

**NISRA BOARD OF DIRECTOR'S
MEETING
Conducted online via ZOOM
May 20, 2020**

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), Maria Cumpata (Elgin), Laura Schraw (Hampshire), Thom Palmer (Huntley), Fred Mullard (Lake in the Hills), Nancy Burton (Wauconda), Dave Zinnen (Woodstock)

Staff Attending: 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:

No submitted comments.

3.00 Superintendent's Report:

Superintendent Jenkins shared with the board members that NISRA continues to offer virtual recreational programs with the first set of programs concluded last week. There has been great interest in the virtual programs, and the agency determine the first set of programs was a success. A nominal fee was implemented to cover some of the cost of running the virtual programs. In addition to virtual programs, planning for July is already in place hoping to offer some in-person programs. Summer Day Camps had been cancelled and staff had been working on alternative "Camp in a Box" program. Next, Jenkins gave an update on the continued member districts superintendents group meetings, which are very helpful platform for sharing how each member district is handling the current Covid-19 situation. Inclusion has been discussed at the last meeting and NISRA is in preparation to provide inclusion assistance and cross training to member district staff when needed.

Thom Palmer commended NISRA for the article published at the Northwest Herald newspaper about the virtual programs offered by NISRA.

4.00 Director's Report:

Director Wiseman thanked the board members for the support provided during this unprecedented time.

Wiseman informed of staff reduction – two regular part time positions had been furloughed in the beginning of May. The agency also kept open two regular part time positions which normally would have been filled by May 1, 2020. Wiseman also announced a full time position will be furloughed effective May 24th. The primary duty of that position is hiring and training seasonal part time staff, which at the moment is not justifiable. Next, Wiseman informed a new wheelchair accessible bus will be delivered this upcoming Friday. A new Cisco switch will be installed shortly due to failure of the existing one. The failure caused interruption in the in-office operations.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the April 15, 2020 Meeting Minutes, April 29, 2020 Special Meeting Minutes, April 30, 2020 Financial Reports, Warrants #1 FY 20/21.

Motion by: Herbster 2nd by: Cumpata

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Palmer, Mullard, Burton, Zinnen

Ayes: 9

Nays: 0

Motion carried.

6.00 Old Business

Director Wiseman gave an update on the parking lot project. After addressing final contract items by the contactor, a final payment will be submitted shortly to the title company, and the project will be considered completed.

7.00 New Business

7.10 Election of FY 20/21 Officers:

Dan Jones expressed he would prefer not to hold the Board President position for another term as he held the position multiple times. He opened the floor for nominations. Jason Herbster nominated Dave Peterson for the Board President position for the fiscal year 2020/21. Thom Palmer seconded the nomination. Nancy Burton nominated Laura Schraw as a President-Elect. Jason Herbster seconded the nomination. Maria Cumpata was nominated by Jason Herbster as the Board Treasurer. This nomination was seconded by Dave Peterson.

A motion to approve the board officers for the fiscal year 2020/21 as follows:

President: Dave Peterson

President-Elect: Laura Schraw

Treasurer: Maria Cumpata

Secretary: Jim Wiseman

Motion by: Herbster 2nd by: Peterson

Roll Call: Jones, Herbster, Peterson, Cumpata, Schraw, Palmer, Mullard, Burton, Zinnen

Ayes: 9

Nays: 0

Motion carried.

As the newly elected Board President, Dave Peterson took over leading the meeting.

7.20 FY 20/21 Calendar of Public Meetings:

A motion to approve and post the FY 19/20 Calendar of Public Meetings as presented.

Motion by: Palmer 2nd by: Burton

Ayes: 9

Nays: 0

Motion carried

7.30 FY 20/21 Committee Work Plans & Assignments:

Director Wiseman referred to the enclosed with the board packet Committee Work Plans for FY 2020/21. It was suggested a member spot on the Personnel & Policy Committee to be filled by a Lake in the Hills appointee and Fred Mullard agreed.

A motion to accept the FY 2020/21 Committee Work Plans as presented, and approve of a Lake in the Hills appointee to the Personnel & Policy Committee.

Motion by: Herbster 2nd by: Cumpata

Ayes: 9

Nays: 0

Motion carried

7.40 Review and Approval of Agency Organizational Chart:

Director Wiseman referred to the included in the Board Packet Agency Organizational Chart and noted a formal board approval of the Organizational Chart is needed for the Distinguished Accreditation application process. The chart was reviewed by the Personnel & Policy Committee at its February meeting. Wiseman made a remark about the newly approved by the board for FY 2020/21 part time Administrative Assistant position. Due to unprecedented times the position remains open and will be filled when such time is deemed as necessary

A motion to approve the FY 2020/21 NISRA Organizational Chart as presented.

Motion by: Palmer 2nd by: Cumpata

Ayes: 9

Nays: 0

Motion carried

7.50 Proposed Board/Agency Policy – Adoption of revised Policy 4.06 and adoption of new Policy 3.07, 4.20 & 5.09:

Director Wiseman gave further explanation of the need to revise some, and create new policies.

A motion to approve the proposed revision to Policy 4.06 to include an Economy of Resources statement, and the addition of new policies 3.07 Environmental Policy, 4.20 Payment Card Industry Data Security Policy and 5.09 Inclusion Services as presented.

Motion by: Cumpata 2nd by: Herbster

Ayes: 9

Nays: 0

Motion carried

7.60 Review and Approval of Americans with Disability Act Transition Plan:

Since NISRA currently manages and maintains one public recreation facility, the Sage Therapeutic Recreation Center at 285 Memorial Drive in Crystal Lake, IL., Director Wiseman explained a formal approval of the Americans with Disability Act Transition Plan is needed for the Distinguished Accreditation application process. The plan was initially introduced to the board at its April 15, 2020 meeting. It was also posted for 30 days on the NISRA's website for public comment. None was received.

A motion to approve the proposed Sage Therapeutic Recreation Center at the NISRA Office, Crystal Lake IL. Americans with Disability Act Transition Plan as presented.

Motion by: Palmer 2nd by: Burton

Ayes: 9

Nays: 0

Motion carried

7.70 Review of Agency Articles of Agreement:

Director Wiseman specified the Agency Articles of Agreement were last reviewed by the Broad Personnel and Policy Committee on February 15, 2017. A formal review is needed for the Distinguished Accreditation application process.

A motion to affirm the Agency Articles of Agreement as presented.

Motion by: Mullard 2nd by: Herbster

