

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake
January 15, 2020**

Meeting Minutes

1.00 Call to Order: The meeting was called to order at 1:45PM by Dan Jones

Roll Call: Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Maria Cumpata (Elgin), Laura Schraw (Hampshire), Ryan Knop (Harvard), Thom Palmer (Huntley), Nancy Burton (Wauconda)

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 announced Chris Hartzog's resignation. He held the Part Time Recreation Specialist position. The position was quickly filled, and Rachel Knudsen is the new Part Time Recreation Specialist. Knudsen started her position yesterday, in time for the start of the Winter program session. Jenkins also informed the board members NISRA will be receiving from the Illinois Therapeutic Recreation Section of IPRA the outstanding program award for 2019 for the Kingpins Drumline program, which is a collaboration with the Strikers of Crystal Lake.

4.00 Director's Report:

Director Wiseman informed the board members the former NISRA Superintendent of Recreation, Maribeth Hutchison and NISRA's Manager of Inclusion, Kelly Kronwall completed an evaluation of the NISRA Office/Sage Therapeutic Recreation Center on December 19, 2019 as part of the agency's ADA Transition Plan development. They also completed measurements and the ADA check list. Kronwall is currently working on finalizing the ADA transition plan. Next, Wiseman informed the board members of his attendance at the upcoming IAPD/IPRA Conference.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the November 20, 2019 Meeting Minutes, November 30, 2019 & December 31, 2019 Financial Reports, Warrants #8 & #9 FY 19/20.

Motion by: Knop 2nd by: Cumpata

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Burton

Ayes: 8

Nays: 0

Motion carried.

6.00 Old Business

None

7.00 New Business

7.10 708 Board Funding Agreement for FY 2020:

Director Wiseman referred to the enclosed with the Board Packet Annual Funding Agreement for three NISRA recreation programs and the Respite funding program which have been approved for funding by the McHenry County Mental Health Board (708 Board). After giving insights of the Respite funding process, Wiseman specified the funding agreement in general brings revenue to the agency. Following past practice, the agreement was first presented to the board for approval and then signed. Starting with this year, the McHenry County Mental Health Board is implementing electronic signing of the document which complicates the process of submitting the application timely. Since the funding does not bring risk to the agency operations, he asked if it is necessary in the future the board to review the agreement and authorize the signing. After discussion, the board members agreed that after approving the signing of the funding this year it would not be necessary the funding to be presented for board approval in the future, instead will be signed by the Board President and NISRA representative.

A motion to authorize the signing of the FY2020 708 Board Funding Agreement.

Motion by: Herbster 2nd by: Peterson

Ayes: 8

Nays: 0

Motion carried

7.20 Ordinance #1-1-15-2020 State Officials and Employees Ethics Act:

Director Wiseman clarified the adoption of the Ordinance is a part of the process of NISRA's quest to obtain IAPD Distinguished Agency Accreditation.

A motion to approve the State Officials and Employees Ethics Act Ordinance #1-1-15-2020 for the Northern Illinois Special Recreation Association, McHenry County, Illinois as presented.

Motion by: Cumpata 2nd by: Schraw

Ayes: 8

Nays: 0

Motion carried

7.30 Vehicle Purchase Bids:

Director Wiseman informed the board members a bid opening for replacement of one wheelchair accessible bus took place on January 6, 2020. A summary of the bid information and staff recommendation was included with the board packet. The bus order will be placed soon after the board meeting, and the delivery of the bus will take place in the beginning of next fiscal year. The bus being replaced will be sold at a public auction.

A motion to approve the purchase of one wheelchair accessible activity bus, a 2021 Ford Diamond VIP Series bus from Southern Bus and Mobility as the lowest qualified bid, for an amount not to exceed \$63,863.

Motion by: Palmer 2nd by: Knop

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Burton

Ayes: 8

Nays: 0

Motion carried

7.40 2019 Needs Assessment Survey Summary Report:

Director Wiseman referred to the enclosed with the board packet results of the recently conducted 2019 Needs Assessment survey. The survey was made available to NISRA patrons online and in paper format. Overall the satisfaction of NISRA's graded criteria's rated above average to excellent which is very positive news. The input is very useful, and the information will be considered for inclusion in long and short term planning.

7.50 FY19/20 Mid-Year Strategic Plan Goals Update:

Director Wiseman referred to the enclosed with the Board packet FY 19/20 Mid-Year Strategic Plan Update report. Wiseman added after the Annual Planning meeting, and due to cost constrains, the agency might be postponing goal #19-03 Human Resources Audit to a later time. No progress notes were noted due to still determining possibilities and appropriate time.

7.60 Transformational Grant Application Opportunity:

Director Wiseman informed the board member of an opportunity available to NISRA through the Community Foundation for McHenry County. Applying and potential approval for this three-year Transformational Grant would bring additional funding of up to \$75,000/year for three years. Since NISRA is experiencing a growth for its Adult Day Service program, the agency is exploring the possibility of creating a new Manager of Adult Day Service position to expand current services and create new program opportunities. Currently, the Manager of Cultural Arts/Adult Day programs oversees both areas. Wiseman added that the Adult Day Program in its current format is the only program producing revenue netting approximately \$30,000 last year, and see a great opportunity if able to expand. The model of this type of programs has been proven to be successful by other SRA's as well. The newly opened position would be clearly advertised as dependent upon grant funding, and only if the agency is able to afford it after the three years funded period would become permanent. Wiseman asked if the NISRA Board would support the agency pursuing this opportunity. Next, and after discussion, Wiseman addresses questions from the board members.

A motion to authorize the Executive Director to further pursue the possibility of securing a Community Foundation for McHenry County Transformational Grant in order to provide funding for a new Manager of Adult Day Services position which is contingent upon receiving grant funding support.

Motion by: Palmer 2nd by: Burton

Ayes: 8

Nays: 0

Motion carried

8.00 NISRA Foundation Report

Director Wiseman informed the board members of the outcome of the 24th Annual Holiday Fashion Show which took place on November 23, 2019. Although the Foundation faced some unexpected difficulties caused by the hosting venue, overall the event was once again a success, and many guests were happy to be back at the Holiday Inn in Crystal Lake. Final net total is yet to be generated. Next, Wiseman distributed invitations for the upcoming on January 24, 2020 Bunco Bash. The event is back at the Holiday Inn in Crystal Lake.

9.00 Comments from the Directors:

Thom Palmer informed the fellow board members he will not be attending the IPRA Conference this year.

10.00 Executive Session:

No need for Executive Session.

11.00 Action Regarding Executive Session Items:

