

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
June 25, 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)
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)

Others absent:

Gina Madden, Attorney

Also present were:

Jill Mukushina, Executive Director, NWCSRA
Carrie Gascoigne, Superintendent, NWCSRA
Gina Petkus, Staff 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 requests, in which event the items will be removed from the Consent Agenda.

A. Approval of April 23, 2025, 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 April 2025 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 April 2025.

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, April 2025.

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, Carlo Capalbo

Nays: None

Absent: None

Motion Carried.

D. Approval of May 2025 Treasurer's Report.

Motion to approve action item D 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.

E. Approval of Pay for Action for May 2025.

Motion to approve action item E 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.

F. Approval of Recommended/Final Bills for Action, May 2025.

Motion to approve action item F 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.

Community Comments

None

Attorney Report

In Attorney Madden's absence, Executive Director Jill Mukushina reviewed an attorney prepared memo regarding the Policy Review and Update.

Correspondence

NWCSRA received two emails from parents of inclusion participants that were happy with their spring services. One was swimming in Romeoville, the other soccer in Plainfield.

Executive Director's Report

A. HR/Personnel

1. As of the June 20 pay date, NWCSRA part time staff have worked 19,907 hours, earned 498 PLAWA hours, and used 72 hours. (15%)

2. May and June were filled with training, finalizing hiring for the summer, learning a new time and attendance system in the busiest time of year for the agency and supporting one another as we close out the winter-spring season and run full speed into summer.
3. Amber Provancal has been promoted to a Manager Position. One aspect of her job will be handling inclusion.
4. We are hiring! A full-time Coordinator position is posted, and we look forward to adding to our team.
5. Paycom is live! Staff began using the system on May 19 and the agency has run two payrolls successfully. As everyone learns and adapts, we will continue to expand how we use the system.

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 the current inclusion costs per member district, as of 6/20/2025.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$12,103	\$15,750	-\$3,647	76%
510500 Romeoville Inclusion Wages	\$3,738	\$9,957	-\$6,219	37%
510550 Bolingbrook Inclusion Wages	\$17,203	\$17,400	-\$198	98%
510650 Plainfield Inclusion Wages	\$11,649	\$25,181	-\$13,532	46%

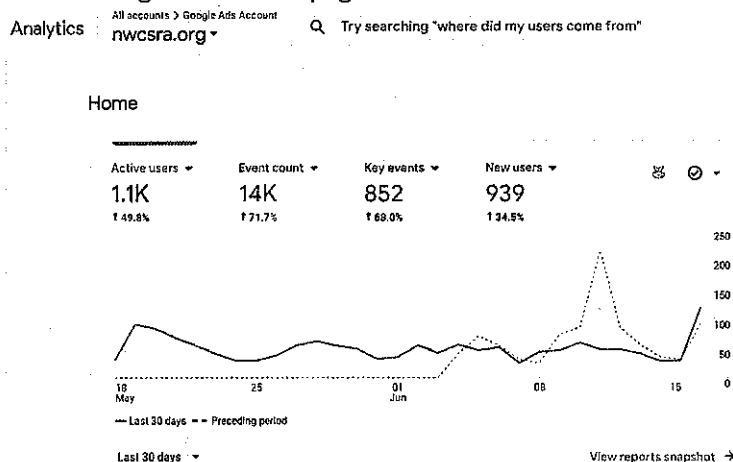
2. NWCSRA will no longer partner with Allenforce for the Healthy Bodies Healthy Minds programs. The cost vs product received no longer serves the agency.
3. The Celebration of Special Recreation will be held on Saturday, October 4, at the Annerino Community Center from 11:00 am to 3:00 pm.
4. As of June 20, program and service revenue are overall on track, at 74% of annual budget. Totals for the four revenue areas are listed below.
 Program revenue - \$140,145 (79%)
 Camp revenue - \$114,710, 15% over the annual budget (115%)
 Adult day program - \$243,139 (62%)
 Sensory - \$568 (13%)
5. The adapted field has shown progress. Installed Musco lighting, asphalt, dugouts, scoreboard, perimeter fence posts, and backstop wall. We look forward to the addition of the netting, enclosing the fencing, striping of the field, and site restoration and grass establishment.



