

**Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
January 25, 2023
1:30 p.m.**

Call to order

Kelly Rajzer called the meeting to order at 1:32 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)
Andy Dunfee, Director of Recreation, Plainfield Park District (Board Alternate)

Also present were:

Mike Selep, Executive Director, NWCSRA
Gina Madden, Legal Counsel
Mike Baiardo, Director of Facilities, Bolingbrook Park District (Board Alternate)
Jill Mukushina, Director of Recreation & Facility Operations
Carrie Gascoigne, Recreation Services Manager
Ashlee O'Hern, Program Coordinator
Amber Provancal, Program Coordinator
Megan Siebert, Marketing & Program Coordinator
Carrie Henry, Program Coordinator
Lori Donofrio, Finance Coordinator
Ron Tomasek, Maintenance Coordinator

Additions or Revisions

Move New Business to Community Comments

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 November 30, 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, Andy Dunfee, Kelly Rajzer

Nays: None

Motion Carried.

Action Items

A. Approval of November 30, 2022 Treasurer's Report

Motion to approve action item A by Board Vice President Ron Oestreich, seconded by Board Alternate Andy Dunfee

Roll Call:

Ayes: Bill Riordan, Andy Dunfee, Kelly Rajzer, Ron Oestreich

Nays: None
Motion Carried.

B. Approval of Pay for Action for November 2022

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

Roll Call:

Ayes: Andy Dunfee, Kelly Rajzer, Ron Oestreich, Bill Riordan

Nays: None

Motion Carried.

C. Approval of Recommended/Final Bills for Action, November 30, 2022

Motion to approve action item C by Board Alternate Andy Dunfee, seconded by Board Treasurer Bill Riordan

Roll Call:

Ayes: Kelly Rajzer, Ron Oestreich, Bill Riordan, Andy Dunfee

Nays: None

Motion Carried.

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

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

Roll Call:

Ayes: Bill Riordan, Andy Dunfee, Kelly Rajzer, Ron Oestreich

Nays: None

Motion Carried.

E. Approval of Pay for Action for December 2022

Motion to approve action item E by Board Treasurer Bill Riordan, seconded by Board Alternate Andy Dunfee.

Roll Call:

Ayes: Andy Dunfee, Kelly Rajzer, Ron Oestreich, Bill Riordan

Nays: None

Motion Carried.

F. Approval of Recommended/Final Bills for Action, December 31, 2022

Motion to approve action item F by Board Alternate Andy Dunfee, seconded by Board Vice President Ron Oestreich

Roll Call:

Ayes: Kelly Rajzer, Ron Oestreich, Bill Riordan, Andy Dunfee

Nays: None

Motion Carried.

Community Comments

NWCSRA recognized and thanked Ron Oestreich for his contributions to LCSRA and NWCSRA through his time with the Bolingbrook Park District as one of four founding board members of the merged NWCSRA. Ron will be moving to Tennessee at the beginning of February after 27 years of service with the Bolingbrook Park District.

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

Seasonal staff training was completed during the first two weeks of January as staff renewed certifications in CPR/First AID and CPI (Crisis Prevention Intervention) as well as PDRMA online training for all employees to prepare for the beginning of the winter/spring season. Staff orientation and training for Sensory Room staff at Romeoville and Bolingbrook Sensory Room locations has also been completed to create new and expand existing opportunities for the upcoming season.

B. Recreation

1. The Winter/Spring season has started with strong numbers in all programming areas. FY2022/23 budget revenue projections have been exceeded for Day Camp and seasonal Program Revenue. Adult Day Program is ahead of plan with 85% of budgeted revenue collected with three months of revenue to be collected.
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 – January 1).

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	6,389.89	12,450.00	6,060.11	51.32%
510500 Romeoville Inclusion Wages	6,898.68	8,375.00	1,476.32	82.37%
510550 Bolingbrook Inclusion Wages	9,717.73	14,177.00	4,459.27	68.55%
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. In addition to a variety of outreach events with member agencies and community organizations, NWCSRA is partnering with LWSRA to perform a number of School Physical Education Class takeovers in Plainfield and Lockport to provide disability and adapted sports awareness to students.
2. We are currently exploring fundraising options for a summer event. The Annual Summer Golf Outing is tentatively set for June 22 at Prairie Bluff; however, with recent banquet changes at

Prairie Bluff and challenges in recent years recruiting attendees due to competition from other organization outings, other options are being explored.

