

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

Call to order

Kelly Rajzer called the meeting to order at 1:30 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
Gina Madden, Legal Counsel

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 September 28, 2022 Board Meeting Minutes
- B. Approval of September 28, 2022 Closed Session Meeting Minutes

Motion to approve consent agenda item A and item B 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 September 30, 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 September 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, September 30, 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.

D. Approval of October 31, 2022 Treasurer's Report

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

Roll Call:

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

Nays: None

Motion Carried.

E. Approval of Pay for Action for October 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.

F. Approval of Recommended/Final Bills for Action, October 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

Executive Director's Report

A. HR/Personnel

1. With the continued growth of participation in the Romeoville Sensory Room location and opening of the Bolingbrook Sensory Room location, several part-time staff are being trained for staff leadership roles to lead additional sensory sessions in both locations. The interest in sensory room session participation has grown significantly with the launch of the Bolingbrook location.

B. Recreation

1. Grand Opening of the Bolingbrook Sensory Room with official ribbon-cutting took place at 9:45am on October 8 with the community collaborative Celebration of Special Recreation event at the Annerino Community Center. The event was well attended and received by attendees and participating agencies. We have a conservative estimate of 750 in attendance as people traveled from near and far for this event. CSR was a true collaboration between the event sponsors - NWCSRA, the Bolingbrook Arts Council, Angelic Kindness and the Bolingbrook Park District. We had a variety of different adapted activities that allowed individuals of all ages and abilities to explore new recreational opportunities. Activities included glow art, tabletop clay play, music and movement, beep baseball, equine-based therapy, wheelchair basketball, vision screenings, visiting the bookmobile, sit volleyball and goalball. Groups that attended to help facilitate activities and were on hand to meet with attendees were Zot Artz, DuPage Children's Museum, Dynamic Lynks Music Therapy, Chicago Comets, Legacy Ranch, Lincolnway SRA, Bolingbrook Lions Club, Fountaindale Public Library, Valley View School District, Allen Force as well as our sponsoring organizations. We have had follow up conversations with organizers and starting planning for Celebration of Special Recreation 2023. See attached booklet and photos.
2. 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 – Nov 4). 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.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	5,613.98	12,450.00	6,836.02	45.09%
510500 Romeoville Inclusion Wages	6,128.06	8,375.00	2,246.94	73.17%
510550 Bolingbrook Inclusion Wages	9,681.43	14,177.00	4,495.57	68.29%
510650 Plainfield Inclusion Wages	10,125.68	18,567.00	8,441.32	54.54%

C. Marketing & Fundraising

1. NWCSRA staff have been out and about in the community with outreach that has included expanded efforts in each member agency. Halloween events have been plentiful and provided the agency with opportunities for outreach in each member agency community. The ratio of NWCSRA outreach is nearly proportional to the amount of candy distributed at each event.

D. Technology & Finance

1. NWCSRA received a \$5,000 check from Angelic Kindness on October 26 at the Trunk or Treat event as part of a grant application with Angelic Kindness through GEODIS. The grant assisted the agency cover event expense for the Celebration of Special Recreation event. The Bolingbrook Arts Council provided financial support to cover the Glow Art expenses. A variety of other community organizations were on hand to provide hands-on activities and information about their services for individuals with disabilities. Several of these organizations have reached out to let us know that they have already received a significant response from event attendees regarding utilization of their services.

2. Staff have completed the process of closing out the participant account balances from the Rec Trac registration system. Refunds have been processed from those that were able to be reached. Refunds have been sent to the State of Illinois through the Icash program for unclaimed property for those that have not been able to be reached.

