

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
May 24, 2023
1:30 p.m.

Call to order

Carlo Capalbo called the meeting to order at 1:32 p.m.

Roll Call

Board Members present:

Carlo Capalbo, Executive Director, Plainfield Park District (Board Vice President)

Mike Selep, Executive Director, Bolingbrook Park District (Board Secretary)

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

Absent:

Kelly Rajzer, Director, Village of Romeoville (Board President) – Kelly arrived at the meeting at 1:48 pm

Also present were:

Gina Madden, Legal Counsel

Jill Mukushina, Interim Executive Director, 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 April 26, 2023 Board Meeting Minutes

Motion to approve consent agenda item A by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Mike Selep, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

Action Items

A. Approval of May 30, 2023 Treasurer's Report

Motion to approve action item A by Board Secretary Mike Selep, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Mike Selep

Nays: None

Absent: Kelly Rajzer

Motion Carried.

B. Approval of Pay for Action for May 2023

Motion to approve action item B by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Bill Riordan

Nays: None
Absent: Kelly Rajzer
Motion Carried.

C. Approval of Recommended/Final Bills for Action, May 30, 2023

Motion to approve action item C by Board Secretary Mike Selep, seconded by Board Treasurer Bill Riordan

Roll Call:

Ayes: Carlo Capalbo, Mike Selep, Bill Riordan

Nays: None

Absent: Kelly Rajzer

Motion Carried.

D. Authorize the letting of bids for two Paratransit Shuttle Buses

Motion to approve action item C by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent:

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Summer staff recruitment continues. The full-time staff has done an incredible job working together to build an amazing team for the summer. Training for summer will begin the week of May 30 and continue through June 8. These include inclusion support staff training with NWCSRA and member districts, day camp training and NWCSRA seasonal trainings. We will also be holding CPR/First Aide and CPI trainings.

2. We are hiring a program coordinator; the position is posted. We have received multiple inquiries and four resumes submitted.

B. Recreation

1. Day Camp at the Plainfield location is full. Staff are working to take additional campers off the waitlist based on staff ratio and transportation space. The new half-day option with Valley View School District is currently at 70% of capacity.

2. Mark your calendar and stop by for the following events:

- a. Hawaiian Luau at Romeoville Rec Center – Friday, July 14
- b. Country Western Dance at BRAC– Friday, August 11
- c. Celebration of Special Recreation – Saturday, October 7
- d. ITRS Volleyball tournament (co-host with SEASPAR) – Sunday, October 8

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. Below is where inclusion support dollars have been utilized to date (May 1 – April 30).

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	9,705.37	12,450.00	2,744.63	78%
510500 Romeoville Inclusion Wages	7,903.75	8,375.00	471.25	94%
510550 Bolingbrook Inclusion Wages	10,139.57	14,177.00	4,037.43	72%
510650 Plainfield Inclusion Wages	11,548.89	18,567.00	7,018.11	62%

C. Marketing & Fundraising

1. The Knights of Columbus Council #1599 donated \$700 to NWCSRA from funds raised during their annual campaign to raise funds for individuals with intellectual disabilities.
2. The Romeoville Fire Department sold t-shirts to promote autism awareness, with proceeds going to NWCSRA. On Thursday, May 11, the fire department presented NWCSRA with a donation of \$2,300.
3. The Simulator Golf Outing is scheduled for June 23! Come to enjoy food, beverages, and contests while playing 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 today! Information for sponsorship and registration details - <https://tinyurl.com/2p98t6vz>
4. NWCSRA has begun highlighting staff and a participant/family on Facebook each month to share their story and connection to NWCSRA. Branding updates continue to occur for vehicles and in the building.

D. Technology & Finance

1. The preliminary audit fieldwork that took place on May 1 went well. The audit will continue June 12-14. The audit presentation to the NWCSRA Board of Directors has typically taken place in August, but a date has not been set at this time.

2. A variety of cybersecurity updates are in progress or have been completed. We are working closely with Todd's Techies and have completed the PDRMA KYND Cyber Questionnaire to prepare for upgraded cybersecurity measures to meet new standards for cybersecurity insurance coverage.

E. Facility, Transportation & Member Agencies

1. Upon approval of the letting of bids, a bid will be sent out and advertised for two wheelchair lift paratransit shuttle buses. We are looking to replace a 15 year old bus and a 12 year old bus.

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 SRAs and community partners that have expressed interest in participating this year.

Staff Report

Manager of Recreation and Services Carrie Gascoigne provided an update regarding recreation programs and services.

- Summer inclusion requests (as of May 16): 123
 - Bolingbrook: 12
 - camp: 1 for 10 weeks
 - programs: 2
 - Lockport: 25
 - Camp: 1 for 6 weeks / 2 for 9 weeks / 1 for 1 week
 - Plainfield: 68
 - Camp: 5 for 10 weeks / 1 for 8 weeks / 1 for 5 weeks / 1 for 4 weeks / 1 for 1 week
 - Romeoville: 18
 - Camp: 1 for 10 weeks / 1 for 6 weeks / 1 for 2 weeks
- Gerri Yunker was hired as the inclusion assistant to help support seasonal staff and campers.
- Athletes and day program participants participated in the torch run with Bolingbrook and Romeoville police on June 6.
- On April 21, Secretary Giannoulis presented an Official State Proclamation recognizing the winning teams, took photos with teams, and participated in basketball activities with Special Olympics Illinois athletes.
- The annual parent party at summer day camp will be held on July 27th from 1-3pm at Walkers Grove Elementary. Join us to celebrate a successful summer.
- The Recognition Dinner Dance is scheduled for Thursday, December 7th from 6:30-9:00pm at the Bolingbrook Golf Club.

New Business

None

Announcements

Lockport –New golf simulators at Prairie Bluff will open in June.

Bolingbrook – Pool opening holiday weekend.

Plainfield – Fourth of July event. Pool opening holiday weekend. Staff hires.

Romeoville – Three fireworks launch locations.

Closed Session

- A. Semi-annual review of the minutes of meetings lawfully closed under the Illinois Open Meetings Act 5 ILCS 120/2 (c)(21)

Board Treasurer Bill Riordan made a Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(1) for the purpose of Semi-annual review of the minutes of meetings lawfully closed under the Illinois Open Meetings Act (5 ILCS 120/2(c) (21). Board Secretary Mike Selep seconded the Motion and a roll call was taken:

Roll Call:

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

Nays: None

Absent:

Motion Carried.

Closed Session began at 1:55pm. Board returned from Closed Session at 2:10pm.

Motion to return from closed session was made by Board President Kelly Rajzer and Board Treasurer Bill Riordan seconded the motion.

Motion to continue meeting was made by Board Treasurer Bill Riordan and seconded by Board Secretary Mike Selep.

Adjournment

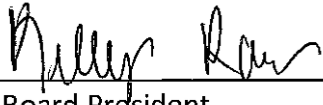
Motion to adjourn the meeting was made by Board Secretary Mike Selep, seconded by Board Treasurer Bill Riordan, and it was approved unanimously.

Meeting adjourned:

2:12 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date

