

NISRA BOARD OF DIRECTOR'S MEETING

NISRA Office, Crystal Lake

November 20, 2024

Meeting Minutes

1.00 Call to Order: The meeting was called to order at 1:31PM by Maria Cumpata

Roll Call: Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Maria Cumpata (Elgin), Laura Schraw (Hampshire), Stacy Heiliger (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

2.00 Recognition of Visitors & Matters from the Public:

There were no visitors nor matters from the public at this time.

3.00 Superintendent's Report:

Superintendent Jenkins reported that Fall programs are just finishing up and registration for the Winter and Spring seasons began November 14. There were a record number of registrations on the first day resulting in the system temporarily shutting down; some programs already have a waitlist. NISRA is excited to offer swim lessons in a new location, in addition to the existing locations, for the Winter and Spring seasons. The Goldfish Swim School in Algonquin swim lessons will help to accommodate the high demand of 1:1 staff/participant ratio swim lessons, for NISRA families. Jenkins shared that starting in January there will be a new LIFE program site. In addition to the Crystal Lake and Carpentersville locations, there will now be a Huntley location. With NISRA is no longer doing the Bright Program, Macky Leech the former Bright Program Specialist will now lead the Huntley LIFE program as the LIFE Program Specialist. Trisha Seng, Manager of Adult Day & Veterans Programs has been very busy recruiting participants for that program. Staff are anticipating running all 4 days. Jenkins shared that she continues to coordinate the NISRA member district superintendent meetings. This group met on November 8, the City of Elgin staff gave a presentation on ePACT. Bi-monthly meetings are scheduled and member districts are welcome to send superintendents or managers, it is a great place to share ideas. The next meeting topic is on independent contractors and cooperative programs.

4.0 Director's Report:

Director Wiseman reported NISRA held an Open Enrollment event for all benefit eligible employees on Monday, November 4. Staff was very appreciative, as Patty Panas, Senior Manager of Human Resources and Administration put together a day where staff could enroll and speak with a representative from the PDRMA Health Benefits team to assist with their health insurance selections for 2025. In addition, IMRF / Mission Square representatives were on hand to explain the voluntary employee 457-retirement plan, representatives from Corporate America Family Credit Union & a fitness center representative was available. The search for the new Senior Manager of Donor Engagement and Development is ongoing. The position has been posted to over six job-posting sites with little success for securing a qualified candidate. Director Wiseman will be reviewing the current position title and description after the Thanksgiving holiday with Superintendent Jenkins and Manager of Human Resources and Administration Panas to reevaluate and possibly revise the position to Event Management. The Executive Director will be off starting Tuesday, 11/19, and will be off the rest of the week with limited access.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the October 16, 2024 Meeting Minutes, October 31, 2024 Financial Reports and Warrant #7, FY 2024/25

Motion by: Hobson 2nd by: Pentecost

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Heiliger, Crowe, Splitt, Bertrand, Hobson, Staton, Pentecost

Ayes: 12

Nays: 0

Motion carried.

6.00 Old Business

7.00 New Business

7.10 Review and Approval of City of Elgin Alternate Dues Payment Schedule Request

Director Wiseman referred to the, enclosed in the NISRA Board Packet, letter of request from the City of Elgin for an alternate member dues payment schedule for FY 2024/25 and continuance of this schedule moving forward into subsequent Fiscal Years. Director Wiseman stated the payment schedule proposed is similar to the City of Elgin's' previous fiscal years and will present no financial hardship to the association if approved.

A motion to approve the City of Elgin's request for an alternate dues payment schedule as presented

Motion by: Bertrand 2nd by: Peterson

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Heiliger, Crowe, Splitt, Bertrand, Hobson, Staton, Pentecost

Ayes: 11

Nays: 0

Abstain: 1

Motion carried.

7.20 Resolution Regarding the Destruction of the Verbatim Recordings of Closed Session Minutes

Director Wiseman reported that he consulted the Associations legal counsel, Scott Puma, at Ancel Glink, when drafting the resolution to destroy the verbatim recordings listed on page 28 of the NISRA Board Packet November 20, 2024. The minutes of these recordings have been approved. Puma provided a suggested policy change of which Wiseman will bring forth at the Personnel and Policy Committee meeting in February. This policy would eliminate the need for a resolution in order to destroy verbatim recordings after 18 months.

A motion to approve the proposed resolution regarding the destruction of the verbatim recordings of closed session minutes as presented

Motion by: Herbster 2nd by: Crowe

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Heiliger, Crowe, Splitt, Bertrand, Hobson, Staton, Pentecost

Ayes: 12

Nays: 0

Motion carried.

7.30 Discussion: Potential impact of new Federal Labor Standards Act minimum salary threshold for exempt positions scheduled to take affect January 1, 2025

Director Wiseman reported what the impact would be on NISRA programming and staffing if the Federal Labor Standards Act minimum salary threshold were to be raised. There was no action requested at this time

8.00 NISRA Foundation Report:

Director Wiseman reported that the 29th Annual Holiday Fashion Show has 384 guests attending on Saturday, November 23. The staff have stepped up to help manage this event along with a seasoned seasonal part-time staff member. 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. The event will also feature a new Fund the Future video "Expanding Lives for a Lifetime". The event will end with the fashion show featuring 20 NISRA models. Wiseman thanked the member Districts and Communities that donated an item(s) or services to the event, and those that will be attending the event or have donated their favorite beverage to the Board Best Beverages Silent Auction item. The Rotary Club of Crystal Lake, Dawnbreakers, presented a donation check to the NISRA Foundation for \$3000.00 on November 19.

9.00 Comments from the Directors:

There were no comments at this time.

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

A motion to enter into Executive Session at 1:55 PM for the purpose of Semi-Annual Review & Release of Executive Session Meeting Minutes and Personnel

Motion by: Crowe 2nd by: Hobson

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Heiliger, Crowe, Splitt, Bertrand, Hobson, Staton, Pentecost

Ayes: 12

Nays: 0

Motion carried.

Cumpata reconvened open session at 2:15 PM.

11.00 Action Regarding Executive Session Items:

A motion to approve and release the Executive Session Meeting Minutes from May 15, 2024, August 21, 2024 and October 16, 2024

Motion by: Herbster 2nd by: Peterson

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Heiliger, Crowe, Splitt, Bertrand, Hobson, Staton, Pentecost

Ayes: 12

Nays: 0

Motion carried.

12.00 Adjournment:

A motion to adjourn the meeting at 2:18 PM.

Motion by: Crowe 2nd by: Peterson

Ayes: 12

Nays: 0

Motion carried.

Minutes respectfully submitted by:


Jim Wiseman

Minutes recorded by Sue Just.