

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
February 28, 2024
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:33 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
Gina Madden, Attorney
Carrie Gascoigne, Recreation Services Manager, NWCSRA
Gina Petkus, Support Staff and Outreach Manager

Additions or Revisions

Addition of Inclusion Cost Discussion under New Business.

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 December 13, 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, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

Action Items

A. Approval of December 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: Mike Selep, Bill Riordan, Carlo Capalbo, Kelly Rajzer

Nays: None

Absent:

Motion Carried.

B. Approval of Pay for Action for December 2023.

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

C. Approval of Recommended/Final Bills for Action, December 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, Carlo Capalbo, Kelly Rajzer

Nays: None

Absent:

Motion Carried.

D. Approval of January 2024 Treasurer's Report.

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

E. Approval of Pay for Action for January 2024.

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

F. Approval of Recommended/Final Bills for Action, January 2024.

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, Carlo Capalbo, Kelly Rajzer

Nays: None

Absent:

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. The job posting for the Superintendent position was posted. Interviews will be held in March.
2. Paychex partnered with Corestream to offer supplemental insurance. NWCSRA was added without opting into the program. One part-time staff took advantage of this option. The agency was able to turn off this service and the part-time staff, per Corestream, will be able to continue with the program independently.
3. 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. The Personnel Policy Manual has updates for approval to ensure time-off benefits for full-time staff are in line with the Paid Leave Act. The policy for part-time staff will be finalized, sent for review and approved at the March meeting.
5. Amber Provancal finished her courses in Mental Health First Aid and became a CPR trainer. We look forward to her leading our staff in this training.

B. Recreation

1. Winter-Spring programs began on January 15. The team planned great options for our participants to enjoy, with many programs running and a few already at max and waitlist have been able to be accommodated.
2. On February 6, NWCSRA Basketball players took on the Village of Romeoville in the annual basketball game at the Romeoville Recreation Center. Both sides, along with spectators helping to total 175 in attendance for the event, played a hard-fought game with the Wolves being the victors. Thank you to Mayor Noak for providing a pizza dinner afterward for all those involved.
3. The trend for direct inclusion hours have continued to increase. Many SRA's have seen the increase with higher numbers 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	\$2,015	\$9,000	\$6,985	22%
510550 Bolingbrook Inclusion Wages	\$540	\$15,300	\$14,760	4%
510650 Plainfield Inclusion Wages	\$613	\$21,900	\$21,287	3%

C. Marketing & Fundraising/Donations

1. Two donations have been received this year. The first from the Dunkin family for \$1,500. The second for \$4,494.83 from the Lemont Knights of Columbus for helping with their Tootsie Roll Drive.
2. The summer day camp brochure is out! Registration begins on March 18 for residents, and March 25 for non-residents.

D. Technology & Finance

1. NWCSRA has been notified that both the ARPA grant via Will County and the Legislative Add On grant are approved. Staff will begin the process of reporting finance and data for both grants in the next week.

E. Facility, Transportation & Member Agencies

1. The facility is getting touch ups and fresh paint in program areas and offices. Carpet replacement is being evaluated in March, along with estimates for both carpet and LVT for hallways and rooms.
2. The Adapted Field is on schedule to be completed and ready to be used in the spring of 2025. A meeting was held on Tuesday, February 20 with the Village of Romeoville and Hitchcock Design Group to talk about the field layout, accessibility and the other amenities of the park such as parking, playground and bathrooms.

Staff Report

Carrie Gascoigne

- Number of requests for inclusion support/observation for winter programs:
 - o Bolingbrook: 8
 - o Lockport: none
 - o Plainfield: 4 (1 preschool from Fall)
 - o Romeoville: 3 (all from Fall; preschool & before/after school)
- Summer intent to work letters went out in February to the seasonal inclusion support staff.
- Carrie Gascoigne has reached out to day camp supervisors to connect on some training dates for summer camp staff.
- Jim Cassidy led a CPI class for NWCSRA staff on February 10. Carrie Gascoigne will be leading another one on March 9. This is a class that part time staff are required to attend and get certified in.
- The coordinators are busy planning summer, with the brochure set to go online April 8.
- Staff are working with PDRMA on the annual kick-off meeting to address smart goals and additional safety goals moving into the summer season.
- February 6, NWCSRA Basketball players took on the Village of Romeoville in the annual basketball game. The game was held at Romeoville Recreation Center, followed by a pizza celebration, courtesy of the Village Mayor.

Cindy DeNormandie

- Cindy has been attending training and networking events. They include the IPRA conference where she connected with committees and others professionals, the PDRMA HELP 1- Essentials of Human Resources Curriculum training, and the IPRA TR Section ---Breakfast Meeting.
- Cindy offered a Winter Break Fun program to help bridge the time between the holiday break and the start of the Adult Day Program.

- Adult Day Program is starting the week of January 15th:
- Bolingbrook Cruisers registration is at maximum capacity of 12 participants.
- Bulldogs registration is at maximum capacity of 8 participants.
- Plainfield registration is at 17, with a max of 20 participants.
- Romeoville registration is at maximum capacity 12 participants on Mondays, Tuesday, Wednesday and Thursday, with 11 participants on Friday.
- Bulldogs moved from Annerino to NWCSRA for 2024.

Carrie Henry

- Congratulations to Scott M. for receiving 6th place in the 50 M run at the Winter Games in Galena on February 6th-8th. NWCSRA is very proud of you for your hard work and dedication.
- Congratulations to our 4 Wolves Basketball teams for a great showing at the Region E Basketball Competition on Sunday January 28th. Wolves Black won Gold and will be advancing to the State Basketball Competition on March 8th-10th. Wolves White took the Silver, Wolves Green took the Bronze and Wolve Grey took 4th.
- The Wolves competed at the TR Section Tournament on February 4th. All 4 teams displayed great teamwork and determination! Wolves Green won Gold, Wolves Black & Grey took Silver and Wolves White brought home 4th place.
- To date, over 45 veterans have been registered for the HMHB program.
- Congratulations to the Wolves Swim Team for an outstanding showing at the 3rd Annual Reach for the Stars Libertyville Swim Meet which was held on February 11th. NWCSRA had 16 swimmers participating in 23 events bringing home 9 golds, 6 silver, 2 bronze, 4 4th place ribbons, 1 5th place ribbon, 1 6th place ribbon, 3 7th place ribbons, 2 8th place ribbons, 1 12th place ribbon, and 1 13th place ribbon. The 200 Medley 4x50 Medley Relay team squeaked out the gold by .35 tenth of a second. Great job NWCSRA Swim Team!
- Carrie will be attending the IPRA/IAPD State Conference at the end of January. She is looking forward to networking and attending conference sessions.
- Congratulations to Ethan D. who qualified and competed in the State Bowling Competition held on December 2, 2023. Ethan came home with the bronze.

Amber Provancal

- The Day Camp Brochure is well underway and is set to be posted on 2/19. Several inquiries from a handful of new families have occurred. Two new offerings this summer include an Early Childhood camp at the Plainfield site for 3–6-year-olds and a Friday only option, where participants can choose to join camp for the Friday Field trips.
- Winter break camp filled to the maximum registration each day, and staff were able to accommodate everyone on the waitlist, enrolling them all in the program. Campers participated in a variety of activities throughout the week and enjoyed the time spent with their friends. One parent reached out to us to let us know how great our staff were and how much they appreciate their patience and kindness towards their son.
- Amber has joined a taskforce with fellow SRA members as well as college professors in Illinois to make a strategic plan to recruit more students into the field. Enrollment is on a decline, and we feel it is important to partner with other professionals in our community to get the word out about our profession to hopefully increase student enrollment which in turn will bring the SRA quality professionals in the future.

Megan Siebert

- The day camp brochure was completed and posted online on 2/19 for families and registration will open in March. Work has begun on the summer program brochure.
- Megan is working to get our two new buses branded with decals and also get two of our current decals replaced/fixed.

- Dances have been running very well. All five dances offered this season have maxed and had a waitlist. Staff were able to get most participants off the waitlist and into the dances.
- Megan attended the IPRA conference and saw a few interesting sessions. Megan also continues to work with a task force made up of other SRA staff members and professors throughout Illinois. We have created a flyer about what Therapeutic Recreation is and are gathering a list of outreach events we can attend.
- The new layout of the Winter/Spring brochure has been well-received. Megan received feedback that it is easier to follow and understand.
- Work has begun with Mary-Frances from Apricity Marketing to install tables into our website. The intention is that tables are more accessible than pdfs.
- Megan attended ILRTA's virtual conference sessions throughout December.

Gina Petkus

- Winter Spring programs are mostly staffed and we have begun hiring for summer! If you know of anyone that would be a good fit for NWCSRA, please share Gina's email, gpetkus@nwcsra.org, or refer to our website.
- Evaluations for all part-time team members were completed in December and rates for the new fiscal year have been established.
- Three CPR and First Aid trainings were held this year in order to certify 25 part time team members.
- Gina participated in the ILTRA conference virtually in December and has learned many new methods to implement in future programming.

Unfinished Business

A. Paid Leave Policy discussion ensued. No action taken at this time, policy to approve at March meeting.

New Business

A. Approval of Personnel Policy Manual – FT staff Paid Leave Act update.

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

Roll Call:

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

Nays: None

Absent:

Motion Carried.

B. Board Position changes are being looked at, discussion ensued. Leaving current positions and adding all four board members to the bank. After this is done, will discuss board positions again.

C. Inclusion Costs were brought up, discussion ensued. In March, this topic will be revisited with a written procedure for year end balances.

Announcements

Bolingbrook – Projects include new roof at ACC and sandblasting Pelican Harbor. Possible installation of a new splashpad, and PechaKucha event.

Lockport – Bids are coming in with good pricing for the Challenge Fitness center extension. Events include American Girl Tea Party, Irish Fling, Egg-Luminate Night Hunt, Breakfast with Peter Rabbit and Senior Matinee.

Romeoville – Entertainment for Rockin' the Village and Village Fest are confirmed, hosting the SSPRPA meeting in March, sold 400+ pool passes and looking to create a Romeoville Mascot.

Plainfield- Daddy Daughter event went well, as did Mom Son, prepping for Day Camp and pool opening, Van Horn is one of 3 OSLAD playgrounds, autism friendly.

Closed Session

None

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:

1:57 pm

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

Board President

Date