

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
July 19, 2023
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 (Board President)

Carlo Capalbo, Executive Director, Plainfield Park District (Board Vice President)

Mike Selep, Executive Director, Bolingbrook Park District (Board Secretary)

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

Absent:

Bill Riordan, Executive Director, Lockport Township Park District (Treasurer)

Also present were:

Gina Madden, Legal Counsel

Jill Mukushina, Interim Executive Director, NWCSRA

Gina Petkus, Staff Development and Outreach Manager, NWCSRA

Andrea Juricic, Director of Recreation, Plainfield Park District (Alternate)

Additions or Revisions

Revised - Under 6. Action items, D authorize the letting of bids for two Paratransit Shuttle Buses was removed.

Approval of Consent Agenda

Consent Agenda

A. Approval of May 24, 2023 Board Meeting Minutes

Motion to approve consent agenda item A by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Mike Selep, Dave Herman, Carlo Capalbo, Kelly Rajzer

Nays: None

Absent: None

Motion Carried.

Action Items

A. Approval of May 31, 2023 Treasurer's Report

Motion to approve action item A by Board Alternate Dave Herman, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Dave Herman, Carlo Capalbo, Mike Selep, Kelly Rajzer

Nays: None

Absent: None

Motion Carried.

B. Approval of Pay for Action for May 2023

Motion to approve action item B by Board Secretary Mike Selep, seconded by Board President Kelly Rajzer.

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Kelly Rajzer, Dave Herman

Nays: None

Absent: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, May 31, 2023

Motion to approve action item C by Board Vice President Carlo Capalbo, seconded by Board Alternate Dave Herman.

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Dave Herman, Kelly Rajzer

Nays: None

Absent: None

Motion Carried.

D. Approval of June 30, 2023 Treasurer's Report

Motion to approve action item D by Board Alternate Dave Herman, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Dave Herman, Kelly Rajzer

Nays: None

Absent:

Motion Carried.

E. Approval Pay for Action for June 2023

Motion to approve action item E by Board Secretary Mike Selep, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Dave Herman, Kelly Rajzer

Nays: None

Absent: None

Motion Carried.

F. Approval of Recommended/Final Bills for Action, June 30, 2023

Motion to approve action item F by Board Vice President Carlo Capalbo, seconded by Board Alternate Dave Herman.

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Dave Herman, Kelly Rajzer

Nays: None

Absent: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. We have hired a program coordinator. Cindy DeNormandie will join our team on Monday, August 7. Cindy is currently working one day a week in the adult day program. She has worked with Palos Hills recreation department, Lago Vista Clubhouse and Homewood Flossmoor Park district. We are excited for what she will bring to our organization with her strong programming skills and look forward to her continued development of working with people with disabilities.
2. Staff are researching HR software for time and attendance, as well as the capability to fill out hiring paperwork online.

B. Recreation

1. Day Camp hosted in Bolingbrook at Oak View School has come to an end. The first year of providing afternoon recreation to those in Valley View School District's extend school year program was a success, with camp at 75% capacity.
The Plainfield location was able to take additional campers off the waitlist for the last two weeks of camp, totaling 335 in total for seven weeks, an average of 48 campers per week. June provided the campers with a variety of fun experiences in the community.
2. The Celebration of Special Recreation planning continues. The event will feature fan favorites from last year's event, and a few added opportunities for the public.
3. Mark your calendar and stop by for the following events:
 - a. Country Western Dance at BRAC– Friday, August 11
 - b. Celebration of Special Recreation – Saturday, October 7
 - c. ITRS Volleyball tournament (co-host with SEASPAR) – Sunday, October 8

C. Marketing & Fundraising

1. The Simulator Golf Outing on June 23 was a fun and successful event! NWCSRA raised \$4,869. Talking with the golfers, they enjoyed a chance of pace and the ability to share the event with non-golfer family members.
2. NWCSRA has been working with Mary-Frances O'Dea of Apricity Web Solutions to build and maintain the website. Staff is looking to continue this contract for the stub budget year and work with her on website accessibility.

D. Technology & Finance

1. The audit continues to go smoothly with an anticipated finish date by July 21, 2023. The audit presentation to the NWCSRA Board of Directors is tentatively scheduled for the August 23 board meeting.
2. A variety of cybersecurity updates are in progress or have been completed. We are working closely with Todd's Techies to complete this process.

3. Senator Meg Loughran Cappel has chosen NWCSRA for a \$250,000 DCEO grant, which can be used for operations expenses. More information will be provided to the agency as it becomes available.

