

Northern Will County Special Recreation Association
Board of Directors Meeting Minutes
June 24, 2026
1:00 p.m.

Call to order

Kelly Rajzer called the meeting to order at 1:03 p.m.

Roll Call

Board Members present:

Kelly Rajzer, Director, Village of Romeoville (Board President)

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

Kai Wahlgren, Alternate, Bolingbrook Park District

Absent:

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

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

Also present were:

Gina Madden, Attorney

Jill Mukushina, Executive Director, NWCSRA

Carrie Gascoigne, Superintendent, NWCSRA

Ben Ragle, Alternate, Lockport Township Park District

Additions or Revisions

There will not be closed session.

Motion to approve removing closed session by Board Treasurer Pete Hall, seconded by Board Alternate Kai Wahlgren.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Kai Wahlgren

Nays: None

Absent: Carlo Capalbo

Motion Carried.

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 May 27, 2026 Board Meeting Minutes

Motion to approve consent agenda item A with correction by Board Alternate Kai Wahlgren, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Kai Wahlgren

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Action Items

A. Approval of May 2026 Treasurer's Report.

Motion to approve action item A by Board Treasurer Pete Hall, seconded by Board Alternate Kai Wahlgren.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Kai Wahlgren

Nays: None

Absent: Carlo Capalbo

Motion Carried.

B. Approval of Pay for Action for May 2026.

Motion to approve action item B by Board Alternate Kai Wahlgren, seconded by Board Treasurer Pete Hall.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Kai Wahlgren

Nays: None

Absent: Carlo Capalbo

Motion Carried.

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

Motion to approve action item C by Board Treasurer Pete Hall, seconded by Board Alternate Kai Wahlgren.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Kai Wahlgren

Nays: None

Absent: Carlo Capalbo

Motion Carried.

Community Comments

None

Attorney Report

No Report

Correspondence

None

Executive Director's Report

A. HR/Personnel

1. As of the June 19 pay date, NWCSRA part time staff have worked 20,183 hours, earned 438 PLAWA hours, current total PLAWA hours to use at 1,815 hours.
2. The agency will be limiting the hands on, hold portion of CPI to certain programs. This decision was made based on frequency of use, number of staff required to go hands on with a participant safely for all parties involved and history of reason why staff went hands on. By removing the training to all staff, there is no question that staff are not to use hands on restraints.
3. The agency is moving forward with our next phase of Paycom. We will begin by setting up the training /learning component. This allows the agency to assign, track and follow up with staff electronically, reducing paper and putting everything in an easy access place for both employer and employee. The agency will continue to implement the new features, such as performance and compensation, certification management and survey, throughout 2026.

B. Recreation

1. Inclusion service hours through the June 19 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 6/19/2026.

Agency	Actual	Budget	Remaining	% Utilized
510400 Lockport Inclusion Wages	\$7,993	\$17,028	\$9,035	47%
510500 Romeoville Inclusion Wages	\$9,393	\$11,185	\$1,792	83%
510550 Bolingbrook Inclusion Wages	\$20,433	\$18,738	-\$1,695	109%
510650 Plainfield Inclusion Wages	\$9,629	\$27,943	\$18,314	34%

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. The celebration will run from 11:00 am to 1:00 pm with activities like a DJ, food, face painting, balloon animals, an inflatable baseball skills game, giveaways and watching wheelchair softball. We look forward to a nice day at the ball park.
3. The summer season is off to a great start. With the addition of day camp and increased inclusion requests, staff are busy making sure participants and staff are supported in order to enjoy positive recreation experiences this summer.

C. Agency, Technology & Finance

1. The agency will be replacing the AED with a new model, as well as updating the procedure for when an AED is used. An AED trainer to match the new AED was also purchased train staff on what we have onsite.
2. Staff used to newest version of the Medic First Aid CPR/First Aid training this June. The training was updated this Spring, with the materials slowing coming afterward.
3. The safety committee has implemented a caught in the act safety incentive program. When full time staff are visiting programs or observing staff while working and notice them practicing safety as taught by the agency, the staff will be rewarded with a random \$5 gift card.
4. The auditors anticipate delivering the audit to the board at the July board meeting.
5. Year to date total revenue is \$1,103,769. Programs brought in \$455,073. Donations to date are \$8,604.
6. Marketing
 - Our website experienced several challenges including errors and slow loading in early June. We upgraded our account with GoDaddy to fix the problems.
 - Our community 50th Anniversary community celebration is scheduled for Sunday, August 2 from 11 a.m. to 1 p.m. with a DJ, facepainting, games and hot dogs.
 - New shirts for the Adult Day Program were ordered.
 - The fall program brochure is being printed.

