

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
November 17, 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

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 October 27, 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 October 31, 2021 Treasurer's Report

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

Roll Call:

Ayes: Bill Riordan, Kelly Rajzer, Ron Oestreich

Nays: None

Abstain: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for October 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, October 31, 2021

Motion to approve action item C by Board Treasurer Bill Riordan, 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

Executive Director's Report

A. HR/Personnel

1. Staff have been working creatively to meet part-time staffing needs with a focus on staff retention and maximizing utilization of the high-quality staff maintained through the merge and pandemic. Additional time and effort have been placed on providing staff support, recognition and extending available benefits. Staffing shortages in key areas have been met with utilizing overall team strength and flexibility.

Staff are working within the NWCSRA budget to come up with different solutions to ensure that all programs are staffed with caring, supportive and trained personnel. Continued creativity and flexibility will be needed as the agency faces some upcoming challenges with seasoned part-time staff departures moving on to full-time positions with other agencies.

B. Recreation

1. Mike Selep attended a board meeting from each member agency over the past several weeks to personally invite all NWCSRA Board members and their member boards 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.
2. Mike Selep met with Keith Wallace, Executive Director of Lincolnway Special Recreation Association (LWSRA), and Matt Corso, Executive Director of Southeast Association for Special Recreation Association (SEASPAR) to discuss establishing an agreement with each agency to enable participants who reside in LWSRA, NWCSRA and SEASPAR resident communities to participate in programs only offered at one agency at a resident rate. A draft agreement has been shared between NWCSRA and LWSRA and between NWCSRA and SEASPAR as well as NWCSRA legal counsel.

C. Marketing & Fundraising

1. Campfire Concepts focus groups (Board, Staff, Participants/Families, and Community Stakeholders) are currently underway. Board interviews have been completed. Staff focus group will be conducted November 15 and participant/families and community stakeholder focus groups are being finalized for November and December. Campfire Concepts has worked with staff to provide a new logo and style guidelines for agency branding. The new branding and official unveiling of the new logo design will be launched during the Recognition Dinner Dance on December 16.
2. Staff met with and evaluated proposals for website update from John Staples, current developer, as well as Apricity, a firm recommended by Campfire Concepts. Staff recommends proceeding with signing the agreement with Apricity to update the site due to cost, flexibility of design, ease of working with our staff to provide both design and education on updates, and alignment with Campfire Concepts.
3. NWCSRA received several donations over the past month, including a \$2500 donation from CITGO and \$500 donation from Gold Medal Force. The agency will be conducting a swag sale with a variety of merchandise with the new NWCSRA logo in the coming months and is planning a DoubleGood popcorn fundraiser in the spring.

D. Technology & Finance

1. NWCSRA has received a letter of engagement from Lauterbach & Amen for auditing services to be conducted from 2022-2024. The cost of the April 30, 2021 audit was \$5,400. The April 30, 2022, April 30, 2023, and April 30, 2024 audits will be \$5,510, \$5,620, and \$5,730, respectively. Staff recommends signing the letter of engagement as Lauterbach & Amen has knowledge of NWCSRA prior to and during the merge. NWCSRA would send out an RFP for auditing services at the conclusion of the 2022-2024 engagement.
2. SmartRec membership system kickoff meetings occurred in 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 January meeting.

E. Facility, Transportation & Member Agencies

1. Mike Selep, Executive Director, and Gina Madden, Legal Counsel, met with the Village of Romeoville to negotiate the terms of the Intergovernmental Agreement with the Village of Romeoville for the Adaptive Softball and Sports Field located at the Diocese Property. It was a robust discussion that provided additional understanding for all involved. An amended redlined version has been received and is in the process of being reviewed. Once the language has been deemed satisfactory, we will proceed to having the IGA brought before the NWCSRA and Village of Romeoville Boards 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. Bolingbrook Park District legal counsel reviewed the documents and made some recommendations for changes. Staff recommendation for NWCSRA to adopt the agreement at the November 17 meeting, subject to attorney review.

Staff Report

Director of Recreation & Operations Jill Mukushina provided an update regarding recreation programs and services. NWCSRA Flag Football team took the Gold at the Special Olympics State Flag Football Competition in

Peoria – November 6-7. If any member agency is interested in going through non-violent crisis intervention program, Carrie Gascoigne can provide training to your staff. Training focuses on verbal and non-verbal techniques to help prevent crisis situation and ensure that all staff and participants are kept safe during a potentially escalating situation. Carrie and Amber Provancal are registered for the virtual Power of Play Inclusion Conference and are taking sessions applicable to assist with inclusion and day camp training. NWCSRA Recognition Dinner Dance will be held at the Bolingbrook Golf Club on Thursday, December 16 from 6-9pm.

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

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Kelly Rajzer

Nays: None

Abstain: Ron Oestreich

Motion Carried.

New Business

- A. Approval of Lauterbach & Amen, LLP to Provide Audit and Tax Return Services to NWCSRA for April 30, 2022, April 30, 2023, and April 30, 2024 Audits

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

Roll Call:

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

Nays: None

Motion Carried.

- B. Approval of Services Agreement with Apricity Web Services to Redevelop NWCSRA Website and Provide Ongoing Maintenance, subject to Attorney Review

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

Roll Call:

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

Nays: None

Motion Carried.

- C. C. Update on Intergovernmental Agreement Between the Village of Romeoville and NWCSRA for the Development of an Adapted Sports Field - "Field of Dreams"

Update was provided on Executive Director Selep. Progress is being made between staff and legal counsels regarding the agreement. Final agreement should be available for presentation at the January 26, 2022 meeting.

Announcements

Lockport – Christmas events are filling up. Popular program is private home visits. Three new golf simulators are golf course.

Bolingbrook – Land/facility sale of Hidden Oaks/Hidden Lakes proceeding with control going over to Will County Forest Preserve in January. Bait shop has been torn down to rebuild at Hidden Lakes.

Plainfield – Agency has hired staff for several full-time positions. Would like to have conversation at future meeting about phasing out non-voting membership in NWCSRA.

Romeoville – Holiday Lights have been set up. Dec 3-4, 10-11. Making headway with the new pool. New large scale concert scheduled for 2022. Ribfest will not be held in Romeoville.

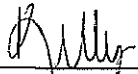
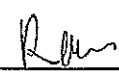
Adjournment

Motion to adjourn the meeting was made by Board President Kelly Rajzer, seconded by Board Treasurer Bill Riordan and it was approved unanimously.

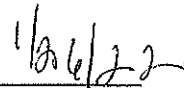
Meeting adjourned:

2:38 pm

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

Board President



Date