

NISRA BOARD OF DIRECTOR'S MEETING
NISRA Office, Crystal Lake
October 18, 2023

1.00 Call to Order: The meeting was called to order at 1:30 PM by Maria Cumpata

Roll Call: Teresa Jennings (Barrington), Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Maria Cumpata (Elgin), Laura Schraw (Hampshire), Ryan Knop (Harvard), Scott Crowe (Huntley), Kim Buscemi (Lake in the Hills), Dan Bertrand (Marengo), Tim Staton (Wauconda), Dave Zinnen (Woodstock)

Staff Attending: Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Renee Erling, Senior Manager of Finance & Administration; Sue Just, Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

Ann Kremer, a parent of one of NISRA's participant addressed the Board with the suggestion of implementing an Advisory Council, Annual Meeting or Listening Session/Evaluation where the voices of the young adults, athletes, participants themselves and their parents can be heard and provide feedback. Director Wiseman shared that currently as part of the process NISRA is working with a 3rd party facilitator to conduct a focus group, this is slotted for January.

3.00 Superintendent's Report:

Superintendent Jenkins reported that Nicole Peterson has been hired as NISRA's Northwest Regional Coordinator and will start October 23. Katie Weadley, Manager of Adult Day Programs resigned, with her last day being October 12. Trisha Palmieri, NISRA's current Manager of Special Olympics, will fill this role as the Manager of Adult Day & Veterans Programs and Emily Eliscu NISRA's current Central Region Coordinator has been promoted to Manager of Special Olympics. A Regional Coordinator position remains open at this time. Theater Troupe, with 24 actors/actresses, will be performing "Disney's Finding Nemo" on November 3 & 4 in Huntley at the Cosman Theater. Tickets will be on sale soon. Healthy Minds Healthy Bodies continues to grow their numbers for networking opportunities serving the veterans and their families. Participation numbers continue to grow as well as Inclusion numbers. Over the summer NISRA hired a part time Inclusion Specialist, Rachel Bodmer and will continue that position into the fall.

4.00 Director's Report:

Director Wiseman reported that he attended the October 3 City of Crystal Lake City Council meeting in support of the NISRA Foundation's request for a temporary liquor license for the Annual Holiday Fashion Show. The City of Crystal Lake now requires not-for-profits to have a

temporary liquor license if they are distributing liquor in any form at their event, some of the Holiday Fashion Show Silent Auction gift baskets will contain alcoholic beverages. Rotary Club of Crystal Lake Dawnbreakers has named NISRA one of their four Core Charities for Rotary Year 2023/24. The NISRA Foundation will be receiving a check for \$3,000 in support of NISRA program services. The NISRA IT project, moving to cloud based services, was initiated with assistance from ExcalTech in September the project will hopefully be completed by November 1.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the August 16, 2023 Meeting Minutes, August 31, 2023 & September 30, 2023 Financial Reports, Warrant #5 & #6 FY 23/24

Motion by: Crowe 2nd by: Peterson

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Staton, Zinnen

Ayes: 12

Nays: 0

Motion carried.

6.00 Old Business

7.00 New Business

7.10 Health Insurance Plan Selection for 2024

Director Wiseman summarized the, enclosed with the board packet, Health Insurance plan costs document. Wiseman is proposing to keep the same plan that has been offered for many years. The employee contribution percentages being at 8% for HMO and 15% for PPO plans would remain the same. There is also a \$100 shared savings offered per month for those who decline the insurance.

A motion to approve and accept the Health Insurance Plan Selection for 2024 and employee contribution rates as presented

Motion by: Crowe 2nd by: Bertrand

Ayes: 12

Nays: 0

Motion carried.

7.20 Proposed Revision of Employee Policy 3.1 Vacation Holidays Personal Days

Director Wiseman referred to the enclosed with the Board Packet revisions to the Employee Handbook Policy 3.1 Vacation, Holidays & Personal Days There was a discussion to add an additional Floating Holiday that may be used by employees in observance of additional days (i.e. Martin Luther King Day, Veteran's Day, Juneteenth, a religious observance day, etc.).

