

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake
August 21, 2019**

Meeting Minutes

1.00 Call to Order: The meeting was called to order at 1:30PM by Dan Jones

Roll Call: Teresa Jennings (Barrington), Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Laura Schraw (Hampshire), Ryan Knop (Harvard), Thom Palmer (Huntley), Megan Svadlen (Lake In The Hills), Joseph Vallez (Marengo), Dave Zinnen (Woodstock)

Staff Present: Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Ciara Kriegler, Intern; Gergana Minchev, Senior Manager of Finance & Administration as Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

Superintendent Jenkins introduced Ciara Kriegler, NISRA's new Regional Coordinator. She replaced Jamie Elam, and she will be overseeing the Eastern Region. Kriegler graduated from University of Iowa with a degree in Therapeutic Recreation. She shared her enthusiasm joining NISRA, and spoke briefly about herself and her previous work experience. The board members welcomed her warmly.

Next, Director Wiseman introduced Matt Beran from the Lauterbach and Amen, LLP. Beran will be presenting to the board the NISRA Financial Audit for fiscal year 18/19. Item 7.10 from the Meeting Agenda was moved up to be discussed next.

7.10 NISRA Independent Audit Ending April 30, 2019

Matt Beran thanked NISRA for welcoming the auditors and providing excellent assistance in completing the Audit process. He expressed his satisfaction of the outstanding audit preparation work completed by the NISRA staff, which eased the audit process. As this being the first year for Lauterbach and Amen, LLP to conduct the NISRA audit, he went over the first year step-by-step process, which helped in gaining knowledge of how NISRA and NISRA Foundation operate. Next, Beran gave an overview of the Audit document explaining the content of the different letters and schedules in it. Followed, he gave a snapchat of the agency financial statements explaining the numbers, and making comparisons to the previous year numbers and the audited fiscal year budget. During the presentation, Director Wiseman addressed board members questions. He clarified the additional, unbudgeted item mentioned in the presentation being the building of the Sensory Room. The cost of building of the Sensory Room was offset by the NISRA Foundation contribution.

Next, Matt Beran discussed the Management Letter provided with the Audit report. The Auditors made a control type recommendation addressing collateralization of funds. Director Wiseman addressed the concern, and assured the board members the item was already addressed by NISRA repositioning some of the funds at IPDLAF (Illinois Park District Liquid Asset Fund) which provide full collateralization. He gave credit to Gergana Minchev, Sr. Manager of Finance and Administration for the research and timely addressing the auditors' suggestion, and for the overall preparation for the audit.

In conclusion, Matt Beran explain the NISRA Audit for fiscal year 2018/2019 is a good audit and the agency has its policies and procedures in place.

A motion to accept the Audit ending April 30, 2019 as presented

Motion by: Palmer 2nd by: Zinnen

Roll Call: Jennings, Jones, Herbster, Peterson, Schraw, Knop, Palmer, Svadlen, Vallez, Zinnen

Ayes: 10

Nays: 0

Motion carried.

3.00 Superintendent's Report:

Superintendent Jenkins reported the Camping Trip to Louisville was a success. Jenkins inform the board members the new NISRA website is close to completion. The website is scheduled to launch in early September, and staff involved with the future maintaining the website completed World Press trainings. She also informed of another upcoming Inclusion Training for member district staff. Jenkins reminded the board members that participation and inclusion numbers were included in the last board report.

4.00 Director's Report:

Director Wiseman shared with the board member an updated Board Director's contact list. Next, Wiseman informed the board members of the upcoming off site Annual Staff Planning Meeting that will take place next week at Pinecrest Golf Course in Huntley. Staff will be involved with strategic planning and team bonding activities. An outside facilitator will lead the planning discussion.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the May 15, 2019 Meeting Minutes, May 31, 2019, June 30, 2019 & July 31, 2019 Financial Reports, Warrants #2, #3 and #4 FY 19/20.

Motion by: Palmer 2nd by: Zinnen

Roll Call: Jennings, Jones, Herbster, Peterson, Schraw, Knop, Palmer, Svadlen, Vallez, Zinnen

Ayes: 10

Nays: 0

Motion carried.

6.00 Old Business

6.10 Distribution of FY 19/20 Committee Work Plans & Assignments:

Director Wiseman asked if there are any suggestions for changes to the included with the board packet Committee Work Plans and Assignments. There were no suggestions.

6.20 FY 2018/19 Strategic Plan Goal Completion Report:

Director Wiseman gave a progress status report on FY 2018/19 Strategic Plan. He expressed his satisfaction on the staff enthusiasm toward completing the goals.

6.30 Parking LOT Renovation Update:

Director Wiseman shared details from the pre-construction meeting held at the NISRA office on Monday, August 19. It was confirmed the project to begin, weather permitting, on Tuesday, September 3, 2019. To meet the needs of the NISRA customers during the construction, a remote office was set up. Wiseman thanked the Crystal Lake Park District for securing the space for it.