E. Facility, Transportation & Member Agencies

1. NWCSRA conducted a bid opening on Monday, July 17 at 10:00 am. Two bids were received. The price varies, along with warranty. The agency is looking to replace a 15-year-old bus and a 12-year-old bus.

2. The Village of Romeoville signed and sent the IGA for the adapted sports field at Romeo Crossings Park to NWCSRA. Funds for the initial payment of \$300,000 from NWCSRA are being kept in reserves and will be distributed once the field is complete. Action items for this topic are found under new business, 13.B.

3. One of the large Lenox HVAC units located on the north side of the building has a non-functioning compressor. The agency is working with Joel's Heating and Cooling, a certified Lenox technician, to replace the compressor. The part is under warranty, however the labor is not. The unit will be fixed on July 17, 2023.

Staff Report

Staff Development and Outreach Manager Gina Petkus provided an update regarding recreation programs and services.

- Summer inclusion requests (as of July 12): 190
 - Bolingbrook: 62
 - camp: 59
 - programs: 3
 - Lockport: 27
 - Camp: 25
 - Programs: 2
 - Plainfield: 56
 - Camp: 54
 - Programs: 2
 - Romeoville: 45
 - Camp: 43
 - Programs: 2
- Mark your calendars for the Day Program Car Wash. It will take place on August 15 from 10:00-1:00 at Annerino Community Center.
- NWCSRA Wolves attended the 2023 Summer Games in Bloomington the weekend of June 9th-11th, bringing home 13 gold, 14 silver and 5 bronze medals.
- On June 6th some of our NWCSRA athletes and staff ran in the 2023 Law Enforcement Torch Run in support of Special Olympics Illinois!
- Summer Day Camp has only 3 weeks left. We were able to accommodate most of our waitlists, total camp registrations were 335.
- Our Day Camp Parent Party is on Thursday, July 27th from 1-3pm at Walkers Grove Elementary. This is an event where any camper who is attending Plainfield camp at any point can bring their family to come hangout and celebrate a great summer.
- NWCSRA's Trunk or Treat event will be on Wednesday 10/25 from 4:00-6:00pm. We are also offering a Family Food Truck event on Friday 9/15 from 5:30-8:00pm.

- The Recognition Dinner Dance is scheduled for Thursday, December 7th from 6:30-9:00pm at the Bolingbrook Golf Club.
- Over the past two months, time was spent on onboarding new team members. This year we added 30 Day Camp Counselors, 10 Inclusion Support Team Members, and 4 program Team Members which increased our team by 44 percent.

Unfinished Business

None

New Business

- A. Approval of contract with Apricity for the maintenance of the website in the amount of \$750 for 9 months, subject to attorney review.

Motion to approve action item A by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Dave Herman, Carlo Capalbo, Mike Selep, Kelly Rajzer

Nays: None

Absent: None

Motion Carried.

- B. Approval of the Resolution 2023-3 regarding the IGA and License Agreement with the Village of Romeoville for the adapted sports field, subject to attorney review.

Motion to approve action item B by Board Secretary Mike Selep, seconded by Board Alternate Dave Herman.

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Dave Herman

Nays: None

Absent: None

Abstain: Kelly Rajzer

Motion Carried.

- C. Award bid for the purchase and delivery of (1) one or (2) two Paratransit Buses.

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

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Dave Herman, Kelly Rajzer

Nays: None

Absent: None

Motion Carried.

- D. Approval of contract for the purchase and delivery of (2) two Paratransit Buses, subject to attorney review.

Motion to approve action item D by Board Secretary Mike Selep, seconded by Board Alternate Dave Herman.

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Dave Herman, Kelly Rajzer

Nays: None

Absent: None

Motion Carried.

Announcements

Lockport – Working on cooperative with Romeoville, Camps full, Challenge Fitness expansion.

Bolingbrook – Last River 5K, \$142,000 grant, hiring BRAC facility and fitness manager, budget process.

Plainfield – Introduced Andrea Juricic, Director of Recreation who is Board Alternative for District, planner resigned.

Romeoville – Concerts very well attended, hiring a building tech, pool hiring and training, 161 campers on day camp, 8/14 ribbon cutting for members.

Closed Session

None

Adjournment

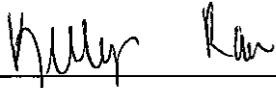
Motion to adjourn the meeting was made by Board Vice President Carlo Capalbo, seconded by Board Alternate Dave Herman, and it was approved unanimously.

Meeting adjourned:

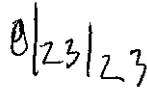
2:05 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date