

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
September 27, 2023
1:30 p.m.

Call to order

Carlo Capalbo called the meeting to order at 1:31 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)

Board Members absent:

Kelly Rajzer, Director, Village of Romeoville (Board 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 August 23, 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 August 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

Nays: None

Absent: Kelly Rajzer

Motion Carried.

B. Approval of Pay for Action for August 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, August 31, 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, Kelly Rajzer

Nays: None

Absent:

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Interim Executive Director's Report

A. HR/Personnel

1. Staff are working on the wage matrix for both full-time and part-time staff. The matrix will be used for fiscal years 2024, 2025 and 2026.
2. Special Recreation Association executive directors have been talking with legislators regarding the Paid Leave for All Workers Act (PLAWA). Currently SRA's are not exempt, but there is a Trailer Bill that may be introduced in veto session that could possibly exempt special recreation association. Staff will continue to put PLAWA in the budget for 2024 until otherwise notified.
3. In regard to the Efficiency Act, discussion with legal counsel determined that this does not apply to NWCSRA.
4. The fall seasonal training meetings were held on September 6, September 7 and September 12. This training prepares staff for the program season, review safety and procedure expectations and provide specific educational sessions on topics related to their job, the SRA and the field.

B. Recreation

1. The Celebration of Special Recreation will be held from 11am to 3 pm at the Annerino Community Center on October 7. Additions to this year's event include food trucks, DJ, Wheelchair rugby demo and art and disability works and talks with artist Reveca Torres.

2. NWCSRA will co-host the ITRS volleyball tournament on Sunday, October 8 in LaGrange. Co-hosting allows both agencies to utilize a large facility and combined resources to provide athletes and SRA teams the opportunity for a great tournament experience.
 3. Join us for the Trunk or Treat at NWCSRA. The event will be in the office parking lot on Wednesday, October 25 from 4:00-6:00pm.
 4. Direct inclusion hours have continued to increase in 2023. Many SRA have seen their highest numbers in the last 2 years of servicing member districts. 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. An inclusion cost report is being put together for each agency to show where inclusion has been used this fiscal year and the cost. Expect this report by the October board meeting.
- C. Marketing & Fundraising
1. NWCSRA staff and participants volunteered with the Lemont Knights of Columbus for the Tootsie Roll drive on September 15 and 16. The Knights will donate a portion of the funds raised to NWCSRA.
- D. Technology & Finance
1. Angelic Kindness donated \$2,500 toward the costs of the Celebration of Special Recreation event that will be held on October 7.
 2. The first steps in securing an IDHS grant for operations have been completed. Senator Meg Loughran Cappel is sponsoring NWCSRA for a \$250,000 award.
- E. Facility, Transportation & Member Agencies
1. The next two vehicles will be branded with the NWCSRA logo next month.
 2. NWCSRA is waiting for permit approval to move forward with the parking lot seal coating and the new NWCSRA sign.

Staff Report

- Fall requests for inclusion support:
 - Bolingbrook: 1
 - Lockport: 3
 - Plainfield: 1
 - Romeoville: 4
- Fall programming started the week of September 11, with an 82% run rate for September programs. October programs are currently at a 94% run rate.
- Mark your calendars for the Day Program pancake breakfast on October 22 from 8:00-11:00am at the Lockport American Legion. Tickets are available on NWCSRA's website under fundraising and Pancake Breakfast Tickets. <https://app.amilia.com/store/en/nwcsra/shop/fundraising>

- Staff are planning for the December 7 Recognition Dinner Dance, where NWCSRA's part time staff and participants are recognized, and highlights from the year of provide quality recreation programs are celebrated.
- Carrie will be attending the Illinois Recreation Therapy Association (ILRTA) conference in November in Alsip.

Cindy DeNormandie

- Day Program added 1 new participant to the Romeoville location and 1 new participant to the Bolingbrook location this month. We are working on filling both of those locations to a max capacity of 12.
- Day program staff completed their fall training on September 8th.
- Two new adult day program staff were hired.
- Cindy has taken on fall programs and is working on planning winter spring programs.
- Cindy joined the IPRA new professionals committee this month and attended the TR Summit on September 22nd.

