

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
April 24, 2024  
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:52 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:

none

Others absent:

Gina Madden, Attorney

Also present were:

Jill Mukushina, Executive Director, 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 March 27, 2024 Board Meeting Minutes

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

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Action Items

A. Approval of March 2023 Treasurer's Report.

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

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

B. Approval of Pay for Action for March 2023.

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

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

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

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

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Meet our new Superintendent – Carrie Gascoigne.
2. Megan Siebert has accepted the position of Support Staff Manager with SSSRA. Her last day will be Friday, May 3. Good luck Megan, you will be missed.
3. Summer is a heavy recruiting and onboarding of part time staff with cams, inclusion and SRA programs. Staff have been interviewing, the staff are planning and recruiting for the summer season, organizing training dates, hiring timelines and hiring more amazing staff to add to our team. Summer day camp has 70% of staff returning.
4. NWCSRA Coordinators, Amber, Megan, Carrie H. and Cindy will be participating in the Park Pursuit on Thursday, May 2. Good luck team!
5. Meetings for payroll, time and attendance, and HR paperwork software are being finalized. Staff will review, ask for demos and look forward to adding this resource to our agency.
6. FLSA exempt threshold by law moves to \$43,888 on July 1, 2024, and \$58,656 on January 1, 2025.

B. Recreation

1. Summer program registration begins on Monday April 29 for residents, and Monday May 6 for non-residents.
2. Fall program planning kicks off with a meeting on April 23.
3. Inclusion service hours have continued to increase in recent years. Many have seen an increase in requests and accommodations, resulting in a higher number of inclusion placements being served. 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	\$0	\$14,400	\$14,400	0%
510500 Romeoville Inclusion Wages	\$3,625	\$9,000	\$5,375	40%
510550 Bolingbrook Inclusion Wages	\$974	\$15,300	\$14,326	7%
510650 Plainfield Inclusion Wages	\$1,621	\$21,900	\$20,279	8%

C. Marketing & Fundraising/Donations

1. NWCSRA received a \$605 donation from the Bolingbrook Community Chorus Spring Concert that took place on Sunday, April 21. At intermission, Jill Mukushina introduced the agency and spoke about the Adult Day Program, who is the requested beneficiary of the Bolingbrook Community Chorus' intermission collection for charity donation.

D. Technology & Finance

1. All reports and finances have been submitted to the state for the Legislative Add-On Grant through the Illinois Department of Human Services Division of Developmental Disability. NWCSRA is waiting on feedback, change requests or an award of dollars.
2. Staff began working on the process of gathering information for reporting on the Will County ARPA grant. Summer day camp information will be submitted for reimbursement.
3. Audit preliminary information was sent to Lauterbach and Amen on April 22 and the firm will be at the office beginning April 29 for field work.

E. Facility, Transportation & Member Agencies

1. The carpet replacement project will begin in May. The timeline will be set once product shipment and in hands dates are finalized.
2. A bid for buses will go out by end of June to replace one bus.

## Staff Report

### Carrie Gascoigne

- Number of requests for inclusion support/observation for winter/spring programs:
  - Bolingbrook: 15
  - Lockport: 4
  - Plainfield: 8
  - Romeoville: 5
- We are in the process of hiring an inclusion assistant for the summer months to help with the scheduling of summer support staff, coaching support staff, and assisting with accommodations for campers asking for additional assistance during camp.
- We are in the process of applying for the grant through PDRMA to help cover some of the costs for the slings that were purchased and placed on all the wheelchair lift buses as part of our emergency procedures.

### Cindy DeNormandie

- The Adult Day Program Talent Show on March 20<sup>th</sup> was a huge success. We had the show recorded and the link is [https://youtu.be/\\_CgAZ0BBqRA?si=8vvt5PRhvQ6t3tVw](https://youtu.be/_CgAZ0BBqRA?si=8vvt5PRhvQ6t3tVw)
- Cindy attended the VVSD Transition Night with Amber on March 21<sup>st</sup>.
- Cindy took over the planning and coordinating of all adult programs for the summer brochure and added a variety of new and favorite programs to the catalog offerings.
- Adult Day Program participants were off for two weeks, however Cindy and the staff focused on training during this time, with behavior interventions, program focus and job expectations as the main topics.
- Adult Day Program continues to grow! Cindy has been meeting with several school professionals and parents for tours and information on our program. Current program numbers:
  - Plainfield is nearly full with 19 of 20 spots filled.
  - Busy Bulldogs is full at 8 participants.
  - Bolingbrook is full at 12 participants.
  - Romeoville is full at 12 participants on Tuesday, Wednesday and Thursday, with one 11 of 12 spots filled on Monday and Friday.

