

**NISRA BOARD OF DIRECTOR'S  
MEETING  
NISRA Office, Crystal Lake  
January 16, 2019**

**Meeting Minutes**

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

**Roll Call:** Teresa Jennings (Barrington), 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), Bill Hobson (McHenry), Nancy Burton (Wauconda)

**After Roll Call:** Dan Jones (Cary) at 1:33PM

**Staff Present:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Steven Heiss, Intern; Hannah Balder, Intern; Gergana Minchev, Senior Manager of Finance & Administration as Recording Secretary

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

Heidi Jenkins introduced two new Interns who will be with NISRA until April 19, 2019: Steven Heiss from Aurora University, and Hannah Balder from University of Iowa. Both Interns shared enthusiasm joining NISRA and their path leading them to the field of Therapeutic Recreation. The board members greeted them.

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

Superintendent Jenkins reported staff had been busy finishing fall programs and going into the winter season. There were two almost sold out performances of the "Beauty and the Beast Jr." production last month, and NISRA received a lot of recognition from the community. Starting December 1, 2018 NISRA officially took over facilitating activity based Respite Funding from the McHenry County Mental Health Board. The agency will be receiving up to \$50,000 to reimburse families for respite services. Staff had been working diligently and managing a lot of paperwork involved in coordinating the funds. By managing the Respite Funding, it is NISRA's hope to attract new families for program participation. Additionally, in her report, Jenkins informed the board member of the completion of the Snoezelen Room. She invited them to visit the room after the board meeting and experience what it has to offer. Staff are yet to be trained on utilizing the equipment in the room. Lastly, Jenkins passed around Vehicle Use Agreements for 2019 to be signed by the member district's representatives.

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

In addition to the included with the board packet report, Director Wiseman gave an update on the Roof Shingles project, which is estimated to be about \$40,000. A bid notice is posted and so far there has been interest from two contractors. Next, Wiseman informed the board members of his attendance at the upcoming IPRA conference where he will have the chance to meet with a State Representative.

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

*A motion to approve the November 28, 2018 Meeting Minutes, November 30, 2018 & December 31, 2018 Financial Reports, Warrant #8 & Warrant #9 FY 18/19*

*Motion by: Burton*

*2nd by: Knop*

*Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Croy, Hobson, Burton*

*Ayes: 11*

*Nays: 0*

*Motion carried.*

## **6.00 Old Business**

### **6.10 Snoezelen Sensory Room Update:**

Director Wiseman added that the Sage Legacy Fund helped in and fully covered the cost of the installation of the Sensory Room. Besides the therapeutic aspect of utilizing the room, he hopes for an additional revenue stream by renting the space.

### **6.20 Parking Lot Renovation Project Update**

The Parking Lot project is on hold while waiting to receive a building permit for the updated parking renovation plan. Once received, NISRA will be placing a public notice for bids. It is planned to present a recommendation for selection of a contractor at the April 17, 2019 Board Meeting.

## **7.00 New Business**

### **7.10 708 Board Funding Agreement for FY2019:**

Director Wiseman referred to the enclosed with the Board Packet annual Funding Agreement for three NISRA recreation programs and the new Respite program which have been approved for funding by the McHenry County Mental Health Board (708 Board). This is the first year for NISRA to manage the Respite Funding distributions. In the past, the Pioneer Center for Human Services was managing the program.

*A motion to authorize the signing of the FY2019 708 Board Funding Agreement.*

*Motion by: Hobson*

*2nd by: Jennings*

*Ayes: 11*

*Nays: 0*

*Motion carried*

### **7.20 Vehicle Purchase Bids:**

Director Wiseman explained the agency need for action now in order for the new bus to be available and ready for use for the upcoming Summer Day Camp season. After reviewing received bids, staff is recommending the purchase of a wheelchair accessible paratransit vehicle that more closely matched the set criteria.

*A motion to accept the purchase of the 2019 Glaval Universal from Best Bus Sales for \$65,950 plus \$400 for rear help bumper for the total amount of \$66,350.*

*Motion by: Knop*

*2nd by: Cumpata*

*Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Croy, Hobson, Burton*

*Ayes: 11*

*Nays: 0*

*Motion carried*

### **7.30 FY 2019/20-FY 2021/22 Strategic Plan:**

Director Wiseman gave a brief overview of the enclosed with the Board Packet new proposed Strategic Plan document for FY 2019/20 – 2021/22. He indicated that the Board Strategic Planning committee reviewed the document during its November 28, 2018 meeting.

*A motion to approve the FY 2019/20 – 2021/22 Strategic plan document as presented.*

*Motion by: Schraw*

*2nd by: Peterson*

*Ayes: 11*

Nays: 0  
Motion carried

**8.00 NISRA Foundation Report**

Director Wiseman gave final details on the 23rd Annual Holiday Fashion Show, which took place on November 17, 2018. He informed the board members that although there was a good guest response about the new location, the NISRA Foundation would evaluate other locations for the event for next year. Holy Dorn, Manager of Fund Development and Wiseman already met with the new management of the Holiday Inn in Crystal Lake. The upcoming Bunco Bash is taking place on Friday, January 18, 2019 at the D'Andrea Banquets. Space is still available. Lastly, in his Foundation report Wiseman asked if any of the board membes would like to receive a link for tickets purchase for the July 27, 2019 Rockin The Hill headlining Steven Tyler and the Cadillac Three as opening act.

**9.00 Comments from the Directors:**

Thom Palmer shared his satisfaction from the process and end result of switching phone pot lines to VoIP phone system at the Huntley Park District. He is willing to give his feedback on the process if someone is interested.

**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 2:05PM.

Motion by: Knop                                  2nd by: Herbster

Ayes: 11

Nays: 0

Motion carried.

Minutes respectfully submitted by: \_\_\_\_\_  
Jim Wiseman

Minutes recorded by Gergana Minchev.