

**NISRA BOARD OF DIRECTOR'S  
MEETING  
NISRA Office, Crystal Lake  
July 18, 2018**

**MEETING MINUTES**

- 1.00 Call to Order:** The meeting was called to order at 1:30PM by Dan Jones
- Roll Call:** Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Randy Reopelle (Elgin), Laura Schraw (Hampshire), Ryan Knop (Harvard), Thom Palmer (Huntley), Megan Croy (Lake In The Hills),
- After Roll Call:** Dave Zinnen (Woodstock) at 1:34PM
- Staff Present:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Ashley Starr, Intern; Gergana Minchev, Senior Manager of Finance & Administration as Recording Secretary

***2.00 Recognition of Visitors & Matters from the Public:***

Director Wiseman introduced and welcomed to the NISRA Board Megan Croy. She will be replacing Laura Barron and representing the Lake in the Hills.

Heidi Jenkins introduced Ashley Starr, Illinois State University graduate with a degree in Therapeutic Recreation. Ashley is completing her internship at NISRA.

Randy Reopelle introduced Maria Cumpata and announced this will be his last Board of Directors meeting, as he will be retiring by the end of the month. Maria Cumpata will be the new Parks and Recreation Director for the City of Elgin and will be representing the City of Elgin on the Board.

***3.00 Superintendent's Report:***

Superintendent Jenkins reported the Summer Day Camp registration numbers have gone up compared to last year's. The Manger of Inclusion, Kelly Kronwall has been training park district staff on Handle with Care behavior management. A resignation was received from the Manager of Summer Day Camp, Nicole Mueller who will be relocating with her family. She will be concluding the Summer Day Camp prior to her departure.

***4.00 Director's Report:***

Director Wiseman reported that NISRA's web site has been updated with a link for consumers' feedback. He will be presenting to the Wauconda Township Board of Trustees in support of the agency's \$2,500 grant request for Summer Day Camp and Program Scholarship support. He also will be attending the long time NISRA's Special Olympics program supporters, Knights of Columbus Council 776 check presentation night. Lastly, Director Wiseman informed the board members that NISRA once again will be applying for support for Summer Day Camp, the SASS youth –at-risk program, and the monthly outing with the McHenry County Adult Program (McCap) from the McHenry County Mental Health Board. New this year is a funding request for NISRA to manage local Respite funding for McHenry County families of children with a disability, which could potentially bring additional revenue stream for the agency.

***5.00 Presentation & Acceptance of Consent Agenda Items:***

*A motion to approve the May 16, 2018 Meeting Minutes, May 31, 2018 & June 30, 2018 Financial Reports, Warrants #2 & Warrant #3, FY 18/19*

*Motion by: Knop                      2nd by: Reopelle*

*Roll Call: Jones, Herbster, Peterson, Reopelle, Schraw, Knop, Palmer, Croy, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

## **6.00 Old Business**

### **6.10 Distribution of FY 2018/19 Committee Work Plans & Assignments:**

Director Wiseman referred to the revised copy of the Board of Directors Committee Work Plans & Assignments distributed with the board packet. Any further concerns about the assignments can be addressed to the Executive Director.

### **6.20 NISRA Parking Lot Project:**

Director Wiseman distributed the final plan from Caldwell Engineering for the parking lot, and specified NISRA is planning to go to bid next week. He expressed concern the bids won't be in in time for the next board meeting in August. He also asked for any further input or suggestions.

Dan Jones expressed concern that there might not be good, or enough bids received due to most contractors being busy at this time of the year. Other board members also expressed concern of the timing of the bid. After discussion, the overall suggestion was to wait until after the Holidays to go to bid to avoid possible rejection of unacceptable bids.

Jason Herbster suggested to potentially teaming up with either the Crystal Lake Park District or the City of Crystal Lake for obtaining potentially better bid price.

## **7.00 New Business**

### **7.10 Election of Board President for the remainder of FY 2018/19:**

Due to Laura Baron's retirement, an election of a new Board President needs to take place for the remainder of the fiscal year. Randy Reopelle nominated Thom Palmer and Thom Palmer accepted the nomination.

*A motion to elect the listed Board Officers for a second year term.*

*Motion by: Reopelle                      2nd by: Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

### **7.20 Proposal to Adopt Prevailing Wage Ordinance #1-7-18-2018:**

Director Wiseman referred to the enclosed with the board packet Ordinance document, and specified the document has been reviewed by the agency's Attorney, John Cowlin,

*A motion to approve the Prevailing Wage Ordinance #1-7-18-2018 Adopting Prevailing Wage Rates to be paid to Laborers, Mechanics and Other Workers Performing Construction of Public Works for the NISRA, McHenry County, Illinois as presented.*

*Motion by: Jones                      2nd by: Knop*

*Ayes: 9*

*Nays: 0*

*Motion carried*

### **7.30 Fiscal Year 2019/20 Member Dues Discussion:**

Director Wiseman informed the board members that four members have their 2017 EAV exceeding the 2011 level, which was the year used when the member district dues were frozen. There is only one member, Lake in the Hills, which EAV's are still unknown due to the Lake in the Hills having to calculate and back out portions of bordering cities. He asked the board members when the member dues would unfreeze which is not specified in the Bylaws. He described the negative effect on NISRA should a potential unfreeze happens at this point. After discussion, it was requested that multiple scenarios with the effect on NISRA get prepared for review for the Finance Committee meeting on September 19, 2018.

***7.40 SRA Levy Expense Forms from Cary Park district and Huntley Park District:***

Director Wiseman referred to the enclosed with the board packet Levy Expense forms.

*A motion to approve the FY 2018/19 SRA Levy Expense Form submitted by the Cary Park District and the FY 2017 SRA Levy Expense Form submitted by the Huntley Park District.*

*Motion by: Zinnen                      2nd by: Schraw*

*Ayes: 9*

*Nays: 0*

*Motion carried*

***7.50 Proposed Revisions to the NISRA Policy Manual:***

Director Wiseman specified this is the third and final round of proposed changes to the NISRA Policy Manual. The changes are again a part of the continuing process for NISRA to prepare for application to become an IAPD Distinguished Accredited Agency. Director Wiseman addressed Dan Jones' question and explained that many of the proposed deletion of the Policy Manual are for items no longer applicable, procedures in duplications, and in many cases procedures already included in existing Procedural Manuals.

*A motion to approve the removal of policies 6.29, 6.30, 6.34 & 6.35 from the policy manual as presented.*

*Motion by: Reopelle                      2nd by: Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

***8.00 NISRA Foundation Report***

Director Wiseman reported on the success of the Spring Golf Outing. There were 94 registered golfers, and the expected new profit to the NISRA Foundation is over \$8,000. He also reported on an unsolicited donation from a company in the form of listing NISRA Foundation as an employee sponsored donation from a Sprint Car Race Program. This donation was strictly driven by the good impression the company sales engineer had of the NISRA's swim program, participants and staff.

***9.00 Comments from the Directors:***

No comments

***10.00 Executive Session:***

No need for Executive Session.

Director Wiseman work initiatives will be discussed in open session.

Director Wiseman passes around a list outlining his work initiatives for the FY 2018/19. There were no suggestions by the board members.

*A motion to accept Executive Director FY 2018/19 Work Initiatives.*

*Motion by: Zinnen                      2nd by: Jones*

*Ayes: 9*

*Nays: 0*