C. Agency, Technology & Finance

1. The invoices for the first member contribution were sent the week of June 16.
2. NWCSRA installed six ring cameras to view the parking lot, doors, lobby, and the North and East side of the building.
3. The audit draft is completed, and we are waiting to confirm that Lauterbach & Amen can attend the July board meeting.
4. Job descriptions for full-time positions will be updated and compared to similar jobs for competitive compensation analysis. Looking at the current 2025 HR Source Survey, our agency's compensation is low.
5. Building projects research will begin in July, starting with fencing and flooring. The agency is looking at the sustainability of our assets, to ensure continued and safe recreation services for our patrons.
6. Please mark your calendar for Wednesday, July 16 for the July board meeting. This was planned but it is not our typical meeting day.
7. Marketing
 - The Fall brochure is almost completed and will go to print in the next few weeks.
 - Community Engagement
 - 4/13 Plainfield Egg Hunt
 - 4/26 Bolingbrook Touch a Truck
 - 5/17 Plainfield World of Food Trucks
 - 5/20 Romeoville Mather Party in the Park
 - 5/31 Taste of Bolingbrook
 - 6/2 Lockport Township Touch a Truck

- 6/8 Double Good Day, Kohl's Children's Museum, Glenview
- 6/17 Romeoville Party in the Park, Independence Park
- 6/19 Lockport Juneteenth Celebration, A.F. Hill Park
- 6/29 Bolingbrook Village Picnic, Village Hall
- 7/7 Bolingbrook Movies Under the Stars, Deer Crossing Park
- 7/12 Romeoville Family Fun Fair, Deer Crossing Park
- Google Analytics was configured in May to track our website visitors, page visits, engagement and audience. From May 17 to June 17, active website users increased by 50% and new users increased by 35%. The top four pages accessed are:
 - Northern Will County homepage
 - Adult Day Program webpage
 - Employment webpage
 - Registration webpage



- Facebook Live videos were filmed for Bags & BBQ, Double Good Day at Kohl's Children's Museum, Lockport Touch a Truck, Taste of Bolingbrook, and ADP's Talent Show, Cinco de Mayo pinata, ADP Easter egg hunt and planting seeds for Earth Day.
- Facebook analytics April 17-May 14:
 - Views increased by 13%; follower reach increased by 13.4% and interactions increased by 20.3%.
 - The most successful Facebook post on Autism awareness garnered 3,284 views, reach of 1,514, 57 interactions and 9 shares. The second most engaging post, Earth Day cleanup, had 2,133 views, reach of 998, 31 interactions and 3 shares. Plus, Amber Provancal's promotion post was very successful with 1,747 views, reach of 740 and 179 interactions.
- Facebook analytics May 19-June 15:
 - Reach increased by 06% to 6,700 (69% from non-followers), views decreased slightly by 1 %, however; non-follower reach increased 15%. We also increased followers by 39%.
 - The most successful Facebook post, Fun in the Sun at Cantigny, had 3,055 views; reach of 1,933; 24 interactions and 1 share. The second most engaging post, Ghostbusters, bubbles and sunshine featuring ADP at Lockport's Touch a Truck, garnered 2,836 views; reach of 1,408; 33 interactions and 4 shares. Our Mega Monster Truck Mayhem post also performed well with 1,792 views; 864 reach, 49 reactions and 2 shares.

