

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake
August 21, 2019**

Meeting Minutes

1.00 Call to Order: The meeting was called to order at 1:30PM by Dan Jones

Roll Call: Teresa Jennings (Barrington), Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Laura Schraw (Hampshire), Ryan Knop (Harvard), Thom Palmer (Huntley), Megan Svadlen (Lake In The Hills), Joseph Vallez (Marengo), Dave Zinnen (Woodstock)

Staff Present: Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Ciara Kriegler, Intern; Gergana Minchev, Senior Manager of Finance & Administration as Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

Superintendent Jenkins introduced Ciara Kriegler, NISRA's new Regional Coordinator. Kriegler replaced Jamie Elam, and she will be overseeing the Eastern Region. Kriegler shared her enthusiasm joining NISRA, and spoke briefly about her educational background and previous work experience. The board members welcomed her warmly.

Next, Director Wiseman introduced Matt Beran from the Lauterbach and Amen, LLP. Beran will be presenting to the board the NISRA Financial Audit for fiscal year 18/19. To accommodate the presentation, item 7.10 from the Meeting Agenda was moved up to be discussed next.

7.10 NISRA Independent Audit Ending April 30, 2019

Matt Beran thanked NISRA for welcoming the auditors and providing excellent assistance in completing the Audit process.

As this being the first year for Lauterbach and Amen, LLP to conduct the NISRA audit, he went over the process of ...

Abdullah Khan summarized the latest audit. He pointed out that one of the auditors focus is reviewing the established control procedures at the organization. No deficiencies were found when conducting the Audit, and overall the NISRA Audit is a good Audit. Khan referred to the disclosed on the Management Letter statement about limited control over preparation of the financial statements, and made the suggestion that management look for ways the financial statements be prepared internally and reviewed by the Auditors. Next, Khan presented each final for the fiscal year financial statement. He concluded that NISRA is in good financial health with well-established financial practices. At the end of his presentation, he addresses questions from the board members. Abdullah Khan left the meeting at 1:43PM.

A motion to accept the audit ending April 30, 2018 as presented

3.00 Superintendent's Report:

Superintendent Jenkins reported the Camping Trip to Louisville was a success. Jenkins inform the board members the new NISRA website is close to completion. The website is scheduled to launch in early September, and staff involved with the future maintaining the website completed World Press trainings. She also informed of another upcoming Inclusion Training for member district staff. Jenkins reminded the board members participation and inclusion numbers were included in the last board report.

4.00 Director's Report:

In addition to his board report, Director Wiseman informed the board members the newly purchased 14-passenger Wheelchair Accessible activity bus is delivered, and currently being prepared for the upcoming

Summer season. Wiseman gave updates on upcoming meetings and work initiatives for FY 19/20 he is currently working on. Lastly, Wiseman asked if any of the board members would be interested to join the NISRA foursome for the upcoming Barrington Area United Way annual golf outing scheduled for June 21, 2019. He specified the Barrington Area United way is a long-time supporter of the NISRA Summer Day Camp Scholarship program.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the May 15, 2019 Meeting Minutes, May 31, 2019, June 30, 2019 & July 31, 2019 Financial Reports, Warrants #2, #3 and #4 FY 19/20.

Motion by: Palmer 2nd by: Zinnen

Roll Call: Jennings, Jones, Herbster, Peterson, Schraw, Knop, Palmer, Svadlen, Vallez, Zinnen

Ayes: 10

Nays: 0

Motion carried.

6.00 Old Business

6.10 Distribution of FY 19/20 Committee Work Plans & Assignments:

Director Wiseman asked if there are any suggestions for changes to the included with the board packet Committee Work Plans and Assignments. There were no suggestions.

6.20 FY 2018/19 Strategic Plan Goal Completion Report:

Director Wiseman gave a progress status report on FY 2018/19 Strategic Plan. He expressed his satisfaction on the staff enthusiasm toward completing the goals.

6.30 Parking LOT Renovation Update:

Director Wiseman shared details from the pre-construction meeting held at the NISRA office on Monday, August 19. It was confirmed the project to begin, weather permitting, on Tuesday, September 3, 2019. To meet the needs of the NISRA customers during the construction, a remote office was set up. Wiseman thanked the Crystal Lake Park District for securing the space for it.

7.00 New Business

7.20 SRA Levy Expense Form from Cary Park District:

Director Wiseman referred to the included in the Board Packet Levy Expense form submitted by the Cary Park District.

A motion to approve the SRA Levy Expense form submitted by the Cary Park district for FY 2019/20.

Motion by: Palmer 2nd by: Peterson

Ayes: 9

Nays: 0

Abstained: 1

Motion carried

7.30 Executive Director Job Description Revisions:

Director Wiseman justified the need of the proposed revisions to the Executive Director Job Description to meet the criteria for applying for the IAPD Distinguished Accreditation. Laura Schraw suggested the updated job Description to be send to PDRMA for review.

A motion to approve the revisions to the Executive Director Job Description as presented.

Motion by: Peterson 2nd by: Herbster

Ayes: 10

Nays: 0

Motion carried

7.40 Proposed Revisions to the NISRA Policy Manual:

In order to meet the standards for IAPD Distinguished Accreditation, NISRA must revise and reformat the current agency policies, Director Wiseman stated. Since the changes require a board approval, presented in the board packet is the first set of the revisions. Prior to this meeting, the Personnel and Policy Committee reviewed the revisions.

Dan Jones suggested approving new policies separately from revisions to current policies.

A motion to approve adding a new Policy 3.06 to the NISRA Policy Manual

Motion by: Knop 2nd by: Peterson

Ayes: 10

Nays: 0

Motion carried

A motion to approve revisions to the NISRA Policies 1.01, 1.02, 1.03, 2.01, 2.02, 2.03, 2.04, 2.05, 2.06, 2.07, 2.08, 2.09, 3.01, 3.02, 3.03, 3.04, and 3.05 as presented.

Motion by: Peterson 2nd by: Herbster

Ayes: 10

Nays: 0

Motion carried

7.50 Fiscal Year 2020/21 Member Dues Discussion:

8.00 NISRA Foundation Report

Director Wiseman shared with the board members that the newly adopted by the NISRA Foundation Board of Directors Reserve Fund Policy calls for 30% fund reserve. The percentage is lower than the previous practice to keep approximately 50% in reserve, and it was a recommendation by the auditors during the recently completed Annual Audit. This action frees additional funding for NISRA, and the NISRA Foundation Board of Directors already approved an additional \$12,000 for offsetting the cost of marking the parking lot. In addition, the Foundation board is in favor to approve the purchase of a bus with funds fully provided by the NISRA Foundation.

Next, Wiseman gave a brief update on the Rockin' the Hill fundraising event and shared the NISRA Foundation expects to receive approximately \$18,000 from it. He also spoke about the upcoming Women's Golf Outing taking place on September 10, 2019. The preparation for the Holiday Fashion Show had begun. The event is back at the Holliday Inn at Crystal Lake. Wiseman asked if any of the members district are interested in contributing an auction item.

9.00 Comments from the Directors:

Thom Palmer sought information about the credibility of a received periodical based in CA.

10.00 Executive Session:

A motion to enter Executive Session at 2:37PM for the Purpose Personnel: Executive Director FY 2019/20 Work Initiatives and for Litigation

Motion by: 2nd by:

11.00 *Action Regarding Executive Session Items:*

12.00 *Adjournment:*

A motion to adjourn the meeting atPM.

Motion by: 2nd by:

Ayes: 10

Nays: 0

Motion carried.

Minutes respectfully submitted by: _____
Jim Wiseman

Minutes recorded by Gergana Minchev.