Carrie Henry

- One NWCSRA Golf team golfer competed at the 2023 State Golf Skills Competition at Hickory Point Golf Course in Forsyth, IL on September 9th. We are very proud Oliven represented NWCSRA at the state level and came home with 4th place finish.
- Carrie presented the NWCSRA 101 training to four new team members on August 31st.
- The NWCSRA Basketball program currently has 52 registrations on four teams, with home courts located at PARC in Plainfield, Romeoville Recreation Center in Romeoville, and BRAC in Bolingbrook.
- Carrie will be attending Illinois Recreation Therapy Association (ILRTA) conference in November.

Amber Provancal

- Amber has been planning and preparing for upcoming fall programs, which currently have a 100% run rate. A new offering is a Sensory Magic program, which utilizes the Sensory Oasis at Annerino, to promote socialization in small groups. She is very excited that it will be running with both a teen group and a youth group.
- Amber coordinated the disability awareness activities for the fall seasonal staff meetings and they were well received by our staff.
- Amber is actively participating in committees and joining meetings and trainings to learn and connect with peers in the field. She is currently taking a course from Coursera on coaching in management.
- Amber will be attending the ILRTA conference in November, and the Help 1 training from PDRMA in December.

Megan Siebert

- Megan's fall programs are currently at a 100% run rate. New program offerings include Guy's Day at the Car Show and the Brookfield Zoo Tree Decorating.
- Megan is researching and developing an overall marketing plan for the agency, getting quotes for a small number of printed brochures and continues to work on branding agency vehicles.
- NWCSRA's Trunk or Treat event will be on Wednesday, October 25 from 4:00-6:00pm.
- Megan is the lead on the planning and execution of the Recognition Dinner Dance which will be at the Bolingbrook Golf Club on Thursday, December 7th from 6:30-9:00pm.
- Megan will be attending PDRMA's Reasonable Suspicion Training in October, the ILRTA Conference in November, and the Risk Management Institute in November.

Gina Petkus

- NWCSRA will host a sensory open house on October 21 from 12:00-3:00 pm at the Annerino Community Center.
- Gina has been busy finalizing the Celebration of Special Recreation event. It will be held on Saturday, October 7 from 11:00am-3:00pm at the Annerino Community Center in Bolingbrook. Please join us for a day of celebration, experiences and fun!

Upcoming Outreach events:

10/5: Plainfield Central Job Fair

10/13: Frankenstein's Kid Carnival – Plainfield

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 proposed adding a December board meeting, discussion ensued.

A. Approval of December 13, 2023 board meeting at 1:30 pm at the NWCSRA office.

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

Roll Call:

Ayes: Bill Riordan, Carlo Capalbo, Mike Selep

Nays: None

Absent: Kelly Rajzer

Motion Carried.

Announcements

Bolingbrook – With the two facility manager positions open, the district is revamping and hiring four positions; Fall Fest; Working on budget.

Lockport –Board tours of District, Military weekend had great attendance, Haunted Hayride for the next 5 weekends, has a commissioner position open.

Plainfield – OSLAD grant from 2021 coming in, BMX park and Autism friendly park in progress.

Closed Session

A. 5 ILCS 120/2 (c)(21) Semi-annual review of closed session minutes.

Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(21) Semi-annual review of closed session minutes 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.

Closed Session began at 1:56pm. Board returned from Closed Session at 1:59pm.

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: Carlo Capalbo, Mike Selep, Bill Riordan

Nays: None

Absent: Kelly Rajzer

Motion Carried.

Action

Motion to approve as presented the release of minutes from the May 24, 2023 and keep confidential the other minutes was made 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.

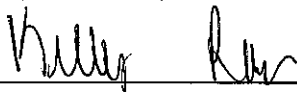
Adjournment

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

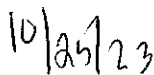
Meeting adjourned:

2:01 pm

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



Board President



Date