

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
November 29, 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 (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)

Board Members absent:

Also present were:

Jill Mukushina, Interim Executive Director, NWCSRA  
Carrie Gascoigne, Recreation Services Manager, NWCSRA  
Gina Petkus, Staff Development and Outreach Manager, 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 October 25, 2023 Board Meeting Minutes

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

Action Items

A. Approval of October 25, 2023 Treasurer's Report

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

**B. Approval of Pay for Action for October 2023**

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

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

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

**D. Approve and Ratify the Purchasing Policy.**

Motion to approve action item D by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent:

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Interim Executive Director's Report

**A. HR/Personnel**

1. The Full Time Wage Matrix for 2024 to 2026 is set and ready for board approval.
2. NWCSRA will begin the process to hire a full time Superintendent in December.
3. The Paid Leave for All Workers Act will go into effect on January 1, 2024. A Policy for the agency is included in this month's packet to be discussed and approved in December.
4. Open enrollment for the 2024 Health Care Plan selection is underway, with seven of nine employees completing enrollment. The deadline to enroll is December 1.

**B. Recreation**

1. The Knights of Columbus Council #6521 is hosting their annual Christmas party on Saturday, December 2 at the St. Dominic church/school gym. Doors open at 11:30am, lunch will be served at 12:15pm, followed by a visit from Santa. Join us to celebrate community and the holiday season.
2. Registration for the Winter-Spring 2024 program season begins on Monday, December 4 for residents and Monday, December 11 for non-residents. The team has planned a well round and fun line up of programs for our participants to enjoy.
3. Staff are participating in the Village of Romeoville – Recreation Department 12<sup>th</sup> Annual Holiday Wreaths of Romeoville event. Stop by the Romeoville Recreation Center during the month of December to see the team’s creation.
4. Direct inclusion hours have continued to increase in 2023. Many SRA’s have seen the increase post COVID, with numbers higher than before COVID. Budgeted inclusion dollars per member agency is calculated at 3% of each member agency’s contribution. According to our member agreement, when the budgeted dollars have been used, NWCSRA will bill back the member agency for companion support hours. For our member districts, summer programming uses the most inclusion hours, followed by preschool, and before and after school care.

Below are current inclusion costs per member district.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$6,941	\$13,248	\$6,307	52%
510500 Romeoville Inclusion Wages	\$14,568	\$8,870	-\$5,698	163%
510550 Bolingbrook Inclusion Wages	\$15,651	\$14,784	-\$867	107%
510650 Plainfield Inclusion Wages	\$19,386	\$20,189	\$803	96%

#### C. Marketing & Fundraising

1. NWCSRA and Apricity Marketing will continue to work together in 2024 for maintenance of the website, with a cost of \$1,000 for the year.

#### D. Technology & Finance

1. NWCSRA is working with Todd’s Techies on projects to update the agency’s security, vulnerability, off-site backups and policies.
2. NWCSRA submitted information for two grants. The first is the ARPA libraries and parks grant via Will County. The agency is working with ANSER Advisory to secure the funds in the amount of \$120,605. The second is the Legislative Add-on grant through IDHS via Senator Meg Loughran-Cappel, with funds up to \$250,000.

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

1. The NWCSRA Recognition Dinner will be held on Thursday, December 7 from 6:30-9pm at the Bolingbrook Golf Club. The event recognizes NWCSRA’s part time staff, participants, and the agency’s highlights. NWCSRA is looking forward to board members, alternates, and members district commissioners, as well as member district staff, joining us to celebrate a year of friendship, fun and exploration.

2. The new buses purchased from Midwest Transit are in Kankakee with a projected delivery date before the end of 2024. The agency has also received a quote from Best Bus to purchase the two buses we are replacing for \$13,500 and \$15,000.
3. NWCSRA is working with Todd from Todd's Techies to purchase and set up Ring cameras to increase security at an affordable cost to the agency.
5. NWCSRA is in the process of reviewing part-time and full-time staff by the end of December. Raises will go into effect in January.
6. Full time staff are engaging in team building activity on Wednesday, October 25 at Restorative Yoga in Homer Glen.
7. Open enrollment for the 2024 Health Care Plan selection will begin on November 13.

