

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
March 24, 2021  
12:00 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 12:02 p.m.

**Pledge of Allegiance**

**Roll Call**

Board Members present:

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

Also present were:

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

**Additions or Revisions**

Dates and times for FY2021/22 Board of Director Meetings will be confirmed during staff report.

**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 February 24, 2021 Board Meeting Minutes
- B. Approval of March 5, 2021 Board Meeting Minutes
- C. Approval of March 5, 2021 Closed Session 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, Carlo Capalbo, Ron Oestreich

Nays:

Motion Carried.

**Action Items**

- A. Approval of February 28, 2021 Treasurer's Report

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

Roll Call:

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

Nays: None

Motion Carried.

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

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

Roll Call:

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

Nays: None

Motion Carried.

**C. Approval of Recommended/Final Bills for Action, February 28, 2021**

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

Roll Call:

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

Nays: None

Motion Carried.

**Community Comments**

None

**Attorney Report**

None

**Correspondence**

None

**Executive Director's Report**

**A. HR/Personnel**

1. Carrie Henry started as Athletics Coordinator on March 1. She is responsible for competitive athletics (which includes Special Olympics and adapted sports), fitness and programming for Veterans. It is exciting to have her on board as we delayed the hiring of the position from August until March due to COVID restrictions. Carrie comes to us with over 25 years of SRA experience, which includes the last 23 years at NEDSRA and 2 years at SRJC. Carrie's birthday was just prior to her start date. As a demonstration of her enthusiasm and passion for the field and our agency, she held an on-line fundraiser for NWCSRA and raised over \$1,500 for the organization prior to her start date.

**B. Recreation**

1. Staff from the Will County Health Department (WCHD) provided the second dose of the Pfizer COVID 19 vaccination to 20 individuals supporting our Adult Day Program on March 11 in accordance with phase 1B of the vaccination plan. 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 met with representatives from three different marketing firms to discuss options on follow through on the recommendations from the Impact/ES99 marketing assessment completed in February. Proposals were received from each firm outlining what would be accomplished in each. Based on the proposals received, staff is recommending placing \$31,000 in the FY2021/22 budget to complete the essential components identified in the Impact/ES99 assessment. This would include gathering community input, completing a brand audit, logo update, brand style guideline and website redesign.
2. The Lemont Knights of Columbus Council 1599 provided a generous donation of \$2,455 from their 2020 Tootsie Roll Drive. They said that their donations were down significantly this year due to limited interactions with potential donors. We are extremely thankful for their generosity and will be excited to assist with their fundraising efforts in August.
3. NWCSRA Golf Outing will be held at Prairie Buff Golf Course on June 17. The event will feature a shotgun start at 11:30am and banquet dinner at 5pm. Excited to return to a traditional Golf Outing format this year. Foursomes and sponsorships are available.

### **D. Technology & Finance**

1. Working with Vermont Systems to create a GL export file to match up with QuickBooks as we transition from FinTrac to QuickBooks for accounting. Working with a firm called Out of the Box Technology to assist with QuickBooks data conversion, setting up chart of accounts and conducting training for our staff. Goal is to set up FY2021/22 budget in QuickBooks to start the fiscal year on May 1.
2. Draft budget for FY2021-22 will be presented at the March 24 meeting to formally adopt the budget at the April 28 Board Meeting.
3. Work will officially begin on the FY2020/21 audit with preliminary fieldwork scheduled for May 28, fieldwork June 14-15 and drafts to be completed by the end of July with presentation at the August 25 Board Meeting. This is the third year of a three-year agreement with Lauterbach & Amen.

### **E. Facility & Member Agencies**

1. Completed some minor electrical work in the facility to improve lighting in each of the storage areas (former jail cells) and add some additional electric outlets in the sensory room.
2. We are looking for additional outreach opportunities at each of our member agencies. If you know of an event where NWCSRA can participate or have a community presence, please provide details to Gina Petkus.

### **Staff Report**

Director of Recreation & Facilities Jill Mukushina provided an update regarding recreation programs and services. Day Program numbers are continuing to climb. Looking soon to possibly open the third site in Bolingbrook. Sensory Room numbers are growing as individuals with various mental health concerns are starting to utilize services. Please contact Gina Petkus if there are any events that would be possible outreach opportunities for NWCSRA to attend this summer.

NWCSRA Board of Director FY2021-22 Meeting dates and times were confirmed as approved during the February 24, 2021 NWCSRA BOD Meeting.

**Fiscal Year 2021/2022 Meetings**  
Scheduled Meeting time 1:30pm.

- Wednesday, May 26, 2021
- Wednesday, June 16, 2021
- Wednesday, July 28, 2021
- Wednesday, August 25, 2021
- September 2021 - No Meeting
- Wednesday, October 27, 2021
- Wednesday, November 17, 2021
- December 2021 - No Meeting
- Wednesday, January 26, 2022
- Wednesday, February 23, 2022
- Wednesday, March 23, 2022
- Wednesday, April 27, 2022

**Unfinished Business**

None

**New Business**

A. FY2021-22 Budget Workshop – Draft Budget Review

Staff presented the proposed FY2021-22 budget by reviewing the budget overview, strategic initiatives for the year as well as planned revenues and expenses. Board members will contact Executive Director Mike Selep with questions. Budget will be discussed for adoption at the April 28, 2021 Board of Directors Meeting.

**Announcements**

Romeoville – Rib Fest will be held July 1-4. Rec Center will be staging area for the event. 8,000 people planned for attendance due to COVID-19 restrictions. Fireworks on July 3 and September 17.

Lockport – Board approved to open outdoor pools this year. Concerts are scheduled to begin in June. Excited to see where we are conducting programs again.

Plainfield – Easter events registration almost at capacity. HR Manager hired and will begin April 1. Total of six construction projects going on at the district right now.


Bolingbrook – Full on construction mode with four playgrounds, pathway construction, Annerino parking lot and Century Park OSLAD. Laughter is back as things are opening as much as possible – pools, fitness, sports groups and golf. Very encouraging!

**Adjournment**

Motion to adjourn the meeting was made by Board Secretary Carlo Capalbo, seconded by Board Vice President Ron Oestreich, and it was approved unanimously.

Meeting adjourned:  
1:06 pm

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

  
\_\_\_\_\_  
Board President

4/23/2021  
\_\_\_\_\_  
Date