

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
April 28, 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, Attorney

Additions or Revisions

None

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 March 24, 2021 Board Meeting Minutes

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

Roll Call:

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

Nays:

Motion Carried.

Action Items

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

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 Pay for Action for March 2021

Motion to approve action item B by Board Treasurer Bill Riordan, 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, March 31, 2021

Motion to approve action item C by Board Secretary Carlo Capalbo, seconded by Board Treasurer Bill Riordan
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. Entering yearly annual staff review period for full-time and permanent part-time staff. Great opportunity to listen to concerns, provide performance feedback. In addition, there are many exciting individual and team goals/initiatives to discuss with each staff member for the upcoming year.

B. Recreation

1. All areas of programming are gearing up for summer. Current spring numbers continue to increase as more opportunities arise for our participants to gather. Families have expressed that they have less anxiety as their family members have become vaccinated and excitement over the ability to return to programming.
2. SRA Directors and Superintendents gathered with PDRMA on April 23 to discuss reopening considerations for Special Recreation Programming. We are eager to increase the number of participants that will be allowed to return and looking for PDRMA to provide compliance guidance so that our participants and staff can return quickly and safely. PDRMA provided some excellent resources for Risk Assessment and Accommodations and sample letters for temporary suspensions for COVID-19 issues, inclusion eligibility requirements, and SRA program eligibility requirements.

C. Marketing & Fundraising

1. NWCSRA staff met with representatives from three different marketing firms to discuss recommendations from the Impact/ES99 marketing assessment completed in February. Proposals were received from each firm outlining what would be accomplished in each. Staff is recommending utilizing Campfire Concepts based on their experience working with park and recreation agencies, positive feedback from their references, and ability to help with the greatest variety of our rebrand project, including gathering community input, completing a brand audit, logo update, brand style guideline and website redesign elements. The goal would be to begin the marketing rebrand portion in June.
2. We have spoken with three firms regarding website redesign, which would be the final phase of the current marketing initiatives to be completed in conjunction with redesign elements from Campfire

Concepts. We will be providing a recommendation to work with a firm at either the May or June Board Meeting.

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. Information has been sent out to all previous golfers/sponsors and additional individuals and organizations. Information has been included in the board packet at the end of this report. Foursomes and sponsorships are available.

D. Technology & Finance

1. Draft of FY2021-22 Budget was presented at the March 24 Board Meeting for consideration to adopt at the April 28 Board Meeting. Director Selep did not receive any questions regarding items included in the budget. Several items were refined due to additional information, which are outlined in the budget portion of the packet. The changes did not alter the budget in terms of overall revenues or expenses.
2. Worked 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 during the first month of the new fiscal year.
3. In the process of evaluating recreation registration software as our goal is to provide online registration and enhance the ease of the internal and external customer experience. We have had initial conversations with our current provider RecTrac as well as providers to other SRAs that offer competitive cost-effective alternatives with enhanced functionality – SmartRec, CivicRec and Community Pass.
4. Work will officially begin on the FY2020/21 audit with an initial field visit with Ron Amen from Lauterbach & Amen on April 28. Preliminary fieldwork scheduled for May 4, fieldwork June 14-15 and drafts to be completed by the end of July with presentation at the August 25 Board Meeting.
5. We are currently evaluating our agency communication network, internet connection, facility phone network and program cell phones. We utilize Comcast for internet and phone service and Verizon for program cell phones (part time supervisory staff and vehicle drivers). We have been out of contract for a couple of years with Comcast, so our pricing is high and the speed of our network is quite slow. We have been discussing options with several internet/phone providers to see how they can address our need for greater speed and flexibility. Based on the discussions and quotes received from MetroNet, Comcast and Call One, we have an excellent opportunity to decrease the overall cost while greatly enhance the overall communication network by increasing speed, reliability and flexibility.

E. Facility & Member Agencies

1. Romeoville has created a three-phase concept plan to develop the cemetery property into a dog park with several ballfields, concessions/bathroom, accessible playground, and parking. Kelly Rajzer approached us with the opportunity to be included in the design by having a ball field designed and dedicated for use of individuals with disabilities. Information has been included in the packet regarding the concept plan and master plan cost opinion from Hitchcock Design. Information will be discussed during new business.

We have a goal to expand services to our veterans with disabilities as well as other individuals with physical impairments. We shared our thought of including a dedicated sport field for wheelchair softball and other adapted sports (youth court sports, pickleball, football, soccer, basketball, bocce, kickball, wiffleball, etc). Other programs have been identified such as learning to ride a bike, fitness

training and other activities when traditional green spaces are too muddy to use. Fields like this are in short supply throughout the county as there are only 15 nationally, one of which is located at LWCSRA in New Lenox. There are currently individuals in the community that are either going to other locations for services or not being serviced at all; however, we cannot quantify the numbers at this time.

Kelly shared what Hitchcock has provided in terms of costs. The estimated cost would be \$842,065 for the field, which would be included in Phase II of the project to start in the next fiscal year. This is quite a bit more than I mentioned during phone conversations with each board member as there are some nice upgrades – such as lighting and a scoreboard. The Village of Romeoville would complete a number of additional enhancements to the facility restrooms, parking and playgrounds to make sure that the field would be properly equipped and accessible.

