

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
August 23, 2023
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:35 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (Board President)
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)

Also present were:

Gina Madden, Legal Counsel
Jill Mukushina, Interim Executive Director, NWCSRA
Carrie Gascoigne, Recreation Services Manager, NWCSRA
Gina Petkus, Staff Development and Outreach Manager, NWCSRA
Lori Donofrio, Finance Coordinator, NWCSRA
Cindy DeNormandie, Program Coordinator, NWCSRA

Additions or Revisions

None

Approval of Consent Agenda

Consent Agenda

All items listed in Section 5 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 July 19, 2023 Board Meeting Minutes

Motion to approve consent agenda item A by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent:

Motion Carried.

Action Items

A. Approval of July 31, 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, Kelly Rajzer

Nays: None

Absent:

Motion Carried.

B. Approval of Pay for Action for July 2023

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

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

Motion to approve action item C by Board Vice President Carlo Capalbo, 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

New Business

Courtney Mohr from Lauterbach and Amen, LLP presented the 2022/23 Audit report.

A. Acceptance of FY 2022/23 Audit 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, Kelly Rajzer

Nays: None

Absent:

Motion Carried.

Interim Executive Director's Report

A. HR/Personnel

1. We have hired a program coordinator. Meet Cindy DeNormandie, she joined our team on Monday, August 7.
2. Staff will begin working on the next wage matrix for both full-time and part-time staff. The matrix will be used for fiscal years 2024, 2025 and 2026.
3. The summer staff celebration was held on Tuesday, August 15 with over 40 staff in attendance. Food, yard games and camaraderie was enjoyed.

B. Recreation

1. Mark your calendar and stop by for the following events:
 - a. Celebration of Special Recreation – Saturday, October 7
 - b. ITRS Volleyball tournament (co-host with SEASPAR) – Sunday, October 8
 - c. Trunk-or-Treat – Wednesday, October 25
 - d. Recognition Dinner – Thursday, December 7
2. Extended Summer Camp ran July 31-August 4 from 9am to 3pm. It was based out of the NWCSRA office and campers engaged in crafts, games, sensory activities, outside play and afternoons at the pool. The week closed out with a field trip on Friday – fun was had by all! Twenty-five campers participated in this fabulous week.
3. The inclusion has wrapped up for the summer and we are receiving fall requests.

Positive feedback was received from the restructuring of inclusion support for summer camps. Support included park district staff training, help with conversations with families, following guidelines of camp with included campers, and inclusion aide support. We look forward to continued growth of staff and inclusion services with each member agency.

C. Marketing & Fundraising

1. NWCSRA is humbled to be how families are choosing to honor loved ones who have passed. We currently have two donations set up in memory, the first for Laura Van Vooren, mother of former staff Drew Van Vooren, the second for Una O'Donnell, grandmother of participant Tommy Hayden.
2. NWCSRA continues to work with Mary-Frances O'Dea of Apricity Web Solutions on ADA compliance of our website.

D. Technology & Finance

1. Inclusion costs are on the rise and member districts may be close to or over budgeted inclusion service costs. NWCSRA will inform the member districts of their current expenses at the end of the month.

E. Facility, Transportation & Member Agencies

1. NWCSRA has spoken to Midwest regarding the small decisions, such as seat and floor colors, for the two paratransit buses that were ordered after the July board meeting. The timeline for delivery is on track for end of January 2024.
2. The west entrance door keypad is broken but is still under warranty. We are waiting for replacement parts or a whole new unit based on the company's assessment of the unit.
3. The parking lot will be seal coated, crack repaired/filled and striped before the winter, proposals are coming back currently.

Staff Report

- Summer inclusion requests (as of last day of camp 8/11): 190
 - Bolingbrook: 62
 - camp: 59
 - programs: 3

