

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
January 29, 2025
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)
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)

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 requests, in which event the items will be removed from the Consent Agenda.

A. Approval of December 18, 2024, Board Meeting Minutes

Motion to approve consent agenda item A 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.

Action Items

A. Approval of December 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, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

B. Approval of Pay for Action for December 2024.

Motion to approve action item B 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.

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

Motion to approve action item C 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.

Community Comments

None

Attorney Report

None. Comment by Board President Kelly Rajzer, July 2024 had high call between attorney and staff, look at why and if we need to do more staff training.

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. 2024 ended with NWCSRA part time staff having 41,679 hours worked, 1,041 PLAWA hours earned, and 257 hours used. (24%)
2. Bridget Bittman was hired as our Marketing Manager and will start on February 17, 2025. We look forward to her marketing expertise and the benefits to the agency.

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, as of 1/27/2025.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$458	\$15,750	-\$15,292	3%
510500 Romeoville Inclusion Wages	\$0	\$9,957	-\$9,957	0%
510550 Bolingbrook Inclusion Wages	\$1,093	\$17,400	-\$16,307	6%
510650 Plainfield Inclusion Wages	\$0	\$25,181	\$1,381	0%

Below are 2024 year end inclusion costs per member district.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$16,544	\$14,400	-\$2,144	115%
510500 Romeoville Inclusion Wages	\$14,499	\$9,000	-\$5,499	161%
510550 Bolingbrook Inclusion Wages	\$35,038	\$15,300	-\$19,738	229%
510650 Plainfield Inclusion Wages	\$20,519	\$21,900	\$1,381	94%

2. The 2024 Inclusion fund sharing formula and totals are included in the packet. Three districts will get \$460.46 deducted from the final bill for inclusion costs over 3%.
3. NWCSRA, SEASPAR, LWSRA, SSSRA and SWSRA will host a sled hockey experience on March 25 from 6:00-8:00pm at the Darien Sportsplex. The SRAs are looking forward to having a sled hockey experience in the South/West suburbs.

C. Technology & Finance

1. Three new batteries, two racks and two switches have been installed in the IT closet.
2. We have received a donation from Carol and Micheal Dunkin of \$1,500, and through Michael's place of employment, we will be submitting for a Matching Grant.

Staff Report

Programs and Services

❖ Inclusion

Bolingbrook: 12 requests

- 9 receiving support

Lockport: 6 requests

- 5 receiving support

Plainfield: 3 requests

- 0 receiving support

Romeoville: 0 requests

- In December program registrations were a little over \$450,000
- The annual information form was updated, providing additional information to our part-time staff on NWCSRA participants to ensure accurate and important information is up to date on our participants.
- Winter programs kick off January 17 with social club and weekly programs start up January 20.
- We held Open Houses at each of the Adult Day Program sites the week of January 13th in the evenings for parents and participants to meet staff, review program plans and ask questions. They were well attended, and we received positive feedback from the families.
- Adult Day Program starts back up for 2025 the week of January 20th. Our current enrollment includes:
 - Bolingbrook – filled to max capacity at 12 participants
 - Plainfield Adults Living Large - filled to max capacity at 12 participants
 - Plainfield Cruisers – 11 of 12 spots are filled
 - Bulldogs – 8 of 9 spots are filled
 - Romeoville Cruisers T/TH – 11 of 12 spots are filled
 - Romeoville Cruisers M/W/F 8 of 12 spots are filled
 - Romeoville Half Day program is on pause waiting for staff to be hired and onboarded.
- The (5) NWCSRA Basketball Teams and the Romeoville Village Officials and Employees played a hard-fought game with the Wolves being the victors. The players, families, friends, Romeoville Officials/Employees and NWCSRA Employees and Coaches look forward to this game every year. There were approximately 180 in attendance. Thank you to the Village of Romeoville for making this evening so memorable for our athletes, families and staff.
- Congratulations to the NWCSRA Wolves Swim Team, we have the opportunity to competition in several meets this year. The Wolves will be competition in the FVSRA, WDSRA, Libertyville, S.O. Mock Trial, and the Region E competition.
- The NWCSRA Basketball Teams (5) will be competing at the Region E Basketball Competition on Sunday January 26th. All gold medal winners will be heading to the State Basketball Competition in March. The Wolves will also compete in the TR Section competition on Sunday, February 2nd.

- Congratulations to James H. & Jackie V. from the NWCSRA Wolves Snowshoe team for receiving the gold in the 50 M run at the Region E Snowshoe competition. They will be competing at the State Winter Games in Galena in February. Good luck to James & Jackie.
- Nearly all leadership roles for the upcoming camp season are filled, with only the VVSD Site Supervisor position remaining open. She is happy to welcome back five leaders from last summer and three new assistant head counselors. Amber is actively exploring ways to enhance our camp programs, particularly at the VVSD site. She would like to add a full-day camp option, and extend the offer into July, after their ESY ends. She is also considering the introduction of a two-hour early childhood camp session in the mornings, offering a shorter experience tailored for our youngest campers.

Staffing and Trainings

- We have trained several staff in CPR/first aid and CPI to ensure part-time staff are up to date with their training.
- Our safety committee had their kick-off meeting, working on SMART goals for the year.
- Staff lead multiple trainings for part time staff in preparation for the program season. These included ADP lead staff, ADP staff, NWCSRA 101, and leader training.

Unfinished Business

None.

New Business

A. Paycom

Motion to approve contract with Paycom subject to attorney review by Board Vice President Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Announcements

None

Closed Session

Motion to move into closed session pursuant to ILCS 120/2 (c)(1) Personnel at 2:05 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 2:28 pm by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

Action

Motion to approve raise as presented in closed session evaluation 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.

Adjournment

Motion to adjourn the meeting at 2:29 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

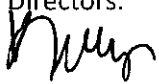
Nays: None

Absent:

Motion Carried.

Meeting adjourned: 2:29 pm

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



8/26/25

Board President

Date