**F. Recreation**

5. Sensory Success! The agency is so proud, but will miss our friend Reaves, who has joined NWCSRA in the Sensory Oasis for the past two years. He is able to participate in recreation activities with inclusion support or independently. Go Reaves!
6. The Celebration of Special Recreation was held on Saturday, October 7 from 11:00am to 3:00pm at the Annerino Community Center. Approximately 250 people attended the event and experienced Zot Artz glow painting, clay play, sensory experiences, adapted sports such as beep baseball, wheelchair rugby and basketball, and adapted rock climbing.
7. Direct inclusion hours have continued to increase in 2023. Many SRA's have seen the increase post COVID, with numbers higher than before COVID. Budgeted inclusion dollars per member agency is calculated at 3% of each member agency's contribution. According to our member agreement, when the budgeted dollars have been used, NWCSRA will bill back the member agency for companion support hours. For our member districts, summer programming uses the most inclusion hours, followed by preschool, and before and after school care.

Below are current inclusion costs per member district.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$6,566	\$13,248	\$6,682	50%
510500 Romeoville Inclusion Wages	\$13,101	\$8,870	-\$4,231	147%
510550 Bolingbrook Inclusion Wages	\$15,494	\$14,784	-\$710	105%
510650 Plainfield Inclusion Wages	\$19,103	\$20,189	\$1,086	95%

**G. Marketing & Fundraising**

2. NWCSRA staff have been present in the community with outreach opportunities that include Halloween events with both our member districts and community organizations.

**H. Technology & Finance**

3. NWCSRA has submitted information to CITGO for a \$5,000 grant.

4. Staff are working on the 2024 budget and look forward to presenting a draft budget to the board at the November 29 meeting.
5. NWCSRA received a matching donation from the Dunkin family and McMaster Carr Supply, totaling \$1,200, as well as a donation of \$300 from the Malibu Bay Homeowners Association.

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

4. The NWCSRA Recognition Dinner will be held on Thursday, December 7 from 6:30-9pm at the Bolingbrook Golf Club. The event recognizes NWCSRA's part time staff, participants, and the agency's highlights. NWCSRA is looking forward to board members, alternates, and members district commissioners, as well as member district staff, joining us to celebrate a year of friendship, fun and exploration. Please RSVP by November 27.
5. Four agency vehicles have been branded with the NWCSRA logo, with two more vehicles scheduled to be completed by mid-November.
6. NWCSRA's parking lot was seal coated on Wednesday, October 18.
7. The agency has added a board meeting on December 13 at 1:30 pm at the NWCSRA office.
8. The offices will be closed to the public on November 23, 24 and December 25 through 29, 2023.

#### Staff Report

##### Carrie Gascoigne

- Fall requests for inclusion support & observations:
  - Bolingbrook: 6
  - Lockport: 3
  - Plainfield: 3
  - Romeoville: 10
- On November 13, the rec team attended the ILRTA conference in Alsip, as well as PDRMA's Risk Management Institute that same week on November 17.
- Staff have received compliments on the new brochure layout for Winter-Spring 2024.
- Carrie Gascoigne has been working with the Amilia representative to continue to develop and utilize the registration software to implement additional programming and reporting to aid in the continued growth and development of the agency.

##### Cindy DeNormandie

- Cindy attended the IPRA new professionals committee meeting, ILTRA conference and PDRMA RMI this month.
- Cindy is finalizing the ADP program budget, structure, and brochure for 2024.
- Cindy has been working with Gina on coaching needs amongst staff and working on evaluations for ADP staff.

##### Carrie Henry

- Congratulations to the NWCSRA Wolves Green and Gray Volleyball Teams who received the Silver Medal at the State Volleyball tournament on October 21-22. We are very proud of you for a great season!
- The NWCSRA Wolves Snowshoe team has been working hard to improve their times for the 50 M and 100 M run at the Region E Snowshoe competition on December 9<sup>th</sup>.

