

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
May 27, 2026
1:00 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:05 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)

Pete Hall, Executive Director, Lockport Township Park District (Treasurer)

Absent:

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

Also present were:

Gina Madden, Attorney

Jill Mukushina, Executive Director, NWCSRA

Carrie Gascoigne, Superintendent, NWCSRA

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 March 25, 2026 Board Meeting Minutes

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

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

Action Items

A. Approval of March 2026 Treasurer's Report.

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

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

B. Approval of Pay for Action for March 2026.

Motion to approve action item B by Board Vice President Carlo Capalbo, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

C. Approval of Recommended/Final Bills for Action, March 2026.

Motion to approve action item C by Board Treasurer Pete Hall, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

D. Approval of April 2026 Treasurer's Report.

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

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

E. Approval of Pay for Action for April 2026.

Motion to approve action item B by Board Treasurer Pete Hall, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

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

Motion to approve action item C by Board Vice President Carlo Capalbo, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

Community Comments

None

Attorney Report

None

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. Welcome to Pete Hall, Executive Director at Lockport Township Park District. Pete NWCSRA as the Board Treasurer.
2. As of the May 8 pay date, NWCSRA part time staff have worked 11,354 hours, earned 267 PLAWA hours, current total PLAWA hours to use at 1,815 hours.

3. The agency has been working diligently to hire summer seasonal, adult day program and inclusion staff. With seasonal staff, we have 160 staff on payroll.
4. Paycom has features that can improve the efficiency and tracking for performance and compensation, learning management, certification management, and survey capabilities, as well as texting staff regarding schedules or programs. Cost would be \$5.67 per pay check. If the agency has 120 staff on payroll and cut 70 checks, we pay \$396.90. Please see info provided for numbers.

B. Recreation

1. Inclusion service hours through the March 13 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 5/22/2026.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$4,807	\$17,028	\$12,221	28%
510500 Romeoville Inclusion Wages	\$4,612	\$11,185	\$6,573	41%
510550 Bolingbrook Inclusion Wages	\$11,078	\$18,738	\$7,660	59%
510650 Plainfield Inclusion Wages	\$604	\$27,943	\$27,339	2%

2. The agency will celebrate its 50th Anniversary park day on Sunday, August 2, in conjunction with cohosting the Junior National Softball Tournament at the Adapted Field.
3. The Celebration of Special Recreation will take place at Annerino Community Center on Saturday, October 10.

C. Agency, Technology & Finance

1. The agency looks forward to celebrating the 50th Anniversary at the Recognition Dinner on December 9.
2. The new copier should arrive in the beginning of June. Staff look forward to the efficiency of a new machine.
3. Reminder, the October board meeting date will be moved from Wednesday, October 28 to Thursday, October 29, 2026 at 1:00 pm.
4. The audit has been going smoothly and a presentation to the board is expected at the June or July meeting.
5. Year to date revenue is \$393, 803. Programs bringing in the most revenue are the day program, day camp and general programs.

6. Marketing

Summer apparel for staff and summer camp has been ordered. Celebration of Special Recreation has been confirmed for Saturday, October 10. Our 50th Anniversary Recognition Dinner Dance is scheduled for Wednesday, December 9. Our community 50th Anniversary celebration is tentatively scheduled for the weekend of August 1.

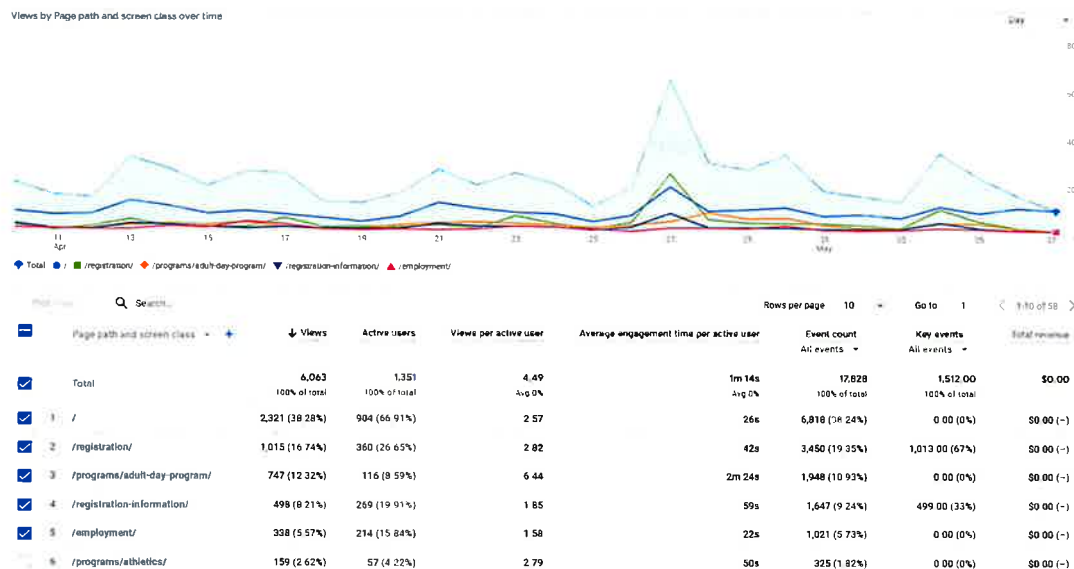
Google Analytics: nwcsra.org

April 10 -May 7, 2026

Views: 6,058

Active users: 1,349 with new users

- 1,400 with 1,100 new users
- Average engagement time: 1 minute 14 seconds
- Event count: 17,815
 - Top five webpages accessed:
 1. Northern Will County homepage: 2,300
 2. Registration: 1,000
 3. Adult Day Program: 747
 4. Registration information: 498
 5. Employment: 338
 - Top sources of users
 1. Organic search: 1,616
 2. Direct (not through search engine) 934
 3. Organic social: 141
 4. Referral: 68
 5. Unassigned: 13
 6. Paid social: 1



