

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
October 22, 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
Carrie Gascoigne, Superintendent, NWCSRA
Emily DeVaux, Program Coordinator, NWCSRA
Terry Bryant, Program Coordinator, NWCSRA

Absent:

Gina Madden, Attorney

Conditions 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 July 16, 2025, Board Meeting Minutes

Motion to approve consent agenda item A 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.

Action Items

A. Approval of July 2025 Treasurer's Report.

Motion to approve action 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.

B. Approval of Pay for Action for July 2025.

Motion to approve action item B 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.

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

Motion to approve action item C 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.

D. Approval of August 2025 Treasurer's Report.

Motion to approve action 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.

E. Approval of Pay for Action for August 2025.

Motion to approve action item B 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.

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

Motion to approve action item C 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.

G. Approval of September 2025 Treasurer's Report.

Motion to approve action 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.

H. Approval of Pay for Action for September 2025.

Motion to approve action item B 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.

1. Approval of Recommended/Final Bills for Action, September 2025.

Motion to approve action item C 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.

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 October 10 pay date, NWCSRA part time staff have worked 43,464 hours, earned 1,086 PLAWA hours, current total PLAWA hours to use at 1,600 hours, and used 271 hours. (25%/17%)
2. The copier lease is coming to an end. The agency will send an lease termination notice to Proven IT and PEAC. Research has begun on a new copier.
3. We are thrilled to have Terry Bryant and Emily DeVaux join our full-time team.
Terry Bryant started on October 6 and will be coordinating adult day programs and adult programs. Emily DeVaux started on October 15 and will be coordinating youth/teen programs, veteran programs and adapted programming.
4. Job responsibility division for full-time managers and program coordinators have been reworked with the addition of Terry and Emily in the two vacant program coordinator positions.
5. HR Source will be providing two proposals for a Market Benchmarking Analysis and Pay Range Development, one full project for up to 10 positions, and one Ad-Hoc project for up to 9 positions.
6. A draft of the updated policy manual will be delivered to the board in November for review, coming to a vote for approval at the December meeting.
7. The plan selection form and benefit premium cost share table were returned to PDRMA for Health Care plans for 2026. The 2026 budget will reflect not only the continuous increase in health care costs, but also the agency being fully staffed at 10 full-time employees.

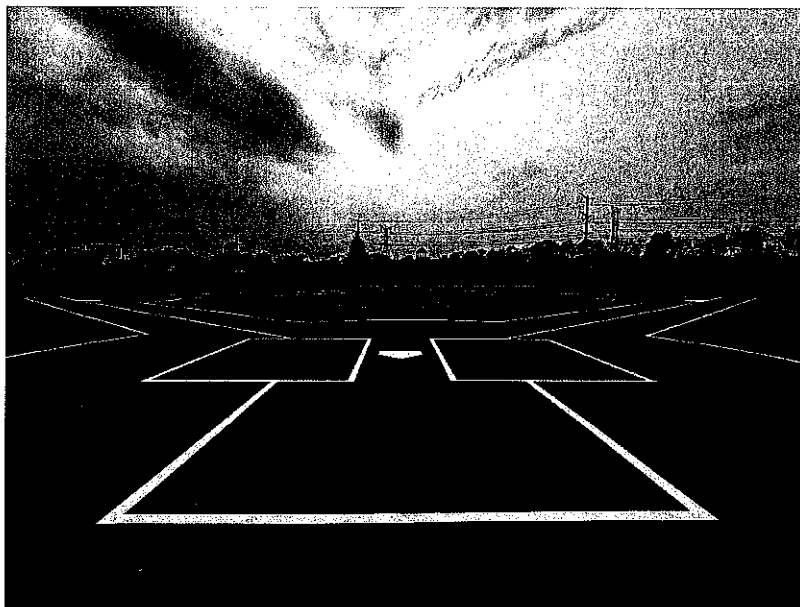
B. Recreation

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 10/20/2025.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$21,425	\$15,750	-\$5,675	136%
510500 Romeoville Inclusion Wages	\$14,846	\$9,957	-\$4,889	149%
510550 Bolingbrook Inclusion Wages	\$52,521	\$17,400	-\$35,121	302%
510650 Plainfield Inclusion Wages	\$39,587	\$25,181	-\$14,406	157%

2. The Winter-Spring brochure content and design work continues. It will be sent to the printer by the end of October, posted on the website in mid-November with resident registration beginning December 8.
3. Positive Participant feedback: An adult participant who uses a wheelchair usually does not use the pool. During a program, they were able to use the water wheelchair and get partially into the pool. They were so excited to be able to get in and said it was one of the best days they have had at program. Staff brainstormed ideas with the participant on how to be able to get them further in the water for future swim programs.
4. 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. Join us to experience bocchia, goal ball, sit volleyball, gymnastics, Zotartz, mini horses, adaptive golf and more.
5. The adapted field is starting to get feedback and excitement in the wheelchair softball community. A Romeoville resident spoke to a staff at LWSRA and is looking forward to participating in this sport, as well as learning what other opportunities there are to participant. NWCSRA will be working with Romeoville and the wheelchair softball league to host a tournament in July of 2026. Plans to have a grand opening celebration are also in discussions.