- Carrie attended the Illinois Recreation Therapy Association (ILRTA) conference on November 13<sup>th</sup> and the PDRMA Risk Management Institute on November 17<sup>th</sup>.
- Good luck to Ethan D. who will be representing the Wolves proudly at the State Bowling Competition on December 2nd. To make it to the State Bowling Competition, he won the gold medal at the Region E competition as well as the Sectional Competition.

#### Amber Provancal

- Amber has been continuing with her Social Programs as well as beginning to plan for camp 2024. Amber and Megan will be meeting in the next few weeks to begin the Day Camp Brochure development.
- Amber finalized the new Evaluation for our Part Time Employees and was able to roll it out for the 2023 Evaluation season. We are looking forward to the new evaluation process.
- Amber has attended both the Illinois Recreational Therapy Association Conference and the PDRMA Risk Management Institute this past month. She is looking forward to the IPRA TR Section Breakfast in December and the IPRA Conference in January.

#### Megan Siebert

- The agency had two vehicles branded this month and Megan approved the designs for additional vehicles.
- The newly designed Winter/Spring 2024 brochure is out to the public and getting great reviews. The intent for the new layout was functionality and ease of use for families and participants with program information and registering for programs.
- Megan has taken over the coordination of dances and enrollment has been great. She has also joined the South Side Cooperative Agency Events committee.
- Megan will be attending PDRMA's Reasonable Suspicion training and the Illinois Recreation Therapy Association (ILRTA) conference in November.

#### Gina Petkus

- Winter Spring hiring and summer day camp is in full swing. If you know of anyone that would be a good fit for NWCSRA, please share Gina's email, [gpetkus@nwcsra.org](mailto:gpetkus@nwcsra.org), or refer to our website.
- Seal South School toured the Bolingbrook Sensory Oasis to see if the Sensory Room would be a good fit for their transition students. Both the school and NWCSRA feel it would be beneficial for the students to attend on a monthly or biweekly basis, with the goal of starting sessions in December.
- Trunk or Treats were a very popular Outreach activity in October. Gina represented NWCSRA at the Romeoville Village Hall Trunk or Treat and the White Oak Library Trunk or Treat. Between the two events we touched over 3000 families.
- Gina attended the Software Symposium on October 20, 2023 to gather information for Time and Attendance and HR software options. She also attended the HR Committee Education Session: Legal Review which highlighted the upcoming legal changes for 2024 including the Paid Leave for All Worker's Act and preparing for new FLSA Salary Threshold. Finally, she attended PDRMA's Reasonable Suspicion training.

#### Unfinished Business

Executive Director Jill Mukushina presented the 2024-2026 Full time Wage Matrix.

#### New Business

A. Audit Engagement Letter reviewed.

Motion to approve new business item A by Board Vice President Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Absent:

Motion Carried.

#### B. 2024 Board Meeting Dates

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

C. 2024 Draft Budget presented, discussion ensued.

D. Paid Leave Policy presented, discussion ensued.

#### Announcements

Bolingbrook – Staff openings for athletics, facility management and fitness, along with many holiday activities and programs planned.

Lockport – Bids are out for Challenge Fitness extension/remodel. Staffing changes, along with many holiday activities and programs planned.

Romeoville – Holiday lights with a band begins December 1 at 5pm, parade on Saturday December 6.

Plainfield- Staff opening for Recreation Supervisor of Special Events, two playgrounds are finishing install, remodeling the rec/admin center, along with many holiday activities and programs planned.

#### Closed Session

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

Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(1) Personnel Related Matters by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent:

Motion Carried.

Closed Session began at 2:20pm. Board returned from Closed Session at 2:31pm.

Motion to return from closed session and continue board meeting was made by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent:

Motion Carried.

Action

Motion to approve \$16,000 of compensation per staff recommendation, was made by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Roll Call:

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

Nays: None

Absent:

Motion Carried.

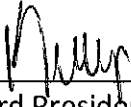
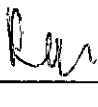
Adjournment

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

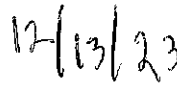
Meeting adjourned:

2:32 pm

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

Board President



Date