

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
December 13, 2023
1:30 p.m.

Call to order

Carlo Capalbo called the meeting to order at 1:35 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:

Jill Mukushina, Interim Executive Director, NWCSRA

Gina Madden, Attorney

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 November 29, 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 November 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: Mike Selep, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

B. Approval of Pay for Action for November 2023

Motion to approve action item B 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.

C. Approval of Recommended/Final Bills for Action, November 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, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

Community Comments

None

Attorney Report

None

Kelly Rajzer entered the meeting at 1:39pm.

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Annual reviews in process for both part-time and full-time staff. Raises earned will begin in January and be seen on the January 19 check.

B. Recreation

1. Registration for the Winter-Spring 2024 began on December 4 for residents and December 11 for non-residents. The team planned great options for our participants to enjoy, with programs already at max after six days of registration.
2. 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	\$14,965	\$8,870	-\$6,095	169%
510550 Bolingbrook Inclusion Wages	\$15,712	\$14,784	-\$928	107%

510650 Plainfield Inclusion Wages \$19,532 \$20,189 \$657 97%

C. Marketing & Fundraising

D. Technology & Finance

1. NWCSRA was awarded the ARPA libraries and parks grant via Will County. The agency worked with ANSER Advisory to secure the funds in the amount of \$120,605, which will be used for day camp operations.

E. Facility, Transportation & Member Agencies

1. The facility is getting touch ups and fresh paint in program areas and offices. Carpet cleaning will also occur in the next month.
2. The new buses purchased from Midwest Transit are in Kankakee with a projected delivery date by Friday, December 15.

Staff Report

Carrie Gascoigne

Fall requests for inclusion support & observations:

Bolingbrook: 8

Lockport: 4

Plainfield: 3

Romeoville: 10

Cindy DeNormandie

ADP registration process for 2024 is underway. We have made some great improvements for the upcoming year including increasing our available spots, increased training, and teamwork opportunities for staff, and moving Bulldogs to the Romeoville office for better support and resources.

Carrie Henry

Ethan Duncan took the Bronze at the State Bowling Competition.

Four Snowshoe athletes competed at the Region E Competition and two, Scott and Sally, earned a gold medal and will be going to Winter games.

Amber Provancal

Winter Break Camp was offered for four days, each day reaching max enrollment. We were able to add other resources to take additional participants. We look forward to time with campers we have not seen since summer, as well as camp counselors returning from college to work the program.

Megan Siebert

The 2023 Recognition Dinne Dance went well. With 30 more attendees register this year vs last.

Gina Petkus

Michelle Smith from Z and B Consulting will present at the seasonal training on January 9, 2024. Michelle's presentation will be focusing on communication and collaboration at all levels of the organization. We are excited to have her present to our team.

Unfinished Business

A. 2024 Budget

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

B. Paid Leave Policy presented, discussion ensued. No action taken at this time.

New Business

None

Announcements

Bolingbrook – Staff positions open and are hiring.

Lockport – Family Float Night at Challenge Fitness. Golf course Assistant Superintendent passed.

Romeoville – Holiday lights is currently happening. Pool closed Monday-Thursday to work on floor.

Plainfield- Holiday programs currently happening.

Closed Session

None

Action

None

Adjournment

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

Meeting adjourned:

1:57 pm

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

Board President

Date