C. Agency, Technology & Finance

1. Please note the dates for the November and December board meetings will be the third Wednesday of the month due to the holidays. The meetings are November 19 and December 17.
2. Join us on December 10, from 6:00 pm to 8:30 pm for the NWCSRA Recognition Dinner Dance.

3. The 2026 Budget draft will be presented to the board in November, with a vote for final approval at the December meeting.
4. The agency will be working to renew the contract with Mary-Frances at Apricity. We have been working together for three years and are happy with the services.
5. Celebrating 50 years of NWCSRA! 2026 is our 50th anniversary and we plan to sprinkle in the theme and celebration throughout the year in programs and activities, as well as make the recognition dinner grander, the adapted field celebration bigger and boost community awareness that we are here and do amazing work. We will be asking the members to help support our celebration in your districts and at our events. More to come and thank you for being a part of our story and service!

6. Marketing

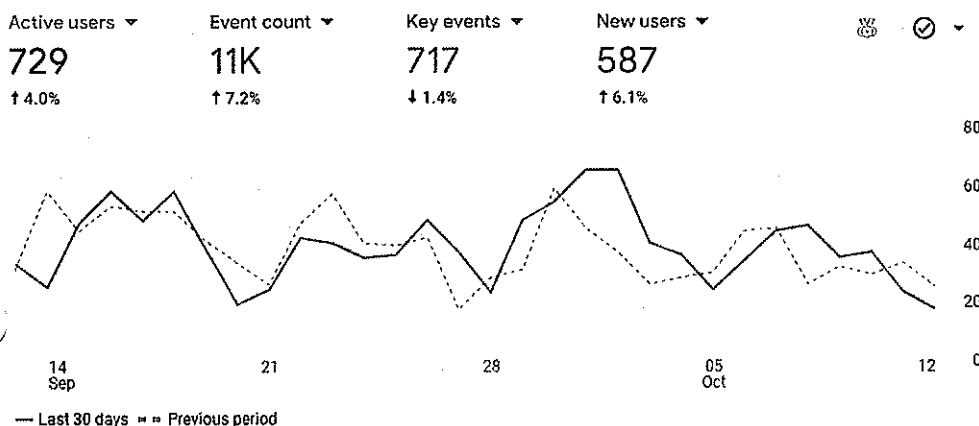
a. Google Analytics: nwcsra.org

Note: Numbers decreased across the board due to early August jump in registration.

b. A September 12 vs. October 12 (previous 30 days)

- i. Active users increased by 4% with 729 active website users
- ii. New users increased by 6% with 587 new users
- iii. Average engagement time per person remained steady at 1 minute 38 seconds
- iv. Event count decreased by 30% to 11,000
- v. Key events slightly decreased by 1% to 717
- vi. Top six webpages accessed:
 1. Northern Will County homepage: 1,300
 2. Adult Day Program webpage: 839
 3. Registration webpage: 427
 4. Registration information: 130
 5. Employment: 155
 6. Calendar: 110
- vii. Top five sources of users
 1. Google/organic: 332
 2. Direct (not through search engine): 290
 3. Bing: 24
 4. Facebook: 15
 5. AppSchoollinks.com/referral: 7
 6. Dscc.uic.edu/referral

Google Analytics



Page title and screen class	Views	Active users	Views per active user	Average engagement time per active user	Event count All events
Total	3,721	696	5.35	1m 38s	10,511
	100% of total	100% of total	Avg 0%	Avg 0%	100% of total
1 Northern Will County Special Recreation Association	1,335 (35.88%)	488 (70.11%)	2.74	35s	4,009 (38.14%)
2 Adult Day Program - Northern Will County Special Recreation Association	839 (22.55%)	106 (15.23%)	7.92	2m 15s	1,995 (18.98%)
3 Registration - Northern Will County Special Recreation Association	427 (11.48%)	158 (22.7%)	2.70	40s	1,409 (13.41%)
4 Registration Information - Northern Will County Special Recreation Association	230 (6.18%)	129 (18.53%)	1.78	29s	719 (6.84%)
5 Employment - Northern Will County Special Recreation Association	130 (3.49%)	94 (13.51%)	1.38	31s	387 (3.68%)
6 Athletics - Northern Will County Special Recreation Association	110 (2.96%)	45 (6.47%)	2.44	1m 30s	278 (2.64%)

c. Facebook analytics for September 16-October 12 compared to previous 28-day performance (August 18-September 14)

- Reach increased: 96% to 7,500
- Views increased: 22% to 37,900
- Content interactions decreased: 6% to 1,200
- Facebook follows increased: 27% to 19
- Facebook visits increased 6.6% to 4,033
- The most successful Facebook post (by views), Triple the Victory/State Volleyball Medals garnered 2,179 views, reach 860; 67 interactions and 4 shares. The second most popular post Don't Worry Beach Happy received 1,945 views, 814 reach, 51 interactions and 2 shares. NWC-hosted Volleyball Tournament also performed well with 1,722 views, 778 reach, 48 interactions and 2 shares.

d. Facebook Live/Reels stats:

- Celebration of Special Rec with mini horses & golf received 2,242 views, reach 1,666, 17 interactions and 5 shares
- Pumpkins & Sunshine Plainfield Fall Fest received 725 views, 242 reach and 7 interactions
- Adventures in Scuba Diving with 768 views, 473 reach and 46 interactions
- Beautiful dancers at Lockport Township's Hispanic Heritage Fest with 942 views, 260 reach and 14 interactions.
- Shakes & Fries with Friday Friends with 491 views, 306 reach and 16 interactions.