Northern Will County Special Recreation Association

Published by Bridget Blitman

May 23 at 2:25 PM · 1

Our team proudly wore blue in support of Autism Awareness Month—a small gesture
message: advocating for inclusion, acceptance and understanding of In... See more

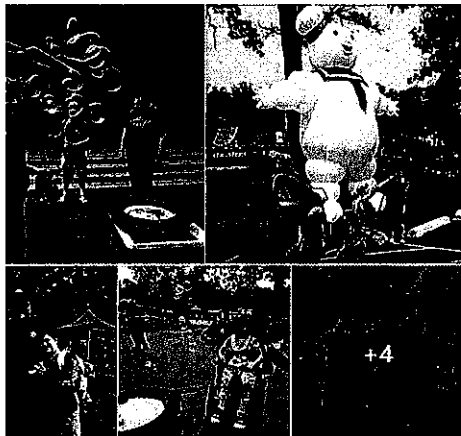


Autism Awareness Month



10 shares

ers, bubbles and sunshine! Our Romeoville Bulldogs crew took photos with the Stay Puft
ow Man and the Ghostbusters gang at the Lockport Township Park ... See more



its and ads

Boost post

port Township Park District and 28 others

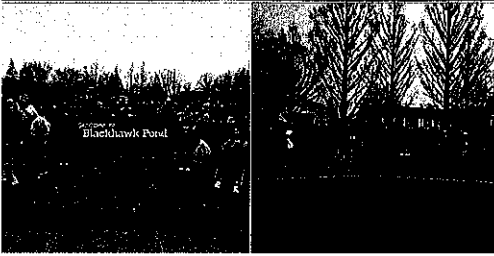
1 comment · 4 shares

Northern Will County Special Recreation Association

Published by Bridget Blitman

April 22 at 2:52 PM · 1

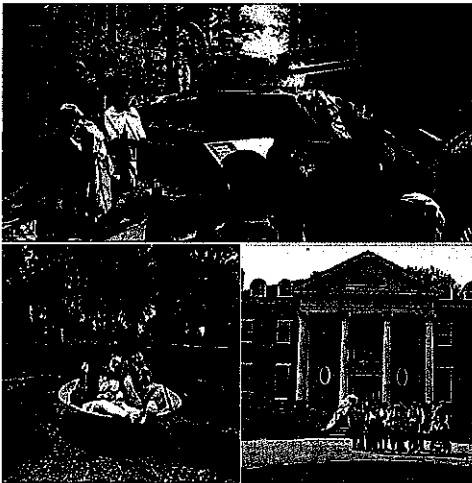
Earth Day Inspiration: Our Bolingbrook Cruisers picked up trash today at Bolingbrook Park
District's Blackhawk Pond. Special thanks to Bolingbrook Police Department Off... See more



Bolingbrook Park District and 27 others

June 12 at 6:14 PM · 1

More fun in the sun! Our Bolingbrook Cruisers visited Caniginy in Wheaton last week. They swung
among the trees at the Red Oaks Playground, toured the Tank Park and sto... See more



See insights and ads

20

Boost post

2 comments · 1 share

Northern Will County Special Recreation Association

Published by Bridget Blitman

May 7 at 10:01 AM · 1

We're thrilled to announce that Amber Provencal has been selected as NWCSRA's new Services
Manager! With over 13 years of experience at our agency, she brings a deep co... See more



Northern Will County Special Recreation Association

Nonprofit organization

See insights and ads

You, Knights of Columbus Council #1599 of Elmhurst and 129 others

Send message

Boost post

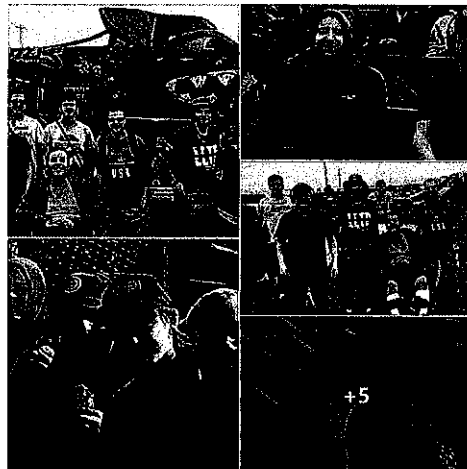
48 comments

Northern Will County Special Recreation Association

Published by Bridget Blitman

June 9 at 8:57 AM · 1

Mega Monster Truck Mayhem! On Saturday, our group was immersed in loud, thrilling and heart-
thumping action as monster trucks jumped, maneuvered and careened down the t... See more