E. Facility, Transportation & Member Agencies

1. Staff from Bolingbrook and Lockport Township Park Districts evaluated the two vehicles that will be leaving the NWCSRA fleet of vehicles during the past several weeks. Both agencies have stated that they are interested in purchasing one of the vehicles. NWCSRA would be looking to sell them for the expressed trade in value from Best Bus Sales. We received confirmation that one bus has been delivered to Best Bus and the other will be on the way within the next week. We should have the two vehicles departing the fleet available for the member agencies by mid-December.
2. SSPRPA conducted two three-hour workshops with Michael Brandwein on November 17 in Palos Heights with well over 100 attendees in each session. We reached out to staff from each member agency that coordinates camp and early childhood programming and a group attended together and were able to meet and discuss the Behavior Management and Staff Communication workshops as well as plans for summer orientation 2023.
3. The NWCSRA Recognition Dinner Dance will be held on Thursday, December 8 from 6-9pm at the Bolingbrook Golf Club. A delicious dinner will be followed by an awards ceremony and dancing. Member agency staff and Commissioners as well as their elected officials are encouraged to attend.
4. 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 and final agreement has been reached. Final documents have been circulating and are currently being discussed with legal counsel.

Staff Report

Executive Director Mike Selep provided an update regrading recreation programs and services.

- Carrie Gascoigne recertified as a CPI Trainer. She will be conducting CPI training for NWCSRA staff and will make herself available to provide training for member agency staff. Please make sure to contact her as these trainings are extremely helpful to be proactive and manage participant behavior management to help decrease frequency of behaviors and effectively manage behaviors.
- Both NWCSRA Volleyball teams will compete in the State Volleyball Tournament in Rockford. They both won gold medals at the Regional Tournament on September 18.
- Day Program participation remains steady as programs have reached current staffing and facility capacities. There is a current waitlist of 25 participants.
- The Annual Recognition Dinner Dance will be on Thursday, December 8 from 6-9pm at the Bolingbrook Golf Club.
- NWCSRA conducted our own Trunk or Treat event as well as assisted with Trunk or Treat events throughout each of our member agencies as they continue to grow in popularity.

New Business

- A. Approval of Sale of 2015 Ford GC Bus to Bolingbrook Park District in AS IS Condition in the amount of \$15,000.

Motion to accept the sale of 2015 Ford GC Bus to Bolingbrook Park District in as is condition in the amount of \$15,000 by Board Secretary Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Kelly Rajzer

Nays: None

Abstain: Ron Oestreich

Motion Carried.

B. Approval of Sale of 2012 Ford Eldorado Bus to Lockport Township Park District in AS IS Condition in the amount of \$8,500.

Motion to accept the sale of 2012 Ford Eldorado Bus to Lockport Township Park District in AS IS Condition in amount of \$8,500 by Board Vice President Ron Oestreich, seconded by Board President Kelly Rajzer.

Roll Call:

Ayes: Carlo Capalbo, Kelly Rajzer, Ron Oestreich

Nays: None

Abstain: Bill Riordan

Motion Carried.

Announcements

Lockport – Hayride of Horror (haunted hay rides) were extremely successful this year – 10 weekend evenings in October with over 11,000 people attending. Great weather this year. Extreme amount of staff time involved, but great event and profitable as well. College View almost complete. Golf course driving range and pickleball project underway. Upcoming events include Breakfast with Santa & Grinch and Santa Bus visits.

Bolingbrook – Winter programming underway as staff are winding down from fall. Happy to host Celebration of Special Recreation. Gearing up for 2023. Santa will be making visits to homes.

Plainfield – Tree lighting successful – 800-1000 people in attendance. Special events will include Breakfast with Santa at the PARC (125 people) and Journey to North Pole with tractor rides with 850 children.

Romeoville – Tree lighting is this weekend. Pool construction is progressing. Plans are to open May of 2023. Lining up summer concerts. Big concert will be June 17 with Josh Turner.

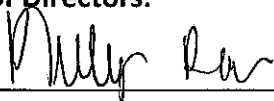
Adjournment

Motion to adjourn the meeting was made by Board Secretary Carlo Capalbo, seconded by Board Vice President Ron Oestreich, and it was approved unanimously.

Meeting adjourned:

2:24 pm

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



Board President



Date