

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
April 26, 2023
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, Director of Facilities, Bolingbrook Park District (Board Alternate)

Bill Riordan, Executive Director, Lockport Township Park District (Treasurer)

Absent:

Carlo Capalbo, Executive Director, Plainfield Park District (Secretary)

Also present were:

Mike Selep, Executive Director, NWCSRA

Gina Madden, Legal Counsel

Jill Mukushina, Interim Executive Director, NWCSRA

Additions or Revisions

None

Approval of Consent Agenda

Consent Agenda

All items listed in Section 6 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 22, 2023, Board Meeting Minutes

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

Roll Call:

Ayes: Mike Baiardo, Bill Riordan, Kelly Rajzer

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Action Items

A. Approval of March 31, 2023, Treasurer's Report

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

Roll Call:

Ayes: Bill Riordan, Kelly Rajzer, Mike Baiardo

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for March 2023

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

Roll Call:

Ayes: Kelly Rajzer, Mike Baiardo, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

C. Approval of Recommended/Final Bills for Action, March 31, 2023

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

Roll Call:

Ayes: Kelly Rajzer, Mike Baiardo, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Summer staff recruitment has been extremely successful to date with staff being officially offered and accepting positions for Summer Day Camp, inclusion and seasonal programs. Staff from Valley View School District have been hired to provide staff assistance with the program. Outreach and recruitment efforts have been highly successful to date. Additional opportunities are scheduled with the goal of meeting 100% of expressed interest in participation this summer.
2. My last day as Executive Director will be on Friday, April 28. I have had the opportunity to work closely with Jill Mukushina during the month of April to hand off additional responsibilities that she will assume as Interim Executive Director.

B. Recreation

1. Day Camp has filled all the full day options with additional participants added from the waitlist. The new half-day option with Valley View School District is currently at 50% of capacity. Additional outreach and recruitment efforts are currently underway.
2. The summer brochure has been released with registration beginning May 1. The brochure is delivered by mail to a handful of participants and their families. The bulk of families view and download from the website or utilize the online registration feature. The agency is entering its third season utilizing online registration as all program services have moved to utilizing the online registration process.
3. Hours of direct inclusion companion support have increased during this current fiscal year as program opportunities have returned. According to discussions with Executive Directors from other Special Recreation agencies, inclusion support hours increased dramatically at other agencies as well. Contributing factors include increased behavior problems experienced due to lack of socialization during COVID and staffing shortages experienced at most agencies. Below is where inclusion support dollars have been utilized to date (May 1 – April 9).

Budgeted dollars have been calculated at 3% of each member agency's contribution. According to our member agreement, when the budgeted dollars have been fully utilized, NWCSRA will bill back the member agency for companion support hours. The highest percentage of hours of inclusion support are generally provided during the summer months. The numbers of supported individuals have decreased; however, some of the individuals serve through companion support are for programs with a high volume of hours throughout the year.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	9,198.66	12,450.00	3,251.34	73.88%
510500 Romeoville Inclusion Wages	7,857.37	8,375.00	517.63	93.82%
510550 Bolingbrook Inclusion Wages	10,084.00	14,177.00	4,093.00	71.13%
510650 Plainfield Inclusion Wages	11,390.54	18,567.00	7,176.46	61.35%

C. Marketing & Fundraising

1. The Knights of Columbus Council #1599 will be making a donation to NWCSRA from funds raised during their annual campaign to raise funds for individuals with intellectual disabilities. Our participants and staff enjoyed participating in the Knights of Columbus ID Tootsie Roll Drive and the gathering to celebrate the time and effort of all who volunteered to raise the funds. We mourn the recent passing of their organizer, Gary Hoffman. He not only organized the Knights of Columbus Tootsie Roll Drive but also assisted NWCSRA through a number of initiatives with Angelic Kindness – including the NWCSRA Golf Outing, Halloween Event, Celebration of Special Recreation and Annual Recognition Dinner.
2. We are excited to announce a completely different experience this year, a Simulator Golf Outing on June 23! Come to enjoy food, beverages, and contests while playing PGA West in a 9-hole scramble format at the new practice facility at Prairie Bluff. This facility features 31 bays, state-of-the-art Trackman Technology, and fun for individuals with all levels of golf experience. This fundraiser will be in conjunction with the Dellwood Foundation and will allow us to preview the new facility before their grand opening. Registration deadline is May 1, and sponsorship deadline is June 1; however, spots are limited so please sign up early to guarantee your spot. See information for sponsorship and registration details - <https://tinyurl.com/2p98t6vz>
3. NWCSRA will participate with other SRAs with a booth at the IAPD Parks Day in the Capitol in Springfield on May 2 under the organization developed to promote SRAs - Special Recreation Association Network of Illinois (SRANI). There is limited space due to construction at the Capitol, so the SRAs will be working together. The booth will feature ability awareness games and sensory giveaways to attendees and sensory

kits provided to legislators so that they can have items for visiting families with children/adults with disabilities.

D. Technology & Finance

1. Mike Selep, Jill Mukushina and Lori Donofrio met with Ron Amen from Lauterbach & Amen on April 18 for an Audit Entrance Conference to discuss this year's annual NWCSRA financial audit. The preliminary audit fieldwork visit will take place on May 1 with fieldwork being conducted June 12-14. Traditionally the audit presentation to the NWCSRA Board of Directors has taken place in August; however, the date has not been officially set at this time.
2. NWCSRA has officially changed our fiscal year from May 1 – April 30 to a calendar year. As a result, the upcoming budget will be for a stub year – May 1 – December 31. FY2023 budget was presented to the Board during the March 22 meeting. Updated Will County EAV figures have been utilized to prepare member agency contribution projections. The final approval of the FY2023 stub budget is slated for the April 26 meeting.
3. Four computers have recently been replaced in accordance with the IT replacement plan. A variety of network cybersecurity updates have been completed and a few others are currently in process as the agency has been working with Todd's Techies to complete the PDRMA KYND Cyber Questionnaire to prepare for upgraded cybersecurity measures to meet new standards for cybersecurity insurance coverage.