Google Analytics: nwcsra.org

May 18 -June 14, 2026

Views: 6,058

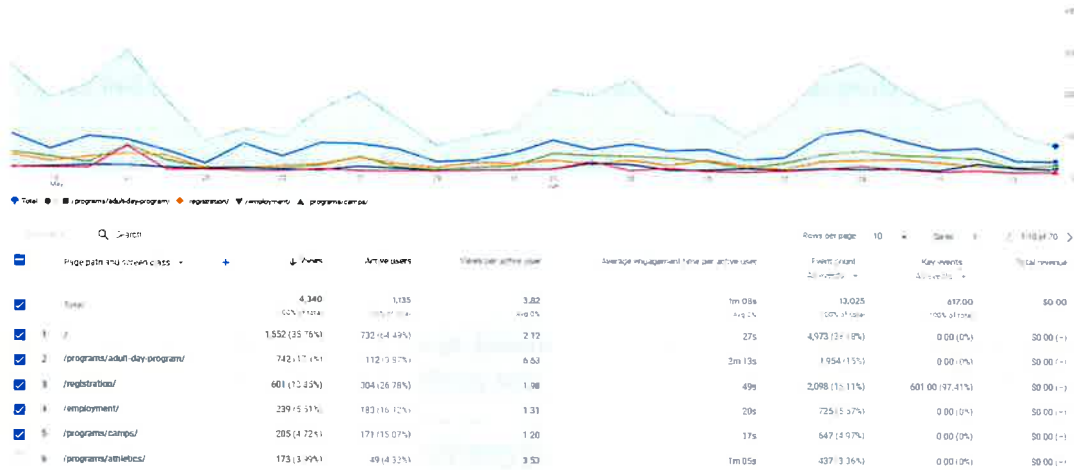
Active users: 1,349 with new users

- 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



Social Media

We reached 1,625 Facebook followers in June vs. 1,300 followers in 2025, 19% higher. Follow us on Facebook:

<https://www.facebook.com/NWCSRA> and Instagram NWCsra: [instagram.com/nwcsra](https://www.instagram.com/nwcsra)

Facebook/Instagram Analytics

- We managed to increase some stats from May 18-June 15 compared to the previous very successful 28-day performance:
 - Views increased 9.4% to 39,700 views and 6,714 viewers
 - Video and reel 3-second views increased by 6.5%
 - Content interactions decreased 15% to 761
 - Facebook follows increased 47% with 42 new follows
 - Facebook visits decreased 7.6% to 4,000
- The most successful Facebook post (by views)
 - Hiring Now video received 3,303, 31 interactions, 878 reach, 43 link clicks and 4 shares
 - Friday Foodies at Black Sheep Polish American received 2,048 views, 19 interactions, 1,247 reach and 2 shares
 - Get to your safe space live video received 2,011 views, 20 interactions and 1,589 reach
 - Play at PARC event live video received 1,776 views, 6 reactions and reach 928
 - Carrying the Torch in Bolingbrook received 1,691 views, 35 reactions, 707 reach and 2 shares
 - Facebook Live/Reels stats:
 - Get to your safe space (above)
 - Play at Plainfield PARC (above)
 - Part-time staff learning lifts: 1,655 views, 1 interaction and 1,324 reach
 - ADP fishing & nature trip: 1,417 views, 12 interactions and 634 reach
 - We baked a cake: 1,306 views, 19 interaction and 534 reach

Northern Will County Special R...
 Published by Bridget Bittman
 June 1st at 4:37 PM
 Hiring now! We need caring people to work part-time for Northern Will County Special Recreation Association's Adult Day Program (ADP). Volume up to listen to our hardwo... See more



23 3 4

Northern Will County Special R...
 Published by Bridget Bittman
 May 24 at 8:22 PM
 Friday Foodies ate at Black Sheep Polish American Craft Kitchen in Crest Hill. The food was wonderful and the owners were so generous they gave us a donation!



