

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
November 20, 2024
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:30 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (Board President)
Mike Selep, Executive Director, Bolingbrook Park District (Board Secretary)
Bill Riordan, Executive Director, Lockport Township Park District (Treasurer)
Andrea Juricic, Director of Recreation, Plainfield Park District (Board Alternate)

Board Members absent:

Carlo Capalbo, Executive Director, Plainfield Park District (Board Vice President)

Also present were:

Gina Madden, Attorney
Jill Mukushina, Executive Director, NWCSRA
Carrie Gascoigne, Superintendent, 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 October 23, 2024 Board Meeting Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Action Items

A. Approval of October 2024 Treasurer's Report.

Motion to approve action item A by Board Secretary Mike Selep, seconded by Board Alternate Andrea Juricic.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for October 2024.

Motion to approve action item B by Board Alternate Andrea Juricic, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic
Nays: None
Absent: Carlo Capalbo
Motion Carried.

C. Approval of Recommended/Final Bills for Action, October 2024.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic
Nays: None
Absent: Carlo Capalbo
Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

Executive Director's Report

A. HR/Personnel

1. As of the November 8 pay date, NWCSRA part time staff have 37,638 hours worked, 940 PLAWA hours earned and 202 hours used. (21%)
2. Interviews for a Marketing Manager will begin after the Thanksgiving holiday.
3. The Recognition Dinner will be held on Thursday, December 12. Please join us to celebrate and recognize staff, participants, and a year of fun. We look forward to hosting your board, staff and you to celebrate this year's accomplishments and our SRA community.
4. The Knights of Columbus Council 6521 will host their annual Christmas party on Saturday, December 14 at St. Dominic's Church gym, 440 E. Briarcliff Road, Bolingbrook, IL 60440. Please join us to celebrate the season with our SRA community. Doors open at 11:30 am, lunch will be served at 12:15 pm, followed by a choir performance and a visit from Santa himself.

B. Recreation

1. Inclusion service hours are reflected below. 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. Increases in requests and wages are reflected in the high actual costs through the November 8 pay period.

Below are current inclusion costs per member district.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$12,917	\$14,400	\$1,487	90%
510500 Romeoville Inclusion Wages	\$14,430	\$9,000	-\$5,430	160%
510550 Bolingbrook Inclusion Wages	\$31,106	\$15,300	-\$15,806	203%
510650 Plainfield Inclusion Wages	\$20,250	\$21,900	\$1,650	92%

2. The adapted sports field is scheduled to be completed by end of second quarter 2025. The first payment of \$300,000 will be issued upon completion, with \$30,000 a year being paid for the next ten years. All funds are secured for this project.

C. Technology & Finance

1. The draft budget was included in the packet for review. At this time, the budget is balanced with a small profit projected for 2025.
2. NWCSRA will be switching to a Fortinet Firewall. Hardware is in and waiting on date for install from Todd's Techies. The current Cisco ASA5506 goes end of support and security patching in second quarter of 2025.
3. 2024 computer replacements were ordered and will be set up in December.
4. KnowBe4 platform will be configured and rolled out to staff in January 2025.
5. External Ring cameras for the parking lot, North side of building, and three exterior entrances have been delivered and will be set up in December.
6. In 2025, NWCSRA will replace our server.

D. Facility, Transportation & Member Agencies

1. Four athletes, and both Carrie Gascoigne and Henry, represented NWCSRA at the Village of Bolingbrook Board Meeting on November 12 to showcase NWCSRA and our athletes who participate in Special Olympics competitions. They were there to support the Bolingbrook Police Department, whose efforts in raising funds for the Special Olympics Torch Run were recognized by a local business with a check awarded to the Police Department.
2. Best Bus was notified of the bid award and has placed an order for a 14 passenger wheelchair accessible bus. Bid documents estimated 180 days to delivery, with Best Bus hoping to deliver the bus by end of the first quarter.
3. The agency is looking to put in new tile throughout the facility in 2025. This project is routine maintenance, aimed to sustain our current capital asset with upkeep and durability.
4. Lemont residency will continue through December 31, 2025, and then will be reassessed every year.

