

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

Call to order

Bill Riordan called the meeting to order at 1:38 p.m.

Roll Call

Board Members present:

Mike Baiardo, Director of Facilities, Bolingbrook Park District (Board Alternate)

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

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

Absent:

Kelly Rajzer, Director, Village of Romeoville (President)

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

Gina Petkus, Staff Development & Outreach Coordinator, 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 February 22, 2023 Board Meeting Minutes

Motion to approve consent agenda item A by Board Secretary Carlo Capalbo, seconded by Board Alternate Mike Baiardo

Roll Call:

Ayes: Mike Baiardo, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

Action Items

A. Approval of February 28, 2023 Treasurer's Report

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

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Mike Baiardo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

B. Approval of Pay for Action for February 2023

Motion to approve action item B by Board Alternate Mike Baiardo, seconded by Board Secretary Carlo Capalbo.

Roll Call:

Ayes: Carlo Capalbo, Mike Baiardo, Bill Riordan

Nays: None

Absent: Kelly Rajzer

Motion Carried.

C. Approval of Recommended/Final Bills for Action, February 28, 2023

Motion to approve action item C by Board Alternate Mike Baiardo, seconded by Board Secretary Carlo Capalbo

Roll Call:

Ayes: Mike Baiardo, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

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. Summer staff recruitment is in full swing. Staff have been attending a variety of outreach opportunities and conducting interviews for camp, inclusion and seasonal program opportunities. Day Camp brochure has been released with registration beginning on March 20. Summer brochure is in the final stage of production.
2. My last day as Executive Director will be on Friday, April 28; however, I have several programs during the month of May that I will assist or lead based on the spring program schedule. I will also be available to assist with transition matters. My official letter of resignation is included in the board packet.

B. Recreation

1. NWCSRA staff worked cooperatively during the month of February 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. As a result all 1,410 students of the district were provided opportunities to play a version of paralympic sports – wheelchair basketball, sit volleyball and goalball. LWSRA conducted these sessions in order to raise funds for their wheelchair basketball program.

The evening of the final session on February 27 featured a fundraising game with athletes from LWSRA playing against administration and faculty from District 92. Special recreation was definitely embraced by the students, parents, faculty and administration as the gym was packed and spirits were high during the game. See video clip of the PE takeovers

<https://www.youtube.com/watch?v=ftXSTo4p1c4><<https://www.youtube.com/watch?v=ftXSTo4p1c4>> and

photos of the LWSRA fundraising game -

<https://www.youtube.com/watch?v=Outm8ok5oLw><<https://www.youtube.com/watch?v=Outm8ok5oLw>>>.

It was a great opportunity for our staff to work cooperatively with LWSRA as gain exposure for the ability awareness components. We have already been in contact with Valley View and Plainfield schools to conduct ability awareness sessions and discuss opportunities for further collaboration as a result of the exposure from this effort with LWSRA.

2. Growth of participation is on-going. We are excited to see the growth and potential for more. Our ability to offer a greater variety of program offerings and outreach efforts have helped to grow existing programs and have us working toward development to meet expressed needs for future programs.

* In 2020 we served 158 participants with 693 participations for a total of 14,847 hours of service provided.
 * In 2021 we served 231 participants with 1680 participations for a total of 43,271 hours of service provided.
 * In 2022 we served 339 participants with 2,553 participations for a total of 71,492 hours of service provided.

3. 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 – March 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
	7,705.89	12,450.00	5,087.47	61.89%
510400 Lockport Inclusion Wages				
	7,402.63	8,375.00	1,029.40	88.39%
510500 Romeoville Inclusion Wages				
	9,926.32	14,177.00	4,322.33	70.02%
510550 Bolingbrook Inclusion Wages				
	10,606.36	18,567.00	8,136.66	57.12%
510650 Plainfield Inclusion Wages				

C. Marketing & Fundraising

1. The Knights of Columbus Council #1599 donated \$3,695.50 to NWCSRA on February 21 from funds raised during their annual campaign to raise funds for individuals with intellectual disabilities. Our participants and

staff enjoyed participating in the Knights of Columbus ID Tootsie Roll Drive and the gathering to celebrate the time and effort of all who volunteered to raise the funds.