- Lockport: 27
 - Camp: 25
 - Programs: 2
- Plainfield: 56
 - Camp: 54
 - Programs: 2
- Romeoville: 45
 - Camp: 43
 - Programs: 2
- Fall inclusion requests (as of 8/16): 6 total
 - Bolingbrook: 1
 - Lockport: 3
 - Plainfield: 1
 - Romeoville: 1
- NWCSRA hosted the Country Western Dance on August 11 at Bolingbrook Recreation & Aquatic Center. There were 72 participants registered between NWCSRA and three other SRA's that attended.
- The Day Program did their annual car wash on August 15 at Annerino Center. This event is a means for the participants to enjoy a day outside while also raising some funds to go towards a bigger activity for them to do during the year.
- Mark your calendars for the Day Program pancake breakfast on October 22 from 8:00-11:00am at the Lockport Legion. Tickets will be available at the end of August.
- Summer programs are ending this month and staff are getting ready for fall programs to start up in September.
- The NWCSRA Wolves Green and Gray softball Teams competed in the Region E Softball tournament on Sunday, August 6th. Great job to the gray team who came home with the silver medal and the green team who brought home the bronze medal. We are very proud of you!
- Congratulations to the NWCSRA Wolves Bowling team for a great turnout at the Region E Bowling Competition. 12 bowlers represented NWCSRA with 2 gold medal winners which those athletes qualified for the Sectional Competition on October 15th. 2 Silver, 3 4th place finishers, 4 5th place finishers and 1 6th place finisher. Great job to the bowling team!
- The NWCSRA Golf team had 10 golfers competing at the Region E Skills Competition held in LaSalle on Monday, July 24th coming home with 2 gold, 2 silver, 3 bronze and 1 4th place finish. The 5 Unified golf teams competed at the Region E Unified Golf Competition on Tuesday, July 25th. The unified teams played well and brought home 2 silver, 2 bronze and 1 4th place finish. 2 of our skills athletes will be heading to the state competition on September 9th. Please wish them luck.
- The 2023 State Tennis Tournament will be held in Bloomington on August 19th. 5 match play athletes and 2 skills athletes will represent NWCSRA in hopes of bringing home the gold.
- Summer Day Camp registrations increased 15.5% between the 2022 and 2023 camp seasons. Our final camp numbers were:
 - Bolingbrook Camp at Oak View for VVSD ESY students had 9 campers
 - Plainfield Camp:
 - Week 1: 41 campers
 - Week 2: 44 campers
 - Week 3: 43 campers
 - Week 4: 46 campers
 - Week 5: 53 campers
 - Week 6: 51 campers
 - Week 7: 53 campers

- Extended Camp: 25 Campers
- Post Care Average: 5 campers
- Transportation highest week: 19 campers
- Total Camp Registrations: 365
- The day camp parent party was a success! Campers got to introduce all their favorite counselors to their families and get signatures from both campers and staff in their end of the year scrapbooks that camp staff make them.
- The website is being made accessible.
- NWCSRA's Trunk or Treat event will be on Wednesday 10/25 from 4:00-6:00pm. We are also offering a Family Food Truck event on Friday 9/15 from 5:30-8:00pm.
- The Recognition Dinner Dance is scheduled for Thursday, December 7th from 6:30-9:00pm at the Bolingbrook Golf Club.
- Cindy DeNormandie is finishing up week 2 in the new role as Program Coordinator and it has been really great so far! She did a meet and greet with the parents of the Bulldogs group, attended the ADP Car Wash with participants, did a site visit to Bulldogs and Romeoville day programs, attended the Taste of Bolingbrook and the Summer Staff Appreciation Party. She has been finishing up one on one meetings with all the full-time staff, attended my first team meeting and rec team meetings. She has been working with the ADP staff on schedules, setting up trainings and looking at potential changes to the program for the fall.
- Planning for the Celebration of Special Recreation event is in high gear. Mark your calendars for October 7th as this will be the date for our second annual CSR event. Activities include Glow Art, wheelchair basketball, Goalball, sit volleyball, Beep baseball, Legacy Ranch, food trucks, DJ and more!

Unfinished Business

None

Announcements

Lockport –Military weekend, last Music on the Patio, Hayride of Horror starts 9/29.

Romeoville – Splash pad now open, pool ribbon cutting 9/10, 3 concerts left, 9/17 parade.

Bolingbrook – 2 facility manager positions open, Parkies 5K, Lazy River 5K had 100 people, Jerry Hix park ribbon cutting in the fall.

Plainfield – Transition ADA update is being finalized, 4 playgrounds being done.

Closed Session

A. 5 ILCS 120/2 (c)(1) Personnel

Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(1) personnel by Board Vice President Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Absent:

Motion Carried.

Closed Session began at 2:06pm. Board returned from Closed Session at 2:16pm.

Motion to return from closed session was made by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Motion to continue meeting was made by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Adjournment

Motion to adjourn the meeting was made by Board Treasurer Bill Riordan, seconded by Board President Kelly Rajzer, and it was approved unanimously.

Meeting adjourned:

2:17 pm

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

Carlo Capalbo
Board President (Pro-Temp)

9-27-2023
Date