Staff Report

Programs and Services

❖ Inclusion

Bolingbrook: 19 requests

- 14 receiving support

Lockport: 6 requests

- 5 receiving support
- Hayride of Horror

Plainfield: 7 requests

- 4 receiving support
- 2 determined that no support was needed

Romeoville: 5 requests

- 5 receiving support

- Staff had the opportunity to offer some programming options to a mother and daughter who are outside our community boundaries but were not within another SRA district. The mother and daughter have had some difficult times. It was a rewarding and proud moment to see the impact our staff have in our communities and on the lives we touch through our programming opportunities.
- Our ADP groups started indoor swimming this month at the Romeoville Aquatic Center. It has been a great addition to the program and participants have loved it! All of ADP groups will be celebrating Friendsgiving on November 20th at the Moose Lodge in Lockport. We would love to have any board members join us for lunch.
- The Wolves Green, Black and Grey Volleyball teams competed at the State Volleyball competition (Fall Games) in Rockford on October 19. All three teams played their hearts out with a gold, silver and bronze finish. Way to go Wolves!
- Congratulations to Vanessa for qualifying for the State Bowling Competition on December 7th. With this competition our athletes need to win the gold medal at the Regional and Sectional competition to advance. Great job Vanessa!
- The 2024 Region E Bocce Competition was held at Roma Sports Complex on Oct 12th. 15 athletes played great and represented NWCSRA well. Eight of our fifteen athletes brought home the gold, qualifying them to attend Summer Games in Bloomington the weekend of June 20-22, 2025.
- With teams now playing at multiple locations, including two at the Romeoville Rec. Center, two at PARC, and one at BRAC, this expansion is a testament to the success and enthusiasm surrounding our athletics program. This achievement not only reflects the dedication of our athletes, but also the commitment of our coaches, volunteers, families and member agencies in fostering a positive and inclusive sports environment.
- Planning and finalizing programs for Winter 2025
- Planning and finalizing changes for our adult day program. There are some small adjustments within our current structure that will allow for some growth as well as the addition of a half day option two days a week. We will be eliminating the "pick-a-day" option from our Romeoville site, but still providing options that could allow for a full week. We will be restructuring our staffing for the program so that staff have set schedules and teams with the hope that they can work more cohesively within each group.
- November started our basketball season with FIVE teams!
- We hosted our annual Friendsgiving Dance at the Romeoville Rec Center on November 15. There were 175 registrations for this dance between our participants and other SRAs attending. Thank you to several staff members from Romeoville for donating your time to volunteer and help serve food!
- Youth programming is gaining momentum, particularly with Friday Friends and School's Day Out programs. Another bus was added for our Winter Break Camp to accommodate the waitlist and add more participants into the program.

Staffing and Trainings

- Four full time staff attended the ILRTA conference in person or virtually on November 11, one full time staff attended the American Camp Association Staffing Summit and six staff will be at the PDRMA RMI on Friday, November 22.
- NWCSRA is hiring part time staff for the adult day program, as well as inclusion staff.
- NWCSRA is currently delivering evaluations to the part time team members. Our programs are a success because of our staff.

Outreach events:

11/30/2024 Grinchmas on the Green in Plainfield

Unfinished Business

None

New Business

- A. Budget – draft budget was reviewed and final budget will be presented in December for approval.

B. Member SRA contributions – The final invoice for contributions will be billed by using the full 2% EAV based on the published Will County Tax Calculation sheets and taking the percent of taxes collected the previous year.

C. Attorney agreement for 2025

Motion to accept the attorney agreement for 2025 by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Announcements

Thank you to Kelly and Romeoville for donating candy to the NWCSRA trunk or treat.

Closed Session

Motion to move into closed session pursuant to ILCS 120/2 (c)(1) Personnel at 2:36 pm by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Motion to end close session at 3:07 pm by Board President Kelly Rajzer, seconded by Board Treasurer Bill Riordan

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Motion to return to regular board meeting at 3:07 pm by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Action

None

Adjournment

Motion to adjourn the meeting at 3:07 pm was made by Board President Kelly Rajzer, seconded by Board Alternate Andrea Juricic.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep, Andrea Juricic

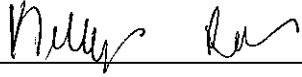
Nays: None

Absent: Carlo Capalbo

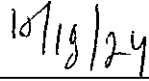
Motion Carried.

Meeting adjourned: 3:07 pm

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



Board President



Date