Looking forward to discussing with the board as this could be an excellent opportunity; however, the cost is higher than originally anticipated. Grant procurement and fundraising could raise a portion of the funds due to the nature of the field. Committing to this field would be allocating a large amount of financial resources toward a population not currently serviced by the agency. Other agencies that have devoted resources to these types of facilities are the ones with active programs.

Based on initial discussions with staff, other SRAs and providers of recreation services to veterans with disabilities, we feel that this facility would be utilized by many in the community in ways that we have not even imagined. It would be a true place of inclusion, community building and celebration.

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 at gpetkus@nwcsra.org.

Staff Report

Director of Recreation & Facilities Jill Mukushina provided an update regrading recreation programs and services. Day Program numbers are continuing to climb. Jill will be visiting each member agency fitness center staff with Athletics Coordinator Carrie Henry to discuss the Healthy Minds, Healthy Bodies program. We are encouraging each member agency to participate in the program. The goal of the program is to get military veterans with disabilities active and involved in the community. We are asking member agencies to allow Healthy Minds, Healthy Bodies program participants use of their fitness centers and personal trainers. Valley View School District will be paying for children in their district to attend NWCSRA Summer Camp this summer, which will be a great benefit to our families from Valley View School District.

Unfinished Business

None

New Business

A. Approval FY2021-22 Budget

The NWCSRA Fy2021-22 budget is proposed as a balanced budget. Revenue (\$1,945,955) correspond to expense (\$1,945,955). Staff presented the proposed FY2021-22 budget at the March 24, 2021 meeting. There were a few minor changes to the proposed budget; however, the overall revenue and expense of the budget presented remained the same.

Motion to approve the FY2021-22 Budget as presented by Board Vice President Ron Oestreich, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Motion Carried.

B. Officer Appointments

Current officer positions were discussed. Based on feedback received, the Board will discuss the possible inclusion of a rotation of officer positions in the by-laws. Motion to appoint officers to their current positions for FY2021-22 (Kelly Rajzer – President, Ron Oestreich - Vice President, Bill Riordan – Treasurer, and Carlo Capalbo – Secretary) by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich.

Roll Call:

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

Nays: None

Motion Carried.

C. Approval of Contract with Campfire Concepts, per the terms of the Proposal, subject to attorney review

Motion by Board Secretary Carlo Capalbo to approve the contract with Campfire Concepts, per the terms of the proposal, subject to attorney review, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Motion Carried.

D. Approval of Fee Agreement for Legal Services with the Law Office of Gina L. Madden for FY2021-22

Motion by Board Vice President Ron Oestreich to approve the fee agreement for legal services with the Law Office of Gina L. Madden for FY2021-22, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Motion Carried.

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

Concept plan was discussed. President Rajzer described the project and thought behind inclusion of NWCSRA. She shared the estimated cost for the field would be \$842,065, which would be included in Phase II of the project to start in the next fiscal year. Director Selep discussed how the cost was higher than discussed as the project includes some additional amenities such as lighting and digital scoreboards. He mentioned how an adapted sports field could be utilized for a variety of adapted/wheelchair sports such as softball, wiffleball, pickleball, tennis, basketball, kickball, football as well as learn to bike and fitness programming. He stated that fields like this are in short supply throughout the county as there are only 15 nationally, one of which is located at LWCSRA in New Lenox. There are currently individuals in the community that are either going to other locations for services or not being serviced at all; however, numbers cannot be quantified at this time. President Rajzer stated that a decision would need to be made within the next six months if NWCSRA would like to be included in the project.

Closed Session

- A. Discuss the appointment, compensation, discipline, performance of specific employees of the Park District (5 ILCS 120/2(c)(1)).

Board Vice President Ron Oestreich made a Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(1) for the purpose of discussing the appointment, compensation, discipline, performance or dismissal of specific employees of the agency. Board Treasurer Bill Riordan seconded the Motion and a roll call was taken:

Roll Call:

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

Nays: None

Motion Carried.

Closed Session began at 2:23pm.

Board President Kelly Rajzer made a Motion to conclude Closed Session. Ron Oestreich Board Vice President seconded the Motion and it was approved unanimously. Closed Session ended at 2:43pm.

Action from Closed Session

Board President Kelly Rajzer made a Motion to increase the annual salary of the Executive Director by 3% effective May 1. Board Secretary Carlo Capalbo seconded the Motion and a roll call was taken:

Roll Call:

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

Nays: None

Motion Carried.

Announcements

Romeoville – The date where it will be determined if Rib Fest will occur this year is May 14. If it goes this year, Rec Center will be staging area for the event. 8,000 people planned for attendance due to COVID-19 restrictions.

Lockport – CivicRec will go live on Saturday. Concert on June 4. No liquor license. Limit to 750 people.

Plainfield – Currently down two key full-time staff – Superintendent of Parks and Fleet/Facility.

Bolingbrook – Gearing up for the summer. Pools will be handled by reservation this summer. Working hard to identify leak in diving well pool.

Adjournment

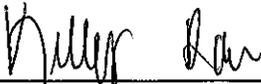
Motion to adjourn the meeting was made by Board Secretary Carlo Capalbo, seconded by Board Treasurer Bill Riordan, and it was approved unanimously.

Meeting adjourned:

2:58 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date