

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
March 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)

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

A. Approval of February 26, 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, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

Action Items

A. Approval of February 2025 Treasurer's Report.

Motion to approve action item A by Board Secretary Mike Selep, seconded by Board Vice President Carlo Capalbo.

Roll Call:

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

Nays: None

Absent: None

Motion Carried.

B. Approval of Pay for Action for February 2025.

Motion to approve action item B 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.

C. Approval of Recommended/Final Bills for Action, February 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, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

Email from Karen Vande Ven

Executive Director's Report

A. HR/Personnel

1. As of the March 14 pay date, NWCSRA part time staff have worked 5,839 hours, earned 145 PLAWA hours, and used 5 hours. (.3%)
2. The staff are planning and recruiting for the summer season, organizing training dates, hiring timelines and hiring more amazing staff to add to our team. Summer day camp has a 75% staff return rate.
3. Paycom integration continues with back-end work, training dates will be set soon for Managers and timelines through project completion.

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 3/23/2025.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$4,860	\$15,750	-\$10,890	30%
510500 Romeoville Inclusion Wages	\$53	\$9,957	-\$9,904	.50%
510550 Bolingbrook Inclusion Wages	\$5,491	\$17,400	-\$11,909	32%
510650 Plainfield Inclusion Wages	\$131	\$25,181	\$25,050	.50%

2. NWCSRA, SEASPAR, LWSRA, SSSRA and SWSRA hosted a sled hockey experience on March 25 from 6:00-8:00pm at the Darien Sportsplex. The cooperating SRA's will work together to continue to monitor the option to offer this sport.
3. As of March 24, winter-spring program revenue is \$97,104, and camp revenue started off strong with \$33,820.

4. NWCSRA had the 2025 PDRMA Kickoff Meeting with Tim Lenac and will be submitting the Kickoff forms this Friday.

C. Agency, Technology & Finance

1. NWCSRA received a matching donation of \$600 via an employee of Caterpillar.
2. NWCSRA will participate in the Parks Day at the Capitol on Tuesday, April 29, along with other SRAs, as the agencies are sharing a table to promote Special Recreations as a whole. The Executive Director will attend the Legislative Conference, hosted by IAPD, the following day.
3. The Audit entrance agreement has been completed and field work will begin on May 5, 2025. The Finance Coordinator and Executive Director will work together to gather all trial balances and other documents as requested, to give to Lauterbach and Amen by April 28, 2025.

Staff Report

Programs and Services

❖ Inclusion

Bolingbrook: 17 requests

- 12 receiving support

Lockport: 6 requests, 2 that are interpreter requests

- 5 receiving support, 2 interpreters secured

Plainfield: 9 requests

- 3 receiving support
- 2 did not need support

Romeoville: 2 request

- 1 receiving support

- There are currently 64 participants registered in our Adult Day Program for 2025.
 - Plainfield Cruisers – 11
 - Plainfield Adults Living Large – 12
 - Romeoville T/TH Cruisers – 11
 - Romeoville MWF Cruisers – 10
 - Bolingbrook Cruisers – 12
 - Bulldogs – 8
- Day Camp resident registration opened March 17. Staff are busy planning and preparing for two camp locations this year.
- Staff & athletes were invited to cheer on Bolingbrook Police officers as they participated in their version of the Polar Plunge for Special Olympics. The police officers plunged down the hill behind Village Hall on tubes and enjoyed a cookout with friends and family supporting the event.
- Staff are wrapping up the winter program season and looking forward to our spring program offerings.
- Staff have been working with an OT student from Rush on her capstone project and one of the projects she collaborated on with other OT students was creating some adaptive equipment with a 3D printer. One of the items created for our agency was a golf ball retriever, which several participants tried out during ADP. The staff have been researching and trying out different adaptive kitchen equipment as part of the project as well.
- Congratulations to the NWCSRA Wolves Black, Gold and White Basketball Teams for competing at the 2025 State Basketball Competition on March 8th. All 3 teams played well and demonstrated a lot of heart and determination. Wolves White came home with a Gold, Black brought home the Bronze and Gold gave it their all with a 4th place finish. Great job Wolves! We are so proud of you!

- Congratulations to the Wolves Swim Team! 15 NWCSRA swimmers attended the Region E Swim Meet with 12 of the 15 receiving a gold medal qualifying them to attend the state competition (Summer Games) in June. Good luck to the Wolves Swim Team!

Staffing and Trainings

- Adult Day Program Staff completed 1st Quarter goal setting and one on one coaching meetings to work towards their personal and professional goals.
- Two new Adult Day Program team members have been hired and are completing their onboarding.
- 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 1:51 pm was made 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.

Meeting adjourned: 1:51 pm

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



Board President *Pro-Temp.*

4-23-2025

Date