

Northern Will County Special Recreation Association  
Board of Directors Meeting Minutes  
February 25, 2026  
1:00 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:00 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (Board 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:

Carlo Capalbo, Executive Director, Plainfield Park District (Board Vice President)

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 December 17, 2025, Board Meeting Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Action Items

A. Approval of December 2025 Treasurer's Report.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for December 2025.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep  
Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

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

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep  
Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

D. Approval of January 2026 Treasurer's Report.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep  
Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

E. Approval of Pay for Action for January 2026.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep  
Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

F. Approval of Recommended/Final Bills for Action, January 2026.

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

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep  
Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

NWCSRA received a congratulations letter from Senator Meg Loughran Cappel, along with a certificate from the 104<sup>th</sup> General Assembly signed by Senator Cappel, Representative Manley and Representative Avelar.

Executive Director's Report

A. HR/Personnel

1. As of the February 13 pay date, NWCSRA part time staff have worked 3,310 hours, earned 82 PLAWA hours, current total PLAWA hours to use at 1,684 hours, and used 19 hours.

2. The agency will begin to explore more of what Paycom has to offer and what can be added to enhance use for both part-time and full-time staff.
3. Jill Mukushina had her 25<sup>th</sup> CTRS Anniversary.

B. Recreation

1. Inclusion service hours through the February 21 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 2/21/2025.

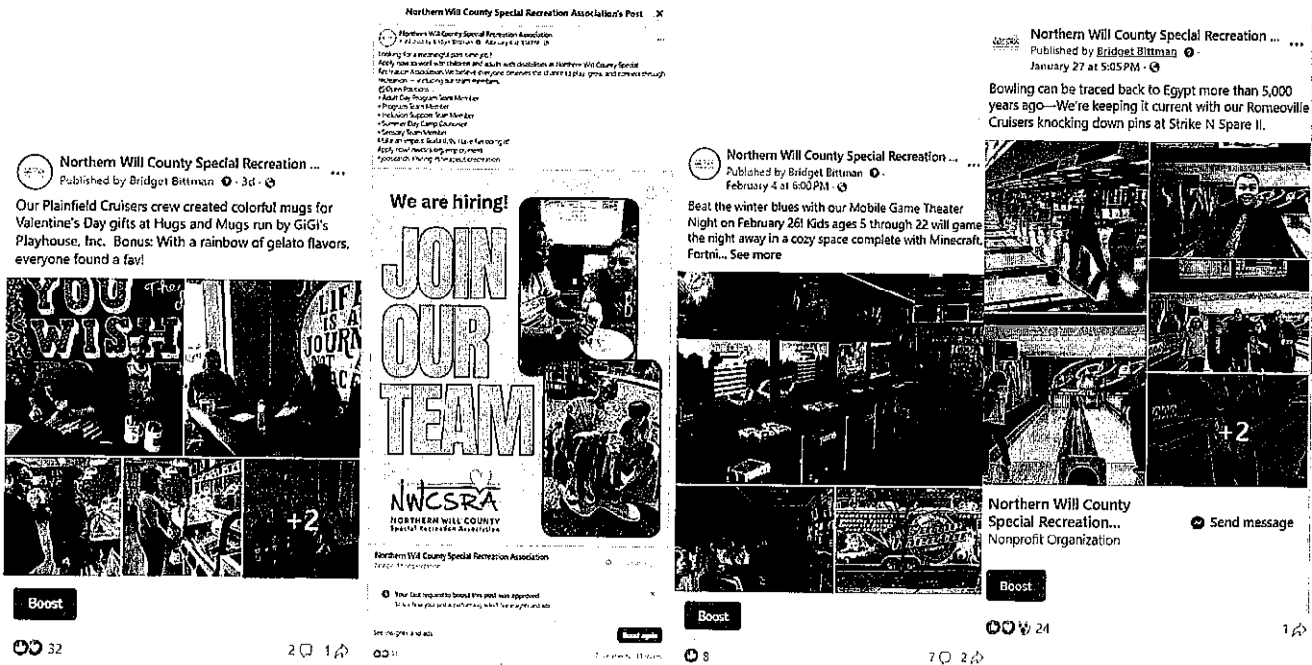
Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$1,215	\$17,028	-\$15,813	7%
510500 Romeoville Inclusion Wages	\$1,448	\$11,185	-\$9,737	13%
510550 Bolingbrook Inclusion Wages	\$3,978	\$18,738	-\$14,760	23%
510650 Plainfield Inclusion Wages	\$13	\$27,943	-\$27,930	.5%

2. Winter-Spring registration has brought in \$186,596 as of February 17. The program run rate is currently 88%. The season has started off well, with both staff and participants enjoying programs.
3. The NWCSRA vs the Village of Romeoville basketball game was a success. NWCSRA had four teams, forty-five athletes, twelve coaches and forty family and friends to enjoy this great, long standing rival game. Thank you, Village of Romeoville.

