

**Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
September 28, 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, 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:

Mike Selep, Executive Director, NWCSRA  
Jill Mukushina, Director of Recreation & Facility Operations, NWCSRA  
Courtney Clement, Auditor, Lauterbach & Amen LLP

**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 August 24, 2022 Board 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, Bill Riordan, Carlo Capalbo, Kelly Rajzer

Nays: None

Motion Carried.

**Action Items**

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

Motion to approve action item A by Board Treasurer Bill Riordan, seconded by Board Secretary Carlo Capalbo

Roll Call:

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

Nays: None

Motion Carried.

B. Approval of Pay for Action for August 2022

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

Roll Call:

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

Nays: None

Motion Carried.

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

Motion to approve action item C by Board Secretary Carlo Capalbo, 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

### New Business

#### A. Acceptance of FY2021/22 Audit Report

Courtney Clement, Auditor from Lauterbach & Amen, LLP presented the audit findings for FY2021/22 to the Board of Directors. She stated that the audit ran smoothly. Thanked the staff and board for their cooperation. The association received a clean opinion as the financial statements, financial position and respective changes in net position and cash flows were presently fairly and in accordance with accounting principles generally accepted in the United States of America.

Motion to accept the FY2021/22 Audit report as presented by Board Treasurer Bill Riordan, seconded by Board Secretary Carlo Capalbo.

### Executive Director's Report

#### A. HR/Personnel

1. NWCSRA will participate in the HR Source's 2023 Park and Recreation Compensation Survey. The report is an industry-specific compensation report to help participating organizations stay competitive in the market and make data-driven pay decisions. It is free to participate, and all participating agencies will receive a complimentary copy of the final report. The deadline for submission is October 7. HR Source has encouraged us to spread the word to agencies that may not have participated previously as data collected at this time may be extremely helpful with making critical decisions regarding organization compensation.
2. Mike Selep attended the NRPA National Conference from September 19-21 in Phoenix, Arizona. He helped lead an eight-hour preconference session to prepare 36 professionals from throughout the country take the Certified Park and Recreation Executive (CPRE) exam. Mike has been working with Katie Troline (former professional from Illinois who currently resides in Georgia) since 2010 to provide a variety of workshops to prepare individuals take the Certified Park and Recreation Professional (CPRP) and CPRE exams. Mike and Katie are currently leading a six-week online class through IPRA with 28 professionals involved from throughout the country.

#### B. Recreation

1. Grand Opening of the Bolingbrook Sensory Room with official ribbon-cutting will take place at 9:45am on October 8 with the community collaborative Celebration of Special Recreation Abilities Fair on October 8. The event will run from 10am-2pm and will feature a variety of different adapted activities, including Glow Art; adapted sports such as goalball, wheelchair basketball, sit volleyball and beep baseball; as well as equine, music and art therapy as well as a variety of other activities provided by local organizations and service clubs. See attached flyer for more details.

- Hours of direct inclusion companion support have increased during this current fiscal year as program opportunities have returned. According to discussions with Executive Directors from other Special Recreation agencies, inclusion support hours increased dramatically at other agencies as well. Contributing factors include increased behavior problems experienced due to lack of socialization during COVID and staffing shortages experienced at most agencies. Below is where inclusion support dollars have been utilized to date (May 1 – September 11). Budgeted dollars have been calculated at 3% of each member agency’s contribution. According to our member agreement, when the budgeted dollars have been fully utilized, NWCSRA will bill back the member agency for companion support hours. The highest percentage of hours of inclusion support are generally provided during the summer months. The numbers of supported individuals have decreased; however, some of the individuals serves through companion support are for programs with a high volume of hours throughout the year.

	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	4,555.16	12,450.00	7,894.84	36.59%
510500 Romeoville Inclusion Wages	5,973.78	8,375.00	2,401.22	71.33%
510550 Bolingbrook Inclusion Wages	9,443.56	14,177.00	4,733.44	66.61%
510650 Plainfield Inclusion Wages	10,125.68	18,567.00	8,441.32	54.54%

### C. Marketing & Fundraising

- 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. We have continued to receive on-going support from Amilia throughout the implementation process as we meet with our support specialist every two weeks. I had the opportunity to meet with a number of the Amilia staff at the NPRA Conference in Phoenix to discuss our successes and our timeline for enhanced utilization of the system as we prepare to roll out additional features of the software in the upcoming program season.
- NWCSRA staff, participants and family members assisted the Lemont and Romeoville Knights of Columbus with their annual Tootsie Roll Fundraiser Drive for individuals with intellectual disabilities on September 16-17. A portion of the funds raised by each group will be given to NWCSRA to help support programs and services.

### D. Technology & Finance

- Presentation of the Annual Audit to the NWCSRA Board of Directors will take place at the September 28 meeting. Courtney Clement from Lauterbach & Amen will be making the presentation to the board.
- NWCSRA received a \$5,000 grant through a joint application with Angelic Kindness for the October 8 event to assist with event and volunteer expenses. The Bolingbrook Arts Council provided financial support to cover the Glow Art expenses. A variety of other community organizations will be on hand to provide hands-on activities and information about their services for individuals with disabilities.

