

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
March 23, 2022  
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  
Gina Madden, Legal Counsel  
Carrie Gascoigne, Recreation & Services Manager  
Rachel Marsh, Intern

**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 February 23, 2022 Board Meeting Minutes

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

Roll Call:

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

Nays: None

Motion Carried.

**Action Items**

A. Approval of February 28, 2022 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 February 2022

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

Roll Call:

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

Nays: None

Motion Carried.

**C. Approval of Recommended/Final Bills for Action, February 28, 2022**

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**

Provided an update on non-voting members.

**Correspondence**

None

**Executive Director's Report**

**A. HR/Personnel**

1. Staff are exploring ways to recruit and retain/bring back part time staff for the upcoming summer season. NWCSRA is continuing to look for ways to partner with our member agencies and aligned organizations to recruit potential summer staff. We will be printing a variety of different lawn signs and looking for spots throughout our member agencies (either parks or facilities) to post as we are recruiting for summer camp and inclusion staff.

**B. Recreation**

1. Summer Camp locations are nearly finalized as NWCSRA has been working to secure locations in Valley View and Plainfield School Districts. The race to secure summer staff has begun. Recruitment and interviews for new summer staff has been underway for the past month. Candidates for summer employment have not been as plentiful as during previous years. Staff have been creative to utilize a variety of different advertising and recruitment methods to secure staff needed for this summer.
2. NWCSRA implemented changes to mask wearing policy effective February 28 with the end of the indoor mask mandate in Illinois. Masks are optional in NWCSRA programs. Masks are only required during NWCSRA transportation, when mandated by a facility being utilized, or during the administration of personal care. NWCSRA staff have received no concerns from staff, participants or families.
3. NWCSRA and SEASPAR teamed up with LWSRA in the lead to conduct two wheelchair basketball clinics – March 1 in Lemont and March 15 in Bolingbrook. Carrie Henry, Mike Selep and Jill Mukushina attended the clinics along with staff from SEASPAR and LWCSRA. Several local area residents attended and brought their parents and siblings to try out wheelchair basketball. Similar clinics are being conducted at SRAs throughout the area with the goal of formulating a new

adapted wheelchair division that allows individuals with and without disabilities to participate in wheelchair basketball together.

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

1. NWCSRA has worked with Campfire Concepts to conduct four different focus groups (Board, Staff, Participants/Families, and Community Stakeholders) during the past several months to explore NWCSRA resident and user opinions, interests, needs, desires and value of NWCSRA's programs and services as well as how these relate to board, staff and community stakeholder expectations. Campfire Concepts presented a final report on March 15. NWCSRA staff have received and discussed the report, utilizing the information, are eager to share the final draft, and implement changes to improve service delivery.
2. NWCSRA staff have been out and about at a variety of different organizational meetings throughout the past month:
  - Gina Petkus and Mike Selep provided an agency overview presentation at the Romeoville Rotary on March 9.
  - Carrie Gascoigne and Mike Selep presented on the history of SRAs and inclusion at the SSPRPA Meeting on March 10.
  - Mike Selep attended the Valley View Educational Enrichment Foundation fundraiser on March 11.
  - Jill Mukushina, Gina Petkus and Mike Selep met with Hassan von Schlegell with the Lockport Area Special Education Cooperative (LASEC) to discuss potential program opportunities on March 15.
3. 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.
4. The NWCSRA Annual Golf Outing will be held on June 23 at Prairie Bluff Golf Course with a shotgun start at 11:30am. This year's outing will be conducted in partnership with Angelic Kindness. Excited to return to the course with the goal of increasing participation as COVID restrictions subside. Thankful for participation from all member agencies last year and for those that have already signed on again to help out this year.

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

1. New backup systems and four new computers have been added to our network as part of our IT replacement plan. Several additional features have been added to improve network security with more to be added 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 for our golf outing and full launch for Fall programs on August 1.
3. Budget preparation has been in full swing over the past several months for FY2022-23. The draft budget will be presented to the Board during the Budget Workshop at the March 23 meeting for consideration and final approval designated for the April 27 meeting.

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

1. NWCSRA basketball participants and staff are excited to take on the Village of Romeoville public officials in basketball on April 5. The Wolves are hungry for another win.

