

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
May 26, 2021
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:38 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 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 April 28, 2021 Board Meeting Minutes
- B. Approval of April 28, 2021 Closed Session Minutes

Motion to approve consent agenda item A and B 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 April 30, 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 April 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, April 30, 2021

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

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. Additional part-time staff are returning from both NWCSRA and LCSRA to the Day Program, summer programming and Day Camp. Additional recruitment for part-time staff for all program areas is currently underway. There has been limited success in being able to recruit staff for each program area. Still a need for additional staff.

B. Recreation

1. Registration numbers are climbing for Day Program, Summer Camp and summer programming as participants are eager to return to programming.
2. There are still safety concerns with having participants with health conditions, requiring one on one care, and children unable to maintain social distance/face covering requirements being able to return due to ambiguity in conflicting guidance from CDC, DCEO and IDPH.

C. Marketing & Fundraising

1. NWCSRA will kick off rebranding efforts with Campfire Concepts with a Brand Audit Workshop on June 8 with full time staff. There will be several focus groups conducted this summer with our Board of Directors, staff and participants/families. Work will also begin on development of agency logo and brand style guidelines.
2. 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. Sponsorship is off to a good start. Golfers have been somewhat slow to register, but numbers are beginning to climb. Thank you to each member agency for their support of this year's event!

D. Technology & Finance

1. QuickBooks data conversion of chart of accounts, trial balance and vendor list and budget have been completed. FY2021/22 budget has been placed. Training is in process. Goal is to have all financial reports finalized through QuickBooks for next month's meeting.

2. Work officially began on the FY2020/21 audit with an initial field visit with Ron Amen from Lauterbach & Amen on April 28. Preliminary fieldwork was completed on May 4, fieldwork will be completed on June 14-15, drafts to be completed by the end of July with presentation at the August 25 Board Meeting.
3. After spending the past two months evaluating our agency communication network, internet connection, facility phone network and program cell phones, and consulting with three established vendors, we recommend moving forward with the MetroNet proposal for a two-year agreement to utilize their fiber network for internet connection and their digital phone network for facility and program cell phone app. We currently 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 an excellent opportunity to decrease the overall cost, greatly enhance the overall communication network by increasing speed, reliability, security and flexibility.
4. In the process of evaluating recreation registration software as our goal is to provide online registration to enhance the ease of the internal and external customer experience by the beginning of the Winter/Spring program season. We have had initial conversations with our current provider RecTrac as well as providers to other SRAs and recreation agencies that offer competitive cost-effective alternatives with enhanced functionality. We completed demos with SmartRec, CivicRec and Community Pass. Based on the demos and follow-up discussions with each vendor and additional demos with references, we will have a recommendation to move forward with a vendor at the June 17 Board Meeting.

E. Facility & Member Agencies

1. The Bolingbrook Sensory Room plans are nearly complete with 2D and 3D designs in the final stages of design. Once the design is complete, NWCSRA will advertise for the equipment bid. Due to the specialized nature of the Snoezelen equipment, it is anticipated that we will receive a small number of suppliers bidding on the equipment purchased.
2. Discussions have continued with the Village of Romeoville for the inclusion of an adapted softball and sports field in phase II of new Romeoville park facility. The Village has agreed to having NWCSRA place an initial payment for the project and then spreading the remainder of the project funds over a 10-year period of time to finance the project. Staff is currently looking at different grants and fundraising opportunities as this type of field could provide great impact for growing a vibrant adapted sports program.

Staff Report

Director of Recreation & Facilities Jill Mukushina provided an update regrading recreation programs and services. Healthy Minds, Healthy Bodies program is up and running in each member agency. Great support from each agency. 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. Day Program numbers are continuing to climb. We are working towards staffing all levels of service and will offer once able to secure staff and less restrictions in place.

Unfinished Business

A. 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 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. When asked what numbers would be served, he mentioned that a conservative figure would be 300; however, he will provide additional

information for the next meeting. Funding for this project was a concern expressed by Board members, especially in light of current economic conditions and less than a year of being together as a merged organization. Director Selep and President Rajzer stated that they will arrange a meeting with the Village Manager to discuss some different options in terms of funding strategies and Intergovernmental agreement to include items such as facility usage and maintenance.

New Business

- A. Approval of Contract with MetroNet to Provide Internet and Telecommunications Services, Per the Terms of the Proposal, Subject to Attorney Review.

Terms of two-year agreement were discussed. Money budgeted for increased internet and telecommunication services needed due to the merge.

Motion to approve the contract with MetroNet to provide internet and telecommunications services, per the terms of the proposal, subject to attorney review 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.

Announcements

Romeoville – Rib Fest is cancelled. First concert June 3. Face coverings not required if fully vaccinated.

Lockport – Concert on June 5 - no liquor license - BYOB. Splash Pad and pool opening next week.

Plainfield – Pools open this weekend. Memberships sign up online (first 100). First-come, first-served daily. Day Camp registration is limited to 70 first three weeks.

Bolingbrook – Pool open by registration, will open up more when limits are either increased or eliminated. Day Camp registration is open, currently limited to 300.

Adjournment

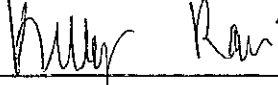
Motion to adjourn the meeting was made by Board President Kelly Rajzer, seconded by Board Vice President Ron Oestreich, and it was approved unanimously.

Meeting adjourned:

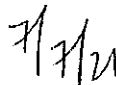
2:31 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date