

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
December 18, 2024  
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:31 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)

Gina Madden, Attorney

Board Members absent:

Carlo Capalbo, Executive Director, Plainfield Park District (Board Vice President) (Arrives at 2:06pm)

Also present were:

Jill Mukushina, Executive Director, NWCSRA

Carrie Gascoigne, Superintendent, NWCSRA

Gina Petkus, 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 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

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Action Items

A. Approval of November 2024 Treasurer's Report.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for November 2024.

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

Roll Call:

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

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

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

Roll Call:

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

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. As of the December 6 pay date, NWCSRA part time staff have 39,784 hours worked, 994 PLAWA hours earned and 223 hours used. (22%)
2. Registration began on December 9 and we have processed \$82,161 so far in revenue.
3. Marketing Manager interviews are this Thursday and Friday, and four candidates will be interviewed.
4. The Recognition Dinner was a great event and had 180 people in attendance. Thank you to the board for attending and passing out the giveaways to the participants.
5. The Knights of Columbus Council 6521 annual Christmas party on Saturday, December 14 at St. Dominic's Church gym in Bolingbrook had 81 NWCSRA participants and their families in attendance. The homemade chicken soup and Santa continue to be the highlight of the event.

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 December 6 pay period.

Below are current inclusion costs per member district.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$14,261	\$14,400	\$139	99%
510500 Romeoville Inclusion Wages	\$14,465	\$9,000	-\$5,465	161%
510550 Bolingbrook Inclusion Wages	\$32,924	\$15,300	-\$17,624	215%

510650 Plainfield Inclusion Wages                      \$20,406    \$21,900    \$1,494    93%

2. NWCSRA is in early talks with three other special recreation associations to collaborate on a sled hockey experience to offer to all our communities.

C. Technology & Finance

1. The budget was included in the packet for review.
2. NWCSRA will continue with technology and cybersecurity updates through the end and into 2025 as they are planned with Todd's Techies.
3. End of year donations from Caterpillar, \$300, and the Knights of St. Francis Assisi Council 11092, \$1,093.30, have been received.

Staff Report

Programs and Services

❖ Inclusion

Bolingbrook: 19 requests

- 15 receiving support

Lockport: 7 requests

- 5 receiving support, plus one sign language interpreter
- Hayride of Horror

Plainfield: 7 requests

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

Romeoville: 5 requests

- 5 receiving support

- Staff have planned a great selection of programs and services for Winter-Spring 2025. They continue to close out Fall 2024 programs and prep for the beginning of 2025.
- ADP Registration opened on December 4<sup>th</sup> for current families. Registration will open to the wait list on December 18<sup>th</sup>.
- ADP staff met with Cindy to make recommendations on participant progress and program placement for 2025. Families registered by appointment where Cindy had the opportunity to review staff comments and get families feedback in return. Registration meetings have been highly successful, and parents have been extremely complimentary of the ADP program and staff.
- Amber has begun the planning for our upcoming summer day camp, with 18 counselors already committed to returning. The deadline for counselor return forms is set for January 31st, while leadership applications must be submitted by January 3rd.
- Winter Break Camp is almost at capacity, with two of the days already having a waitlist and only a few spots left on another day. Our youth programming continues to be a success, with offerings such as Jr Bakers, Swim Lessons, Fall into Messy Art, and Friday Friends receiving positive feedback from participants and their families.
- Congratulations to Vanessa P. for earning a 5<sup>th</sup> place ribbon at the State Bowling Competition on December 7<sup>th</sup>. She won gold at both the Regional and Sectional competitions to qualify to compete at State. Great job Vanessa!
- Three NWCSRA athletes competed at the 2024 Region E Snowshoeing competition at Mt. Greenwood Park on December 14<sup>th</sup>. All 3 athletes ran the 50-meter and 100-meter dash. All gold medal winners will advance to the State Finals, February 11-13<sup>th</sup> in Galena.
- All five Wolves basketball teams are entering their 8<sup>th</sup> week with five games under their belt, preparing them for their Region E Basketball Competition on January 26<sup>th</sup>. Each team is playing well and learns something new each week.

### Staffing and Trainings

- Staff are preparing for training for the winter season with a CPI training on January 3 at Annerino, our seasonal staff meeting on January 8, and then a CPR/first aid course will be offered beginning of January.
- Interviews have started for the Adult Day Program open positions as well as for our Program Team. We are looking forward to onboarding new team members.
- All part time team members have received their annual reviews and salary adjustments for 2025. The team worked hard to identify goals for each team member for the upcoming year that will allow them to reach their full potential.
- Amberly Rodriguez, an OT student from Rush, will be doing her Capstone Project from January through April 2025 at NWCSRA with Gina Petkus overseeing her project.

#### Outreach events:

- 2/1/2025 Winterfest at Bolingbrook Park District
- 3/20/2025 VVSD Transition Night at STEP

Carlo Capalbo entered the meeting at 2:06 pm.

### Unfinished Business

#### A. 2025 NWCSRA Budget

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

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

### New Business

#### A. 2025 NWCSRA Board Meeting Dates

Motion to approve the 2025 board meeting dates by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Roll Call:

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

Nays: None

Absent: Carlo Capalbo

Motion Carried.

### Announcements

None

### Closed Session

Motion to move into closed session pursuant to ILCS 120/2 (c)(1) Personnel at 2:19 pm by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Motion to end close session and resume the regular board meeting at 2:39 pm by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Roll Call:

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



Nays: None  
Absent: None  
Motion Carried.

Action  
None

Adjournment

Motion to adjourn the meeting at 2:40 pm was made by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent:

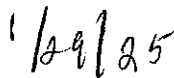
Motion Carried.

Meeting adjourned: 2:40 pm

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



Board President



Date