

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
July 27, 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)

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

Carlo Capalbo, Director, Plainfield Park District (Secretary)

Absent:

Ron Oestreich, Bolingbrook Park District (Vice President)

Also present were:

Mike Selep, Executive Director, NWCSRA

Gina Madden, Legal Counsel

Kim Smith, Bolingbrook Park District, Director of Marketing and Customer Care

Mary Voss, Bolingbrook Park District, 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 May 25, 2022 Board Meeting Minutes

Motion to approve consent agenda item A by Board Secretary Carlo Capalbo, seconded by Board Alternate Dave Herman

Roll Call:

Ayes: Dave Herman, Carlo Capalbo, Kelly Rajzer

Nays: None

Motion Carried.

Action Items

A. Approval of May 31, 2022 Treasurer's Report

Motion to approve action item A by Board Treasurer Carlo Capalbo, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Dave Herman, Carlo Capalbo, Kelly Rajzer

Nays: None

Motion Carried.

B. Approval of Pay for Action for May 2022

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

Roll Call:

Ayes: Carlo Capalbo, Kelly Rajzer, Dave Herman

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, May 31, 2022

Motion to approve action item C by Board Secretary Carlo Capalbo, seconded by Board President Kelly Rajzer

Roll Call:

Ayes: Kelly Rajzer, Dave Herman, Carlo Capalbo

Nays: None

Motion Carried.

D. Approval of June 30, 2022 Treasurer's Report

Motion to approve action item A by Board Treasurer Carlo Capalbo, seconded by Board Alternate Dave Herman

Roll Call:

Ayes: Carlo Capalbo, Kelly Rajzer, Dave Herman

Nays: None

Motion Carried.

E. Approval of Pay for Action for June 2022

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

Roll Call:

Ayes: Kelly Rajzer, Dave Herman, Carlo Capalbo

Nays: None

Motion Carried.

F. Approval of Recommended/Final Bills for Action, June 30, 2022

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

Roll Call:

Ayes: Kelly Rajzer, Dave Herman, Carlo Capalbo

Nays: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. The agency completed an IMRF audit during the month of July. IMRF requested a wide variety of documents to review our personnel policies, payroll procedures, tax reporting and IMRF documentation. We gathered

and provided a lot of information for them to review. We received an exit interview where they provided us with a full analysis of our organization with relation to the IMRF program. Overall, our procedures were in good order. IMRF provided a report with two findings and recommendations for compliance. We are to provide a written response with our plan to them by July 28. I discussed each of these findings with Lauterbach & Amen's tax expert Tim Gavin. He mentioned that the issues that were brought to our attention were common with their clients during an IMRF audit. He expressed that PayChex should be able to assist us with any necessary changes, and that they could support as needed.

2. Cathy Davis will be stepping down from her Finance Coordinator position. Cathy has served the agency in a variety of roles throughout her tenure including Executive Director. We are greatly appreciative of her dedicated service to the agency in the Finance Coordinator position. She plans to continue to serve in a limited capacity as a Day Program team member. We are currently searching for qualified candidates for the position, which is posted as a 16-20 hour position.

B. Recreation

1. NWCSRA Summer Day Camp as well as seasonal programs and inclusion placements throughout our member agencies are in full swing. Enrollment is nearly double for Day Camp and are up over 50% from last year for seasonal programs. We have been a continuous mode of staff recruitment, hiring, training and placement to meet increased demand from NWCSRA families and new member agency inclusion requests that come in on a weekly basis. We have hired a large number of new staff this summer since our numbers of staff in the previous two summers have been relatively low.
2. 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. NWCSRA launched Amilia (SmartRec) registration system on July 11 for use with the fall season. Families are currently creating household accounts and updating their annual information forms online. Families are excited to be able to begin registering online for programs on August 1. The system will integrate with the new website that was launched on May 3.
2. The NWCSRA Annual Golf Outing was held on June 23 at Prairie Bluff Golf Course. This year's outing featured great weather, fun for all participants, and was conducted in partnership with Angelic Kindness. All four member agencies participated as well as many local agencies, community leaders and NWCSRA athletes. Revenues were up in golfer fees, sponsorship and raffles. We netted \$9,500 for the event compared to \$6,800 from last year.
3. NWCSRA is currently a finalist for a \$10,880 Special Kids Foundation Grant that would provide enhanced funding to cover fees for school groups and economically disadvantaged children to participate in sensory room sessions.
4. NWCSRA Executive Director has attended a variety of different organizational meetings, events and trainings throughout the past months:
 - Romeoville State of the Village address on May 24.
 - IPRA TR Section Leadership Meeting via zoom on May 25.
 - IPRF Golf Outing Committee Meeting via zoom on June 1 and July 18
 - SSPRPA Legislative Meeting via zoom on June 6
 - Bolingbrook Area Networking Group on June 9.
 - Bolingbrook Lions Beep Baseball Tournament June 9-10.
 - Special Olympics Torch Run on June 14.
 - PDRMA Legal Update Webinar on June 16.
 - Bolingbrook Park District Foundation Glow Golf on June 18.
 - PDRMA Webinar – Building Security & Active Shooter Prevention on June 28.
 - Park & Recreation Director Outing on July 6.

- American Camp Association Accreditation Visit with Camp Towering Pines (Wisconsin) on July 11-12.
- PDRMA Health Benefits Committee on July 13.
- Will County Comeback – American Rescue Plan Meeting on July 14
- Bolingbrook Kiwanis Meeting on July 20.

