

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
March 27, 2024
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:34 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (Board President)
Mike Baiardo, Board Alternate, 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)

Others absent:

Gina Madden, Attorney

Also present were:

Jill Mukushina, Interim Executive Director, NWCSRA
Carrie Gascoigne, Recreation Services Manager, NWCSRA
Gina Petkus, Support Staff and Outreach Manager

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 February 28, 2024 Board Meeting Minutes

Motion to approve consent agenda item A by Board Treasurer Bill Riordan, seconded by Board Alternate Mike Baiardo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Baiardo

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Action Items

A. Approval of February 2023 Treasurer's Report.

Motion to approve action item A by Board Treasurer Bill Riordan, seconded by Board Alternate Mike Baiardo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Baiardo

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for February 2023.

Motion to approve action item B by Board Treasurer Bill Riordan, seconded by Board Alternate Mike Baiardo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Baiardo

Nays: None

Absent: Carlo Capalbo

Motion Carried.

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

Motion to approve action item C by Board Alternate Mike Baiardo, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Baiardo

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Interviews for the Superintendent position were held on Monday, March 25.
2. IMRF has launched a new website, with new processes for reporting and making payments. As we work through this time of change, all has gone smoothly so far and we are waiting to hear from IMRF on the next steps.
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 Policy for the Paid Leave Act for part-time staff is in the packet for approval. This will be discussed during Old Business.
5. The proposed salary threshold for exempt employees was \$55,068, and we are still waiting for final legislation before assessing our wage matrix, staff salaries and adjustments needed based on the outcome.

B. Recreation

1. NWCSRA will have their 2024 PDRMA Kickoff Meeting with Lindsey on Monday, March 25 at 1:30 pm at the NWCSRA office.

2. Summer day camp registration began and the camp is half full with only one week of resident registration complete. We are looking forward to great camps this summer!
3. Meetings for final designs of the adapted field that will be located in Romeoville have taken place. Staff are looking forward to programming the field, working cooperatively with other SRAs and agencies for programming and bringing vibrant recreation to a beautiful facility.
4. Staff have worked well together to gather recreation program information to turn around eight monthly and two quarterly reports for the Legislative Add-On Grant through the Illinois Department of Human Services Division of Developmental Disability in three weeks. Information has been submitted and NWCSRA is waiting on feedback, change requests or an award of dollars.
5. The agreement for the Will County ARPA grant has been signed and submitted. Staff will begin to work on gathering summer day camp information to submit for reimbursement.
6. Inclusion service hours have continued to increase in recent years. Many have seen an increase with 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	\$2,898	\$9,000	\$6,102	32%
510550 Bolingbrook Inclusion Wages	\$912	\$15,300	\$14,388	6%
510650 Plainfield Inclusion Wages	\$1079	\$21,900	\$20,821	5%

C. Marketing & Fundraising/Donations

1. NWCSRA will participate in the Parks Day at the Capitol on Tuesday, May 7, along with other SRAs, as the agencies are sharing a table to promote Special Recreations as a whole. The Executive Director will attend the Legislative Conference, hosted by IAPD, the following day.

D. Technology & Finance

1. NWCSRA is working with Todd's Techies on cameras for the exterior of the building, three iPads for summer day camp and program use, additional general email s for programming efficiency, and cyber security projects.
2. NWCSRA will be working with KnowBe4 for Cyber Security Training. The cost to the agency is \$2,470.50.
3. The Audit entrance agreement has been completed and field work will begin on April 29, 2024. The Finance Coordinator and Executive Director will work together to gather all trial balances and other documents as requested, to give to Lauterbach and Amen by April 22, 2024.

E. Facility, Transportation & Member Agencies

1. New flooring for the office. Costs include material, labor and removal.
 - a. Carpet in the office areas is in need of replacing. The three projects are quoted at \$4,732, \$6,133 and \$15,751.
 - b. LVP was quoted for six projects, to go over hallway and room tiles. Quotes are \$14,664, \$1,350, \$7,842, \$6,598, \$5,467 and \$1,110, which includes the flooring, skimming, buffing, installation and new base.
2. Bus 5 and 8 will be sold to Best Bus Sales for \$13,500 and \$15,000. The agreement and Bill of Sale are included for your review and approval.