See insights and ads

42

Boost post

8 comments · 2 shares

Staff Report

Programs and Services

❖ Inclusion

Bolingbrook

- Camp: 15 campers (total requests = 94)
- Programs: 4 requests

Lockport

- Camp: 3 campers (total requests = 18)
- Programs: none

Plainfield

- Camp: 14 campers (total requests = 82)
- Programs: 4 requests

Romeoville

- Camp: 3 campers (total requests = 16)
- Programs: 12 requests

Summer inclusion started strong. Staff welcomed a team of 22 inclusion staff members to support the districts camp requests. Weekly inclusions have increased this summer as requests continue to steadily flow in.

❖ Programs

- ADP staff are looking forward to being out and about this summer. They are looking forward to swimming, cheering on the Cougars, water activities, and checking out a few ice cream places, as well as their monthly favorites that include drumming, sensory room sessions, and Zumba!
- Summer season kicked off with a trip to Dirt Oval Route 66 to experience a Monster Truck Jam.
- Special Olympics Summer Games was held from June 20th-22nd. Twenty-six athletes and seven coaches attended. NWCSRA competed in swimming, athletics (Track & Field) and Bocce. A great time was had by all!
- Five athletes participated in the 2025 Torch Run on Monday, June 16th.
- Full-time staff have been working hard preparing for the rest of the program offerings as we gear up for a busy summer season of fun, friends, and new experiences!
- Day Camp is off to a strong start, with two full-day, full-summer camp locations in operation. We are pleased to report a significant increase in registration numbers. Last summer, over the course of 8 weeks, we received a total of 434 weekly registrations. This year, with only 7 weeks of camp, we have already surpassed that with 488 weekly registrations—demonstrating both strong community demand and continued growth in our camp programs.
- There are currently 70 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 - 4
- The adult day program talent show was held on May 21 and did not disappoint! Participants shared their passions and talents with a large audience.
- NWCSRA full-time staff, athletes and the ADP program visited five Dunkin Donuts to support our local police officers in their efforts to raise money for the annual Cop On the Rooftop.

Staffing and Trainings

Hiring for the summer season has been in full swing and it was our busiest hiring season to date. NWCSRA participated in dedicated recruitment, including the Plainfield Central High School Job Fair, Lockport Township High School Best Buddies presentation, and an early childhood screening. Recruitment is always included in community engagement events.

- NWCSRA is pleased to have added the following new team members for this busy season:
 - Day Camp: 30
 - Inclusion: 11
 - Sensory: 1
 - Program: 4
 - Adult Day Program: 2
- May and June were busy months as the agency held multiple trainings for policies and procedures, NWCSRA 101, CPI, CPR, summer seasonal meeting, day camp, sensory, inclusion, vehicle and job specific trainings. We are looking forward to a fun and safe summer!

Unfinished Business

None

New Business

None

Announcements

Lockport – Music on Wednesdays at Delwood and Thursdays at Prairie Bluff. Three playgrounds being replaced. Camps, pool and other summer fun. Solar Panels on Admin building.

Bolingbrook – Spray Pad in use. Former BPD commissioner of 35 years, Al Traczek passed. Summer fun and pool hitting max capacity on many days.

Plainfield – Summer programming. Fireworks. FT staff restructure for an athletics supervisor. Finishing construction projects.

Romeoville – Summer programs. 7/3 fireworks in three locations. 7/7 Movie under the stars. Traveling Vietnam Memorial Wall August 21-25.

Closed Session

None

Action

None

Adjournment

Motion to adjourn the meeting at 2:27 pm was made 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.

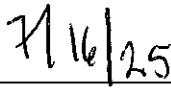
Meeting adjourned: 2:27 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date