

**Northern Will County Special Recreation Association**  
**Board of Directors Meeting Minutes**  
**February 22, 2023**  
**1:30 p.m.**

**Call to order**

Kelly Rajzer called the meeting to order at 1:31 p.m.

**Roll Call**

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (President)

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

Carlo Capalbo, Executive Director, Plainfield Park District (Secretary)

Absent at time of Roll Call:

Mike Baiardo, Director of Facilities, Bolingbrook Park District (Board Alternate) – arrived at 1:40pm

Also present were:

Mike Selep, Executive Director, NWCSRA

Gina Madden, Legal Counsel

Jill Mukushina, Director of Recreation & Facility Operations, NWCSRA

Carrie Gascoigne, Recreation Services Manager, NWCSRA

**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 January 25, 2023 Board Meeting Minutes

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

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Kelly Rajzer

Nays: None

Absent: Mike Baiardo

Motion Carried.

**Action Items**

A. Approval of January 31, 2023 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

Nays: None

Absent: Mike Baiardo

Motion Carried.

B. Approval of Pay for Action for January 2023

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

Roll Call:

Ayes: Carlo Capalbo, Kelly Rajzer, Bill Riordan

Nays: None

Absent: Mike Baiardo

Motion Carried.

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

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Mike Baiardo

Motion Carried.

**Community Comments**

None

**Attorney Report**

Gina Madden provided an update on a current FOIA request.

**Correspondence**

None

**Executive Director's Report**

**A. HR/Personnel**

1. Seven NWCSRA staff attended the IAPD/IPRA Soaring to New Heights Conference. Staff attended conference sessions and TR Section Meeting, visited the exhibit hall, participated in networking opportunities, and volunteered in various capacities. All staff in attendance are scheduled to present a topic from conference during our bi-monthly TEAM meetings to share session information that they feel could be most beneficial to helping build our TEAM.
2. Staff training for newly hired sensory room staff and weekly sensory sessions have begun at the Bolingbrook Sensory Room as the final pieces of equipment arrived in late January. NWCSRA has worked with Valley View School District to begin bringing classrooms to the Bolingbrook Sensory Room to pilot programs that will officially begin with local school districts in the fall.

**B. Recreation**

1. Winter Spring programs are underway with participation numbers continuing to exceed expectations. Growth in every program area has come as participants from LCSRA and NWCSRA have returned after some had concerns of participation due to the pandemic as well as outreach efforts have provided a steady flow of new participation. Planning is in full swing for summer programs and camps with great excitement and energy as staff from last summer have been committing to returning this year. Last year was a rebuilding year for staff and participants due to low participation in 2021.
2. NWCSRA staff have been working cooperatively this month with the staff from Lincolnway Special Recreation Association (LWSRA) to conduct five ability awareness sessions during Physical Education classes at the elementary and junior high schools within Will County School District 92, which serves Lockport and Homer Glen. Students are provided opportunities to play a version of

paralympic sports – wheelchair basketball, sit volleyball and goalball. LWSRA conducts these sessions in order to raise funds for their wheelchair basketball program. The evening of the final session on February 28 will feature a fundraising game with athletes from LWSRA playing against administration and faculty from District 92. CBS Chicago attended a session on February 7 at Reed Elementary and aired an extremely positive story about the ability awareness sessions.  
<https://www.cbsnews.com/chicago/news/adapted-sports-home-glen/>

- 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 – February 12).

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	7,362.53	12,450.00	5,087.47	59.14%
510500 Romeoville Inclusion Wages	7,345.60	8,375.00	1,029.40	87.71%
510550 Bolingbrook Inclusion Wages	9,854.67	14,177.00	4,322.33	69.51%
510650 Plainfield Inclusion Wages	10,430.34	18,567.00	8,136.66	56.18%

### C. Marketing & Fundraising

- The Annual Summer Golf Outing will have a new spin as NWCSRA will partner with the Dellwood Foundation for a Simulator Golf Outing on Friday, June 23 at 6pm. The new simulators at Prairie Bluff will allow attendees to play Pebble Beach Golf Course in a 9 hole scramble format for \$240 per foursome. Food and drinks will be included as well as chances to win contest prizes and raffles. Sponsorship opportunities and donations to raffle baskets will also be available. Don’t miss this opportunity to donate to worthy causes and get a sneak peek at this amazing facility before it officially opens!!!
- NWCSRA will participate with other SRAs with a booth at the IAPD Parks Day in the Capitol in Springfield on May 2. There is limited space due to construction at the Capitol, so the SRAs will be working together. The booth will feature ability awareness games and sensory giveaways to attendees and sensory kits provided to legislators so that they can have items for visiting families with children/adults with disabilities.