### Carrie Henry

- Five Unified Bags teams from NWCSRA competed in the Unified Bags Competition held at the Joliet Park District on April 13<sup>th</sup>. This is only the 2<sup>nd</sup> year Special Olympics of Illinois has hosted this competition. The Wolves had a great time competing, bringing home 2 Silver, 2 bronze and a 4<sup>th</sup> place finish. Congratulations Wolves for a great showing and making us proud.
- NWCSRA athletes are looking forward to joining Special Olympics on April 27<sup>th</sup> for their Annual Plane Pull. NWCSRA athletes will be the INAGURAL First Pull of the day. Each athlete will be the captain of each team for the day.
- Four NWCSRA full-time team members will be participating in the Annual Park Pursuit on May 2, 2024.
- The Wolves Track & Field Team will be competing in the Region E Competition on May 4<sup>th</sup> and 5<sup>th</sup> in South Holland. 17 athletes will compete in several events for the opportunity to advance to the Summer Games being held in Bloomington/Normal on June 7<sup>th</sup>-9<sup>th</sup>. Good luck to our athletes!
- The Wolves Soccer Team will be competing in the Region E Competition on May 5<sup>th</sup> in Darien, and they will travel to Orland Park on May 11<sup>th</sup> for the TR Sectional Competition. If NWCSRA wins the gold at the Region E Competition they will advance to the Summer Games on June 7<sup>th</sup>-9<sup>th</sup>.
- The NWCSRA Bowling Team will be competing at the SEASPAR Invitational on May 11<sup>th</sup>.

#### Amber Provancal

- Day camp registration is open. Registration numbers are being tracked and we are approaching our maximum for some weeks for our Plainfield Camp. Our average weekly registration is currently at 68% full, with our highest being 84% full. Our Plainfield Camp staffing is almost complete. Our VVSD ESY Camp is completely full as of now with a waitlist, so it is now a top priority to find additional staff for our VVSD campsite so we can open more spots.
- Amber and her day camp leadership team are working on switching up the delivery of our camp training. We are utilizing experience and what works well for the staff typically hired for camp to increase information retention and engagement. The team is looking forward to enhancing training and seeing its effectiveness this upcoming summer.

#### Megan Siebert

- The 2024 summer brochure has been ordered and published online. Megan has already received positive feedback about the upcoming summer programs.
- A new youth program, Bumper Bowlers, is running and the participants seem to be having fun. All other weekly programs are going well. Zumba continues to be a popular program. Dances have all run with the max number of participants which has been great to see!
- T-shirts were ordered for the part-time staff to be given out at the summer seasonal training as well as swim tank tops for staff who need them. We are working with Eich's Sports to create an online store where families and staff can order apparel. Quotes on branding a pop-up tent for agency events, outreach and a flag for sporting events.
- Lastly, Megan is working on planning the next team-building activity for the full-time

#### Gina Petkus

- We are hiring for summer! We are getting a slow influx of applications for the summer season. Interviews are being scheduled for this week and the summer season will be May through August. 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.
- The sensory room has been a primary focus for the past few months and we have exceeded revenue expectations for the past two months. We have Seal South School attending weekly at our Bolingbrook Sensory Oasis and Valley View STEP program will begin sensory sessions in April at the Bolingbrook Sensory Oasis. We are conducting in house groups weekly and individual sessions in both Bolingbrook and Romeoville. Currently, we have brought in 41 % of the expected revenue for the year in Sensory programming and it is only mid-March.

#### Unfinished Business

None

#### New Business

None

#### Announcements

None

Closed Session

A. Personnel Related Matters Pursuant to the Illinois Open Meetings Act 5 ILCS 120/2 (c)(1).

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 Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Closed session began at 2:09 pm. Board returned from Closed session at 2:12 pm.

Motion to return from closed session and continue board meeting was made by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Action

None

Adjournment

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

Meeting adjourned:

2:12 pm

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

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Board President

\_\_\_\_\_

Date