

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
April 23, 2025
1:30 p.m.

Call to order

Carlo Capalbo called the meeting to order at 1:31 p.m.

Roll Call

Board Members present:

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)

Board Members absent:

Kelly Rajzer, Director, Village of Romeoville (Board 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 March 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:, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

Action Items

A. Approval of March 2025 Treasurer's Report.

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

Roll Call:

Ayes:, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

B. Approval of Pay for Action for March 2025.

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

Roll Call:

Ayes:, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None
Absent: Kelly Rajzer
Motion Carried.

C. Approval of Recommended/Final Bills for Action, March 2025.

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

Roll Call:

Ayes:, Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None

Absent: Kelly Rajzer

Motion Carried.

Community Comments

None

Attorney Report

Policy manual update will be in redline form at the next board meeting.

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. As of the April 11 pay date, NWCSRA part time staff have worked 8,250 hours, earned 206 PLAWA hours, and used 53 hours. (25%)
2. Interviews for the Services Manager position have been scheduled.
3. Paycom integration continues with back-end work, with full-time staff training on Wednesday, May 7.

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.

Below are current inclusion costs per member district, as of 4/21/2025.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$6,289	\$15,750	-\$9,461	40%
510500 Romeoville Inclusion Wages	\$728	\$9,957	-\$9,229	7%
510550 Bolingbrook Inclusion Wages	\$6,733	\$17,400	-\$10,627	39%
510650 Plainfield Inclusion Wages	\$236	\$25,181	\$24,945	1%

2. As of April 21, winter-spring program revenue is \$125,074 and camp revenue at \$71,157.

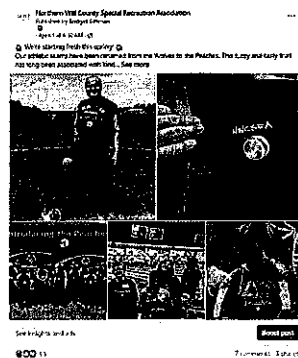
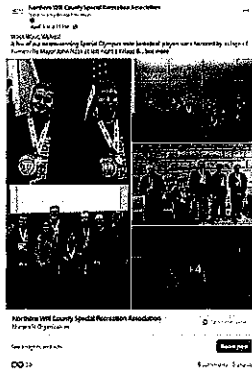
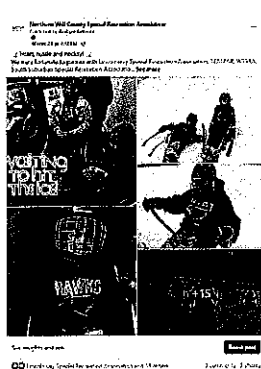
C. Agency, Technology & Finance

1. NWCSRA received a donation of \$1,000 from Angelic Kindness to put toward adapted equipment.

2. With the addition of Bridget, the marketing manager, focused has been on learning current processes, including the brochure and completing the summer brochure, outreach and social media reach to increase awareness of NWCSRA.
3. Facebook Live videos were filmed at the youth Kitchen Chemistry program, Romeoville Cruisers' shopping trip to Walmart, and Bedtime Stories event at Bonnie McBeth Learning Center.

Facebook analytics March 17-April 13:

- a. Views increased by 41%; reach increased by 49%; interactions increased by 21%; follows increased by 56%
- b. The most successful Facebook post, Heart, hustle and hockey, had 3,644 views, reach of 1,823, 49 interactions and 9 shares. The second most engaging post, Woot Woot, Wolves, had 2,525 views, reach of 1,079, 61 interactions and 5 shares. Plus, the April Fool's Day post tricked a few people into believing the Wolves were being renamed the Peaches with 2,193 views, reach of 661 and 70 interactions.



Staff Report

Programs and Services

❖ Inclusion

Bolingbrook: 17 requests

- 14 have inclusion support

Lockport: 6 requests + 2 requests for interpreters

- 5 have inclusion support
- 2 interpreters secured

Plainfield: 11 requests

- 6 have inclusion support

Romeoville: 10 requests

- 7 have inclusion support

- Staff are scheduling inclusion training with each district for summer camp staff.
- Staff are preparing and planning for the summer season and day camp.
- Summer camp registration has surpassed last year's numbers by 6% for a 7-week day camp. Registration will remain open until May 19th.
- The summer seasonal brochure was posted online April 14 with resident registration opening April 28 and Non-Resident registration beginning May 5.
- Staff have begun planning for fall 2025 programs with new ideas and updates to seasonal programs.
- Staff are excited about the implementation of the newest day program group, which meets 10:00-2:00pm on Tuesdays and Thursdays at the NWCSRA office. This program is geared towards adults who need a little more structure and will be focused on doing in-house activities.
- There are currently 68 participants registered in our Adult Day Program for 2025.
 - Plainfield Cruisers – 11
 - Plainfield Adults Living Large – 12

- Romeoville T/TH Cruisers – 12
- Romeoville MWF Cruisers – 11
- Bolingbrook Cruisers – 12
- Bulldogs – 8
- Romeoville Adults Living Large - 2
- Two more Adult Day Program team members have been hired and have begun their onboarding.
- The Plainfield Adults Living Large ADP group is participating in a collaboration with St. Francis TR students this month and will be on campus several times for a variety of student led activities.
- The adult day program participants and staff are looking forward to their talent show on May 21.
- Ten Unified Bags teams from NWCSRA will be competing in the Unified Bags Competition held at the Joliet Park District on April 12th. This is only the 3rd year Special Olympics of Illinois has hosted this competition.
- The Wolves Track & Field Team will be competing in the Region E Competition on April 26th & 27th in Joliet. Fifteen athletes will compete in several events for the opportunity to advance to the Summer Games being held in Bloomington/Normal on June 20th-22nd. Good luck to our athletes!

Staffing and Trainings

- One coordinator attended the supervisor's symposium at the beginning of April
- The safety committee has been reviewing and putting together the agency SMART goal and working with PDRMA to provide additional lift/transfer training for part time staff
- This Winter we have participated in 15 recruiting events and we are almost fully staffed for summer. We are still hiring three day camp counselor positions, five inclusion positions, and three sensory team member positions.
- Upcoming Outreach and Recruiting events:
 - 4/13 Egg Hunts in Plainfield
 - 4/15 LHS Best Buddies Presentation
 - 4/25 Birth to 3 Screenings
 - 4/26 Touch a Truck in Bolingbrook
 - 5/17 Lockport Community Fun Day
 - 5/17 World of Food Trucks
 - 5/20 Party in the Park
 - 5/20 White Oak Library District Job & Trade Fair
 - 5/31 Taste of Bolingbrook

Unfinished Business

None

New Business

Policy manual update will be in redline form at the next board meeting.

Announcements

None

Closed Session

None

Action

None

Adjournment

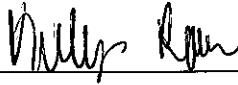
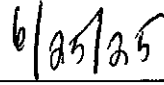
Motion to adjourn the meeting at 2:05 pm was made by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Bill Riordan, Mike Selep, Carlo Capalbo

Nays: None
Absent: Kelly Rajzer
Motion Carried.

Meeting adjourned: 2:05 pm

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

