



**NISRA BOARD OF DIRECTOR'S MEETING**  
**NISRA Office, Crystal Lake**  
**April 15, 2026**

**Meeting Minutes**

**1.00 Call to Order:** The meeting was called to order at 1:38 PM by Scott Crowe

**Roll Call:** Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Jen Hermonson (Elgin), Laura Schraw (Hampshire), Jo Atkinson (Harvard), Scott Crowe (Huntley), Randy Splitt (Lake in the Hills), Dan Bertrand (Marengo), Bill Hobson (McHenry), Tim Staton (Wauconda)

**Staff Present:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Patty Panas, Senior Manager of Human Resources & Administration; Rebecca Moore, Senior Manager of Recreation; Sue Just, Recording Secretary

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

Superintendent Jenkins welcomed Rebecca Moore, Senior Manager of Recreation. Moore has been promoted to Superintendent of Recreation starting in May. Jason Herbster, Executive Director of Crystal Lake Park District introduced Kurt Reckamp as Crystal Lake Park Districts Interim Director while they are in search of a new Executive Director due to Herbster's retirement.

**3.00 Superintendent's Report:**

Superintendent Jenkins reported that a timeline is currently being put in place for hiring a new Senior Manager of Recreation as well as for the Senior Manager of Operations position with the current Senior Manager of Operations, Dana Seehafer's retirement approaching. Jenkins completed the IPRA/IAPD Financial Sustainability Certificate Program and is excited to share this information with the staff. Winter season concluded with strong participation numbers. Registration for Summer programs opens on April 16. Summer Day Camp currently has 90 participants registered. There is an 80% retention rate for staff from last year and the Manager of Summer Day Camp & Outreach is currently working on hiring the remaining staff needed. Veteran's programs continue to grow with successful events and 18 new participants. Recognition Night celebrated with the NISRA community and had 117 attendees. Special Olympics had multiple teams and individuals earn medals that will be advancing to State Summer Olympic Games. The LIFE program continues to grow; all sites are full. NISRA continues to be invited to many transition fairs throughout the community. Jenkins asked the Board of



of Directors at the Board meeting on April 15, 2026, for review and approval. There was a discussion at this time.

*A motion to approve the proposed Board/Agency Policy manual revisions: 2.01 Meeting Rules & Distribution of Board Meeting Packets and 4.21 Fund Balance Policy as presented*

*Motion by: Jones                      2nd by: Hermonson*

*Roll Call: Jones, Herbster, Peterson, Hermonson, Schraw, Atkinson, Crowe, Splitt, Bertrand, Hobson, Staton*

*Ayes: 11*

*Nays: 0*

*Motion carried.*

***7.30 Review & Approval Proposed Employee Handbook Policy Revisions: 3.14 Organ Donation Leave Policy, 3.51 Neonatal Intensive Care Leave, 7.2 Nursing Mothers in the Workplace:***

Director Wiseman referred to the Employee Handbook policy revisions: 3.14 Organ Donation Leave Policy, 3.51 Neonatal Intensive Care Leave, 7.2 Nursing Mothers in the Workplace to be compliant with Illinois State Statues.

*A motion to approve the proposed new Employee Handbook policies: 3.14 Organ Donation Leave Policy, 3.51 Neonatal Intensive Care Leave, 7.2 Nursing Mothers in the Workplace as presented*

*Motion by: Bertrand                      2nd by: Hermonson*

*Roll Call: Jones, Herbster, Peterson, Hermonson, Schraw, Atkinson, Crowe, Splitt, Bertrand, Hobson, Staton*

*Ayes: 11*

*Nays: 0*

***7.40 Review & Approval of Agency Organization Chart:***

Director Wiseman stated the Association's Organizational Chart has been revised to reflect the full agency with Board Members and Community included. There are no operational changes.

*A motion to approve the NISRA Organization Chart as presented*

*Motion by: Hobson                      2nd by: Hermonson*

*Ayes: 11*

*Nays: 0*

***7.50 Approval of FY 2026/27 Calendar of Board Meetings:***

Director Wiseman referred to the FY 2026/27 Calendar included in the Board packet. The meeting schedule and time are the same with only adjusting the dates for the new calendar.

*A motion to approve the FY 2026/27 Calendar of Board Meetings as presented*

*Motion by: Hermonson                      2nd by: Peterson*

*Ayes: 11*

*Nays: 0*

***7.60 Purchase of a New 14 Passenger Activity Bus & Approval for Disposal of a 2016 Ford Collins Activity Bus:***

Director Wiseman stated that there is a need to replace a 14 passenger, 2016 activity bus. The purchase of a new bus is included in the Board approved FY 2026/27 budget. A bid process was implemented by staff with the bid opening held on April 8. The best bid came in at \$102,993 from Southern Bus and Mobility. Director Wiseman explained that he has written a grant for



**10.00 Executive Session Pursuant to 5 ILCS 120/2 et seq.:**

*A motion to enter Executive Session at 2:25 PM for the purpose of Personnel*

*Motion by: Hobson                      2nd by: Hermonson*

*Roll Call: Jones, Herbster, Peterson, Hermonson, Schraw, Atkinson, Crowe, Splitt, Bertrand, Hobson, Staton*

*Ayes: 11*

*Nays: 0*

*Motion carried.*

*Crowe reconvened open session at 2:31PM*

**11.00 Action Regarding Executive Session Items:**

The annual performance review of the Executive Director was completed in closed session, and action is necessary based on that discussion.

*A motion to approve a 3% performance raise, in the Executive Director salary from \$141,455 to \$145,700.*

*Motion by: Hermonson    2nd by: Atkinson*

*Roll Call: Jones, Herbster, Peterson, Hermonson, Schraw, Atkinson, Crowe, Splitt, Bertrand, Hobson, Staton*

*Ayes: 11*

*Nays: 0*

*Motion carried.*

**12.00 Adjournment:**

*A motion to adjourn the meeting at 2:34PM*


*Motion by: Hermonson    2nd by: Atkinson*

*Ayes: 11*

*Nays: 0*

*Motion carried.*

Minutes respectfully submitted by:

  
\_\_\_\_\_  
Jim Wiseman

Minutes recorded by Sue Just.