

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
August 25, 2021
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:37 p.m.

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
Gina Madden, NWCSRA Attorney
Courtney Clement, Auditor, Lauterbach & Amen, LLP

Additions or Revisions

None

Approval of Consent Agenda

Consent Agenda

All items listed in Section 6 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 July 28, 2021 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: Ron Oestreich, Bill Riordan, Carlo Capalbo, Kelly Rajzer

Nays:

Motion Carried.

Action Items

A. Approval of July 31, 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, Kelly Rajzer, Ron Oestreich

Nays: None

Abstain: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for July 2021

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

Roll Call:

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

Nays: None

Motion Carried.

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

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

Roll Call:

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

Nays: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Unfinished Business

None

New Business

A. Approval of FY2020/21 Audit

Courtney Clement, Auditor from Lauterbach & Amen, LLP presented the audit findings for FY2020/21 to the Board of Directors. She stated that the audit ran smoothly. Thanked the staff and board for their cooperation. The association received a clean opinion as the financial statements, financial position and respective changes in net position and cash flows were presently fairly and in accordance with accounting principles generally accepted in the United States of America.

Motion to accept the FY2020/21 Audit report as presented by Board Vice President Ron Oestreich, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Motion Carried.

Executive Director's Report

A. HR/Personnel

1. Filling of fall seasonal program and special event positions has been successful. There are a few openings; however, the vast majority of positions have been filled. Initial response from current staff left a number of openings. Recruitment of staff is underway with incentives offered for current staff to assist with recruitment. Day Program positions are the most challenging to fill due to the amount of hours needed for the program. Different options are being discussed to utilize

proven staff for a higher volume of hours to provide better program continuity (greater than 20 but less than 30 hours per week).

B. Recreation

1. Fall 2021 program registration is currently underway. The volume of registrations is higher at the start of the registration cycle than last season. Several programs have reached capacities and additional sections of athletic programming have been added to accommodate. Challenge is not to exceed ability to staff programs due to the challenges of finding additional staff to fill roles.
2. Agencies continue to alter their masking requirements based on recommendations from the CDC and guidance/mandates provided by IDPH and the Governor's office. NWCSRA has taken the approach that masks are required indoors. Accommodations have been made for individuals who have been vaccinated and have sensory or medical challenges.

C. Marketing & Fundraising

1. Meeting to discuss the second round of logo redesign will take place on August 20. Robust discussion has taken place as staff has provided great feedback into the process. Focus group meetings will be planned for August with style guidelines to be developed in the coming months.

D. Technology & Finance

1. A presentation of the FY2020/21 NWCSRA audit will be made at the August 25 Board Meeting by Lauterbach & Amen.
2. Cathy Davis and Mike Selep met with representatives from Wintrust Financial to discuss their banking proposal for NWCSRA (included in board packet). The proposal includes the ability to utilize their MaxSafe program to ensure that funds are fully collateralized and earning competitive rates with currently invested funds (rate aligned with Illinois Funds rate). NWCSRA has utilized Chase Bank for over 20 years. During the audit process, Chase Bank did not provide a collateralization letter for this year's audit as they had done in the past. NWCSRA followed the suggestion of opening up a savings account; however, this option will not FDIC insure NWCSRA assets above \$250,000 level.

E. Facility & Member Agencies

1. A Letter of Intent between the Village of Romeoville and NWCSRA to enter into an Intergovernmental Agreement for the Adaptive Softball and Sports Field located at the Diocese Property was signed and sent to the Village of Romeoville on July 28. The NWCSRA Board approved the funding for the field, \$300,000 from unrestricted reserve funds and \$30,000 per year payment for 10 years from annual operating funds. The Board approved the letter of intent, which outlined items to be included in the IGA (payment terms, NWCSRA priority usage and maintenance of the sports field) and that the letter is not binding until an IGA has been voted on and accepted by the NWCSRA and Village of Romeoville Boards. The Village of Romeoville approved a Resolution Authorizing the Application of an OSLAD Grant For Development of the Diocese Property Project on August 18. Waiting to hear back from Village of Romeoville to set up a time to discuss the IGA. See information following regarding the project.
2. Some work will be done in August to the building's electrical system to properly identify building locations in the circuit box as well as align critical electrical needs with backup generator.

Staff Report

Director of Recreation & Operations Jill Mukushina provided an update regarding recreation programs and services. Several special events are open to staff from our member agencies to stop by and say hello – Family Bowling on October 3 at Strike and Spare in Lockport and Trunk or Treat in the NWCSRA Parking Lot on

October 21. Exciting to be finalizing the updated logo design with Campfire Concepts. Gina Petkus has been working with the Romeoville Police Department to spread the word about NWCSRA programming and services.

Unfinished Business

- A. Village of Romeoville Cemetery Property Concept Plan – Possible Inclusion of NWCSRA Adapted Sports Field

Information regarding the project scope, goals, objectives and financial plan was shared and discussed.

Announcements

Lockport – Music on the Patio ends this week at the golf course. Successful run this summer. Military Appreciation Weekend coming up September 11-12 with Civil War, WWII and Vietnam reenactments. Uncertain about haunted hayrides in October.

Bolingbrook – Having a hearing on September 2 to discuss the possible sale of Hidden Oaks and Hidden Lakes to the Will County Forrest Preserve District. BRAC will be location for nature based preschool program.

Plainfield – 5 new playgrounds are currently under construction. There are several new full-time staff at the district and several long-time staff members that are in the process of retiring in the next several months.

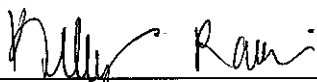
Romeoville – Moving forward with the construction of the new Aquatic Center. Ribbon cutting for Rotary Park, joint park with Plainfield, happened this week. Sept 16 –19 is Founders Day Entertainment Weekend – parade, entertainment and fireworks.

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:
2:27 pm

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



Board President

10/27/21

Date