

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake
October 17, 2018**

Meeting Minutes

1.00 Call to Order: The meeting was called to order at 1:30PM by Thom Palmer

Roll Call: Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Maria Cumpata (Elgin), Laura Schraw (Hampshire), Ryan Knop (Harvard), Thom Palmer (Huntley), Megan Croy (Lake In The Hills), Nancy Burton (Wauconda), Dave Zinnen (Woodstock)

During Roll Call: Dan Jones (Cary)

Staff Present: Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; David Butts, Human Resources Coordinator; Gergana Minchev, Senior Manager of Finance & Administration as Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

Gergana Minchev, Senior Manager of Finance and Administration introduced David Butts as NISRA's new Human Resources Coordinator. Butts briefly spoke about his experience and shared his enthusiasm for his role at NISRA.

Next, Minchev introduced Abdullah Khan from Knutte and Associates. Khan will be presenting to the board the NISRA Financial Audit for fiscal year 17/18.

7.30 NISRA Independent Audit Ending April 30, 2018

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

Motion by: Peterson 2nd by: Burton

Ayes: 10

Nays: 0

Motion carried

3.00 Superintendent's Report:

Superintendent Jenkins reported on staff changes in the Recreation Department. Chelsey Kaiser, Manager of Special Olympics and Adaptive Sports left the position to pursue different career path. Kara DiTusa was promoted to the position. Two vacant Regional Coordinator positions were also filled and the newly hired staff will be introduced at the next board meeting. Jenkins also reported on a very successful first season of the Brian's Garden. Produce was harvested, and the excess was donated to the Family Health Partnership Clinic in

Crystal Lake. Additionally, Jenkins informed the board members of the positive feedback marking one year of the Adult Day Services collaborative program. She announced that an Inclusion training will be conducted for member districts staff. The training will take place on November 8, 2018 and will be hosted by Kelly Kronwall, Manager of Inclusion and Heidi Jenkins.

4.00 Director's Report:

Director Wiseman reported of the hosted by NISRA and NISRA Foundation the third for this year "Life Planning for Your Child with Special Needs" workshop. Fifty-five parents registered for the event. NISRA Foundation Board member, Annette Hammortree of Hammortree Financial Services presented the workshop. Wiseman also informed the board members of his 15-minutes phone interview with Rebecca Ortiz from B96 radio station. The interview was in promotion of the upcoming 23rd Annual Holiday Fashion Show.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the August 15, 2018 Meeting Minutes, August 31, 2018 & September 30, 2018 Financial Reports, Warrants #5 & #6, FY 18/19

Motion by: Knop 2nd by: Cumpata

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Croy, Burton, Zinnen

Ayes: 10

Nays: 0

Motion carried.

6.00 Old Business

6.10 Snoezelen Sensory Room Update:

Director Wiseman gave an update on the Snoezelen Sensory Room. The funds, secured by the Sage Legacy Fund, were received and deposited. The project will take approximately 10 weeks to complete. After receiving quotes for electrical work, Ridgeview Electric will be installing outlets. Request for quotes for carpeting services will be send out as well.

7.00 New Business

7.10 Approval of FY 2019/20 Member District Dues:

Director Wiseman referred to the proposed member dues for FY 2019/2020, and the next fiscal year preliminary budget draft included with the board packet. The documents were presented to the Finance Committee at the Finance Committee meeting in September. Although there was no meeting quorum, the general consensus of the members in attendance was to recommend a dues freeze for the next fiscal year. It was also recommended, to start a discussion at the next Finance Committee meeting in January about a process of unfreezing the dues following the increase in EAV's for some member districts in recent years. It is planned the next Finance Committee meeting to be a meeting of the whole.

A motion to approve the Proposed FY 2019/20 Member District Dues as presented

Motion by: Zinnen 2nd by: Burton

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Croy, Burton, Zinnen

Ayes: 10

Nays: 0

Motion carried

7.20 Health Insurance Plan Selection for 2019:

Director Wiseman summarized the enclosed with the board packet Health Insurance plan costs document. He is looking to increase the vision coverage amount to \$400 per year and keep the same as the current year offerings

for plan selection. The employee contribution percentages being 8% for HMO and 15% for PPO plans would remain the same.

A motion to accept the 2019 Health Insurance Plan selection form and to adopt the schedule of employee's premium contribution rates as presented.

Motion by: Knop 2nd by: Herbster

Ayes: 10

Nays: 0

Motion carried

8.00 NISRA Foundation Report

Director Wiseman reported on the Women's Golf Outing. The event had 63 registered golfers and netted a little over \$3,400. Wiseman reminded all of the upcoming 23rd Annual Fashion Show which will take place on Saturday, November 17, 2018 at the Chicago Marriot Northwest in Hoffman Estates. He shared organizational details and asked if any of the member districts would be contributing towards a gift basket or facility use.

9.00 Comments from the Directors:

No comments

10.00 Executive Session:

No need for Executive Session.

11.00 Action Regarding Executive Session Items:

N/A

12.00 Adjournment:

A motion to adjourn the meeting at 2:10 PM.

Motion by: Zinnen 2nd by: Schraw

Ayes: 10

Nays: 0

Motion carried.

Minutes respectfully submitted by: _____
Jim Wiseman

Minutes recorded by Gergana Minchev.