

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
November 19, 2025  
1:00 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:07 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)  
Bill Riordan, Executive Director, Lockport Township Park District (Treasurer)

Also present were:

Gina Madden, Attorney  
Jill Mukushina, Executive Director, NWCSRA  
Carrie Gascoigne, Superintendent, NWCSRA  
Lori Donofrio, Finance Coordinator, NWCSRA

Absent:

Mike Selep, Executive Director, Bolingbrook Park District (Board Secretary)

Additions or Revisions

Move Community Comments before Consent Agenda

Community Comments

Gary Olszanowski spoke about his child and adult day program changes for 2026.

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 October 22, 2025, Board Meeting Minutes

Motion to approve consent agenda item A by Board Vice President Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

Action Items

A. Approval of October 2025 Treasurer's Report.

Motion to approve action item A by Board Treasurer Bill Riordan, seconded by Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

**B. Approval of Pay for Action for October 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, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

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

Nays: None

Absent: Mike Selep

Motion Carried.

**Attorney Report**

None

**Correspondence**

None

**Executive Director's Report**

**A. HR/Personnel**

1. As of the November 7 pay date, NWCSRA part time staff have worked 46,223 hours, earned 1,154 PLAWA hours, current total PLAWA hours to use at 1,668 hours, and used 359 hours. (31%/22%)
2. The agency has sent a lease termination notice to Proven IT and PEAC. Research has begun on a new copier.
3. Work will begin on job description revisions in late December or January. The agency will use a templet from HR Source to review, reformat and create job descriptions. After this is done, HR Source will review these at no charge, as we are a member. This is the first step in preparation of the 2027-2029 wage matrix update.
4. HR Source provided a proposal for a full project Market Benchmarking Analysis and Pay Range Development. The cost of this project is \$3,500.
5. The draft budget is complete and will see some adjustments before the December meeting. Please review over the next couple weeks and let me know if you have questions or would like to discuss any part of the budget.
6. Work continues on the policy manual.

**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 11/17/2025.

| Agency | Actual | Budget | Remaining | % Utilized |
|--------|--------|--------|-----------|------------|
|--------|--------|--------|-----------|------------|

|                                    |          |          |           |      |
|------------------------------------|----------|----------|-----------|------|
| 510400 Lockport Inclusion Wages    | \$22,239 | \$15,750 | -\$6,489  | 141% |
| 510500 Romeoville Inclusion Wages  | \$15,317 | \$9,957  | -\$5,360  | 154% |
| 510550 Bolingbrook Inclusion Wages | \$55,112 | \$17,400 | -\$37,712 | 317% |
| 510650 Plainfield Inclusion Wages  | \$39,637 | \$25,181 | -\$14,456 | 157% |

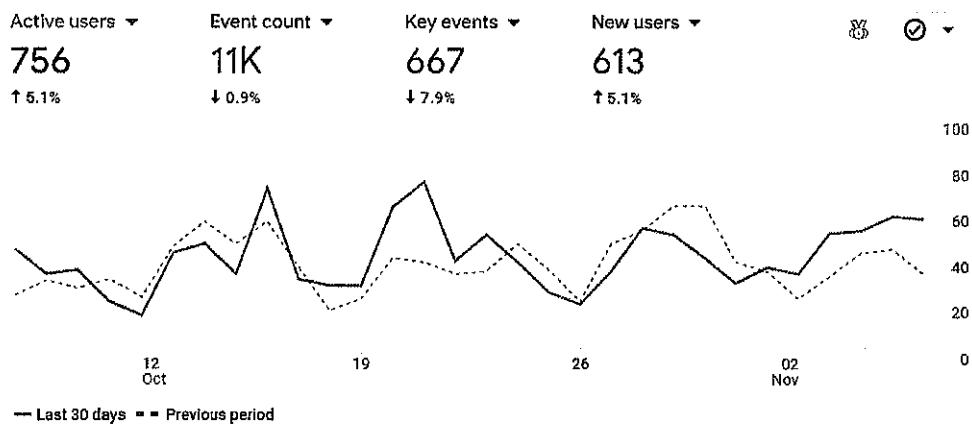
2. The Winter-Spring brochure will be posted on the website on November 17, with resident registration beginning December 8 and non-resident registration beginning on December 22.
3. NWCSRA will co-host the Junior National Wheelchair softball tournament August 1-2, 2026 with LWSRA. The games will be hosted at the new field in Romeoville on Saturday afternoon into the evening, and on Sunday. We are excited to host our first big event on the field and under the lights!

C. Agency, Technology & Finance

1. Please note the December board meeting date and time has changed, it will be the third Wednesday of the month due to the holiday, December 17, and held at 1:00 pm.
2. Join us on December 10, from 6:00 pm to 8:30 pm for the NWCSRA Recognition Dinner Dance. RSVP is due to Jill by November 21, including names and dinner choice, which include Chicken, Vegetarian or Gluten Free.
3. The server is due to be replaced. Two quotes were received, VR6 Systems for \$13,500 and Dell for \$14,774. Staff recommendation to use VR6 for our new server.
4. The contract with Apricity will see \$1,800 for the year, with \$130 an hour for an hours over contract. Last year we paid \$200 overage.