E. Facility, Transportation & Member Agencies

1. Brand identity updates continue. Updates to NWCSRA vehicles as well as facility signage and lobby updates are in progress and will be completed within the next several months.
2. The second annual Celebration of Special Recreation is scheduled for Saturday, October 7 at the Annerino Community Center. Contributing partners from last year's event are on board to participate again this year. In addition, we are seeking commitments from new SRA and community partners that have expressed interest in participating this year.

Staff Report

Interim Executive Director Jill Mukushina provided an update regarding recreation programs and services.

- Carrie Gascoigne completed an online recertification course in mental health first aid. The goal is to attend a trainer's course in mental health first aid so that Carrie can train full and part time team members.
- Carrie Gascoigne will be scheduling training with each member agency prior to the start of summer camps to prepare for inclusion and summer support.
- **Congratulations to the NWCSRA Wolves for your 2023 State Basketball Championship victory!** To celebrate and recognize the State Champions, Illinois Secretary of State Alexi Giannoulias is joining Special Olympics Illinois for an **Official Special Olympics Illinois State Basketball Championship Ceremony**. Secretary Giannoulias will be presenting an Official State Proclamation recognizing the winning teams, will take photos with teams, and participate in basketball activities with Special Olympics Illinois athletes! This event will take place on Friday, April 21.
- Amber Provancal is working closely with Gina Petkus on Day Camp Staff interviews. She is also planning to attend Bonnie McBeth's Bedtime Stories night & VVSD's Transition Night to provide additional outreach for camp.
- The tentative date for our 2023 Recognition Dinner Dance is Thursday, December 7.
- Recruiting events continue to be in high gear. We are filling up all of our anticipated staff openings for camp and inclusion and only have a few spots remaining to fill. We have attended two job fairs with the Workforce of Will County this past month and are focusing our recruitment efforts for the Adult Day Program. If you know of anyone that would be a good fit for NWCSRA please contact Gina at gpetkus@nwcsra.org or look on our website.

New Business

A. Approval of Fee Agreement for Legal Services for FY2023-24

Board Alternate Mike Baiardo made a Motion to approve fee agreement for legal services for FY2023-24. Board Treasurer Bill Riordan seconded the Motion and a roll call was taken:

Roll Call:

Ayes: Kelly Rajzer, Mike Baiardo, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Approval of NWCSRA FY2023 Stub Budget

Board Alternate Mike Baiardo made a Motion to approve the NWCSRA FY2023 Stub Budget. Board Treasurer Bill Riordan seconded the Motion and a roll call was taken:

Roll Call:

Ayes: Kelly Rajzer, Mike Baiardo, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

C. Approval of Interim Executive Director Agreement subject to attorney review

Board Treasurer Bill Riordan made a Motion to approve the NWCSRA FY2023 Stub Budget. Board Alternate Mike Baiardo seconded the Motion and a roll call was taken:

Roll Call:

Ayes: Kelly Rajzer, Mike Baiardo, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

D. Approval of Resolution 2023-2: Appointment of an Authorized Agent to IMRF

Board Treasurer Bill Riordan made a Motion to approve Resolution 2023-2: Appointment of an Authorized Agent to IMRF. Board Alternate Mike Baiardo seconded the Motion and a roll call was taken:

Roll Call:

Ayes: Kelly Rajzer, Mike Baiardo, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

E. Approval to Change July 2023 NWCSRA Board of Directors Meeting from July 26, 2023, to July 19, 2023

Board Alternate Mike Baiardo made a Motion to approve changing July 2023 NWCSRA Board of Directors Meeting from July 26, 2023, to July 19, 2023. Board Treasurer Bill Riordan seconded the Motion and a roll call was taken:

Roll Call:

Ayes: Kelly Rajzer, Mike Baiardo, Bill Riordan

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Announcements

Lockport –New restaurant at Prairie Bluff opened on April 1. It is being well received. Pickleball complex opening at Prairie Bluff was well received. New golf simulators at Prairie Bluff will open in June.

Bolingbrook – Village of Bolingbrook annexed Sawgrass Town Center, which will feature a new Bolingbrook Park District. Festival of Colors – Holi, will be celebrated in Central Park on April 29. Preparing for all staff training on May 20.

Romeoville – Hiring new Aquatics Coordinator. Currently hiring for Athletic Supervisor. State of the Village is next week.

Closed Session

- A. Discuss the appointment, compensation, discipline, performance of specific employees of the Park District (5 ILCS 120/2 (c)(1).
- B. Semi-annual review of the minutes of meetings lawfully closed under the Illinois Open Meetings Act (5 ILCS 120/2 (c)(21)

Board Treasurer Bill Riordan made a Motion to go into Closed Session pursuant to 5 ILCS 120/2(c)(1) for the purpose of discussing the appointment, compensation, discipline, performance, or dismissal of specific employees of the agency Pursuant to 5 ILCS 120/2(c)(1) and Semi-annual review of the minutes of meetings lawfully closed under the Illinois Open Meetings Act (5 ILCS 120/2(c) (21). Board Alternate Mike Baiardo seconded the Motion and a roll call was taken:

Roll Call:

Ayes: Mike Baiardo, Bill Riordan, Kelly Rajzer

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Closed Session began at 2:36pm. Board returned from Closed Session at 3:06pm.

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:

3:10 pm

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

Board President

Date