

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
July 25, 2025  
1:30 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:33 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:

Jill Mukushina, Executive Director, NWCSRA  
Gina Madden, Attorney  
Carrie Gascoigne, Superintendent, NWCSRA  
Lori Donofrio, Finance Coordinator, NWCSRA  
Courtney Mohr, Lauterbach & Amen

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 June 25, 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 June 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 June 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, June 2025.

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.

New Business

Courtney Mohr from Lauterbach & Amen presented the 2024 Audit to the Board.

Community Comments

None

Attorney Report

Gina Madden updated the Board on the progress of the policy manual.

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. As of the July 4 pay date, NWCSRA part time staff have worked 25,499 hours, earned 637 PLAWA hours, and used 107 hours. (17%)
2. In person interviews for the Program Coordinator position will begin at the beginning of August and will be scheduled after phone interviews in July.

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 7/14/2025.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$14,104	\$15,750	-\$1,646	90%
510500 Romeoville Inclusion Wages	\$6,095	\$9,957	-\$3,862	61%
510550 Bolingbrook Inclusion Wages	\$24,559	\$17,400	\$7,159	141%
510650 Plainfield Inclusion Wages	\$18,658	\$25,181	-\$6,523	74%

2. 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.

3. The completion of the adapted field is end of August. The field is in similar condition as reported at the end of June.

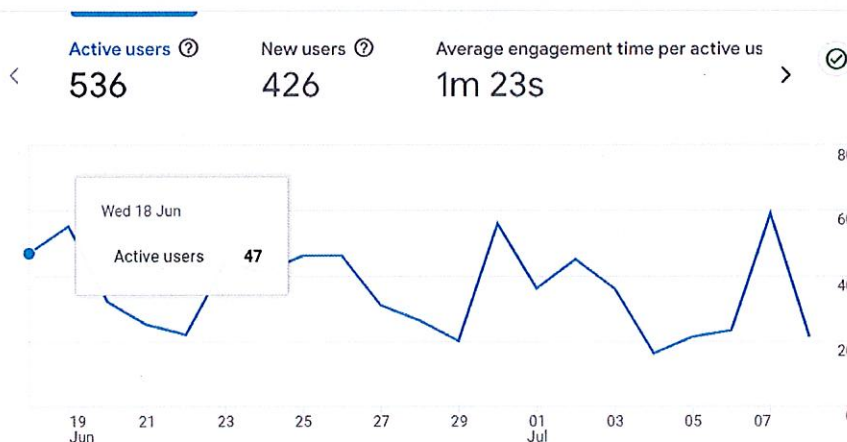
C. Agency, Technology & Finance

1. Marketing

- The Fall brochure is at the printer and will be delivered by July 18.
- Community Engagement
  - 7/19 Homeowners' Block Party & Donation, Romeoville
  - 7/22 Romeoville/Lockport Party in the Park, Sunset Park
  - 7/26 Joliet West HS Back to School Fair, Joliet
  - 7/26 Disability Pride Fair, Joliet – participating with other SRAs
  - 8/2 Lockport Community Celebration, Lockport East HS
  - 8/14 Opportunity Matters Picnic, Discovery Park, Romeoville
- Google Analytics for nwcsra.org from June 19 to July 8 garnered 536 active website users, 426 new users, with average engagement time per person 1 minute 23 seconds.

The top five pages accessed are:

- Northern Will County homepage: 893
- Adult Day Program webpage: 491
- Registration webpage: 246
- Registration information: 154
- Employment: 119



- Facebook Live videos were filmed for [Lockport Township's Juneteenth Celebration](#) and [Romeoville's Party in the Park](#).
- Facebook analytics June 10-July 7:
  - Reach increased by 12% to 5,842, views increased by 12% to 34,338, content interactions decreased slightly by 5%, and there were 141 link clicks from posts.

