

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
February 26, 2025  
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:32 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)

Also present were:

Gina Madden, Attorney  
Jill Mukushina, Executive Director, NWCSRA  
Carrie Gascoigne, Superintendent, NWCSRA  
Bridget Bittman, Marketing Manager, NWCSRA

Absent:

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

Conditions or Revisions

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 January 29, 2025, 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 January 2025 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 January 2025.

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, January 2025.

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. 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. As of the February 14 pay date, NWCSRA part time staff having 3,391 hours, 85 PLAWA hours earned, and 50 hours used. (.5%)
2. Bridget Bittman started on February 17 as the Marketing Manager and hit the ground running. Aside from orientation, she attended the Lockport State of the City luncheon, Knights of Columbus dinner and donation check presentation, and is beginning on her first three projects.
3. Paycom integration is under way. Backend information and data sharing are in the process of being gathered, along with meetings and timelines with our TSR from Paycom.

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 2/20/2025.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$2,872	\$15,750	-\$12,878	18%
510500 <u>Romeoville</u> Inclusion Wages	\$18	\$9,957	-\$9,939	.2%
510550 Bolingbrook Inclusion Wages	\$3,948	\$17,400	-\$13,452	23%
510650 Plainfield Inclusion Wages	\$0	\$25,181	\$25,181	0%

2. 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. The new bus was delivered on Thursday, February 20. The old bus was sold for \$8,000.
2. We have received a \$5,173.07 donation from the Lemont Knights of Columbus. They hosted NWCSRA staff, along with another agency, for a pizza dinner and check presentation.

### Staff Report

#### Programs and Services

##### ❖ Inclusion

Bolingbrook: 12 requests

- 9 receiving support

Lockport: 9 requests, 2 that are interpreter requests

- 5 receiving support, 2 interpreter2

Plainfield: 8 requests

- 4 receiving support
- 2 did not need support

Romeoville: 1 request

- 1 receiving support

- There are currently 64 participants registered in our Adult Day Program for 2025.
  - Plainfield Cruisers – 12
  - Plainfield Adults Living Large – 12
  - Romeoville T/TH Cruisers – 12
  - Romeoville MWF Cruisers – 8
  - Bolingbrook Cruisers – 12
  - Bulldogs – 8
- We are working on preparing for the launch of our half day program late spring.
- ADP Staff held their first in service staff training on February 19<sup>th</sup>. Staff participated in sessions on adaptable cooking, sensory room, behavior management and other ADP best practices.
- Day Camp Updates:
  - Our Plainfield Camp will be hosted at Eichelberger Elementary School: Amber meeting the principal at the school on Feb. 20<sup>th</sup> do finalize the dates and room usage. We will be providing the same camp options as in the past, full day and half day options to accommodate those in ESY.
  - Our Bolingbrook Camp will be hosted at Jane Addams Middle School. Dates have been confirmed with the school. We will be offering 3 different camp options, full day camp from June 9<sup>th</sup>-July 25<sup>th</sup>, ESY half day camp from June 3<sup>rd</sup>-July 2<sup>nd</sup>.
  - We are expanding our camp options even further to offer a Tiny Tots camp at both locations, which will run for 2 hours M-Th mornings to introduce our youngest campers to the camp setting without overwhelming them with a 6-hour day.
- We are currently running a variety of youth weekly programs including swim lessons, Kidinary Cooking, Bumper Bowlers, Sensory Magic, and 3 social groups including Friday Friends, The Clubhouse, and Social Shuffle.
- Congratulations to James H. from the NWCSRA Wolves Snowshoe team for receiving the Bronze in the 50 M run the State Winter Games in Galena in February. We are so proud of James for his hard work and commitment to snowshoeing and to NWCSRA.
- NWCSRA is proud to announce 3 out of 5 NWCSRA Basketball Teams received the Gold at the Region E Basketball Competition on Sunday January 26<sup>th</sup>. All 3 teams will be traveling to the State Basketball Competition in March in Bloomington/Normal.

- Congratulations to the NWCSRA Wolves Swim Team, we have the opportunity to competition in several swim meets this year. The Wolves Swim Team have already competed in the FVSRA, Libertyville, and Oak Lawn Mock Trial with great results. The WDSRA and the Region E competition are sure to yield great results.

**Staffing and Trainings**

- Five staff attended various sessions at the IPRA/IAPD State Conference in January. Great information was gathered, and staff look forward to exploring or incorporating new ideas into NWCSRA in 2025.

**Outreach and Recruiting events:**

- 2/22 VVSD Family Symposium
- 2/25 Workforce Center, recruiting
- 2/27 PNHS, recruiting
- 3/1 Strong Children Strong Communities, recruiting and outreach
- 3/11 Pathways to Professionals, recruiting
- 3/20 VVSD Transition Night, outreach
- 3/27 Joliet Regional College and Career Fair, recruiting

Unfinished Business

None

New Business

None

Announcements

None

Closed Session

None

Action

None

Adjournment

Motion to adjourn the meeting at 2:03 pm was made 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

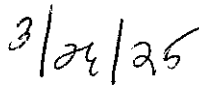
Motion Carried.

Meeting adjourned: 2:03 pm

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



Board President



Date