

NISRA BOARD OF DIRECTOR'S MEETING
NISRA Office, Crystal Lake
August 20, 2025

1.00 Call to Order: The meeting was called to order at 1:30 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), Tim Staton (Wauconda), Mark Pentecost (Woodstock)

Staff Attending: Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Patty Panas, Senior Manager of Human Resources & Administration; Mara Golden, Manager of Fund Development; Sue Just, Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

Director Wiseman introduced Hannah Cullerton from Lauterbach & Amen, LLP. Cullerton attended via zoom to give a presentation on NISRA's Independent Audit ending April 30, 2025, for FY 2024/2025. Mara Golden, Manager of Fund Development from the NISRA Foundation, was also in attendance. There were no matters from the Public at this time.

NISRA Board President, Scott Crowe, moved item 7.10 in front of item 3.00 on the agenda.

7.10 Presentation on NISRA's Independent Audit Ending April 30, 2025:

Hannah Cullerton from Lauterbach & Amen LLP Auditing firm gave an overview of the FY 2024/2025 Audit Report via zoom. Cullerton thanked the team for their efforts and shared that 2024 was the first year the agency received the Government Finance Officers Association Certificate of Achievement Award, which is a very prestigious award and the agency is on track to receive it again for 2025. Cullerton shared the Independent Audit Report and that NISRA has been given an unmodified/clean opinion, the highest opinion that can be given, which means financial statements are stated fairly in all material respects as of April 30, 2025. Cullerton highlighted the contents of the different statements and referred to the management letter, which states any policy or procedure recommendations that Lauterbach & Amen has at this time. Cullerton then opened the floor for any questions. There was a discussion at this time.

A motion to accept NISRA's Independent Audit ending April 30, 2025, as presented.

Motion by: Hermonson 2nd by: Herbster

Roll Call: Jones, Herbster, Peterson, Hermonson, Schraw, Atkinson, Crowe, Splitt, Staton, Pentecost

Ayes: 10

Nays: 0

Motion carried.

3.00 Superintendent's Report:

Superintendent Jenkins reported that Fall registration closed on August 12 with strong registration numbers. The current waitlists and late registrations are increased compared to in the past. There is a hold on these waitlists/ late registrations due to the budget. Program fees have been raised for the Winter/Spring season as part of the budget process. The summer programs have thrived with several of new weekly programs, trips, Cubs game, Bears training camp. Special Olympics programs are staying strong, and Adult Day programs continue to grow.

7.20 SRA Levy Expense Form for the Huntley Park District:

Director Wiseman referred to the included in the Board Packet SRA Levy Expense form submitted by the Huntley Park District. Wiseman asked Scott Crowe, Executive Director of Huntley Park District if he would like to comment at this time and opened the floor for questions.

A motion to approve the SRA Levy Expense form submitted by the Huntley Park District for Fiscal Year 2025.

Motion by: Jones 2nd by: Peterson

Ayes: 9

Abstain: 1

Nays: 0

Motion carried.

7.30 Review and Approval of Agency Safety Manual:

Director Wiseman stated that the NISRA Agency Safety Manual was recently reviewed in its' entirety by the Safety Team and was updated and revised. To meet the highest standards of practice as outlined in the IAPD/IPRA Distinguished Accreditation standards the manual requires Board of Directors approval. A copy of the Agency Safety Manual is included in the Board of Directors on-line portal. A resolution has been made to approve the updated Safety Manual.

A motion to approve Resolution No. 02-08-20-2025 Approving the Updated NISRA Safety Manual as presented.

Motion by: Herbster 2nd by: Splitt

Roll Call: Jones, Herbster, Peterson, Schraw, Atkinson, Crowe, Splitt, Staton, Pentecost

Ayes: 9

Nays: 0

Motion carried.

7.40 Review and Approval of Revised Board/Agency Policy 5.03 Safety Statement, Safety Team & Loss Prevention:

Director Wiseman referred to the proposed, enclosed in the Board packet, revised Board/Agency Policy 5.03 Safety Statement, Safety Team and Loss Prevention. The proposed changes and revisions are in red font and strike through. The most significant changes are the inclusion of the Association's Safety Statement, and the change in title of the Safety Committee to Safety Team.

A motion to approve the revised Board/Agency Policy 5.03 Safety Statement, Safety Team and Loss Prevention as presented

Motion by: Jones 2nd by: Pentecost

Ayes: 9

Nays: 0

Motion carried.

7.50 Five-Year Review of Board/Agency Policy Manual

To meet the highest standards of practice as outlined in the IAPD/IPRA Distinguished Accreditation standards, the Board/Agency Policy Manual requires Board of Directors review and approval every 5 years. A copy of the Board/Agency Policy Manual is included in the Board of Directors on-line portal, and a copy of the Table of Contents is included in the Board packet. There was a discussion, and item 7.50 was tabled at this time.

No action necessary

NISRA Foundation Report:

Director of Lake in the Hills Parks and Recreation and the NISRA/NISRA Foundation liaison, Randy Splitt, reported that the Women's Golf event is Tuesday, September 9 at Randall Oaks Golf Club in West Dundee and is sold out. If anyone would like to help with this event please let Mara Golden, Manager of Fund Development know. The "Rockin' the Hill" concert organized by Bunker Hill Charities was Saturday, July 26. The headliner was the Stone Temple Pilots and featured Joan Jett and the Blackhearts . The NISRA Foundation received a donation check of \$2550 from this year's event. The Holiday Fashion Show committee is working hard planning for this year's event scheduled for Saturday, November 22, 2025, please save the date. Director Wiseman added if you can donate something unique to your district for the silent auction it would be appreciated. Also, if you know someone interested in volunteering or someone who might want to be involved in the NISRA Foundation as a volunteer for day of or serve on a committee please let Golden know. The Foundation is having a volunteer information night on September 17.

9.00 Comments from the Directors:

Director of Lake in the Hills Parks and Recreation, *Randy Splitt* shared that the *Village of Lake in the Hills Board and staff* went through their strategic planning process and is going to decline on having a *Special Recreation Association Levy tax*. The *Village of Algonquin President* has reached out to the *Village of Lake in the Hills* *Predsient* regarding NISRA, *Splitt* has put together information to be shared.

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

No need for Executive Session.

11.00 Action Regarding Executive Session Items:

N/A

12.00 Adjournment:

A motion to adjourn the meeting at PM.

Motion by: Herbster 2nd by: Splitt

Ayes: 9

Nays: 0

Motion carried.

Minutes respectfully submitted by:



Jim Wiseman

Minutes recorded by Sue Just.