



**Fox Valley Special Recreation Association
Minutes of the Board of Directors Meeting
November 28, 2023 10:30 AM**

CALL TO ORDER: Chair Nadeau called the meeting to order at 10:31 AM, and Director Engelhardt called the roll.

Member	Position	Agency	Roll Call
Scott Nadeau	Chair	Sugar Grove Park District	Present
Nicole Vickers	Vice Chair	Geneva Park District	Present
Jaime Ijams	Secretary	Fox Valley Park District	Present
Allison Niemela	Treasurer	Batavia Park District	Present
Kim Wascher	Board Member	Village of South Elgin Parks & Recreation Dept.	Present
Rich Zielke	Board Member	Oswegoland Park District	Present
Tom Betsinger	Board Alternate	Oswegoland Park District	Present
Ron Skubisz	Board Alternate	St Charles Park District	Present

Staff Present: Alexandra Engelhardt, Brandi Nettles, Claire Howes, Jackie Jankowski

CHANGES TO THE AGENDA

None

RECOGNITION OF GUESTS

Courtney Mohr, Principal, Lauterbach & Amen

CORRESPONDENCE

None

CONSENT AGENDA

Secretary Ijams made a motion to approve the consent agenda. Board Member Wascher seconded, and the motion passed.

EXECUTIVE DIRECTOR REPORT

Director Engelhardt announced the hiring of Alexis Ruhl for the Marketing & Outreach Manager position. She indicated the team is still hiring for the positions of Inclusive Special Needs Assistants and Vehicle Drivers. Engelhardt has a full December schedule of networking and year-end events for the various organizations she is part of or associated with. The HR Department has conducted Stay Interviews. Engelhardt also indicated technical challenges with the Server. The server was budgeted for \$15,000 this fiscal year and the total project is not anticipated to exceed this projection.

ADMINISTRATIVE TEAM REPORT

Superintendent of Recreation: There is a 30% increase in unique participants when comparing Fall 2022 to Fall 2023. This includes 542 participants in general programs plus another 1000 participants anticipated from special events including Day in the Park, FVSRA Family Fun Day, and the ITRS Softball Tournament.
Superintendent of Inclusive Recreation: Kudos to the Inclusion Managers, Becky Fredrickson and Jennifer Wisneski for a great summer. Jankowski also indicated there is an increase in program visitations by FVSRA Full-Time staff.

FOUNDATION REPORT

Director Engelhardt shared the Dueling Pianos flier for February 2nd at the Prisco Community Center. It is anticipated that 250 people will be in attendance.

MEMBER AGENCY REPORTS

Village of South Elgin Parks & Recreation Department

Board Member Wascher shared SootheSpace will be at the Almost Winters Day.

Batavia Park District

Treasurer Niemela announced the Batavia Park District has installed the Peace On Earth sign on the Pedestrian Bridge which will be a year-round display for the community. They achieved the Illinois Association of Park Districts Distinguished Accredited Agency and will be recognized at the annual conference.

Sugar Grove Park District

Chair Nadeau shared the rent for the FVSRA collaboration with the STARS program was reduced due to the temporary relocation of the program due to the HVAC and electricity.

Fox Valley Park District

Secretary Ijams shared that the Holiday Express will have a special needs night with an anticipated attendance of 250. SootheSpace will be present at this event.

Oswegoland Park District

Board Alternate Tom Betsinger has been confirmed as the incoming Director as current Board Member, Rich Zielke will retire in December. Betsinger will start December 4 and will become the new Board Member for FVSRA.

ACTION ITEMS

9.1 Board Member Zielke motioned to approve the request to maintain confidentiality of all closed meeting minutes for the period of May 20203-October 2023. Secretary Ijams seconded, and the motion passed.

9.2 Courtney Mohr from Lauterbach & Amen provided a recap of the FVSRA FY22-23 Audit. Treasurer Niemela motioned to approve the FVSRA FY22-23 audit. Board Member Wascher seconded, and the motion passed.

9.3 Secretary Ijams motioned to approve Classification, Definitions, and Status of Employees Section 1.8 of the FVSRA Personnel Handbook. Treasurer Niemela seconded and the motion passed.

9.4 Board Member Wascher motioned to approve Office Closure Days > Part-Time Classification and Short-Term (seasonal) Employees Section 3.1 of the Personnel Handbook. Board Member Zielke seconded, and the motion passed.

UNFINISHED BUSINESS

None

NEW BUSINESS

11.1 Director Engelhardt shared the process for Member Agency's utilization of FVSRA Inclusion staff and those expenses related to onboarding, training, and payroll for the Inclusive Special Needs Assistants and Inclusive Program Assistant. This will continue to be billed to each agency. This includes any paid time off due to the new Paid Leave for All Workers Act.

11.2 Geneva Park District provided a memo for the Board to recognize which outlines their utilization of their ADA funds.

STRATEGIC PLAN

None

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

ADJOURNMENT

A motion was made by Board Member Zielke to adjourn. Treasurer Niemela seconded the motion. The motion passed, adjourning the meeting at 11:40 a.m.

Respectfully submitted,



Jaime Ijams, Secretary