2. We are excited to announce a completely different experience this year, a Simulator Golf Outing on June 23! Come to enjoy food, beverages, and contests while playing PGA West in a 9-hole scramble format at the new practice facility at Prairie Bluff. This facility features 31 bays, state-of-the-art Trackman Technology, and fun for individuals with all levels of golf experience. This fundraiser will be in conjunction with the Dellwood Foundation and will allow us to preview the new facility before their grand opening. Registration deadline is May 1, and sponsorship deadline is June 1; however, spots are limited so please sign up early to guarantee your spot. See information for sponsorship and registration details - <https://tinyurl.com/2p98t6vz><<https://tinyurl.com/2p98t6vz>
3. 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. NWCSRA has officially changed our fiscal year from May 1 – April 30 to a calendar year. As a result, the upcoming budget will be for a stub year – May 1 – December 31. FY2023 budget preparation is well underway. A highlight of the FY2023 budget will be allocation of funds toward developing/distributing a survey through existing NWCSRA users as well as throughout our member agency communities that will be utilized to affirm current direction as well as set a new strategic plan. A draft budget will be presented at the NWCSRA Board of Directors meeting on March 22 with final approval slated for the April 26 meeting.
2. Four computers are in the process of being replaced in accordance with the IT replacement plan. A variety of network cybersecurity updates have been completed and a few others are currently in process as they were dependent on the initial updates being completed.

E. Facility, Transportation & Member Agencies

1. The main motor on one of the smaller furnaces went out this past week. The furnace was 20 years old. The furnace was replaced as the cost of motor replacement would have been half the cost to replace the entire furnace. Some additional ductwork was completed during the installation to provide additional heat to portions of the building that received little to no heat.
2. 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 regrading recreation programs and services.

- The team will be providing an ability awareness program to K-4th graders at Troy Cronin Elementary school during their ability awareness week April 24-28.
- The TR Section Basketball Tournament was held on February 12 where all four of our NWCSRA Wolves senior team competed against fellow SRAs in the state. The NWCSRA athletes worked hard to achieve their goals. The Wolves Gray and White team earned the gold, and the Wolves Black and Green earned the bronze.
- The Adult Day Program waitlist has 33 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.

- Ashlee and Gina will be attending VVSD Transition Night on March 23.
- Amber is currently working with day camp families to register for camp as our day camp registration is officially open. Camp is already 30-75% full depending on the session.
- Sensory Oasis sessions are being scheduled in both Bolingbrook and Romeoville. We are busy doing intake assessments and scheduling ongoing sessions. In May, we will be scheduling group sessions for various community groups, currently we will be working with two Valley View School District classrooms.

New Business

A. FY2023 Stub Budget Workshop – Draft Budget Review

Executive Director Mike Selep reviewed the draft budget for the stub budget year (May 1 – December 31, 2023) to align the budget process with the fiscal year for 2024 – January 1 – December 31. The draft budget proposes a budget surplus of \$187,475 due to four months of decreased expenses. It assumes expanded program offerings as well as resources allocated toward community survey implementation, new HR software implementation, and two accessible bus replacements. Discussion included requesting EAV updates from each member agency to provide a better estimate of member agency contributions.

Announcements

Lockport –New restaurant at Prairie Bluff opening on April 1. Will open new pickleball complex and golf simulators at Prairie Bluff in June.

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. Completed productive Job Fair.

Plainfield – Hiring several full-time positions, including Director of Recreation, Athletics Manager and IT Manager positions. Heading into heavy load of holiday events. Will be utilizing Will County grant to remodel administrative office.

Closed Session

A. Discuss the appointment, compensation, discipline, performance of specific employees of the Park District (5 ILCS 120/2 (c)(1).

Board Secretary Carlo Capalbo made a Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(1) for the purpose of discussing the appointment, compensation, discipline, performance, or dismissal of specific employees of the agency. Board Treasurer Bill Riordan seconded the Motion and a roll call was taken:

Roll Call:

Ayes: Mike Baiardo, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

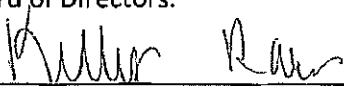
Closed Session began at 2:48pm. Board returned from Closed Session at 3:10pm.

Adjournment

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

Meeting adjourned:

3:11 pm

Minutes approved by Northern Will County Special Recreation Association Board of Directors.	
	5/12/23
Board President	Date