5. Marketing

- a. We have established a new Instagram account to reach a younger audience with our social media.
- b. Google Analytics: [nwcsra.org](http://nwcsra.org)
  - October 10 -November 6 vs. previous 30 days
    - Active users increased by 5% with 756 active website users
    - New users increased by 5% with 613 new users
    - Average engagement time per person remained steady at 1-minute 36 seconds
    - Event count remained the same at 11,000
    - Key events slightly decreased by 8% to 667
      - Top five webpages accessed:
        1. Northern Will County homepage: 1,153
        2. Adult Day Program webpage: 911
        3. Registration webpage: 380
        4. Registration information: 251
        5. Athletics: 168
        6. Calendar: 111
    - Top five sources of users
      1. Google/organic: 877
      2. Direct (not through search engine): 552
      3. Bing/organic: 52
      4. Facebook/referral: 36
      5. Yahoo/organic: 18



|       | Page title and screen class  | ↓ Views                | Active users         | Views per active user | Average engagement time per active user | Event count All events  | Key events All events   |
|-------|--|------------------------|----------------------|-----------------------|---|-------------------------|-------------------------|
| Total |  | 3,675<br>100% of total | 716<br>100% of total | 5.13<br>Avg 0%        | 1m 3s<br>Avg 0%                         | 10,514<br>100% of total | 640.00<br>100% of total |
| 1     | Northern Will County Special Recreation Association                            | 1,153 (31.97%)         | 435 (60.75%)         | 2.65                  | 34s                                     | 3,572 (33.97%)          | 0.00 (0%)               |
| 2     | Adult Day Program – Northern Will County Special Recreation Association        | 911 (24.79%)           | 110 (15.36%)         | 8.28                  | 2m 10s                                  | 2,203 (20.95%)          | 0.00 (0%)               |
| 3     | Registration – Northern Will County Special Recreation Association             | 380 (10.34%)           | 162 (22.63%)         | 2.35                  | 50s                                     | 1,297 (12.34%)          | 383.00 (59.84%)         |
| 4     | Registration Information – Northern Will County Special Recreation Association | 251 (6.83%)            | 143 (19.97%)         | 1.76                  | 40s                                     | 816 (7.76%)             | 251.00 (39.22%)         |
| 5     | Athletics – Northern Will County Special Recreation Association                | 168 (4.57%)            | 50 (6.98%)           | 3.36                  | 1m 30s                                  | 432 (4.11%)             | 0.00 (0%)               |
| 6     | Calendar – Northern Will County Special Recreation Association                 | 111 (3.02%)            | 66 (9.22%)           | 1.68                  | 1m 06s                                  | 270 (2.57%)             | 0.00 (0%)               |
| 7     | Employment – Northern Will County Special Recreation Association               | 106 (2.88%)            | 82 (11.45%)          | 1.29                  | 35s                                     | 351 (3.34%)             | 0.00 (0%)               |
| 8     | Programs – Northern Will County Special Recreation Association                 | 94 (2.56%)             | 65 (9.08%)           | 1.45                  | 20s                                     | 243 (2.31%)             | 0.00 (0%)               |
| 9     | Staff Directory – Northern Will County Special Recreation Association          | 69 (1.86%)             | 48 (6.7%)            | 1.44                  | 1m 03s                                  | 157 (1.49%)             | 0.00 (0%)               |
| 10    | Page not found – Northern Will County Special Recreation Association           | 57 (1.55%)             | 41 (5.73%)           | 1.39                  | 2s                                      | 135 (1.28%)             | 6.00 (0.94%)            |

### C. Facebook analytics

- October 10-November 6 compared to previous 28-day performance (September 16-October 12)
  - Reach increased: 8% to 7,900
  - Views remained the same: 37,900
  - Content interactions increased: 40% to 1,600
  - Facebook follows decreased: 12
  - Facebook visits decreased 10% to 3,700
  - The most successful Facebook post (by views), Behind Bars: Plainfield ADP at Joliet Prison garnered 3,264 views, reach 1,800, 50 interactions and 2 shares. The second most popular post, Sign up for NWC Trunk or Treat, received 3,037 views, 1,462 reach, 37 interactions and 8 shares. Autumn day ADP at Siegel's Farm also performed well with 2,907 views, 1,4627 reach and 34 interactions.
  - Facebook Live/Reels stats:
    - Wellness Wednesday received 2,242 views, reach 870 and 30 interactions
    - Not So Scary Hayride received 1,063 views, 313 reach and 7 interactions
    - Family Bingo received 1,050 views, 381 reach and 22 interactions

Top three Facebook posts

**Northern Will County Special Recreation...** ...  
Published by Bridget Bittman 3d

Behind bars? The only crime our Plainfield Adult Day folks committed was having too much fun on a tour of the Old Joliet Prison!



