

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
December 17, 2025  
1:00 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:02 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)  
Mike Selep, Executive Director, Bolingbrook Park District (Board Secretary)

Also present were:

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

Absent:

Additions or Revisions

None

Community Comments

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 November 19, 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, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

Action Items

A. Approval of November 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, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

B. Approval of Pay for Action for November 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, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

C. Approval of Recommended/Final Bills for Action, November 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, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

Attorney Report

None

Correspondence

NWCSRA was selected by IDES to participate in the Occupational Employment and Wage Statistics program.

Executive Director's Report

A. HR/Personnel

1. As of the December 5 pay date, NWCSRA part time staff have worked 48,490 hours, earned 1,212 PLAWA hours, current total PLAWA hours to use at 1,599 hours, and used 398 hours. (32%/25%)
2. Work continues on the policy manual.

B. Recreation

1. Inclusion service hours through the December 5 pay date 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 12/5/2025.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$22,898	\$15,750	-\$7,148	145%
510500 Romeoville Inclusion Wages	\$15,854	\$9,957	-\$5,897	159%
510550 Bolingbrook Inclusion Wages	\$57,489	\$17,400	-\$40,089	330%
510650 Plainfield Inclusion Wages	\$39,721	\$25,181	-\$14,540	158%

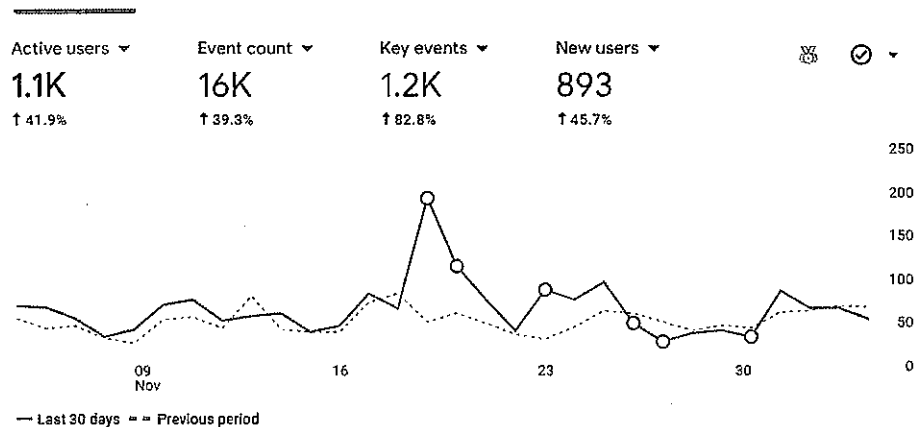
2. Winter-Spring registration has brought in \$78,177 to date. We look forward to a fun start to 2026.

C. Agency, Technology & Finance

1. Inclusion bills will be emailed to member Executive Directors after the December 19 pay date information is posted. A breakdown of what programs and number of participants and staff will be emailed to the Executive Directors.

2. Board Alternates for 2026 need to be named by each Member Agency.
3. The 2026 draft budget is completed and included in the packet for review.
4. A Resolution for Illinois Funds is included in the packet to name current NWCSRA Executive Director as Principle on the agency account.
5. Lauterbach & Amen has provided a proposal for three years of audit services, 2025 through 2027. An increase of \$300 per year is proposed.
6. Legal Counsel has provided fees for the 2026 fiscal year. The agreement remains at a \$150 per hour charge with a \$750 cap per month. Other matters falling outside will be billed at \$150 outside of the monthly cap.
7. Dates for the 2026 Board Meetings are included for review, discussion and approval.
8. The agency is working on quotes from multiple companies for a new copier lease or purchase.
9. Marketing
  - a. Google Analytics: nwcsra.org
    - November 7 - December 4 vs. previous 30 days
      - Active users increased by 42% with 1,100 active website users
      - New users increased by 46% with 893 new users
      - Average engagement time per person remained steady at 1-minute 37 seconds
      - Event count increased by 39% to 16,000
      - Key events increased by 83% to 1,200
        - Top five webpages accessed:
          1. Northern Will County homepage: 1,533
          2. Registration webpage: 767
          3. Adult Day Program webpage: 690
          4. Registration information: 418
          5. Athletics: 190
        - Top five sources of users
          1. Google/organic: 1,100
          2. Direct (not through search engine): 712
          3. Bing/organic: 88
          4. Yahoo/organic: 47
          5. Facebook/referral: 42

