/ES99 the first week of January to complete by early February. The goal of the assessment is to more thoroughly understand our current marketing resources, strengths and weaknesses, establish priorities, and position ourselves to create a

marketing plan that will update our brand and develop enhanced strategies to meet the current and future needs of our participants and member agencies.

D. Technology

1. The NWCSRA office experienced a sudden power outage the evening of January 6. ComEd was able to restore power within several hours. One of the heating units needed to be reset the following day by our HVAC technician. We purchased and installed several backup battery/surge protection devices to protect equipment in the sensory room and critical office equipment from future possible power surges or incidents.
2. NWCSRA currently utilizes Vermont System's FinTrac accounting package in conjunction with RecTrac for the agency's registration software. Vermont Systems will be phasing out FinTrac at the end of 2021. After discussing options with agency auditing firm, we will look to complete a transition to new accounting software at the conclusion of FY2020-21. We are currently in the process of evaluating accounting software to move forward on the transition. Our auditing firm has suggested the use of QuickBooks based on the volume of our financial transactions as the software integrations well with RecTrac and has been successful with their other clients of similar size and scope of operation.

Staff Report

Director of Recreation & Facilities Jill Mukushina provided an update regrading recreation programs and services.

- A. NWCSRA Staff will be meeting with member agency staff to discuss essential eligibility requirements for inclusion placements.
- B. Full-time staff participated in a full-day online Non-Violent Crisis Intervention training to become and/or renew NCI certification. Trainings will continue in the upcoming month with part-time staff.
- C. Lewis University has signed an agreement with us to utilize NWCSRA as a training to students involved in their Occupational Therapy program.
- D. Looking for sizes for board members to order apparel – polo shirt and one other item of choice.

Unfinished Business

None

New Business

None

Announcements

Bolingbrook – Currently on holding program for vast majority of programs due to COVID tier 3 restrictions. Preschool started on Tuesday. BRAC construction project has turned out beautiful. Many additions to the facility that have been desired since the facility opened in 1996.

Lockport – Virtual programs still going. Preschool has been going well. Enrollment has been increasing. Restaurant at golf course will be shut down until March.

Plainfield – Preschool and fitness track are running with limited capacity. Currently hiring for HR Manager position.

Romeoville – Fitness center hours are beginning to expand with some limited training opportunities, preschool program is operational; however, no other programs or rentals are going until current mitigation levels are lifted. New aquatic center plans are moving forward, holiday light festival was a big hit, Romeo Fest and Rib Fest are still not confirmed for 2021, Dawn Caldwell is the acting Village Manager as Steve Gulden has officially retired.


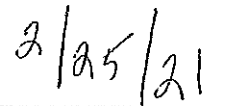
Adjournment

Motion to adjourn the meeting was made by Board President Kelly Rajzer, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Ron Oestreich, Carlo Capalbo
Nays: None
Motion Carried.

Meeting adjourned:
2:02 pm

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