Social Media

Follow us on Instagram NWCsra: [instagram.com/nwcsra](https://www.instagram.com/nwcsra)

Facebook/Instagram Analytics

- We had a banner month and increased our stats significantly from April 9-May 7 compared to the previous 28-day performance:
 - Views **increased 26% to 42,000** views and 3,949 viewers
 - Video and reel 3-second views **increased by 181%** with 4,500 views
 - Content interactions **increased 47% to 929**
 - Facebook follows **increased 49%** with 33 new follows

- Facebook visits **increased 24%** to 4,300
- Interactions **increased by 47%** to 929
- The most successful Facebook post (by views)
 - [Meaningful part-time job opportunities](#) received 7,547 views, 74 interactions, 3,630 reach, 18 link clicks and 4 shares
 - [Adult Day Program live video cooking chicken parmesan](#) received 3,391 views, 39 interactions and 1,880 reach and 3 shares
 - [ADP swinging at park live video](#) received 1,630 views, 21 interactions and 778 reach
 - [Summer brochure](#) received 1,600 views, 20 reactions, reach 763, 24 link clicks and 4 shares
 - [Secret's out-our staff love playground](#) received 1,557 views, 29 reactions and 929 reach
- Facebook Live/Reels stats:
 - ADP chicken parmesan (above)
 - ADP swinging at park (above)
 - Bulldogs bowling: 1,554 views, 22 interactions and 1,154 reach
 - Wolves Unified Cornhole: 1,446 views, 34 interactions and 1,068 reach
 - Bolingbrook Touch a Truck: 1,152 views, 12 interactions and 634 reach
 - May the Fourth Be With You: 881 views, 14 interactions, 359



Staff Report

Programs and Services

❖ Programs

- As of May 8, 80% of winter-spring programs have run.
 - Family: 66%
 - Across the Ages: 91%
 - Youth/Teen: 60%
 - Adult: 73%
 - Special Events/Dances: 100%
 - Athletics: 100%
- Staff are looking forward to using the adapted field, starting this summer with day camp, and adult day program.
- Program highlights for the upcoming summer season:
 - Family 50th Anniversary Trivia Night
 - Little Seedlings youth program
 - Bucket List Buddies
 - Friday Foodies – Dessert Edition
 - Day Trip to Camp Duncan
 - Bags & BBQ
 - Singo & Pizza
- NWCSRA is hosting two dances this summer, the Hawaiian Luau on July 10 at Romeoville Rec Center, and the Country Western on August 7 at BRAC in Bolingbrook.
- Twelve Unified Bags teams from NWCSRA competed in the Unified Cornhole Competition held at the Joliet Park District on April 11th. Four of these teams received the gold medal and will be heading to Summer Games on June 12th.
- The Wolves Track & Field Team competed in the Region E Competition on April 25th and 26th in Joliet. Twelve athletes competed in several events for the opportunity to advance to the Summer Games being held in Bloomington/Normal on June 12th-14th. Nine athletes received a gold medal and will be advancing. Good luck to our athletes!
- Adult Day Program hosted the Fishing and Nature Exploration Day. There was so much interest from other SRAs in participating that a second day was added to accommodate everyone. The event took place on May 12 and May 20 at Whalon Lakes.

Staffing and Trainings

- Two full time team members and one part time team member attended two days of Sensory Oasis training that focused on equipment usage and philosophy of the Sensory Rooms.
- The agency has been working with an organization to provide a consistent stream of volunteers beginning in the summer season.
 - The follow trainings have occurred last month. Policies & Procedures, NWC 101, ADP Training, two Sensory Oasis Trainings and CPI Training.
- Last month, one Program Team Member and one Sensory Team Member were onboarded.

Outreach events

- 5/31/2026 Taste of Bolingbrook
- 6/2/2026 Romeoville Crossing Park Ribbon Cutting
- 6/4/2026 Lockport Park District Touch a Truck
- 6/5/2026 Romeoville June Jamboree
- 6/6/2026 Plainfield Party at PARC
- 6/19/2026 Lockport Juneteenth
- 6/28/2026 Bolingbrook Village Picnic

Unfinished Business

None

New Business

Discussion about using additional Paycom tools to increase efficiency and communication.

Announcements

Each District shared a few programs and events coming up as well as projects they are working on currently.

Closed Session

Motion to go into closed session pursuant to 5ILCS 120/2 (c)(11) Potential Litigation at 1:21 pm by Board Vice President Carlo Capalbo, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

Motion to come put of closed session at 1:31 pm by Board Vice President Carlo Capalbo, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

Motion to resume the regular board meeting at 1:32 pm by Board Treasurer Pete Hall, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

Absent: Mike Selep

Motion Carried.

Action

None

Adjournment

Motion to adjourn the meeting at 1:32 pm was made by Board Treasurer Pete Hall, seconded by Board Vice President Carlo Capalbo.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Carlo Capalbo

Nays: None

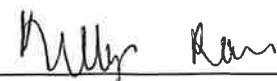
Absent: Mike Selep

Motion Carried.

Meeting adjourned: 1:32 pm

Minutes approved by Northern Will County Special Recreation Association

Board of Directors.



Board President



Date