D. Technology & Finance

1. Audit field work was conducted on June 13-14. Draft reports have been viewed during the past several weeks. The audit is near finalization with the audit presentation to the NWCSRA Board of Directors scheduled for the August 24 meeting.
2. Work continues on the web site and registration system. Preparations for registration system include the use of several laptops in kiosk mode for families to register in the office.
3. Agency will be completing an application in the near future to receive funding through the American Rescue Plan Act distributed through Will County. Mike Selep attended an allocation information session for Park Districts and Special Recreation Associations on July 14 in Joliet. NWCSRA is eligible to receive up to \$120,605 in reimbursable expenses. This amount was calculated based on percentage of population NWCSRA covers in Will County.

E. Facility, Transportation & Member Agencies

1. NWCSRA conducted a bid opening for a new paratransit vehicle on Thursday, July 21. The agency received two bids for a new vehicle. The vehicle prices were higher than budgeted as supply chain challenges and current inflation continues to raise the prices of vehicles. One vendor (Midwest) offered a lower price for a 2024 vehicle without providing a definitive timeframe for vehicle delivery (earliest 12-18 months). The other vendor (Best Bus) offered the ability to deliver a 2023 vehicle by the end of 2022, which was not far off the requested delivery date of December 1. The agency budgeted to replace three vehicles this year. Based on current prices and availability, the staff recommendation is to accept the bid from Best Bus and order two vehicles that can be delivered by the end of the 2022 based on limited current availability.
2. The Village of Romeoville received notification of an OSLAD grant for \$400,000 for the construction of Romeo Crossings Park where the Field of Dreams will be located along with a dog park and three baseball fields. Funds for the initial payment of \$300,000 from NWCSRA (50% of the cost) have been designated during the FY2022-23 budget process and are being kept in reserves for a down payment to the Village of Romeoville. These initial funds will be distributed once the field is complete. The field is slated for Phase 3 of the construction project - 2023/24. Several potential sources of additional funding is currently being explored, including funding from the Will County Comeback American Rescue Plan Act funds. Legal counsel from NWCSRA and the Village of Romeoville are finalizing the final details of the Intergovernmental agreement.

Staff Report

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

- Inclusion requests exceeded expectations this summer. Staff are continuing to hire to support continued on-going needs. Requests for the summer – Bolingbrook (20), Lockport (8), Plainfield (9), and Romeoville (7).
- The NWCSRA Softball Team played well in the IPRA TR Section Tournament on July 17 – 1st Place and 3rd Place finishes for the teams.
- Hawaiian Luau was Friday, July 15 at the Romeoville Recreation Center. Four SRAs attended (Orland, NSRS, LWCSRA, SRJC). The next dance is Country Western on Friday, August 26 at Romeoville Recreation Center from 6:30-9pm – stop on by and check it out.
- Summer Day Camp is winding down. It has been a great success this summer with 55 total campers participating, most spending the full time with us this summer.
- NWCSRA's annual Truck or Treat event will be held on Wednesday, October 26 from 4-6pm at the NWCSRA office.
- The annual Recognition Dinner Dance will be held on Thursday, December 8 from 6-9pm at the Bolingbrook Golf Club.

Unfinished Business

None

New Business

- A. Approval of Resolution 2022-4: A Resolution Approving the Inclusion of Compensation Paid Under an Internal Revenue Code Section 125 Plan as IMRF Earnings

Motion to approve Resolution 2022-4 by Board Secretary Carlo Capalbo, seconded by Board Alternate Dave Herman.

Roll Call:

Ayes: Dave Herman, Carlo Capalbo, Kelly Rajzer

Nays: None

Motion Carried.

- B. Award bid for the purchase and delivery of (2) two Paratransit Buses to Best Bus Sales in the amount of \$114,970 per bus

Motion to approve awarding bid for the purchase and delivery of (2) two Paratransit Buses to Best Bus Sales in the amount of \$114,970 per bus by Board Alternate Dave Herman, seconded by Board President Kelly Rajzer.

Roll Call:

Ayes: Carlo Capalbo, Kelly Rajzer, Dave Herman

Nays: None

Motion Carried.

- C. Approval of contract for the purchase and delivery of (2) two Paratransit Buses to Best Bus Sales in the amount of \$114,970 per bus, subject to attorney review

Motion to approve awarding bid for the purchase and delivery of (2) two Paratransit Buses to Best Bus Sales in the amount of \$114,970 per bus by Board Secretary Carlo Capalbo, seconded by Board Alternate Dave Herman.

Roll Call:

Ayes: Kelly Rajzer, Dave Herman, Carlo Capalbo

Nays: None

Motion Carried.

Announcements

Lockport – Plans are being finalized for Collegeview park renovations. Project will be awarded in late August with work to begin in the spring.

Bolingbrook – Wrapping up the summer season. Staff are gearing up for the fall.

Romeoville – Thursday evening Rockin’ the Ville Concerts are concluding. Romeo Fest will run August 4-6.

Enhanced security procedures are in place. Hired a security firm, bags will be checked, enhanced police/fire presence, as well as bomb sniffing dog, undercover officers and drone surveillance utilized.

Adjournment


Motion to adjourn the meeting was made by Board President Kelly Rajzer, seconded by Board Alternate Dave Herman, and it was approved unanimously.

Meeting adjourned:

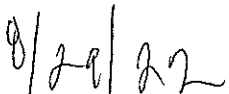
2:03 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



 Board President



 Date