

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
February 24, 2021  
1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 2:25 p.m.

**Roll Call**

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (President)  
Bill Riordan, Director, Lockport Township Park District (Treasurer)  
Carlo Capalbo, Director, Plainfield Park District (Secretary)

Board Members Absent:

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

Also present were:

Mike Selep, Executive Director, NWCSRA  
Jill Mukushina, Director of Recreation and Facility Operations, NWCSRA

**Additions or Revisions**

Item 10 on the agenda – Marketing Assessment Presentation by Brian Peterson, Impact and Andrew Giola, ES99 was completed prior to the official start of business. Brian, Andrew and other members of the Impact/ES99 team presented their findings and recommendations for consideration of their 360 degree marketing evaluation completed in January and February of 2021.

**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 January 20, 2021 Board Meeting Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays:

Absent: Ron Oestreich

Motion Carried.

**Action Items**

A. Approval of January 31, 2021 Treasurer's Report

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

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Kelly Rajzer

Nays: None

Absent: Ron Oestreich

Motion Carried.

**B. Approval of Pay for Action for January 2021**

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

Roll Call:

Ayes: Carlo Capalbo, Kelly Rajzer, Bill Riordan

Nays: None

Absent: Ron Oestreich

Motion Carried.

**C. Approval of Recommended/Final Bills for Action, January 31, 2021**

Motion to approve action item C by Board Treasurer Bill Riordan, seconded by Board President Kelly Rajzer.

Roll Call:

Ayes: Kelly Rajzer, Carlo Capalbo, Bill Riordan

Nays: None

Absent: Ron Oestreich

Motion Carried.

**Community Comments**

None

**Attorney Report**

None

**Correspondence**

None

**Executive Director's Report**

**A. HR/Personnel**

1. We are proud to announce that Carrie Henry is joining the NWCSRA team on March 1 as our new Athletics Coordinator, overseeing our Athletics and Veterans programming. Carrie brings her lifelong passion for athletics as well as working with individuals of all ages and abilities through 26 years of Special Recreation Association service, including 23 years at Northeast DuPage Special Recreation Association (NEDSRA) and 3 years at Special Recreation of Joliet & Channahon (SRJC). She is excited to meet and connect with athletes, families and Veterans throughout our member communities. Her goal is to get everyone interacting and back to action with individual/team skills and competition as it becomes safe to do so.



2. As discussed at last month's board meeting, HR Source released a report of 2021 salary information. Data was utilized to create salary ranges for each position based on the job duties of each position for Special Recreation Agencies as well as taking agency location (southwest suburbs) and budget size (agencies with budgets under 2.5 million dollars per year) into consideration. A proposed schedule has been included for board adoption that provides a plan for bringing each of our staff to at least the midpoint of their salary

range. The midpoint is the weighted average salary for each position. The low and high end of the salary ranges are 20% above and below the midpoint, which is based on HR Source recommended best practices. A three-year plan has been developed with the goal of bringing each existing staff member into alignment with their salary range midpoint, utilizing annual salary increases and salary adjustments. The plan is shared for discussion and adoption.

## **B. Recreation**

1. Staff from the Will County Health Department (WCHD) provided the first dose of the Pfizer COVID 19 vaccination to 20 individuals supporting our Adult Day Program on February 18 in accordance with phase 1B of the vaccination plan. WCHD staff will return on March 11 to administer the second dose of the vaccine. Special thanks to Chief Adams from the Romeoville Fire Department for getting us in contact with WCHD staff. Our efforts to reach WCHD staff had been challenging despite Adult Day Programs being specified in the 1B phase of the vaccination plan. 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 as participants will begin to receive the vaccines in Phase 1B and 1C of the vaccination plan.

## **C. Marketing & Fundraising**

1. NWCSRA staff were presented with the findings from a 360-degree marketing assessment process of the agency's marketing conducted by Impact/ES99 in 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. Findings will be shared with the board during a presentation at the February 24 meeting.

## **D. Technology & Finance**

1. As stated at last month's meeting 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 June. Our auditing firm suggested QuickBooks based on the volume of our financial transactions and has been successful with their other clients of similar size and scope of operation. Discussions with RecTrac staff have been positive as our staff will be utilize GL export functionality out of RecTrac to import into QuickBooks. Cathy Davis, Brenda Cresap and Mike Selep will be visiting with staff from the Northern Illinois Special Recreation Association (NISRA) who utilize QuickBooks. The goal is to transition to QuickBooks with the start of FY2021-22 in May.
2. Preparations have begun on the budget for FY2021-22. Request is being made during new business to approve a board meeting on March 24 to discuss the budget and formally adopt the budget at the April 28 Board Meeting.

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

1. NWCSRA provided a presentation to the Board of a near-by Park District with possible interest in joining NWCSRA during the last week of January. At the presentation, we provided background information regarding NWCSRA services as well as an estimate of what their agency's obligation would be in terms of annual contribution based on their EAV. The Park District director reached out and stated that their board has decided to continue their agreement with their current SRA since they have had a long-established relationship. We will continue dialogue and discussions if the district feels that it would be interested in joining NWCSRA in the future.

## **Staff Report**

Director of Recreation & Facilities Jill Mukushina provided an update regarding recreation programs and services. In-person programming opportunities continue to increase as participants are returning to the Day

Program as well as weekly programs and special events. Virtual options continue to be utilized and popular with those that are either unable to follow current guidelines in regards to face coverings or social distancing or feel uncomfortable with meeting in person due to health concerns.

### **Unfinished Business**

#### A. Approval of Three-Year Salary Matrix Plan

Motion to approve NWCSRA Three-Year Salary Matrix Plan with a Special Meeting to be conducted at 1:00pm on March 5 to discuss implementation timeline was made by Board Secretary Carlo Capalbo and seconded by Board Treasurer Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Carlo Capalbo, Bill Riordan

Nays: None

Absent: Ron Oestreich

Motion Carried.

### **New Business**

#### A. Addition of March Board Meeting – FY2021-22 Budget Workshop – March 24, 2021 – 1:30pm

Motion to approve addition of March NWCSRA Board Meeting – FY2021-22 Budget Workshop – March 24, 2021 – 1:30pm as proposed with a change of time to 12pm was made by Board Treasurer Bill Riordan and seconded by Board Secretary Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Carlo Capalbo, Bill Riordan

Nays: None

Absent: Ron Oestreich

Motion Carried.

#### B. Approval of FY2021-22 Board Meeting Schedule

Motion to approve NWCSRA FY2021-22 Board Meeting Schedule as proposed with a change of June meeting date from June 23, 2021 to June 16, 2021 was made by Board Secretary Carlo Capalbo and seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Carlo Capalbo, Bill Riordan, Kelly Rajzer

Nays: None

Absent: Ron Oestreich

Motion Carried.

### **Announcements**

Lockport – Restaurant at golf course opening on Friday. Memberships at fitness center are currently down 50%. SSPRPA Legislative Breakfast will be held via zoom on March 15 at 8:30am.

Plainfield – Winter Scavenger Hunt and Parking Lot BINGO have been big successes. Currently hiring for HR Manager position.

Romeoville – Revamping Easter Bunny event and other holiday special events. Less people served at various events; however, attendees are stating that they are still having a great time.

### **Adjournment**

Motion to adjourn the meeting was made by Board President Kelly Rajzer, seconded by Board Secretary Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays: None

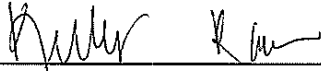
Absent: Ron Oestreich

Motion Carried.

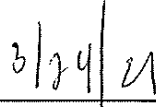
Meeting adjourned:

3:20 pm

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



Board President



Date