

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake
November 20, 2019**

Meeting Minutes

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

Roll Call: Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Laura Schraw (Hampshire), Thom Palmer (Huntley), Joseph Vallez (Marengo), Bill Hobson (McHenry), Nancy Burton (Wauconda), Dave Zinnen (Woodstock)

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

2.00 Recognition of Visitors & Matters from the Public:

None

3.00 Superintendent's Report:

Superintendent Jenkins reported NISRA's Intern Samantha Helton was hired as a Full Time Recreation Specialist. Helton will oversee the Northwest Region and will start her position in December. Jenkins informed the board members of the Reasonable Suspicion training made available to NISRA's and member districts supervisory staff. The training took place this past Monday and it was co-hosted by NISRA and Workplace Solutions. Lastly, Jenkins invited the board members to the upcoming NISRA's theater production which will take place on December 12, and December 14, 2019 at the Cosman Theater in Huntley. The production will be "Mary Poppins, Jr" and participants have been rehearsing since August.

Dave Peterson from the Dundee Township Park District commended the LIFE program participants for their demeanors and skills he was able to observe in the community.

4.00 Director's Report:

Director Wiseman informed the board members the needs assessment survey, which is a part of the Comprehensive Plan development process, was made available on the NISRA website. The agency also sent an e-mail blast to current and former NISRA participants' families for input. NISRA is planning to discuss the outcome with a Focus group in February. Wiseman also reported on the recent check fraud the agency was involved with, and the measures taken to resolve and further prevent this type of activities.

In regards to the needs assessment survey, Dan Jones from Cary Park District suggested NISRA to forward and utilize member districts owned e-mail lists to be able to distribute the survey to larger population.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the October 16, 2019 Meeting Minutes, October 31, 2019 Financial Reports, Warrants #7 FY 19/20.

Motion by: Peterson 2nd by: Burton

Roll Call: Jones, Herbster, Peterson, Schraw, Palmer, Vallez, Hobson, Burton, Zinnen

Ayes: 9

Nays: 0
Motion carried.

6.00 Old Business

6.10 Parking LOT Renovation Update:

Director Wiseman reported the parking lot renovation project is completed. He is satisfied with the newly created traffic flow which calls for improved safety for all. Even though there were a couple of items approved to be added in addition to the original plan, the overall project cost ended up under the approved budgeted amount.

7.00 New Business

7.10 SRA Levy Expense Form from the Hampshire Township Park District:

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

A motion to approve the SRA Levy Expense form submitted by the Hampshire Township Park District for FY 2020.

Motion by: Jones 2nd by: Palmer

Ayes: 8

Nays: 0

Abstained: 1-Hampshire

Motion carried

7.20 Review of Agency Bylaws:

Director Wiseman justified the review of the Agency Bylaws as presented as a part of the process of NISRA's quest to obtain IAPD Distinguished Agency Accreditation.

A motion to approve the review of the Bylaws as submitted.

Motion by: Zinnen 2nd by: Herbster

Ayes: 9

Nays: 0

Motion carried

8.00 NISRA Foundation Report

Director Wiseman informed the board members the 24th Annual Holiday Fashion Show is this coming Saturday, November 23, 2019 at the Holliday Inn in Crystal Lake. Wiseman shared some highlights of this year's event, and thanked the board members for attending and donating items.

9.00 Comments from the Directors:

Dave Peterson asked the fellow board members how punching In and Out for exempt employees is handled at their district. Board members shared their experience.

10.00 Executive Session:

A motion to enter Executive Session at 2:41PM for the purpose of Semi-Annual Review and Release of Executive Session Meeting Minutes.

Motion by: Palmer 2nd by: Hobson

11.00 Action Regarding Executive Session Items:

A motion to approve the Executive Session Meeting Minutes dated August 21, 2019, and continue to hold Executive Session Meeting Minutes dated January 15, 2015, January 21, 2015, April 15, 2015, and April 19, 2019 due to an on-going need for confidentiality regarding litigation.

Motion by: Palmer 2nd by: Schraw

Ayes: 9

Nays: 0

Motion carried

12.00 Adjournment:


A motion to adjourn the meeting at 2:05PM.

Motion by: Jones 2nd by: Hobson

Ayes: 9

Nays: 0

Motion carried.

Minutes respectfully submitted by: 
Jim Wiseman

Minutes recorded by Gergana Minchev.