

**Northern Will County Special Recreation Association**  
**Board of Directors Meeting Minutes**  
**January 26, 2022**  
**1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 1:33 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, Legal Counsel

**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 November 17, 2021 Board Meeting Minutes

Motion to approve consent agenda item A by Board Secretary Carlo Capalbo, 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 November 30, 2021 Treasurer's Report

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

Roll Call:

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

Nays: None

Motion Carried.

B. Approval of Pay for Action for November 2021

Motion to approve action item B by Board Vice President Ron Oestreich, 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, November 30, 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.

D. Approval of December 31, 2021 Treasurer's Report

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

Roll Call:

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

Nays: None

Motion Carried.

E. Approval of Pay for Action for December 2021

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

Roll Call:

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

Nays: None

Motion Carried.

F. Approval of Recommended/Final Bills for Action, December 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

**Executive Director's Report**

**A. HR/Personnel**

1. Participants, families and staff are still coming to grips with the sudden and unexpected loss of Drew Van Vooren. Drew passed away on January 5 at the age of 36. He served as a NWCSRA staff

member for over 10 years in a variety of capacities, but what he was known for best was coaching. He was recognized at the Recognition Dinner Dance as Coach of the Year. Coach Drew will be missed by all. Staff has been working with his family to explore ways that we can honor Drew for his work and celebrate his legacy.

2. Full-time and part-time staff have been extremely flexible and creative over the past several months filling in for various roles due to COVID-related absences and program staff vacancies. Agency needs identified during focus group sessions and administrative team planning sessions will be addressed in the FY2022-23 budget to assure focus on enhanced service delivery and customer service improvements.
3. Special Recreation Agencies are paying tribute to an Illinois leader who had a great impact on recreation and the ability to provide services to individuals with disabilities. Resolutions are currently being introduced at SRAs throughout the state as well as at the Annual TR Section and IPRA Annual Meetings next week. Harris Fawell of Naperville passed away in November at the age of 92. He served in the Illinois Senate for 14 years and U.S. House of Representatives for 15 years. He sponsored legislation that amended the Park District Code to authorize a specific tax levy for SRAs that further promoted the forming of SRAs and provided a reliable source of funding for them. In addition, Fawell sponsored legislation requiring real estate developers to donate park land to communities.

## **B. Recreation**

1. NWCSRA was excited that over 140 individuals attended the Annual Recognition Dinner Dance on December 16 at the Bolingbrook Golf Club to honor participant and staff achievements. In addition to participants, families and staff, we had representatives from all of our member agencies in attendance. It was a great night to gather together in celebration, recognition and dancing. A special thanks to all of our Board Members for attending and bringing member agency staff, commissioners and guests to also attend.
2. Planning is underway between the Bolingbrook Arts Council, NWCSRA and the Bolingbrook Park District to provide a large-scale event for individuals with disabilities, Glow Art & Celebration of All Abilities Fair, at the Annerino Community Center on October 8. This fair will feature amazing opportunities for individuals of all abilities to explore a variety of art projects as well as wheelchair sports and other activities to be determined. The Bolingbrook Arts Council has been extremely successful in previous efforts with this fair and is excited to expand it beyond art and partner with NWCSRA and the Bolingbrook Park District to grow this regional draw event. Information about this event will be provided to all member agencies as well as other SRAs as we plan for this to be a regional draw for individuals with physical disabilities to explore and interact with a variety of different activities.

## **C. Marketing & Fundraising**

1. Campfire Concepts focus groups (Board, Staff, Participants/Families, and Community Stakeholders) are concluding. Board interviews have been completed. Staff focus group was conducted November 15. Participant/families focus groups scheduled for January 22 and 31 and community stakeholder focus group is scheduled for February 3. Campfire Concepts has worked with staff to provide a new logo and style guidelines for agency branding as well as sports logo/mascot. The new branding and official unveiling of the new logo design was launched at the Recognition Dinner Dance on December 16. Be on the lookout for new apparel and updates to NWCSRA vehicles and spaces in the coming months.
2. Website redevelopment is currently underway and will be launching next month. Additional functionality will be added in the coming months as the agency prepares to migrate to SmartRec registration system.

3. NWCSRA received numerous donations over the past month, including a \$15,000 donation from Angelic Kindness and are in the midst of receiving donations from family and friends of Andrew Van Vooren. 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 will be working with IT consultant Todd Gerovac to implement a number of Cybersecurity measures over the coming months to provide additional security of NWCSRA systems and data. This will include additional redundancy of backup systems, enhanced authentication for NWCSRA users, Cybersecurity training, as well as updates to policies, procedures and systems recovery plans.
2. SmartRec membership system training occurred during November and December. NWCSRA staff are currently in the process of setting up the system and communication with participants and families for soft launch with online registration available March 1 for Day Camp and full launch for Summer programs on May 1.
3. As of December 31, PDRMA will no longer provide access to Asset Maxx to utilize without charge to track and report on NWCSRA fixed assets. Staff received several proposals for asset tracking. Based on the proposal and extreme confidence in working with our current auditing firm, staff proposes to engage with Lauterbach & Amen, LLP to provide Level 1 Capital Asset services, which includes asset tracking and GASB 34 reporting. The initial setup fee would be \$500 and an annual service fee of \$1,000.

