

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
February 23, 2022  
1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 1:34 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 January 26, 2022 Board Meeting Minutes
- B. Approval of January 26, 2022 Closed Session Meeting Minutes

Motion to approve consent agenda item A by Board Secretary Carlo Capalbo, seconded by Board President Kelly Rajzer

Roll Call:

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

Nays:

Motion Carried.

**Action Items**

- A. Approval of January 31, 2022 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, Carlo Capalbo, Kelly Rajzer, Ron Oestreich

Nays: None

Motion Carried.

- B. Approval of Pay for Action for January 2022

Motion to approve action item B by Board 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, January 31, 2022

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 are flexing creativity exploring ways to recruit and retain/bring back part time staff for the upcoming summer season. NWCSRA is looking for non-traditional ways to partner with our member agencies to partner with organizations or interested individuals to interact with potential summer staff.
2. Congratulations to Jill Mukushina, Director of Recreation & Facility Operations, for being honored at the IAPD/IPRA Annual Conference on January 27 in Chicago. Jill received the Therapeutic Recreation Section Distinguished Member of the Year Award. Each IPRA section presented this award to a distinguished recreation professional who exemplifies the qualities of a leader, collaborator and advocate.
3. Thank you to member agency Executive Directors for discussing options for extending facility usage benefits to NWCSRA staff. Recommendation is included in the packet for discussion and adoption during the February 23 meeting.

**B. Recreation**

1. Members of the Bolingbrook Arts Council and staff from NWCSRA and the Bolingbrook Park District gathered for an energetic meeting at the Annerino Community Center on February 10 to meet, tour facility spaces, and finalize concepts for an event for individuals with disabilities, "Celebration of Special Recreation" (Where All Abilities Matter) from 10am-3pm on October 8. This event will feature amazing opportunities for individuals of all abilities from throughout the NWCSRA service area and beyond to explore a variety of art projects, wheelchair sports (basketball, goalball, sit volleyball and bocce), and interact with groups that provide resources or services to individuals with disabilities throughout the NWCSRA service area. Excited to promote and conduct this event to involve and include individuals from each member agency as well as other local SRAs.
2. Communication has been shared with NWCSRA participants, families and staff that starting February 28 (pending the Governor's official approval), NWCSRA will not require masks be worn

during programs if all individuals are over the age of five. It is recommended by the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) that all individuals consider wearing a mask based on their own personal risk factors. All participants and staff must come prepared to wear a mask in the event we enter an area where they are required or when personal care is being provided. In addition, a mask must be worn at all times on NWCSRA buses. We are continuing to require properly fitting face masks that cover mouth and nose to be worn by all staff, participants and constituents of any kind when indoors until the lifting of the indoor mask mandate on February 28. The foregoing change is subject to change with little or no notice. We will continue to monitor the situation and will provide an immediate update in the event the agency receives any further guidance from the Governor and/or the CDC.

### **C. Marketing & Fundraising**

1. Campfire Concepts focus groups (Board, Staff, Participants/Families, and Community Stakeholders) have concluded. Campfire Concepts is in the process of preparing a report to share with NWCSRA on March 2. Staff are eager to receive the report to review to assist with implementing changes to improve service delivery. A community sharing group has been developed based off of the feedback at the end of the Community Stakeholder Focus Group. NWCSRA has been able to help facilitate a group of professionals serving individuals with disabilities to start sharing resources.
2. Website redevelopment is in the final stage and will be launched by the end of the month. Additional functionality will be added in the coming months as the agency prepares to migrate to SmartRec registration system.
3. NWCSRA Golf Outing is scheduled for June 16 at Prairie Bluff Golf Course. We are partnering with Angelic Kindness. They will be our headline sponsor, assist with securing foursomes, providing several raffle baskets and volunteers for the event. Information has been included in this month's board packet. Thankful for participation from all member agencies last year and hopeful for support again this year.

### **D. Technology & Finance**

1. NWCSRA staff met with IT consultant Todd Gerovac for a Cybersecurity training on February 16 to discuss enhanced authentication protocols, updates to security policies and measures over the coming months to provide additional security of NWCSRA systems and data. Several network security enhancements have begun and more will continue over the coming months.
2. NWCSRA staff are currently in the process of setting up the SmartRec membership system and communication with participants and families for soft launch with online registration available March 21 for Day Camp and full launch for Summer programs on May 1.
3. Budget preparation has begun for FY2022-23. A draft budget will be presented to the Board at the March 23 meeting for consideration for final approval at the April 27 meeting. A request has been made to each member agency Executive Director to share their current EAV to utilize for budgeting purposes. Thank you to each agency for sharing those figures and plans to forward updated figures after updates are made on March 1.

### **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 have provided an outcome of an agreement for adoption. The agreement is being brought before the NWCSRA and Village of Romeoville Boards for approval.
2. Bolingbrook Sensory room construction is complete. The contract with Flaghouse has been signed and equipment officially ordered for the Bolingbrook Sensory Room space at Annerino. There are some anticipated delays with shipment and installation of equipment due to supply shortages. The

revised goal will be to have the sensory room ready for use by the “Celebration of Special Recreation” event in early October.

### **Staff Report**

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

- Amber Provancal & Carrie Gascoigne have been working with both Plainfield and Valley View School Districts to secure space in a school at each district for NWCSRA summer day camp.
- The NWCSRA Basketball White and Gray teams took the GOLD at their qualifying tournament on January 30 and will be attending the state competition March 11-13.
- Day Program participation continues to climb. There have been a number of inquiries for participants to return to program as the mask mandates subside.
- Amber Provancal will return to full-time from maternity leave at the end of March.
- Megan Siebert has been gathering content and layout ideas for the relaunch of the NWCSRA website.

### **Unfinished Business**

- A. Approval of Intergovernmental Agreement Between the Village of Romeoville and NWCSRA for the Development of an Adapted Sports Field - “Field of Dreams” – subject to attorney review.

Motion to approve action item A by Board Vice President Ron Oestreich, seconded by Board Treasurer Bill Riordan. Discussion involved approving with the request of changing the terms of the agreement from 10 years to 20 years due to the anticipated lifecycle of the field. Motion was amended to include stipulation that the agreement change from 10 to 20 years due to the anticipated lifecycle.

Roll Call:

Ayes: Ron Oestreich, Bill Riordan, Carlo Capalbo,

Nays: None

Abstain: Kelly Rajzer

Motion Carried.

### **New Business**

- A. Approval of NWCSRA Member Agency Usage Benefits to NWCSRA Employees Plan

Update on plan was provided to the Board from Executive Director Selep.

### **Announcements**

Lockport – Golf simulators will be removed mid-March. District is looking to upgrade driving range at Prairie Bluff and adding 6 pickleball courts.

Bolingbrook – John Chase will be leaving the District. Restructuring will occur. Three positions consolidated into two – Director of Recreation (Kai Wahlgren) and Director of Facilities (Mike Baiardo).

Plainfield – Daddy Daughter Dance on February 2 had over 500 attendees. Capacity was increased from 300. NWCSRA staff were thanked for attending February 9 Plainfield Park District Board Meeting where a Resolution was presented to NWCSRA participant Kelly Enk.

Romeoville – Working on arranging several large-scale concerts for the Village – August 6 and 27 as well as Community Day of Play at Westlake Park.

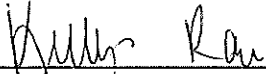
**Adjournment**

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

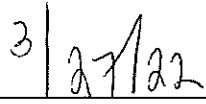
Meeting adjourned:  
2:30 pm

**Minutes approved by Northern Will County Special Recreation Association**

**Board of Directors.**



Board President



Date