### E. Facility, Transportation & Member Agencies

- NWCSRA met with Best Bus Sales representative on September 22 to evaluate the two NWCSRA vehicles that will be replaced to determine a trade-in value for the vehicles. NWCSRA will receive information regarding the appraised value and offer from Best Bus Sales within the next several days. We will share this trade-in value with member agencies and will offer the vehicles to NWCSRA member agencies at the trade-in value.
- Discussions have continued with the Village of Romeoville regarding the Field of Dreams Adapted Sports Field. The last area of discussion revolves around the length of the agreement. The original agreement was

set for 10 years. NWCSRA request was for 20 years due to the useful life of the sports field. The Village of Romeoville has requested that NWCSRA consider a 15 year agreement.

3. SSPRPA will be conducting two three-hour workshops with Michael Brandwein on November 17 in Palos Heights. Attendees will earn .3 CEUs for each session, and the cost is \$10 for SSPRPA members or \$15 for non-members for each session. The workshops are sponsored by the Illinois Park & Recreation Foundation. We will reach out to staff from each member agency that coordinates camp and early childhood programming to coordinate group attendance and discussion afterward for the second session – “Why Don’t You Behave?!” – The Brandwein Key System Solution to Handling Negative Behavior in Young People While Teaching Positive Choices.

### **Staff Report**

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

- Carrie Gascoigne conducted a summer inclusion wrap-up meeting with member agency day camp supervisors on September 20 to review summer camps and inclusion process and how NWCSAR can better support inclusion for the future.
- Both NWCSRA Volleyball Teams will be heading to the State Tournament in October. NWCSRA will be co-hosting the TR Section Volleyball Tournament with SEASPAR on October 9 at the Park District of LaGrange.
- NWCSRA staff have created a number of new training programs for part-time staff and shifted responsibilities to include more staff members to be involved in the process.
- NWCSRA’s annual Trunk or Treat event will be held on Wednesday, October 26 from 4-6pm at the NWCSRA Office.
- The annual Recognition Dinner Dance will be on Thursday, December 8 from 6-9pm at the Bolingbrook Golf Club.
- Staff is beginning the annual part-time staff evaluation process utilizing a process that involved self-evaluation, peer evaluations and full time staff evaluation.

### **Announcements**

Lockport – Bid opening is next week for Prairie Bluff driving range improvements and pickleball courts. College View improvement project is in full swing – working on walking paths and relocating ballfield. Hayride of Horror starts this weekend and will run through the end of October.

Bolingbrook – Fall fest event was extremely successful and well-attended. Bolingbrook Parks Foundation will be conducting a Hoops Challenge. Putting together a display with other community groups for Halloween at the Village of Bolingbrook.

Plainfield – Finishing up OSLAD grant submissions – one for acquisition and the other for development. Have several community events during the month – Family Fun Fest and the Haunted Hayride/Frankenstein’s Kiddie Carnival event.

Romeoville – Pool construction is progressing. Plans are to open May/June of 2023. Scene 75 opened up with large ribbon-cutting celebration. Century Park development project went out for bid with new playground to be installed in May 2023.

### **Closed Session**

Semi-annual review of closed session minutes

A. Pursuant to 5 ILCS 120/2(c)(21) for the semi-annual review of the minutes of meetings lawfully closed under the Illinois Open Meetings Act.

Board Secretary Carlo Capalbo made a Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(21) for the purpose of semi-annual review of minutes lawfully closed under the Illinois Open Meetings Act. Board Vice President Ron Oestreich seconded the Motion and a roll call was taken:

Roll Call:

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

Nays: None  
Motion Carried.

Closed Session began at 2:35pm.

Board President Kelly Rajzer made a Motion to conclude Closed Session. Ron Oestreich Board Vice President seconded the Motion.

Roll Call:

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

Nays: None

Motion Carried.

Closed Session concluded at 2:40pm.

**Action from Closed Session**

A. Approval of List of NWCSRA Board of Directors Closed Minute Sessions to Release  
Motion to approve the release of April 23, 2020; May 13, 2020; and January 26, 2022 NWCSRA Board of Directors Closed Session Minutes by Board President Kelly Rajzer, seconded by Board Vice President Ron Oestreich.

Roll Call:

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

Nays: None

Motion Carried.

B. Approval of List of NWCSRA Board of Directors Closed Minute Sessions to Remain Confidential  
Motion to approve the March 5, 2021; April 28, 2021; and April 27, 2022 NWCSRA Board of Directors Closed Session Minutes to remain confidential 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.

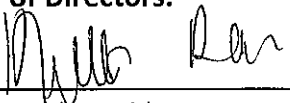
**Adjournment**


Motion to adjourn the meeting was made by Board Treasurer Bill Riordan, seconded by Board Vice President Ron Oestreich, and it was approved unanimously.

Meeting adjourned:

2:45 pm

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

  
\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
Date