#### **E. Facility, Transportation & Member Agencies**

1. Discussions on the final details of the Intergovernmental Agreement with the Village of Romeoville for the Adaptive Softball and Sports Field located at the Diocese Property will be forthcoming during the next month. 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. Bolingbrook Sensory Room construction is nearly completed. The bid opening for Snoezelen Multi Sensory Environment Equipment was conducted at 10am on January 19. NWCSRA received one bid. The bid was from Flaghouse in the amount of \$56,636.50 for the purchase of equipment as well as shipping and installation. The bid amount is in alignment with budgeted projections. All documents requested in the bid specifications were received and reviewed by legal counsel. Only variance to bid specifications was the timeframe of 12-16 weeks for receiving the equipment and installation due to supply delays. This was anticipated due to current economic conditions and is acceptable for staff. Flaghouse is a reputable firm and provided services to NWCSRA for the Sensory Room at the office in Romeoville. NWCSRA staff recommendation is to enter into an agreement with Flaghouse for the purchase and installation of Snoezelen Multi-Sensory Equipment in the amount of \$56,636.50 – subject to attorney review.

#### **Staff Report**

Director of Recreation & Operations Jill Mukushina provided an update regarding recreation programs and services.

- Carrie Gascoigne has been working with several of our member agencies as well as NWCSRA staff to provide CPI non-violent crisis intervention training. The training focuses on recognizing escalating behaviors in a person that could potentially lead to a crisis situation and provides staff with strategies on how to safely and effectively de-escalate a situation.
- In 2021 NWCSRA received 19 inclusion requests amongst our four member agencies.
- 2 of 4 athletes on the NWCSRA snowshoeing team took the Gold at the regional competition paving the way for them to compete in the state Competition in February.

- Healthy Minds, Healthy Bodies program has enrolled 12 new veteran members who are utilizing the Bolingbrook Park District, Lockport Township Park District and the Village of Romeoville since the program started in June.
- 2021 Adult Day Program sites (3) were one spot away from being full. 2022 Adult Day Program has been restructured and has increased at 2 sites as a result.
- Amber is returning from maternity leave. She is starting her Registered Behavior Technician trainings and planning for Summer Day Camp.

### **Unfinished Business**

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

Director Selep provided an update on the status of the IGA. The agreement is in the process of going between legal counsel from NWCSRA and the Village of Romeoville. It should be ready for approval in the coming months.

### **New Business**

- A. Approval of Resolution 2022-1 – Appreciation of Service: State Senator and United States Congressman Harris A. Fawell

Motion to approve action 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: None

Motion Carried.

- B. Approval of Lauterbach & Amen, LLP to provide Capital Asset services in the amount of \$500 set up fee and annual service fee of \$1,000

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

Roll Call:

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

Nays: None

Motion Carried.

- C. Approval of bid award and contract for the purchase and installation of Snoezelen Multi-Sensory Equipment form Flaghouse, Inc in the amount of \$56,636.50 – subject to attorney review

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

Roll Call:

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

Nays: None

Motion Carried.

### **Announcements**

Lockport – Bingo events are back – popular over the phone BINGO and Cupid Car BINGO. 2-2-22 sale for Summer Pool passes and \$22 for hour of golf simulator at Prairie Bluff.

Bolingbrook – IGA for the Sensory Room passed by the Bolingbrook Park District Board. Winterfest is scheduled for February 12 at Annerino Community Center.

Plainfield – Daddy Daughter Dance is scheduled for February 2. Capacity has been increased to 200. Resolution will be presented to NWCSRA participant Kelly Enk at the February 9 Plainfield Park District Board Meeting.

Romeoville – Ribfest has been relocated to Wheaton. Enchanted Ball is scheduled for February 12. Pool is scheduled to open the first quarter of 2023.

**Closed Session**

A. Pursuant to 5 ILCS 120/2(c)(11) to discuss imminent and probable litigation.

Board Secretary Carlo Capalbo made a Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(11) for the purpose of discussing imminent and probable litigation. Board Vice President Ron Oestreich seconded the Motion and a roll call was taken:

Roll Call:

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

Nays: None

Motion Carried.

Closed Session began at 2:12pm.

Board Treasurer Bill Riordan made a Motion to conclude Closed Session. Ron Oestreich Board Vice President seconded the Motion and it was approved unanimously. Closed Session ended at 2:23pm.

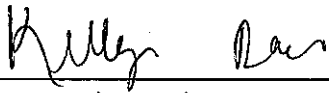
**Adjournment**

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

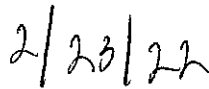
Meeting adjourned:

2:24 pm

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



Board President



Date