

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
April 27, 2022
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:37 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
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 March 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 March 31, 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 March 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, March 31, 2022

Motion to approve action item C. by Board Vice President Ron Oestreich, seconded by Board Secretary Carlo Capalbo.

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. Enhanced staff recruitment efforts have been intensive and productive to date. Recruitment, interviewing and placement will continue to be a priority to fill all of the seasonal camp, inclusion and programming positions. Staff time has also shifted towards preparations for orientation and training as a large number of new employees make their debut to NWCSRA programs during the summer season.

B. Recreation

1. NWCSRA Summer and Day Camp brochures were released in early April. Registration is in full swing for camp. Families appear eager to return to camp this summer. Participant registrations have reached last year's participation level after the first two weeks.

There were several challenges to setting up locations for day camp this summer due to multiple changes in construction projects with local school districts throughout the process of finalizing sites. As a result, plans changed from multiple locations (Valley View and Plainfield School Districts) to single location in Plainfield School District utilizing multiple areas within the facility. This has produced a net increase on transportation need, which may offset with reduced need for camp supervisory staff.

C. Marketing & Fundraising

1. Campfire Concepts released the final draft of NWCSRA Qualitative Research Study. Four different focus groups (Board, Staff, Participants/Families, and Community Stakeholders) were utilized 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. The main themes that emerged in the process were the Impacts of COVID-19 Pandemic, Opportunities and Concerns with NWCSRA and LCSRA merge, Communication, and Outreach & Community Partners. NWCSRA staff have received and discussed the report and

released a response, which describes the path towards addressing concerns raised and plans of action for future program and organizational growth.

2. NWCSRA Executive Director and staff have been out and about at a variety of different organizational meetings throughout the past month:
 - Mike Selep completed co-instruction of six-week virtual Certified Park and Recreation Executive course offered through Illinois Park & Recreation Association. 14 recreation professionals from Illinois and throughout the country participated in this recent training series (fourth series conducted in the past two years).
 - Mike Selep attended the SSPRPA Legislative Meeting in Homewood Flossmoor on April 4.
 - Mike Selep and Jill Mukushina attended the Lockport State of the City Address with the Lockport Chamber on April 5.
 - Mike Selep and Gina Petkus attended the Romeoville Rotary Meeting on April 6.
 - Mike Selep attended the American Camp Association Illinois Annual Meeting on April 7.
 - Mike Selep attended the Romeoville Chamber Luncheon on April 12.
 - Mike Selep provided an agency overview presentation at the Bolingbrook Rotary on April 19.
3. Website redevelopment is in the final stage and will be launched within the next several weeks. 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. Staff met with Angelic Kindness on April 13 to discuss sponsor, golfer and raffle donation. Deadline for registration is May 26. Excited to return to the course with the goal of increasing participation as COVID restrictions subside. Registration and sponsorship is off to an early start. Thankful that all four member agencies will be involved as well as many local agencies and community leaders.

D. Technology & Finance

1. Mike Selep and Cathy Davis met with Ron Amen, partner with auditing firm Lauterbach & Amen, on April 22 for an entrance conference to discuss the FY2021/22 audit. The FY2021/22 fiscal year will conclude on April 30. Preliminary fieldwork is scheduled for May 2. Fieldwork for June 13-14. Draft report July 8 and Final Draft July 20. Presented to the Board July 27 or August 24 (depending on availability).
2. NWCSRA staff are currently in the process of configuring and additional training for the SmartRec membership system, communication with participants and families for launch with Fall programs on August 1.
3. FY2022-23 Budget will be presented for consideration and adoption at the April 27 meeting as the draft budget was presented to the Board during the Budget Workshop at the March 23 meeting.

E. Facility, Transportation & Member Agencies

1. NWCSRA basketball participants, staff and families in attendance were extremely excited to take on the Village of Romeoville public officials in basketball on April 5. The Wolves were hungry for a win and performed admirably to receive a well-deserved victory. The Romeoville public officials fell behind early, made a valiant comeback, but were unable to overcome a 12 point fourth quarter deficit. Everyone enjoyed pizza and conversation afterwards. It was a fantastic way to end the season!

Staff Report

Executive Director Mike Selep provided an update regarding recreation programs and services.

- The team has seen an increase in registration numbers for the spring session with some programs having waitlists of participants looking to get involved.
- The Powerlifting Regional Competition was a great success. 5 of 7 powerlifters received gold medals and will head downstate to participate in the Summer Games.
- 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 (3 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 (7 on waitlist)
- Recruitment has gone well for the summer season. 19/40 positions have been filled for the summer. Looking for additional staff for seasonal year-round opportunities.

Unfinished Business

None

New Business

A. Approval of FY2022-23 Budget

Executive Director Selep provided an overview of the FY2022-23 Budget, including Strategic Initiatives, Revenues and Expenses. Reviewed adjustments made from the March meeting discussion. Motion to approve FY2022-23 Budget by Board Vice President Ron Oestreich, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Motion Carried.

B. Board Officer Appointments

Board determined that the officers would remain consistent for the FY2022-23.

C. Approval of Agreement for Legal Services with the Law Office of Gina L. Madden for FY2022-23

Motion to approve Agreement for Legal Services with the Law Office of Gina L. Madden for FY2022-23 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.

D. Approval of Agreement with Lincolnway Special Recreation Association, subject to attorney review

Motion to table discussion until the next meeting regarding the Agreement with Lincolnway Special Recreation Association was made by Board Secretary Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Motion Carried.

Announcements

Lockport – Work continues on a variety of projects throughout our parks and at Prairie Bluff. Concerts on the Patio will be returning soon to Prairie Bluff on Wednesdays and Thursdays (6:30-8:30pm), starting June 1.

Bolingbrook – Gearing up as summer is upon us. Looking to fill Director of Buildings and Grounds position with recent retirement of Chris Martner.

Plainfield – A number of waitlists for summer programs. Parks are experiencing heavy use.

Romeoville – Pool is coming along and is scheduled for completion first quarter of 2023. In the process of renovating several parks. State of the Village will be held on May 24.

Closed Session

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

Board Secretary Carlo Capalbo 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: Ron Oestreich Kelly Rajzer, Bill Riordan, Carlo Capalbo,

Nays: None

Motion Carried.

Closed Session began at 2:14pm.

Board returned from Closed Session at 2:32pm.

Action from Closed Session

Board Treasurer Bill Riordan 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: Carlo Capalbo, Kelly Rajzer, Ron Oestreich, Bill Riordan

Nays: None

Motion Carried.

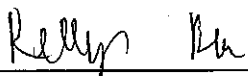
Adjournment

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

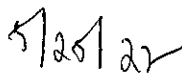
Meeting adjourned:

2:34 pm

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



Board President



Date