#### **D. Technology & Finance**

1. Mike Selep and Lori Donofrio met with Tim Matthew from PMA Financial to discuss alternative options to Illinois Funds for investing reserve funds. Mike and Lori will be reviewing current financial policies and providing recommendations at the March meeting regarding changes to current investments.

#### **E. Facility, Transportation & Member Agencies**

1. The NWCSRA basketball season comes to a close this month after an exciting season of expanded participation. 40 athletes from our four teams played against the Romeoville Roadrunners (Romeoville public officials, police and fire) on February 7 to a crowded gym with several hundred spectators at the Romeoville Recreation Center. The final score was 69-62 in favor of NWCSRA. After the game, Romeoville Mayor John Noak treated all players from both teams as well as family and friends for pizza in the community room.

The second annual Celebration of Special Recreation is scheduled for Saturday, October 7 at the Annerino Community Center. Contributing partners from last year's event are on board to participate again this year. In addition, we are seeking commitments from new SRA and community partners that have expressed interest in participating this year.

#### **Staff Report**

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

- The team is working on the summer brochure. We are finalizing program offerings and facilities to have the first draft of the brochure ready at the beginning of March.
- Carrie G. got re-certified as a CPI instructor in December. CPI is a great training option for behavior management and crisis de-escalation. If any member agencies are interested in staff going through the CPI class, please reach out to Carrie. The class would be \$22 per staff member. This is the direct cost of the book, which provides the staff member with a certification card at the end of the course.
- Carrie G. is working with day camp managers to set up inclusion training with the day camp staff at each member agency during camp training.
- The NWCSRA Swim Team attended the Libertyville Swim Meet on February 12 with an overall win of 4<sup>th</sup> place out of 9 teams, winning 10 gold medals, 6 silver and 2 bronze.
- The Winter Games which is the State Competition for Snowshoeing was held January 31-February 2 at Eagle Ridge Resort and Spa in Galena. NWCSRA was happy to have three athletes compete in the snowshoeing competition earning a silver, 4<sup>th</sup> and 5<sup>th</sup> place ribbon in the 50-meter run.
- We are proud to announce two of our four basketball teams will be heading to the State Basketball Competition March 10-12 in Bloomington/Normal.
- The Adult Day Program waitlist has 26 individuals and inquiries have been increasing.
  - ALL 1 – Romeoville: Maxed out with 12 participants on Monday, Tuesday, and Thursday. Wednesday maxed out at 8 participants. Friday sessions are maxed at 10.
  - CC 1 - Bolingbrook: 10 participants.
  - CC 2 - Plainfield: Maxed out with 12 participants.
  - BB 1 – Bolingbrook: Maxed out with 8 participants.
- Amber has established a day camp site in both Plainfield and Bolingbrook this year. Plainfield site will service both full day and half day participants. PSD202 will be able to get bussed to this site directly after ESY. Our Bolingbrook site has been created to service VVSD ESY students.

- Sensory Oasis sessions are being scheduled in both Bolingbrook and Romeoville. We are holding both in house group sessions and 1:1 sessions in both locations.

**New Business**

A. Approval of Resolution 2023-1: Changing the Fiscal Year to Calendar Year

Motion to approve Resolution 2023-1: Changing the fiscal year to calendar year made by Board Treasurer Bill Riordan, seconded by Board President Kelly Rajzer.

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Kelly Rajzer, Mike Baiardo

Nays: None

Motion Carried.

**Announcements**

Lockport –Planning for spring special events, American Girl Tea Party and senior matinees at Prairie Bluff. New driving range simulators will have grand opening on June 24 and new pickleball facility to open on June 10.

Bolingbrook – Pool pass sales begin on April 1. Preparing for upcoming Easter and other spring events as well as All Staff Training on May 20.

Plainfield – Hiring Fleet Specialist and IT Manager positions. Heading into heavy load of spring events. Looking forward to hearing about OSLAD and Will County grant requests.

Romeoville – In the process of hiring for Aquatic Manager and looking to open the new center in May/June. Planning for Enchanted Ball, Craft Show and Bunny Bash.

**Adjournment**

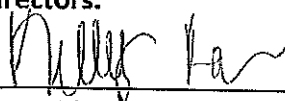
Motion to adjourn the meeting was made by Board Secretary Carlo Capalbo, seconded by Board Alternate Mike Baiardo, and it was approved unanimously.

Meeting adjourned:

2:04 pm

**Minutes approved by Northern Will County Special Recreation Association**

**Board of Directors.**



Board President



Date