

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
August 24, 2022
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:31 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (President)
Ron Oestreich, Executive Director, Bolingbrook Park District (Vice President)
Bill Riordan, Executive Director, Lockport Township Park District (Treasurer)
Carlo Capalbo, Executive Director, Plainfield Park District (Secretary)

Also present were:

Gina Madden, Legal Counsel
Mike Selep, Executive Director, NWCSRA
Jill Mukushina, Director of Recreation & Facility Operations, NWCSRA
Carrie Gascoigne, Recreation & Services Manager, NWCSRA
Lori Donofrio, Finance Coordinator, NWCSRA

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 July 27, 2022 Board Meeting Minutes

Motion to approve consent agenda item A by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich

Roll Call:

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

Nays: None

Motion Carried.

Action Items

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

Motion to approve action item A by Board Treasurer 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 July 2022

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

Roll Call:

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

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, July 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. Lori Donofrio started August 10 as our new Finance Coordinator and hit the ground running. Lori has been able to train directly with Cathy Davis for the first two weeks and familiarize herself with current operations. She received her BS in Finance and Marketing for Marquette University. She is a Plainfield resident and Joliet business owner. She brings over 20 years of finance and business experience to us at NWCSRA.
2. Cathy Davis will be stepping down from her role as Finance Coordinator; however, she will continue to work one day per week as a staff of our Adult Day Program.

B. Recreation

1. Equipment for the Bolingbrook Sensory Room has arrived and installation of the equipment is currently in progress. The majority of equipment will be installed by the end of next week. Grand Opening plans are in the works with an official ribbon-cutting ceremony to take place the first week of October and opening with the Celebration of Special Recreation Abilities Fair on October 8.

C. Marketing & Fundraising

1. NWCSRA launched Amilia (SmartRec) registration system for online registration for our fall registration starting August 1. The system has been well received by clients throughout our service area. We have maintained the ability for families to register by mail and walk-in. We have received 70% of our registrations online so far for the fall season.
2. NWCSRA facilitated a quiet room/sensory space at the Taste of Bolingbrook on August 13 at The Promenade in Bolingbrook. It was an excellent opportunity to interact with and promote the agency to many throughout the community and demonstrate some of sensory room equipment.

D. Technology & Finance

1. Audit field work was conducted on June 13-14. Draft reports were viewed several times throughout the last several months with edits suggested. The presentation to the NWCSRA Board of Directors has been rescheduled for the September 28 meeting.

3. NWCSRA submitted a grant request for \$120,605 in funding through the Will County Comeback American Rescue Plan Act funds. This was the amount that the agency was allocated through the process based on service area population within the county. We requested funding for the purchase of a handicapped accessible vehicle and implementation of our online registration system.
4. NWCSRA received word that we did not receive the \$10,880 Special Kids Foundation Grant to provide enhanced funding to cover fees for school groups and economically disadvantaged children to participate in sensory room sessions. The agency was a finalist for the grant, but unfortunately, the number of requests exceeded available dollars. NWCSRA will explore options for resubmission for next year as we were encouraged to submit for a grant next year.
2. Cathy Davis and Lori Donofrio reviewed first year of QuickBooks usage and updated processes to provide full reconciliation through Quickbooks for processes that were handled manually. In addition, Cathy and Lori developed procedures for recording and reconciling online payments received through the new Amilia online registration system. Recommendations for Board Financial reports will be provided at the September board meeting.

E. Facility, Transportation & Member Agencies

1. NWCSRA finalized a contract with Best Bus Sales and placed the order for two new paratransit vehicles to be delivered by December 31, 2022. Best Bus Sales will be conducting an evaluation of the current NWCSRA vehicles that will be replaced to determine a trade-in value for the vehicles. NWCSRA will share this trade-in value with member agencies and will offer the vehicles to NWCSRA member agencies at the trade-in value.
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. 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 (21), Lockport (9), Plainfield (10), and Romeoville (8).
- The Healthy Minds Healthy Bodies (HMHB) added three new participants over the last 2 weeks. 20 veterans are now in the program.
- 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 57 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

A. Approval of Agreement with Lincolnway Special Recreation Association, subject to attorney review
Motion to approve agreement with Lincolnway Special Recreation Association, subject to attorney review, by Board Secretary Carlo Capalbo, seconded by Board President Kelly Rajzer.

Roll Call:

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

Nays: None

Motion Carried.

New Business

None

Announcements

Lockport – Military History Weekend is coming up after Labor Day. Hayride of Horror in October. College View improvement project starts next week.

Bolingbrook – Currently searching for three full-time staff members, two in parks and one in IT. Starting a new strategic planning process.

Plainfield – First time fully staffed in over a year. Working on an OSLAD grant submission. Finalizing the CAPRA accreditation process.

Romeoville – Romeo Fest is wrapped up. Great turnout. The Band Perry is on Saturday night. Struggling to maintain staff. 9/18 is Founders Day Parade – returning to regular route, so it will be a longer parade.

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:

2:05 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date