

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
May 25, 2022  
1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 1:36 p.m.

**Roll Call**

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (President)

Ron Oestreich, Director, Bolingbrook Park District (Vice President)

Dave Herman, Director of Recreation, Lockport Township Park District (Alternate)

Carlo Capalbo, Director, Plainfield Park District (Secretary)

Also present were:

Mike Selep, Executive Director, NWCSRA

Jill Mukushina, Director of Recreation & 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 April 27, 2022 Board Meeting Minutes
- B. Approval of April 27, 2022 Closed Session 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, Dave Herman, Carlo Capalbo, Kelly Rajzer

Nays: None

Motion Carried.

**Action Items**

- A. Approval of April 30, 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: Dave Herman, Carlo Capalbo, Kelly Rajzer, Ron Oestreich

Nays: None

Motion Carried.

- B. Approval of Pay for Action for April 2022

Motion to approve action item B by Board Alternate Dave Herman, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Carlo Capalbo, Kelly Rajzer, Ron Oestreich, Dave Herman

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, April 30, 2022

Motion to approve action item C by Board Secretary Carlo Capalbo, seconded by Board Alternate Dave Herman

Roll Call:

Ayes: Kelly Rajzer, Ron Oestreich, Dave Herman, Carlo Capalbo

Nays: None

Motion Carried.

**Community Comments**

None

**Attorney Report**

None

**Correspondence**

None

**Executive Director's Report**

**A. HR/Personnel**

1. Enhanced Summer staff recruitment efforts have been intensive and productive. Summer Day Camp, inclusion and seasonal program training has begun as we prepare for the summer season to begin as a large number of new employees make their debut to NWCSRA programs during the summer season.

**B. Recreation**

1. Summer program registration began May 2, and by the end of the first week, many programs have reached capacity. Staff has been creative to provide additional sections to remove individuals from waitlists and will be looking to provide additional pop-up programming opportunities throughout the summer to continue to engage individuals as they look to return to more active programming.
2. Registration continues for NWCSRA Summer Day Camp. Participant registrations are more than doubled compared to last year's participation level. Due to a schedule of heavy construction projects in our local school districts, NWCSRA Day Camp will be in a 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.
3. Planning for the October 8 Celebration of Special Recreation (Glow Art, Adapted Sports and More) Event continues (see Save the Date flyer). We met with the Bolingbrook Lions Club to explore the possibility of adding a Beep Baseball Exhibition Game to the event lineup, which includes Glow Art, Grand Opening of the Bolingbrook Sensory Room, Wheelchair Basketball, Goalball, and Sit Volleyball. Opportunities for additional forms of adapted recreation will continue to be explored.

**C. Marketing & Fundraising**

1. The new NWCSRA website with agency rebranding launched on May 3. The site provides major improvements in terms graphic appeal, ease of navigation and responsiveness. Additional enhancements will be introduced throughout the coming months to greatly enhance

communication with participants and community partners, including online registration and community calendars.

2. NWCSRA Executive Director and staff have been out and about at a variety of different organizational meetings throughout the past month:
  - SSPPA Legislative Meeting at LWSRA in New Lenox on May 2.
  - Mike Selep and Jill Mukushina attended an organizational meeting for the reformation of a Bolingbrook Kiwanis Club on May 3.
  - SSPPA Meeting in Plainfield on May 12.
  - IPRF Meeting via zoom on May 13.
  - PDRMA Membership Assembly Meeting on May 17.
  - Bolingbrook Lions Club Meeting on May 18.
  - Bolingbrook Park District Board Meeting on May 19.
  - Mike Selep and Jill Mukushina attended the TR Legislative & Advocacy Committee Meeting via zoom on May 20.
3. Lemont Knights of Columbus presented a donation in the amount of \$4,394.76 as a portion of the amount raised during their annual Tootsie Roll drive back in September of 2021.
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. 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. Preliminary audit field work was conducted on May 2 for FY2021-22 audit. Field work will continue June 13-14, and the audit presentation to the NWCSRA Board of Directors is scheduled for the August 24 meeting.
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.

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

1. Four NWCSRA Powerlifting athletes assisted teams participating in the Special Olympics Plane Pull fundraiser at Lewis University on April 30. Athletes rotated between the 30 participating teams. A total of \$35,000 for Special Olympics Illinois was raised during the event. Two of the Bolingbrook athletes, Michael and Jeffrey Ciskowski, helped pull the Bolingbrook Raiders Football Team to first place in the High School division. The coaches, having recognized Michael and Jeffrey as Bolingbrook graduates, awarded the trophy to Michael and Jeffrey for their contributions to the Raiders efforts and Special Olympics. Michael and Jeffrey were recognized at the Bolingbrook Park District Board of Directors Meeting on May 19.

#### **Staff Report**

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

- NWCSRA has 22 athletes and 10 staff attending Summer Games with several family members to cheer on our athletes.
- Adult Day Program enrollment continues to increase. Space is currently maxed out. Hope to gain additional space to allow for additional participation.
  - ALL 1 – Romeoville: Maxed out with 8 participants Monday-Friday (6 on waitlist)
  - ALL 2 - Bolingbrook: Maxed out with 8 participants (1 on waitlist)

- ALL 3 - Plainfield: Maxed out with 12 participants (2 on waitlist)
- BB 1 – Bolingbrook: 6 participants (10 on waitlist)
- Summer Day Camp training has been updated to include enhanced leadership training.
- Lots of attention has been placed on recruiting, hiring, onboarding and training for the summer season.

**Unfinished Business**

None

**New Business**

- A. Approval of Resolution 2022-2: A Resolution Approving the Termination of Non-Voting Member Brookeridge Park District from the Northern Will County Special Recreation Association

Motion to approve Resolution 2022-2 by Board Secretary Carlo Capalbo, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: Dave Herman, Carlo Capalbo, Kelly Rajzer, Ron Oestreich

Nays: None

Motion Carried.

- B. Approval of Resolution 2022-3: A Resolution Approving the Termination of Non-Voting Member Justice Park District from the Northern Will County Special Recreation Association

Motion to approve Resolution 2022-3 by Board Secretary Carlo Capalbo, seconded by Board Vice President Ron Oestreich.

Roll Call:

Ayes: , Carlo Capalbo, Kelly Rajzer, Ron Oestreich ,Dave Herman

Nays: None

Motion Carried.

**Announcements**

Lockport – Touch a Truck event in Dellwood Park will take place on June 3 as well as 90s Pop Nation and Boy Band Night bands will perform in Lock Rocks free Concert Series. Other concerts in series include Lounge Puppets on August 19 and Silver Bullet STL on September 10.

Bolingbrook – Continuing to gear up for summer. Positive response and performances for drama and dance programs.

Plainfield – Some changes of responsibilities for summer aquatic staff due challenges with hiring lifeguards. Evening rentals of aquatic facility has been extremely popular.

Romeoville – Thursday evening Rockin’ the Ville Concerts start on June 2. Band Soul Asylum will headline RomeoFest and the Band Perry will perform at Deer Crossing Park in August.

**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:

2:09 pm

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

**Board of Directors.**



Board President



Date