

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
October 27, 2021
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:35 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

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 August 25, 2021 Board Meeting Minutes

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

Roll Call:

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

Nays:

Motion Carried.

Action Items

A. Approval of August 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 August 2021

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

Roll Call:

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

Nays: None

Motion Carried.

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

Motion to approve action item C 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.

D. Approval of September 30, 2021 Treasurer's Report

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

Roll Call:

Ayes: Bill Riordan, Kelly Rajzer, Ron Oestreich

Nays: None

Abstain: Carlo Capalbo

Motion Carried.

E. Approval of Pay for Action for September 2021

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

Roll Call:

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

Nays: None

Motion Carried.

F. Approval of Recommended/Final Bills for Action, September 30, 2021

Motion to approve action item F 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.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Continuous recruitment and retention efforts are underway to find and maintain quality staff. Full-time staff at all levels have been filling in for NWCSRA programs as well as inclusion. Staff has

worked well together and prepared for several current and upcoming staff absences due to medical issues.

2. Proof of vaccination and/or weekly proof of negative COVID test has become necessary for our staff working inclusion programs in school settings. Some program offerings will need to have staff demonstrate proof of vaccination for participants and staff to attend due to regulations set by the facility. We are making sure that program descriptions provide information and/or contacting staff assigned and participants registered as these guidelines are being put into place.

B. Recreation

1. Fall 2021 program registration was extremely successful. Greatest challenge has been to accommodate the number of athletes looking to return to play basketball. We fielded three teams and have athletes on a wait list. We do not have enough for another team at this point and facility space would be hard to acquire for an additional team at this point.
2. All NWCSRA Board members and their member boards are invited to attend the Annual Recognition Dance on Thursday, December 16 at the Bolingbrook Golf Club. It will be the first opportunity for us to formally gather as a joined agency to celebrate agency, participant and staff accomplishments.

C. Marketing & Fundraising

1. Agency logo has been finalized and will be unveiled at the Recognition Dinner Dance on December 16.
2. A highly spirited contest was held with input from our staff and participants/families utilizing social media to determine the team agency sports mascot. The winning name selected was wolves. Welcome to the NWCSRA wolf pack!
3. Focus groups are underway. Board interviews are being conducted in the month of October. Staff, participants/families and community partner focus groups will be conducted in November. Our staff will utilize the information gathered to assist with setting broad agency goals and having further discussions with program focus groups to help further the growth and development of each agency program area.

D. Technology & Finance

1. MetroNet installed new fiber internet, internal CAT-6 cable, and phones the week of October 11. Staff received some training prior and post install and are adjusting to the new system and enhanced capabilities.
2. Kick off meeting with staff for SmartRec membership system occurred on October 15. Staff had the opportunity to discuss how our recreation programs are set up and marketed as well as our registration processes. SmartRec and NWCSRA staff will meet to discuss our accounting practices in late October. NWCSRA staff currently have access to a sandbox site to explore how the software works as well as some preliminary training videos to watch prior to formal training. We will begin formal training in November with the ability to provide for a soft launch of the registration software for 2022 Day Program registration, Day Camp as the first major program sign up and summer program registrations for the first full season.
3. Cathy Davis and Mike Selep will be following up with Wintrust Financial to discuss their banking proposal. A report and recommendation will be provided at the November 17 meeting.

E. Facility, Transportation & Member Agencies

1. The Village of Romeoville sent an Intergovernmental Agreement on October 12 for NWCSRA review in response to the Letter of Intent between the Village of Romeoville and NWCSRA 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 proposed agreement was reviewed by NWCSRA Executive Director and legal counsel. A request was made to meet to discuss the details of the proposed IGA with NWCSRA and Village of Romeoville staff and legal counsels. The goal will be to meet within the next several weeks to discuss to finalize some of the details before bringing forward to the respective boards of each agency for approval.

2. NWCSRA is preparing bid specifications to purchase equipment for the Bolingbrook Sensory Room. NWCSRA legal counsel drafted an Intergovernmental Agreement in regards to the space and equipment that was sent to Bolingbrook Park District. The goal will be for NWCSRA to adopt the agreement at the October 25 meeting, subject to attorney review.
3. Staff are currently researching advantages and disadvantages of leasing versus purchasing agency vehicles in light of conversations with agencies who have converted from purchasing to leasing vehicles. NWCSRA is currently looking to replace two older vehicles in the fleet for FY2021/22. Based on discussions with individuals within in the industry wait time for purchasing/leasing vehicles is currently at a 4-6 month timeframe due to manufacturing delays. Bid specifications have been developed and refined with legal review based off of previous purchases. These specifications may be further refined with results from current research.
4. Work was completed in September with the building's electrical system to properly identify building locations in the circuit box as well as align critical electrical needs with backup generator. Electrical panel is now clearly marked identifying the current facility and configuration changes that have occurred since the facility was a police station.

Staff Report

Director of Recreation & Operations Jill Mukushina provided an update regrading recreation programs and services. NWCSRA will be working with two students from Aurora University completing field study. Athletics have returned with NWCSRA bocce participants qualifying for the 2022 Special Olympics Summer Games. NWCSRA Volleyball team participated in the state games. We are working with Starfish Training program to enhance our swim lesson program. Finalizing new logo preparations and unveiling at the Recognition Dinner Dance on December 16 from 6-9pm. Currently beginning the evaluation process for our part time staff to be completed by early December.

Unfinished Business

None

New Business

- A. Approval of Intergovernmental Agreement Between NWCSRA and the Bolingbrook Park District of the Installation of a Snoezelen Multi-Sensory Room at the Bolingbrook Park District

Motion to table the discussion to November 17 meeting to allow for additional attorney review by Board Vice President Ron Oestreich, seconded by Board Secretary Carlo Capalbo.

Roll Call:

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

Nays: None

Motion Carried.

Announcements

Lockport – Haunted hayrides in October have been extremely successful. Individuals have been willing to wait in lines as long as 3 hours. Working on a number of matinees at Prairie Bluff with a variety of groups, including seniors and veterans. Starting budget process for 2022 budget.

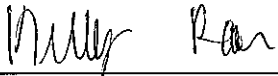
Bolingbrook – Land/facility sale of Hidden Oaks/Hidden Lakes proceeding with control going over to Will County Forest Preserve in January. Freaky Fun Friday was extremely successful with over 250 in attendance.
Plainfield – There are several open full-time positions where candidates are currently applying at the district. Halloween events are in full swing. Budget creations process has commenced.
Romeoville – Had over 5,000 in attendance at Halloween Fest and handed out over 10,000 pounds of candy. Working on 2022 event calendar. Looking to add a new major concert event over the summer.

Adjournment

Motion to adjourn the meeting was made by Board Secretary Carlo Capalbo, seconded by Board Treasurer Bill Riordan and it was approved unanimously.

Meeting adjourned:
2:17 pm

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



Board President



Date