Staff Report

Carrie Gascoigne

- Number of requests for inclusion support/observation for winter programs:
 - Bolingbrook: 10
 - Lockport: 1
 - Plainfield: 5 (1 preschool)
 - Romeoville: 3 (preschool & before/after school)
- Meetings with each member agency have been scheduled during camp training week to cover day camp inclusion and behavior management.
- NWCSRA is hiring an inclusion assistant for the summer season, for the purpose of supporting the Manager with scheduling and coaching of inclusion aides, assisting with accommodations assessments and implementation, and working inclusion placements as assigned.
- Staff have been preparing for summer by planning field trips for camp, planning and preparing for new programs, staff hiring and training, and overall organization of materials and equipment throughout the agency.
- Transfer slings have been purchased and placed on all the wheelchair accessible buses to be used if an emergency should arise that would require quick removal of individuals in wheelchairs. Day program staff were trained, and additional training will be set with staff.

Cindy DeNormandie

- The Adult Day Program performed their Talent Show on March 20 at Annerino Community Center in Bolingbrook. It was a great event with many different talents and an opportunity to showcase the day program to families and friends.

Carrie Henry

- 5 Unified Bags teams from NWCSRA will be competing in the second annual Special Olympics Illinois Unified Bags Competition, held at the Joliet Park District on April 13th. Our athletes and their unified partners are enjoying this new sport.
- Congratulations to our Bronze medal winning Wolves Black Basketball team who competed at the State Basketball Competition on March 9th and 10th. We are proud of the great teamwork and determination displayed by them. Congratulations Wolves!
- The Wolves Swim Team will be competing in the Region E Swim Competition on March 23rd. We have 18 swimmers and 4 staff attending this competition competing in the 25 backstroke, 25 freestyle, 50 backstroke, 50 freestyle, 100 breaststroke, 100 backstroke, 100 freestyle, and 2 relays. Good luck to our Wolves Swim Team!

Amber Provancal

- Summer day camp registration began on March 18 for Residents and March 25 for Non-Residents. To date, registration numbers show camp is half full.
- Currently, 27 out of 38 camp team members are returning for camp this year, while interviews have begun for additional team members. Amber is excited to have a summer filled with veteran camp team members to help onboard the new counselors and quickly get them up to speed.
- Amber is now a certified CPR & First Aid instructor. She is looking forward to leading her first class this summer for her day camp staff.

Megan Siebert

- The 2024 summer brochure is well under way and the team is working to proof and finalize details by the beginning of April.
- We are researching and getting quotes for branding a pop-up tent that can be used at programs, outreach and other NWCSRA events, as well as a Wolves flag we can bring to tournaments and other sporting events.
- Megan created slideshows for the adult day program talent show, helping to enhance a great program by adding an additional visual element.
- Weekly programs have been running smoothly and feedback received from part-time staff that participants seem to really be enjoying themselves.

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.
- 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 also 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

A. Motion to approve Paid Leave Policy with presented changes by Board Treasurer Bill Riordan, seconded by Board Alternate Mike Baiardo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Baiardo

Nays: None

Absent: Carlo Capalbo

Motion Carried.

New Business

A. Motion to approve Inclusion Fund Sharing recommended procedure with discussed changes by Board Treasurer Bill Riordan, seconded by Board President Kelly Rajzer.

Roll Call:

Ayes: Mike Selep, Bill Riordan, Kelly Rajzer

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Motion to approve staff recommendation for new flooring with West Flooring for new carpet in three areas of the building as presented by Board Treasurer Bill Riordan, seconded by Board President Kelly Rajzer.

Roll Call:

Ayes: Mike Selep, Bill Riordan, Kelly Rajzer

Nays: None

Absent: Carlo Capalbo

Motion Carried.

C. Motion to approve staff recommendation for KnowBe4 Security Training by Board Treasurer Bill Riordan, seconded by Board Alternate Mike Baiardo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Baiardo

Nays: None

Absent: Carlo Capalbo

Motion Carried.

D. Motion to approve with staff recommendation Bus Sale to Best Bus Sales by Board Treasurer Bill Riordan, seconded by Board Alternate Mike Baiardo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Baiardo

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Announcements

Bolingbrook – Week of the Young Child on Saturday, April 20 at BRAC. 100 Registered for 2024-25 preschool year. Swimming pool passes go on sale April 1, \$80 non-resident, \$64 resident for 3 months. Fitness has customer care staff at desk again, have 880+ members. Hired pool manager and facility managers. Garden plots are opening in mid-April. 5 playgrounds to be replaced.

Lockport – Chef at Prairie Bluff again, stop by for lunch. Challenge Fitness expansion is underway. Easter and Spring Break events are happening and have good numbers. Golf Fundraiser for the foundation is May 3.

Romeoville – Budget meeting tonight. Skate park and Romeoville Crossing on 135th is beginning phase 3. 142 daily visit to the pool. 130 non-resident visits. Many non-resident parties. Prepping for a busy summer.

Closed Session

None

Action

None

Adjournment

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

Meeting adjourned:

2:05 pm

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

Board President

Date