C. Agency, Technology & Finance

1. NWCSRA has received \$6,259 donations. Five staff attended the Lemont Knights of Columbus pizza dinner and donation presentation on Tuesday, February 17. The Knights graciously donated \$5,123 from the tootsie roll proceeds. We are grateful for their continued support.
2. The Summer Camp brochure is in the final stages before it goes to print and out to the public. We are looking forward to another great summer camp!
3. The Audit portal is available for the agency to begin pre-work for the 2025 audit. Tentative dates are April for field work, with May completion.
4. Marketing
  - a. Follow us on Instagram: [Instagram.com/nwcsra](https://www.instagram.com/nwcsra)
  - b. Facebook/Instagram Analytics  
January 16-February 12 compared to previous 28-day performance:
    - Views increased 44% to 47.8K views
    - Content interactions remained steady at 1,000
    - Facebook follows increased 94% with 31 new follows
    - Facebook visits increased 36% to 4,800
    - The most successful Facebook post (by views)
      - Meaningful part-time job received 6,469 views (2,033 from ads), 51 interactions (40 from ads) reach 3,466 (1,351 from ads), 92 link clicks (44 from ads) and 33 shares (21 from ads)
      - Plainfield Cruisers Hug + Mug received 2,599 views, 37 interactions and 1,567 reach
      - Bowling traced to Egypt/ADP received 2,499 views, 29 interactions, reach 1,404
      - Beat the winter blues Mobile Gaming received 2,252 views, 8 reactions, reach of 1,316

- Facebook Live/Reels stats:
  - Neighborhoodly visit Romeoville PD: 1,802 views, 29 interactions and 1,013 reach
  - What's cooking/Bulldogs: 1,405 views, 33 interactions and 688 reach
  - Winterfest Rules: 896 views, 13 interactions and 341 reach
  - Wolves vs. Romeoville Staff: 816 views, 16 interactions and 324 reach
  - In the hole mini golf/ADP: 762 views, 22 interactions and 503 reach
  - Hoop action/NWCSRA: 648 views, 18 interactions and 286 reach
  - Black History Month DuSable: 409 views, 12 interactions, 267 reach



Staff Report

Programs and Services

- ❖ Inclusion
  - Bolingbrook
    - Programs: 5
    - Before & After School: 6
    - Aquatics: 5
  - Lockport
    - Before & After School: 4
  - Plainfield
    - Programs: 1
  - Romeoville
    - Programs: 5
    - Aquatics: 2
    - Preschool: 1
    - Before & After School: 2
- ❖ Programs
  - Winter-Spring programs have a run rate of 88%.

- The team met on January 14 to brainstorm and plan the summer offerings. Staff are looking forward to some new program offerings as well as continuing with the participant favorites.
- The NWCSRA Swim Team has been busy the last couple of months competing in the FVSRA, Libertyville, WDSRA meets with the Region E competition occurring on February 28<sup>th</sup>. All swimmers who win a gold medal will advance to Summer Games in June at Bloomington/Normal.
- We've seen a significant increase in enrollment for our Veteran Fitness Membership Program. Thank you to you and your teams for helping us spread the word and support our veterans!
- Athletes and staff have been invited to cheer on the Bolingbrook Police officers as they do their version of the Polar Plunge on the hill at Village Hall. The event will be March 21. They will hold an opening ceremony at 11:30 and the first plunge will take place at noon.
- 4 Sensory intakes were completed in February and several are in the process of scheduling intake dates. We are excited to be growing this area of programing.
- Participants loved this fall's Friday Foodies program. We expanded everyone's palate
- Wrapped up 2025 with several Holiday special events and winter break camp.
- Highlights for 2026:
  - Offering a second location for swim lessons at Romeoville Aquatic Center on Tuesday evenings
  - Addition of cultural arts programs for both youth & adults
- Winter season kicked off on January 12 with the Day Program returning and weekly programs starting up.

#### Staffing and Trainings

- The agency has attended recruiting events and have received over 40 applications for various jobs. Hiring for the summer is in full swing.
- Winter/Spring seasonal meeting was held on zoom on January 7, 2026. Presentations from 3 part time team members were part of the meeting. Topics that were addressed included: risk management, programming, and recognition.

#### Outreach events

- 2/20 Public Services Showcase, Moraine Valley Community College
- 2/21 Early Childhood Fair, Fountaindale Library
- 2/21 Family Symposium, Valley View School District
- 2/21 Black History Month Celebration, Lockport Township Park District
- 2/27 Strong Children Strong Communities Conference, Moraine Valley Community College

#### Unfinished Business

None

#### New Business

None

#### Announcements

Bolingbrook Park District – New commissioner, Geno Bagnuolo, May 7 IPRA park pursuit will be held in Bolingbrook  
 Lockport Park District – Various special events coming up through March, Bill Riordan's retirement date is March 31, 2026. Pete Hall will be new Executive Director and will join the NWCSRA board.  
 Romeoville- Wrapping up budget, Bluebell Fest, State of the Village April 28.

#### Closed Session

Motion to go into closed session pursuant to 5ILCS 120/2 (c)(1) – Personnel at 1:37 pm by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:

Ayes: Kelly Rajzer, Bill Riordan, Mike Selep

Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

Motion to come put of closed session at 1:48 pm by Board Secretary Mike Selep, seconded by Board Treasurer Bill Riordan.

Roll Call:  
Ayes: Kelly Rajzer, Bill Riordan, Mike Selep  
Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

Motion to resume the regular board meeting at 1:48 pm by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:  
Ayes: Kelly Rajzer, Bill Riordan, Mike Selep  
Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

Action

None

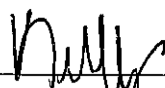
Adjournment

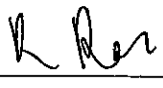
Motion to adjourn the meeting at 1:49 pm was made by Board Treasurer Bill Riordan, seconded by Board Secretary Mike Selep.

Roll Call:  
Ayes: Kelly Rajzer, Bill Riordan, Mike Selep  
Nays: None  
Absent: Carlo Capalbo  
Motion Carried.

Meeting adjourned: 1:49 pm

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

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

  
\_\_\_\_\_  
Date

3/25/24