## **Staff Report**

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

- The following requests came from each member agency: Bolingbrook:4/Lockport:0/Plainfield:1/Romeoville:2
- The NWCSRA Swim Team athletes competed at the Regional Swim Meet March 13. Each athlete received a GOLD medal! There were 18 gold medals received from 9 swimmers. Next up, the athletes will be heading to compete at Summer Games! Congratulations to our team and coaches for an amazing job!
- The NWCSRA basketball teams did great at the State Tournament in Bloomington March 12-13. The NWCSRA White Wolves won the bronze with Charles and James receiving the sportsmanship awards. The NWCSRA Gray Wolves won the silver with Ethan and Jericho receiving the sportsmanship award. Our junior team, who co-ops with LWSRA, won the silver. Congratulations to all our athletes!
- Ashlee has four new day program participants and one returning in April. Enrollment continues to increase.
  - ALL 1 – Romeoville: Maxed out with 8 participants Monday-Friday (1 on waitlist)
  - ALL 2 - Bolingbrook: Maxed out with 8 participants
  - ALL 3 - Plainfield: Maxed out with 12 participants (1 on waitlist)
  - BB 1 – Bolingbrook: 6 participants with 2 spots open (4 on waitlist)
- The use of Starfish Training Institute has been a great addition to NWCSRA's Swim Lessons. Staff feel more confident, and parents have a clear understanding of their child's swim ability level and how staff are working to advance them to higher levels.
- Amber begins back full-time on March 28 and is looking forward to having more time in the office to focus her attention on camp and her other program areas.
- On March 15, Gina, Jill and Mike met with the director of LASEC (Lockport Area Special Education Cooperative), Dr. Hassan Von Schlegell, to discuss future programming opportunities for the students of the cooperative. We had the opportunity to tour Richland Elementary School and discuss the possibility of a half day camp for 2023 at their location. We are looking forward to taking the next steps in pursuing this opportunity.

## **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. NWCRA Qualitative Research Study Report (Campfire Concepts)

Executive Director Selep provided a basic overview of the study. Official response to report along with a copy of the report will be distributed to those who participated as well as on the NWCSRA website.

- B. FY2022-23 Budget Workshop – Draft Budget Review

Executive Director Selep provided an overview of the FY2022-23 Budget, including Strategic Initiatives, Revenues and Expenses. Adjustments will be made based on discussion. Final FY2022-23 budget will be presented for adoption at the April 28, 2022 NWCSRA Board of Directors Meeting.

- C. Board Officer Appointments

Executive Director Selep led a discussion regarding appointment of officers for FY2022-23 to be determined at the April 28, 2022 NWCSRA Board of Directors Meeting.

**D. Approval of FY2022-23 Meeting Schedule**

Executive Director Selep provided and reviewed a list of proposed dates for NWCSRA Board of Directors meetings for FY2022-23. Motion to approve FY2022-23 Meeting Schedule (below) 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.

Below is the approved schedule for the NWCSRA Board of Directors Meetings for FY2022-23.

Scheduled meeting time at 1:30pm on the 4th Wednesday of the month, unless noted.

**Fiscal Year 2022/2023 Meetings**

Dates	Notes
Wednesday, May 25, 2022	
June 2022 - No Meeting	Golf Outing - June 23
Wednesday, July 27, 2022	
Wednesday, August 24, 2022	
Wednesday, September 28, 2022	
Wednesday, October 26, 2022	
Wednesday, November 30, 2022	(5th Wednesday)
December 2022 - No Meeting	Recognition Dinner Dance - Date TBA
Wednesday, January 25, 2023	
Wednesday, February 22, 2023	
Wednesday, March 22, 2023	Budget Workshop
Wednesday, April 26, 2023	

**Announcements**

Lockport – New projects in the works : playground replacement and driving range expansion project at Prairie Bluff (also adding 6 pickleball courts). Numerous April special events – Egg-Luminate Night Hunt (1), National Walking Day (6), Easter Bunny Visits (15-16) and Bring Your Kid to Work Out (15).

Bolingbrook – Five parks/playgrounds are scheduled for renovation in the coming year. Position is open for a Before/After School & Day Camp Coordinator.

Plainfield – A number of holiday events/egg hunts are filling up fast for children and adults. Parks Department has several open positions and looking for summer seasonal employees.

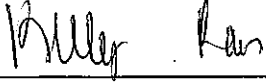
Romeoville – Pool is coming along and is scheduled for completion first quarter of 2023. Working on arranging several large-scale concerts for the Village – August 6 and 27.

**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:  
2:55 pm

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



Board President



Date