D. Technology & Finance

1. NWCSRA has worked with IT Consultant to implement a number of cybersecurity upgrades to provide multifactor authentication for our network and software security. We were able to receive \$1,250 MFA reimbursement from PDRMA to implement these upgrades as they are needed to maintain cybersecurity insurance coverage.
2. Staff have been exploring the advantages and challenges of migrating the NWCSRA fiscal year from May 1-April 30 to a calendar year fiscal year. It appears to be advantageous to make the change to a calendar fiscal year to align with a variety of financial reporting obligations and our member agencies. If NWCSRA chooses to go this direction, it would require approving a stub year 8-month May-December budget with corresponding stub year 8-month May-December audit and stub year tax return. Lauterbach & Amen has had recent experience doing this with SEASPAR and does not anticipate any challenge on their part assisting with the process.

E. Facility, Transportation & Member Agencies

1. The 2022 NWCSRA Recognition Dinner Dance was a great success with over 130 in attendance. It was held on Thursday, December 8 from 6-9pm at the Bolingbrook Golf Club. It was a great evening of celebration of participant and staff accomplishments by the NWCSRA community with dinner, awards/recognition and dancing. Thank you to our member agencies for having staff and elected officials in attendance.
2. The two new buses purchased from Best Bus are now active in the NWCSRA fleet. The two buses that were replaced are now with their new homes – one to Bolingbrook Park District and the other to Lockport Township Park District.
3. Several facility improvements are underway to provide enhanced accessibility. Assistive push button devices have been added to the front door and bathroom entryways; new kitchen counters and cabinets will be installed.
4. The Athletic Facilities Development Intergovernmental Agreement and New Sports Field License Agreement documents between the Village of Romeoville and NWCSRA have been finalized for the new adapted sports field “Field of Dreams” at Romeo Crossing Park. Construction on the adapted sport field phase of the project is slated to begin in late 2023/early 2024 with anticipated usage for the summer of 2024. The park will also contain a dog park, three HS baseball fields, concession stand/restrooms/shelter, playground and parking lot.

Staff Report

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

- Winter programming is underway with good participation numbers.
 - Carrie is working with Amber on the initial stages of inquiring about use of one of the schools in Valley View School District to house an afternoon summer camp option for the ESY students during the month of June.
 - Carrie is updating the inclusion request form to help streamline the process and as this is being rolled out to member agencies Carrie is looking to come to team meetings and give an overview of the inclusion process as well as answer any questions about inclusion and support.
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- The NWCSRA Floor Hockey team competed in the State Floor Hockey competition on November 19 in the skills division. Our 4 athletes who attended came home with 1 gold, 1 silver, 1 bronze and a 4th place ribbon. Our athletes work hard to qualify at the state level, and we are very proud of their accomplishments.

- Please help me congratulate Alex Wigton for making it to the State Bowling Competition in Peoria on December 3. Alex received the gold at the Regional and Sectional competition to earn the right to compete at State. Alex earned an 8th place finish and was so happy to be there. Prior to the start of the competition, Alex looked at me and said "I am just happy to be here! I can't believe I made it!"
- The Adult Day Program waitlist went down with the changes made to the structure of the Day Program with 23 individuals remaining on the waitlist.
 - ALL 1 – Romeoville: Maxed out with 12 participants on Tuesday. Monday, Wednesday, Thursday, and Friday are available. Working on filling those spots.
 - ALL 2 - Bolingbrook: Increased from 8 to 11 participants.
 - ALL 3 - Plainfield: Maxed out with 12 participants.
 - BB 1 – Bolingbrook: 8 participants.
- Megan is also beginning to work with Amber on the summer day camp brochure in order to get information out to families in February.
- Mike and Gina went out to make Valentine's for the seniors with State Representative Dee Avelar on January 16. It was a great activity that we promoted to our participants and Shannon and Kelly Enk joined in on the fun. This was a day of service to remember the work of Martin Luther King Jr. We are hoping to continue this activity with the Adult Day Program participants in the days to come.

Old Business

None

New Business

None

Announcements

Lockport –Golf course driving range and pickleball project underway. Should be completed by end of May. Upcoming projects include expansion of Challenge Fitness Center and adding outdoor fitness to it. Replacing Heritage Falls with large splash pad.

Bolingbrook – Team is doing well. Tying up loose ends. February 3 will be Ron's last day. 2 playgrounds will be completed, which will be the last of 21 playgrounds from the 2018 referendum. Finances of District are in great shape.

Plainfield – Basketball league has started with over 750 children in the program. Grant from Will County will help with remodel of administration building.

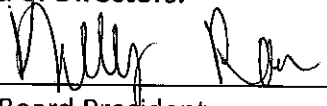

Romeoville – Posted Aquatic Manager position. Winter Spring brochure is out. Highlight is the Enchanted Ball on Feb 11. Community basketball program has grown to 37 teams. Big concert will be June 17 with Josh Turner.

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:

2:13 pm

Minutes approved by Northern Will County Special Recreation Association	
Board of Directors.	
	
_____ Board President	_____ Date