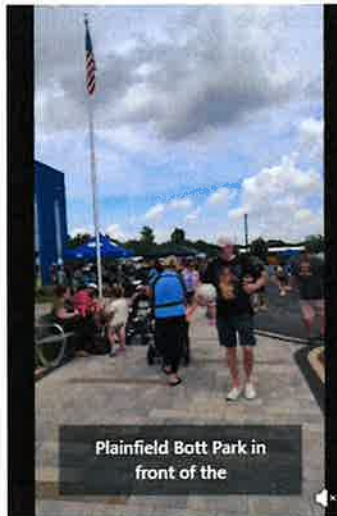
19 2

Northern Will County Special R...
 Published by Bridget Bittman
 May 27 at 7:02 PM
 Our part-time staff are learning lifts and transfers at tonight's **Bolingbrook Park District's** Annerino Center. Two other groups are in the parking lot with bus... See more



17

Northern Will County Special R...
 Published by Bridget Bittman
 June 6 at 12:10 PM
 Play at **PLAINFIELD PARK DISTRICT** welcome summer event until 2 pm at Bott Park on Renwick!



6 1

Northern Will County Special R...
 Published by Bridget Bittman
 June 6 at 3:46 PM
 Get to your safe space. We are sheltering in place at our Romeoville office. Keep monitoring the weather for the latest.



20 1

Staff Report

Programs and Services

❖ Inclusion

Bolingbrook

- Programs: 1
- Camp: 38
- Aquatics: 9

Lockport

- Program: 1
- Camp: 15
- Aquatics: 1

Plainfield

- Programs: 9
- Camp: 43

Romeoville

- Programs: 9
- Camp: 15
- Aquatics: 6

❖ Programs

- Summer program season kicked off June 12

Staff are actively recruiting and promoting programs that start a little bit later in the season.

As of June 10, 2026

- Adults: 16 out of 21 programs have enough registrations to run
- Youth/Teen: 2 out of 14 programs have enough registrations to run
- Across the Ages: 4 out of 4 programs have enough registrations to run
- Family events: 1 out of 3 programs have enough registrations to run
- NWCSRA is hosting two dances this summer
 - Hawaiian Luau on July 10 at Romeoville Rec Center
 - Country Western on August 7 at BRAC in Bolingbrook
- Staff & Participants participated in the Torch Run for Region E hosted by Bolingbrook Park District
- Staff would like to invite Ryan Nash to the July board meeting to be recognized for his accomplishments at Special Olympics USA Games held in Minnesota June 20-26, 2026. Ryan was selected to be a part of the swimming team.
- Adult Day Program is in the process of filling all program sites. A new staff member will be starting at the end of the month. We are excited to have her as part of the team. Five of the groups will be attending the Kane County Cougars game at the end of the month. Two of our groups went to support Special Olympics at Cop on the Rooftop in May. The Bolingbrook group participated in Torch Run driving behind the runners.

Outreach events

- 6/4/2026 Lockport Park District Touch a Truck
- 6/6/2026 Plainfield Party at PARC
- 6/19/2026 Lockport Juneteenth
- 6/28/2026 Bolingbrook Village Picnic

Unfinished Business

None

New Business

None

Announcements

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

Romeoville is hiring an office supervisor and a program supervisor, pool closed August 7-17, moving to Smart Rec for registration.

Lockport on 7/3/26 4th celebration with fireworks at Dellwood 6-8 pm, playground renovation bids, Challenge Fitness work

Bolingbrook had Beep baseball tournament, indoor pool closed first two weeks of August, Fall Fest 9/19/26

Closed Session

Motion to cancel closed session in Additions or Revisions.

Action

None

Adjournment

Motion to adjourn the meeting at 1:23 pm was made by Board Treasurer Pete Hall, seconded by Board Alternate Kai Walhgren.

Roll Call:

Ayes: Kelly Rajzer, Pete Hall, Kai Wahlgren

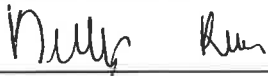
Nays: None

Absent: Carlo Capalbo

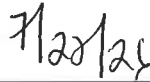
Motion Carried.

Meeting adjourned: 1:23 pm

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



Board President



Date