A motion to revise Employee Policy 3.1 Vacation Holidays and Personal Days to include a second Floating Holiday

Motion by: Zinnen 2nd by: Peterson

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Staton, Zinnen

Ayes: 12

Nays: 0

Motion carried.

7.30 Review and Approval of Revised Organizational Chart

Director Wiseman referred to the, enclosed in the Board Packet, revised Organizational Chart and highlighted the revision to the title of the Adult Day Services Manager position to Manager of Adult Day & Veterans Programs and removing the title of Healthy Minds Healthy Bodies Manager from the Manager of Special Olympics.

A motion to approve the revised title changes on the Organizational Chart as presented to now read as Manager of Adult Day & Veterans Programs; and Manager of Special Olympics.

Motion by: Bertrand 2nd by: Crowe

Ayes: 12

Nays: 0

Motion carried.

7.40 Review and Approval of Auditing Services for FY2023/24-FY2027/28

Director Wiseman referred to the Request for Proposals for Auditing Services memo enclosed in the Board Packet. After sending out many Request for Proposals, NISRA only received 2 proposals back. Wiseman's recommendation is to go with Lauterbach & Amen, LLP, they are more cost affordable and NISRA is currently using them and is pleased with their work.

A motion to approve Lauterbach & Amen, LLP for Auditing Services for FY2023/24-FY2027/28 as presented

Motion by: Buscemi 2nd by: Herbster

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Staton, Zinnen

Ayes: 12

Nays: 0

Motion carried

7.50 Approval to Exceed the Regional Coordinator Salary Range Mid-Control Level, if needed for the Hiring of a New Regional Coordinator

A motion to approve if warranted and necessary, for the Superintendent of Recreation to exceed the Regional Coordinator Salary Mid-Control Level of \$46,000 but not to exceed \$49,000 for the filling of the new vacancy.

Motion by: Zinnen 2nd by: Bertrand

Ayes: 12

Nays: 0

Motion carried

7.60 Approval of FY 2023/24 Member District Dues Multiplier

Director Wiseman referred to the, enclosed in the Board Packet, Dues Proposal memo and supporting documents. He requested that the Board approve the multiplier of .0175, which will

allow him to start the budget process. Wiseman opened the meeting to suggestions, comments or questions. A discussion then took place.

A motion to approve the FY 2024/25 Member District Dues Multiplier as presented

Motion by: Zinnen 2nd by: Bertrand

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Staton, Zinnen

Ayes: 12

Nays: 0

Motion carried.

8.00 NISRA Foundation Report

Director Wiseman reported that the 28th Holiday Fashion Show is sold out. The organizing committee members are still in need of items for the silent auction and raffles. Wiseman encouraged if the Board of Directors District or Municipality has a service to donate, the NISRA Foundation would really appreciate it. Items such as foursomes of golf, pool party packages for the summer of 2024, and tickets to a community festival or event are very popular. The committee is also bringing back a past silent auction item, the Board Members Favorite Beverages gift. The NISRA and NISRA Foundation Board members are asked to donate their favorite beer, wine or non-alcoholic beverage to be auctioned off as a package. Wiseman referred to the Tree Raffle flyer distributed, tickets are now available, 5 tickets for \$25. The Women's Only Golf Outing on September 13, at Randall Oaks Golf Club, was a 9-hole event with a net profit of \$13,950. On October 9, Director Wiseman represented NISRA and the NISRA Foundation at the Stryker Employee Giving Program and presented to all 3 shifts. The NISRA Foundation is one of 10 charities of choice for Stryker employees to support.

9.00 Comments from the Directors:

Dave Zinnen, City of Woodstock, Recreation Director, passed out flyers for their Women's 5 on 5 Basketball League. Scott Crowe, Huntley Park District Executive Director shared with the Member Districts that Huntley Part District will be hosting a Multi-District training on December 1. The presenter will be Chris Nunes. Crowe will send further information via email.

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

No need for Executive Session at this time.

12.00 Adjournment:

A motion to adjourn the meeting at 2:30 PM.

Motion by: Zinnen 2nd by: Crowe

Ayes: 12

Nays: 0

Motion carried.

Minutes respectfully submitted by:


Jim Wiseman