## Google Analytics



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	4,727 100% of total	1,004 100% of total	4.71 Avg 0%	1m 37s Avg 0%	14,666 100% of total	1,186.00 100% of total
Northern Will County Special Recreation Association	1,533 (32.43%)	556 (55.38%)	2.76	43s	4,795 (32.69%)	0.00 (0%)
Registration – Northern Will County Special Recreation Association	767 (16.23%)	342 (34.06%)	2.24	27s	2,726 (18.59%)	768.00 (64.76%)
Adult Day Program – Northern Will County Special Recreation Association	690 (14.6%)	135 (13.45%)	5.11	1m 52s	1,940 (13.23%)	0.00 (0%)
Registration Information – Northern Will County Special Recreation Association	418 (8.84%)	201 (20.02%)	2.08	1m 23s	1,370 (9.34%)	418.00 (35.24%)
Athletics – Northern Will County Special Recreation Association	190 (4.02%)	65 (6.47%)	2.92	1m 18s	638 (4.35%)	0.00 (0%)
Programs – Northern Will County Special Recreation Association	125 (2.64%)	83 (8.27%)	1.51	24s	338 (2.3%)	0.00 (0%)
Employment – Northern Will County Special Recreation Association	118 (2.5%)	79 (7.87%)	1.49	30s	374 (2.55%)	0.00 (0%)
Staff Directory – Northern Will County Special Recreation Association	111 (2.35%)	74 (7.37%)	1.50	50s	263 (1.79%)	0.00 (0%)
Calendar – Northern Will County Special Recreation Association	83 (1.76%)	59 (5.88%)	1.41	43s	228 (1.55%)	0.00 (0%)
Forms – Northern Will County Special Recreation Association	79 (1.67%)	45 (4.48%)	1.76	25s	213 (1.45%)	0.00 (0%)

b. Facebook analytics

- October 10-November 6 compared to previous 28-day performance (September 16-October 12)
  - Reach increased: 8% to 7,900

b. Facebook Analytics

- November 7-December 4 compared to previous 28 days
- Views decreased 4% to 38,000
- Content interactions decreased 30% to 1,100
- Facebook follows increased 75% with 21 followers
- Facebook visits increased 10% to 4,100
- The most successful Facebook post (by views), 2023 Camper of the Year Samantha passed away, received 4,800 views, 126 interactions and 1 share. The second most popular post, Wolves Basketball November 16 tournament, received 2,400 views, 77 interactions and 3 shares. Ron's Birthday celebration also performed well with 2,200 views, 114 interactions and 1 share.
- Facebook Live/Reels stats:
  - Friendsgiving "Too much turkey..." received 2,100 views and 73 interactions
  - Ron's Birthday celebration: 2,200 views, 114 interactions and 1 share
  - Adult Day program's Friendsgiving dance received 1,100 views and 42 interactions
  - ADP creating holiday gifts received 891 views and 15 interactions
  - Lockport Township Park District Veteran's Salute received 833 views and 9 interactions

Top three Facebook posts



Northern Will County Special Recreation Association  
 Published by Bridget Britman · November 12 at 6:00 AM · 🌐  
 We are deeply saddened to share the passing of Samantha, NWCSRA's 2023 Camper of the Year. Sam brought so much joy to everyone around her—she loved participating in cam... See more

See insights and ads  
 Boost post  
 20 comments 1 share



Northern Will County Special Recreation Association  
 Published by Bridget Britman · November 17 at 4:10 PM · 🌐  
 Our Wolves Basketball teams are off to a great start this season! All four teams competed in the TR Sectional Tournament on Sunday. The Wolves Black and Gray teams cap... See more

See insights and ads  
 Boost post  
 0 comments 3 shares



Northern Will County Special Recreation Association is 🥰 feeling fabulous at Northern Will County Special Recreation Association.  
 Published by Bridget Britman · December 2 at 1:09 PM · Romeoville · 🌐  
 Fun, our beloved Maintenance Coordinator, celebrated his birthday today with the help of our Romeoville Crews! They decorated a special card and handcrafted gifts. 🎁 See more

See insights and ads  
 Boost post  
 15 comments 1 share

## Staff Report

### Programs and Services

#### ❖ Inclusion

##### Bolingbrook

- Programs: 6
- Before & After School: 6
- Aquatics: 15
- Interpreter: 1

##### Lockport

- Before & After School: 5
- Aquatics: 2
- Interpreter: 0

##### Plainfield

- Programs: 4

##### Romeoville

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

#### ❖ Programs

- Fall programs are wrapping up with some final Holiday activities that include a family Holiday Lights Tour program, Seeing Wicked, Holiday party for social club, and the favorite annual Ugly Sweater.
- Participants loved this fall's Friday Foodies program. We expanded everyone's palate and taught the participants about cuisine and cultural facts.
- Staff are preparing for winter break camp, which will be offered December 22, 23, 29, and 30. There are 16 participants registered for winter break camp.
- Winter programs will begin the week of January 12, 2026. Staff are looking forward to being able to provide additional swim lessons in 2026 at Romeoville Aquatic Center. This allows more opportunities for our participants to benefit from our 1:1 swim lessons that incorporate water safety and swimming skill development.
- Summer program planning will begin after the Holiday break.
- NWCSRA proudly hosted its annual Friendsgiving Dance at the Romeoville Recreation Center on November 14th. The event welcomed a wonderful crowd of 150 participants and staff representing seven South Side Co-op SRA agencies, with 45 attendees from NWCSRA alone. Guests enjoyed a full

Thanksgiving meal, complete with all the traditional favorites, before heading to the dance floor. A high-energy DJ kept the music going throughout the evening, ensuring that everyone had the chance to show off their best moves. The atmosphere was warm, festive, and filled with laughter, making the night memorable for all who participated.

- Veteran Fitness Program has conducted 5 veteran intakes with Lockport, Romeoville and Bolingbrook in the past month.
- The NWCSRA Snowshoeing team will be competing at the Regional Competition on Saturday, December 13<sup>th</sup>.
- Adult Day Program is in the process of enrolling participants for 2026. Program will resume the week of January 12, 2026.

#### Staffing and Trainings

- Staff are working to schedule CPI training for the upcoming year to ensure both full-time and part-time staff receive this beneficial training to help prepare for situations where de-escalation skills can be used to mitigate escalating behavior.
- Evaluations have been completed for the part time team members. Coordinators, Managers and our Superintendent diligently delivered them over the course of November and December. We are very excited for the goals that our team will be striving for in 2026.
- NWCSRA's Adult Day Program is looking for a new team member for January. We are also preparing for our summer hiring season, including summer camp. The return letters have been sent out and responses are coming in. A job posting in early February will help fill the camp team.
- On December 8<sup>th</sup> there will be virtual training across all SRAs that members of the TR staffing committee will be hosting called Humor Helps. Emily Todd and Tricia Seng will be the co-presenters for the training. This opportunity is for all part time team members from any SRA and you can register on the IPRA website. The goal has been to collaboratively produce one training per year that all part time team members can benefit from.
- 5 Full-time staff attended the TR Section Breakfast and meeting on December 4<sup>th</sup>.
- The Recognition Dinner Dance had more than 170 people in attendance.

Camp Staff of the Year	Gaby Markham Elliott
Camper of the Year	Gabriel Hernandez
ADP Staff of the Year	Kathy Ochromowicz
ADP Participant of the Year	Sarah Budd
Participant of the Year	Tommy Hayden
Coach of the Year	Megan Lara
Athlete of the Year	Nick Garcia
Spirit Award (Participant)	Vanessa Fiore
Above & Beyond Staff	Lizzie Kisting
Program Staff of the Year	Micaela Zimmer
Inclusion Award	Megan Hammer

### Unfinished Business

A. Approval 2026 Budget with change of Bolingbrook contribution to \$624,593.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

### New Business

A. Approval of Resolution for Illinois Funds, as amended.

Motion to approve by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

B. Approval of Audit Agreement.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo, Mike Selep Nays: None

Absent:

Motion Carried.

C. Approval of 2026 Legal Fees.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

D. Approval of 2026 Board Meeting Dates, with time amended to 1 pm.

Motion to approve by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

E. Approval of Copier lease contract, per attorney review.

Motion to approve by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo, Mike Selep

Nays: None

Absent:

Motion Carried.

### Announcements

### Closed Session

Motion to go into closed session pursuant to 5ILCS 120/2 (c)(11) – Potential Litigation at 1:44 pm by Board Secretary Mike Selep, seconded by Board Treasurer Bill Riordan.

Motion to come out of closed session at 1:57 pm by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Motion to resume the regular board meeting at 1:58 pm by Board Treasurer Bill Riordan, seconded by Board Vice President Carlo Capalbo.

Action

None

Adjournment

Motion to adjourn the meeting at 1:58 pm was made by Board Vice President Carlo Capalbo, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Carlo Capalbo, Mike Selep

Nays: None

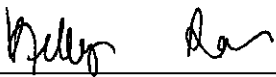
Absent:

Motion Carried.

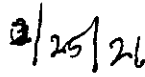
Meeting adjourned: 1:58 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date