

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
October 25, 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)

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

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

Board Members absent:

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

Also present were:

Gina Madden, Legal Counsel

Jill Mukushina, Interim Executive Director, NWCSRA

Carrie Gascoigne, Recreation Services 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 September 27, 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, Kelly Rajzer

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Action Items

A. Approval of September 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, Mike Selep, Kelly Rajzer

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for September 2023

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

Roll Call:

Ayes: Kelly Rajzer, Mike Selep, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

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

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

Roll Call:

Ayes: Mike Selep, Bill Riordan, Kelly Rajzer

Nays: None

Absent: Carlo Capalbo

Motion Carried.

**D. Approve and Ratify Form 990 Charitable Organization Annual Report for the State of Illinois**

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

Roll Call:

Ayes: Kelly Rajzer, Mike Selep, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Interim Executive Director's Report

**A. HR/Personnel**

1. 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.
2. Full time staff are engaging in team building activity on Wednesday, October 25 at Restorative Yoga in Homer Glen.
3. Open enrollment for the 2024 Health Care Plan selection will begin on November 13.

**B. Recreation**

1. 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!
2. 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.

3. 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%

#### C. Marketing & Fundraising

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

#### D. Technology & Finance

1. NWCSRA has submitted information to CITGO for a \$5,000 grant.
2. Staff are working on the 2024 budget and look forward to presenting a draft budget to the board at the November 29 meeting.
3. 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.

#### 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. Please RSVP by November 27.
2. Four agency vehicles have been branded with the NWCSRA logo, with two more vehicles scheduled to be completed by mid-November.
3. NWCSRA's parking lot was seal coated on Wednesday, October 18.
4. The agency has added a board meeting on December 13 at 1:30 pm at the NWCSRA office.
5. 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: 5
  - Lockport: 3
  - Plainfield: 1
  - Romeoville: 5
- The Adult Day Program hosted a pancake breakfast fundraiser on October 22. 104 tickets were sold prior to the event.
- Carrie Gascoigne attended the Software Symposium in Carol Stream, as the agency is researching and looking at software options for better managing payroll hours for part-time staff time & attendance.
- Carrie Gascoigne has been working with the Amilia representative to continue to develop and utilize more components of the registration software.
- Carrie Gascoigne has been serving on the Illinois Recreation Therapy Association (ILRTA) board as president and has been assisting with the state conference that will be held on November 13 in Alsip, IL.
- Staff are working on winter-spring programming and will be rolling out a new brochure lay-out for the 2024 year.

### Cindy DeNormandie

- Cindy has been working to add participants into the Adult Day Program and updating the current waiting list. She has collaborated with Gina and Carrie on recruiting and training new staff.
- The Adult Day Program is hosting a Pancake breakfast fundraiser, which will also include a bake sale and an art showcase presented by day program the participants.
- This month, Cindy attended the TR Summit and the IPRA New Professionals Committee and is registered for the ILRTA Conference in November.

### Carrie Henry

- Congratulations to the NWCSRA Wolves Green and Gray Volleyball Teams who received the gold at the Region E Volleyball tournament on Sunday, October 1st. Both teams will now compete in the State Fall Games from October 21-22. Good luck and congratulations Wolves on a job well done!
- NWCSRA and SEASPAR worked together to host the 2023 TR-Section Volleyball Tournament held in LaGrange on October 8<sup>th</sup>. Congratulations to the NWCSRA Wolves for taking the gold and representing NWCSRA well with their sportsmanship and love of the game.
- Carrie will be attending Illinois Recreation Therapy Association (ILRTA) conference in November.
- The NWCSRA Bocce Team will be competed at the Region E Bocce Competition on Saturday October 14<sup>th</sup>.
- 2 of the NWCSRA Bowling Team members won the gold in the Region E Bowling Competition held on August 12<sup>th</sup> and will represent the Wolves at the Sectional Competition on Sunday, October 15<sup>th</sup> for a chance to advance to the State Competition in December.

