

NISRA BOARD OF DIRECTOR'S MEETING
NISRA Office, Crystal Lake
November 19, 2025

Meeting Minutes

1.00 Call to Order: The meeting was called to order at 1:32PM 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), Mark Pentecost (Woodstock)

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

2.00 Recognition of Visitors & Matters from the Public:

There were no matters from the public or visitors at this time.

3.00 Superintendent's Report:

Superintendent Jenkins reported that Fall programs are just finishing up with some Special Events remaining. There were 33 actors/actresses who performed in the Theater Troupe Presents...Madagascar Jr. that was held on November 14 & 15, at the Cosman Theater. Jenkins thanked the Huntley Park District for the use of their Theater. NISRA had a successful Special Olympics Sectional Bowling Tournament with athletes bringing home multiple medals, now advancing to the State Bowling Tournament. The Teal and Black Knight teams participated in the Chicago Bears / Special Olympics Illinois Flag Football Tournament at Halas Hall. Mia Ross, NISRA's Inclusion Manager and April Bodner, Inclusion Specialist, put on a Joint Member District Training Workshop that focused on eloping, the importance of safety guidelines and rollout the new inclusion website-Inclusion Resource Hub. Emily Todd, Senior Manager of Support Staff & Volunteers, is facilitating a free virtual American Sign Language class that NISRA full-time employees have an option to participate. RecTrac and ePact went live on November 13 with the first day of Winter/ Spring 2026 Registration. After working through a few glitches first thing in the morning, it was over all a positive much needed update.

4.00 Director's Report:

Director Wiseman reported NISRA's Open Enrollment for Health Benefits closes on Friday, November 21 and thanked the Board of Directors for their support for quality benefits for all benefit eligible staff which will help with employee retention. On Tuesday, November 18, the NISRA Foundation received its \$8,000 Rotary Club of Crystal Lake Core Charity gift. The funds will be utilized to fund the NISRA Foundation approved funding requests for a sensory wall in the NISRA lobby, some new sensory equipment for programs and other lobby upgrades. The Village of Algonquin has requested data containing the number of Algonquin non-resident participants that have participated in NISRA programs for the past five fiscal years. Wiseman shared that he will be off Tuesday, 11/25 & Wednesday, 11/26.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve October 15, 2025, Meeting Minutes, October 31, 2025, Financial Reports and Warrant #7, FY 2025/26

Motion by: Hobson 2nd by: Hermonson

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

Ayes: 12

Nays: 0

Motion carried.

6.00 Old Business

7.00 New Business

7.10 Five-Year Review & Resolution Approving of Employee Handbook Manual

Director Wiseman stated to meet the highest standards of practice as outlined in the IAPD/IPRA Distinguished Accreditation standards, the Employee Handbook Policy Manual requires Board of Directors review and approval every (5) years. A summary of policy revisions is included in the Board of Directors packet. A copy of the full Employee Handbook Policy Manual is available on the NISRA website in the Board of Directors on-line portal listed as Employee Handbook Policy Manual. The Board of Directors resolution is included with the Board of Directors packet.

A motion to approve Resolution No. 01-11-19-2025 approving the Updated NISRA Employee Handbook Policy Manual as presented

Motion by: Hermonson 2nd by: Bertrand

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

Ayes: 12

Nays: 0

Motion carried.

8.00 NISRA Foundation Report:

The 30th Annual Holiday Fashion Show has 424 guests attending on Saturday, November 22. Doors open at 10:00 a.m. at the Holiday Inn Crystal Lake. The event will feature silent and live auction items, raffle baskets, a diamond raffle and five themed Christmas trees with gifts with a retail value of \$2500 each. In addition, the event will feature a new Fund the Future video focusing on two families and the impact of NISRA services in the lives of the participants & their families. We are also celebrating 50 years of success. The day will end on a high note with the fashion show featuring 31 NISRA models. Wiseman along with Randy Splitt, Lake in the Hills Director of Parks and Recreation, thanked the member districts and communities that have donated an item or service to the event, are attending the event, or have donated their favorite family fun game or activity to the Board Family Fun Wagon Silent Auction item.

9.00 Comments from the Directors:

There was a discussion about the Paid for Leave Act at this time. Jason Herbster, Executive Director of the Crystal Lake Park District, shared that their park district will be hiring a full-time Inclusion Specialist.