Boost

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## Staff Report

### Programs and Services

#### ❖ Inclusion

##### Bolingbrook

- Programs: 5
- Before & After School: 6
- Aquatics: 14
- Interpreter: 1

##### Lockport

- Before & After School: 5
- Aquatics: 1
- Interpreter: 1

##### Plainfield

- Programs: 5

##### Romeoville

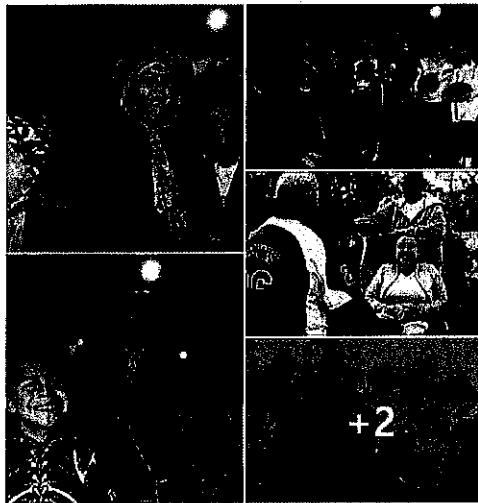
- Programs: 9
- Before & After School: 1
- Aquatics: 4

#### ❖ Programs

- Staff are wrapping up Fall programs and preparing for Winter, with registration for residents on December 8 and non-residents on December 22.
- Day Program registration will begin that first week of December. Small changes to the program as staff focus on the mission of providing recreational opportunities for individuals with disabilities that enhance their overall quality of life. The addition of shorter blocks of programming are being added to provide opportunities for those individuals who may not be able to tolerate a full day of program, meet eligibility requirements or have personal care needs.
- Sensory sessions have increased and several new participants are experiencing this programming area. There are only four individual sessions spots currently available, and the agency is looking to add

**Northern Will County Special Recreation Association** ...  
Published by Bridget Bittman 11:14 AM · October 14 at 11:14 AM ·

What are you waiting for? Sign up for FREE and attend our Sensory-Friendly Trunk or Treat on Tuesday, October 21 from 4 to 6 p.m. Everyone, all ages and all abilities... See more



+2

Send message

**Northern Will County Special Recreation...**  
Nonprofit Organization

Boost

29

8

**Northern Will County Special Recreation...** ...  
Published by Bridget Bittman 7:00 PM · October 15 at 7:00 PM ·

Gorgeous autumn day for making memories with our Adult Day Program friends at Siegel's Cottonwood Farm in Crest Hill.



Boost

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2 1

another day in 2026. We are also looking to add outside group participation next year, including how sensory sessions could be beneficial to members of the local police and fire departments.

- The Friendsgiving Dance hosted six agencies and 42 participants from NWCSRA, totaling 180 attendees, at the Romeoville Recreation Center on November 14<sup>th</sup>. The evening was full of friendships and socializing, amazing food, and of course dancing.
- The NWCSRA volleyball teams competed at the state competition, Fall Games, in October. All three teams worked hard and brought home a silver medal. Congratulations Wolves! You represented NWCSRA very well.
- Congratulations to the six NWCSRA bowlers who won the gold medal at the Regional Bowling Competition, which qualified them to attend the Sectional Competition in October. Our doubles team brought home the Bronze, four athletes competed in singles and two finished in 5<sup>th</sup> place, and two finished in 6th place. Congratulations to the NWCSRA bowling team and coaches for doing such an amazing job.
- Additional adult social programming will be added in 2026 as these programs consistently hit max registration and have waitlists.

#### Staffing and Trainings

- Carrie Gascoigne, current president of ILRTA, Illinois Recreational Therapy Association, helped host the annual conference in Alsip. She presented at the Illinois Counselors Conference with Kris Johnson from Aurora University and Lori Schweyer from Indiana, about Therapeutic Recreation as a career and the benefits of being a professional in the field.
- Staff have attended several training courses and workshops to continue to learn about trends in the field and work on continuing education to grow as professionals.
- The agency attended two recruitment events this past month, one at Aurora University and one at Romeoville High School. Positive feedback was received at both events. As of today, NWCSRA is fully staffed both for part time team members.

#### Upcoming and past Dates:

- 12/6 Knights of Columbus Holiday Party in Bolingbrook
- 12/10 Recognition Dinner
- 12/21 Sensory Meetup Winter Party

#### Unfinished Business

Discussion regarding the adult day program.

#### New Business

A. Motion to approve payment and agreement with Apricity Web Solutions, subject to attorney review.

Motion by Board Treasurer Bill Riordan, seconded by Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

B. Motion to approve staff recommendation to purchase a new server through VR6.

Motion by Vice President Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

C. Motion to approve proposal from HR Source for market benchmarking analysis and pat range development.  
Motion by Vice President Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

D. Review of 2026 Draft Budget.

Announcements

Closed Session

None

Action

None

Adjournment

Motion to adjourn the meeting at 2:01 pm was made by Board Vice President Carlo Capalbo, seconded by Board Treasurer Bill Riordan.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo

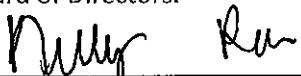
Nays: None

Absent: Mike Selep

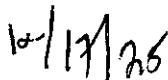
Motion Carried.

Meeting adjourned: 2:01 pm

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



\_\_\_\_\_  
Board President



\_\_\_\_\_  
Date