### Amber Provancal

- Amber's social programs have been going well. Participants have been very busy going places such as Bengston's Pumpkin Farm, a NEDSRA Disco Dance, out to lunch/dinner at various locations, and to Pinot's Palette in Naperville.
- Amber was the NWCSRA representative at the Workforce Job Fair at Plainfield Central and brought back 6 completed job applications and 3 interest forms for potential new team members. She also attended the TR

Section Meeting at NEDSRA this month and she is looking for more ways to get more involved in the TR section of IPRA. She will be attending PDRMA's Reasonable Suspicion training as well as the ILRTA conference in November.

#### Megan Siebert

- The agency had two more vehicles branded this month and Megan approved the designs for two more vehicles.
- The newly designed Winter/Spring 2024 brochure is being proofread by staff and edited by Megan. The new layout was created to be functional and allow online registration to be seamless for families.
- Megan has taken over the coordination of dances and enrollment has been great. She has also joined the South Side Cooperative Agency Events committee.
- NWCSRA's Trunk or Treat was cancelled due to low enrollment. Megan will be working to revamp a free event for 2024.
- Megan will be attending PDRMA's Reasonable Suspicion training and the Illinois Recreation Therapy Association (ILRTA) conference in November.

#### Gina Petkus

- Several new team members have been hired for fall for a variety of positions including adult day program, inclusion and program team members. NWCSRA will be at the Joliet Township Job Fair on November 8, 2023 to recruit new team members for the Winter Spring season.
- On October 21, 2023 the Sensory Oasis Team hosted a Sensory Open House for all to attend at the Bolingbrook Sensory Oasis. We will be scheduling intake assessments and demos in both our large room and the immersive space. We are looking to schedule a variety of 1:1 sessions for those who can benefit from this service.
- We have some exciting news from our Sensory Oasis sessions. We have had another participant graduate from the Sensory Oasis. After 2 years of sessions, Reaves is able to participate in recreational activities with inclusion support or independently. He has come a long way in maintaining emotional regulation and identifying the strategies that help him to be successful in a recreation setting with his peers. Go Reaves!
- This fall, Gina is busy working on the part time wage matrix for 2024, part time team member evaluations, investigating payroll and HR software, and assisting in the 2024 budget. As part of the research process, Gina will attend the Software Symposium on October 20, 2023.
- On September 22, 2023, Gina presented at the TR Summit as part of the PR and Marketing Panel. The session addressed how the recreation and marketing teams can work together for successful programming.
- Upcoming Outreach events:
  - 10/20: Freaky Fun Friday - Bolingbrook
  - 10/20: Trunk or Treat- Romeoville
  - 10/21: Trunk or Treat – Lockport w/Police department

10/26: Trunk or Treat - White Oak Library

#### Unfinished Business

None

#### New Business

Interim Executive Director Jill Mukushina presented the 2024-2026 Full time Wage Matrix, discussion ensued.

#### Announcements

Bolingbrook – Working on budget, had a public patron attend their board meeting wanting to see sensory room free to all, holiday party in January at the Levy Center.

Lockport – Working on budget, last weekend of Hayride of Horror, matinee in November, Festival of trees, Christmas in the Square and Annual Christmas Tea.

Romeoville – Halloween event well attended, rearranged last minute due to wet grass, Holiday lights in December, in union negotiations, working on 2024-2025 budget.

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 Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Mike Selep, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Closed Session began at 2:24pm. Board returned from Closed Session at 2:47pm.

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

Nays: None

Absent: : Carlo Capalbo

Motion Carried.

Action

Motion to approve and ratify extension of interim Executive Director agreement, and approve Executive Director contract with discussed changes, subject to attorney review, was made by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Mike Selep, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

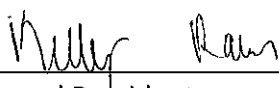
Adjournment

Motion to adjourn the meeting was made by Board President Kelly Rajzer, seconded by Board Secretary Mike Selep, and it was approved unanimously.

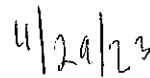
Meeting adjourned:

2:49 pm

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



Board President



Date