7.00 New Business

7.20 SRA Levy Expense Form from Cary Park District:

Director Wiseman referred to the included in the Board Packet Levy Expense form submitted by the Cary Park District.

A motion to approve the SRA Levy Expense form submitted by the Cary Park district for FY 2019/20.

Motion by: Palmer 2nd by: Peterson

Ayes: 9

Nays: 0

Abstained: 1

Motion carried

7.30 Executive Director Job Description Revisions:

Director Wiseman justified the need of the proposed revisions to the Executive Director Job Description to meet the criteria for applying for the IAPD Distinguished Accreditation. Laura Schraw suggested the updated job Description to be send to PDRMA for review.

A motion to approve the revisions to the Executive Director Job Description as presented.

Motion by: Peterson 2nd by: Herbster

Ayes: 10

Nays: 0

Motion carried

7.40 Proposed Revisions to the NISRA Policy Manual:

In order to meet the standards for IAPD Distinguished Accreditation, NISRA must revise and reformat the current agency policies, Director Wiseman stated. Since the changes require a board approval, presented in the board packet is the first set of the revisions. Prior to this meeting, the Personnel and Policy Committee reviewed the revisions.

Dan Jones suggested approving new policies separately from revisions to current policies.

A motion to approve adding a new Policy 3.06 to the NISRA Policy Manual

Motion by: Knop 2nd by: Peterson

Ayes: 10

Nays: 0

Motion carried

A motion to approve revisions to the NISRA Policies 1.01, 1.02, 1.03, 2.01, 2.02, 2.03, 2.04, 2.05, 2.06, 2.07, 2.08, 2.09, 3.01, 3.02, 3.03, 3.04, and 3.05 as presented.

Motion by: Peterson 2nd by: Herbster

Ayes: 10

Nays: 0

Motion carried

7.50 Fiscal Year 2020/21 Member Dues Discussion:

Due to the upcoming NISRA budget process for fiscal year 2020/21, Director Wiseman initiated the conversation about the member dues for the fiscal year 2020/21. Wiseman briefly spoke how historically the dues came to its current freeze point. He presented data showing increased EAV for some of the member districts. NISRA member total EAV's now exceed the levy year 2011 EAV's that set the current dues. Wiseman stated the member dues represent 71% of NISRA's total revenue. With the upcoming changes to the minimum wage, and the philosophy that NISRA will subsidize program costs to that what a typically a developing person pays, it will be impossible for NISRA to keep its operations the same without any additional revenue. A discussion followed his presentation. At the end of the discussion, it was suggested that Director Wiseman compile a chart with projections for the next few years factoring the cost increase in different categories, as well as what effect would unfreezing the dues have. This information, as well as the budget draft for FY 20/21 will be discussed in detail at the upcoming on September 18, 2019 Finance Committee Meeting. All members are invited to the meeting.

8.00 NISRA Foundation Report

Director Wiseman shared with the board members that the NISRA Foundation Board of Directors recently adopted new Reserve Fund Policy for maintaining a 30% fund reserve. It was a recommendation by the auditors during the recently completed Annual Audit. This action frees additional funding for NISRA, and the NISRA Foundation Board of Directors approved an additional \$12,000 for offsetting the cost of the parking lot. In addition, the Foundation Board voted to approve the purchase of a bus with funds fully provided by the NISRA Foundation. Next, Wiseman gave a brief update on the Rockin' the Hill fundraising event, and shared the NISRA Foundation expects to receive approximately \$18,000 from it. He also spoke about the upcoming Women's Golf Outing taking place on September 10, 2019. The preparation for the Holiday Fashion Show had begun. The event is back at the Holliday Inn in Crystal Lake. Wiseman asked if any of the members district are interested in contributing an auction item.

9.00 Comments from the Directors:

Thom Palmer sought information about the credibility of a received periodical based in CA.

9.10 Board President Jones moved review Executive Director FY 2019/20 work Initiatives to open session review and approval.

A motion to approve the Executive Director FY 2019/20 Work Initiatives.

Motion by: Zinnen 2nd by: Schraw

Ayes: 10

Nays: 0

Motion carried.

10.00 Executive Session:

A motion to enter Executive Session at 2:41PM for the purpose of potential Litigation Discussion

Motion by: Peterson 2nd by: Zinnen

Return to Open Meeting Session at 2:46PM

11.00 Action Regarding Executive Session Items:

None

12.00 Adjournment:

A motion to adjourn the meeting at 2:47PM.

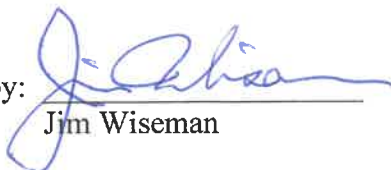
Motion by: Zinnen 2nd by: Peterson

Ayes: 10

Nays: 0

Motion carried.

Minutes respectfully submitted by:



Jim Wiseman

Minutes recorded by Gergana Minchev.