Northern Will County Special Recreation Association is feeling excited.
Published by Bridget Bittman · September 15 at 5:03 PM ·

Triple the Victory! All three Wolves Volleyball Teams won the GOLD at this weekend's r... See more



Post

Northern Will County Special Recreation ...
Published by Bridget Bittman · September 16 at 4:22 PM ·

Don't worry, beach happy! Our Plainfield Cruisers kicked up some sand today at Chicago Pa... See more

Boost

Northern Will County Special Recreation ...
Published by Bridget Bittman · September 23 at 11:24 AM ·

Awesome job, Wolves! NWCSRA hosted a Volleyball Tournament this past Sunday in LaGrange and... See more



Boost

Staff Report

Programs and Services

❖ Inclusion

Bolingbrook

- Programs: 2 requests
- Before & After School: 6 requests
- Aquatics: 7 requests

Lockport

- Before & After School: 5 requests
- Aquatics: 1 request

Plainfield

- Programs: 4 requests

Romeoville

- Programs: 9 requests
- Before & After School: 1 request
- Aquatics: 2 requests

The transition of inclusion services is completed and Amber Provancal is handling all inclusion requests.

Requests for various programs, before and after school, and fall programming have been received and staff have been placed to accommodate the requests.

Carrie and Amber enjoyed visiting the districts and attending their staff meetings to review the inclusion process and answer any questions. Amber is looking forward to working with each of the supervisors and assisting with any requests.

❖ Programs

- The Day Program staff have in-service training on October 22. The focus of the training will be team building, communication, and reiterating expectations for the program.
- Staff are working on the winter spring brochure. Registration will open December 8 for our residents & December 15 for our non-residents.
- With the new full-time team members on board, staff are excited to be able to offer additional adult social programming with specific focus and goals. The adult social programs are consistently hitting max registrations and waitlists.
- The Celebration of Special Recreation, hosted on October 4, was a great success. There was an increase in visitors from last year, especially adults and children who have disabilities. Special thanks to the Bolingbrook Park District staff for helping with facility planning, set up and take down, as well as printing signage.
- We're excited to welcome the community to our Sensory-Friendly Trunk or Treat on October 21 at NWCSRA. We will have approximately 20 people hosting trunks and expect more than 75 people to attend.
- The Recognition Dinner Dance is set for Wednesday, December 10 from 6 to 8:30 p.m. at the Bolingbrook Golf Club.
- Carley Whittenhall has been onboarding as a staff to work in sensory programming. Carley will be working with individual clients independently beginning in October. Carley has a nurturing style to her work in the sensory room and will primarily work on weekday evenings with youth.
- The Wolves Basketball season started on October 21 with four teams and 48 athletes on the roster. Two teams will be playing at PARC in Plainfield, one team will play at BRAC in Bolingbrook and one team will play at the Romeoville Recreation Center in Romeoville.

Staffing and Trainings

- Currently, we are looking to add to our Inclusion team, focusing on before and after school needs. In the month of October, we have added one new Team Member and conducted their onboarding and trainings. They will be independently working with participants in the middle of the month.

- NWCSRA attended a recruitment event at Aurora University and spoke to several students about the field of Therapeutic Recreation and the opportunities at NWCSRA. There was a great turn out and several resumes were received from this event.
- The evaluation process for part-time staff has begun. The full-time team will be delivering evaluations in November. The evaluation process consists of a self-evaluation, 360 feedback, full time team member evaluation, and 30-minute discussion with the team member.

Upcoming and past Dates:

- 10/4 Celebration of Special Recreation
- 10/11 Disability Fair, Joliet
- 10/12, 13 Not So Scary Hayride, Lockport Township PD
- 10/17 Freaky Fun Friday, Bolingbrook PD
- 10/17 Halloween Fest, Plainfield PD
- 10/21 NWCSRA Trunk or Treat
- 10/23 Trunk or Treat, White Oaks Library Romeoville Branch
- 10/29 Romeoville HS College & Career Fair
- 11/11 Romeoville Veterans Day Breakfast
- 12/6 Knights of Columbus Holiday Party in Bolingbrook
- 12/8 Recognition Dinner

Unfinished Business

None

New Business

None

Announcements

The November 19, 2025 and December 17, 2025 board meeting will be held at 1:00 pm.

Closed Session

None

Action

None

Adjournment

Motion to adjourn the meeting at 2:15 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

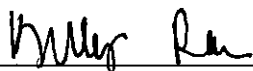
Nays: None

Absent: None

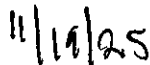
Motion Carried.

Meeting adjourned: 2:15 pm

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



Board President



Date