The most successful Facebook post, [Let's hoot & holler for Summer Games](#), had 2,993 views; reach of 1,480; 56 interactions and 1 share. The second most engaging post, [Congratulations on Summer Games](#), garnered 2,012 views; reach of 887; 95 interactions and 3 shares. Our [We miss our ADP peeps/Cougar's game](#) post also performed well with 1,977 views; 901 reach, 33 reactions and

JOT and HOLLER for our Wolves as they dive into the Special Olympics Illinois Summer today through June 22 in Bloomington-Normal! Twenty-six super NWCSRA a... See more



ights and ads

Boost post

7

7 comments 2 shares

Hey Hey - Congratulations to our wonderful Wolves! We brought shiny medals galore at the Special Olympics Illinois Summer Games over the weekend. Ou... See more



See insights and ads

Boost post



Last 30 days

View reports snapshot

We miss our Adult Day Program (ADP) peeps! ADP is taking a break until July 14. The whole crew had a ball / at the Kane County Cougars game a few weeks ago. Lucky Ka... See more



Northern Will County Special Recreation Association  
Nonprofit Organization

Send message

See insights and ads

Boost post

26

3 comments 4 shares

## Staff Report

### Programs and Services

#### ❖ Inclusion Bolingbrook

- Camp: 18 campers (total requests = 118)
- Programs: 5 requests

#### Lockport

- Camp: 4 campers (total requests = 21)
- Programs: none

#### Plainfield

- Camp: 16 campers (total requests = 94)
- Programs: 6 requests

#### Romeoville

- Camp: 4 campers (total requests = 21)
- Programs: 12 requests

Inclusion requests continue to come in weekly with families adding additional weeks to camp, as well as continuing to register for programs.

#### ❖ Programs

- Adult day program staff and participants are looking forward to their annual car wash at Annerino Community Center on August 20. Stop by for a car wash and visit with our participants
- NWCSRA is hosting the annual Country Western Dance on August 8 at Bolingbrook Recreation and Aquatic Complex.
- Day Camp has successfully accommodated additional participants by moving campers off the waitlist at both sites, as well as for our Friday Field Trip program.

### Staffing and Trainings





- Summer inclusion staff midpoint evaluations are completed. This provides staff with feedback and allows opportunities to show continued growth over the remaining weeks of summer.
- Staff have scheduled fall inclusion training with member district preschool staff beginning in August and are also working on securing staff for the upcoming 2025-2026 school year for before and aftercare settings.
- Misha Hassan was hired as a new Sensory Team Member, will be training in July and will be starting to work with individual clients beginning August 2, 2025. With her addition to the team, we will be able to offer a spot for all individual clients who are on the wait list.
- The Summer Staff Celebration is scheduled for August 6<sup>th</sup> at NWCSRA office from 5:30pm-8:30pm. Stop by, grab a plate of food and enjoy listening to all of our accomplishments this year.
- Fall Seasonal Meetings will be held at the end of August to prepare staff for the fall season.
- The 2026 Part Time Staff Wage Matrix is in the process of being reviewed and updated for the next fiscal year.
- The Wolves tennis team competed in the 2025 Region E Match Play and Skills Competitions this month earning silver, bronze and 4<sup>th</sup> place finish for Match Play and 4 gold and 1 silver for Skills. Seven of our eight athletes will be heading to the State Competition in August.
- The Wolves Green and Gray softball teams headed to Park Ridge to compete in the TR Section Softball Tournament on July 13<sup>th</sup>.
- The Wolves golf team will be competing in the 2025 Region E Skills Competition on July 14<sup>th</sup> at the Senica Oak Ridge Golf Club in La Salle. We will have 11 golfers competing to reach the State Competition in August.
- The Wolves golf team will compete in golf at the end of the month. On July 21, one golfer will compete in the 6-hole competition, and on July 23, three Unified teams and one 9-hole golfer will compete. Go Wolves!

#### Unfinished Business

None

#### Announcements

None

#### Closed Session

None

#### Action

None

#### Adjournment

Motion to adjourn the meeting at 1:48 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

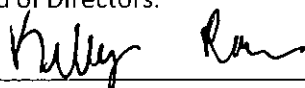
Absent: None

Motion Carried.

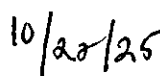
Meeting adjourned: 1:48 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date