

**NISRA BOARD OF DIRECTOR'S  
MEETING  
NISRA Office, Crystal Lake, and online via ZOOM  
July 15, 2020**

**Meeting Minutes**

**1.00 Call to Order:** The meeting was called to order at 1:32PM by Dave Peterson

**Roll Call:** Teresa Jennings (Barrington) via Zoom, Jason Herbster (Crystal Lake) via Zoom, Dave Peterson (Dundee) via Zoom, Maria Cumpata (Elgin) via Zoom, Laura Schraw (Hampshire) via Zoom, Ryan Knop (Harvard) via Zoom, Thom Palmer (Huntley) via Zoom, Fred Mullard (Lake in the Hills) via Zoom, Nancy Burton (Wauconda)

**After Roll Call:** Dave Zinnen (Woodstock) at 1:35PM

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

***2.00 Recognition of Visitors & Matters from the Public:***

No submitted comments.

***3.00 Superintendent's Report:***

Superintendent Jenkins reported the first set of 34 virtual programs concluded on June 27, 2020. NISRA charged registration fees for these programs. NISRA program staff continued to do wellness check-ins, added recreation guides on the website, and created U-Tube recreation videos. A second set of hybrid virtual, and some in-person programs will start on July 20, 2020. In-person programs will be held at the NISRA office. An eligibility assessment was implemented to be completed prior to participation to determine eligibility. Jenkins continued informing the board members about Inclusion, and that NISRA is in preparation for the Fall session. Last, Jenkins referred to the Spring participation numbers included with the board report. The numbers reflect programs that actually ran during the that time.

***4.00 Director's Report:***

Director Wiseman shared with the board member he was interviewed by B96 WBBM Chicago radio station. The topic discussed was how NISRA is adapting to the Covid-19 pandemic situation. The radio station advertised the NISRA website if someone would like to donate and support the agency efforts. WGN Radio contacted Emily Todd, Manager of Cultural Arts about the LIFE program. Wiseman continued informing that NISRA again will submit funding requests to the Mental Health McHenry County Board. Also, a new collaborative effort with the Pioneer Center for creating a new adult day program is in progress.

***5.00 Presentation & Acceptance of Consent Agenda Items:***

*A motion to approve the May 20, 2020 Meeting Minutes, May 31, 2020 & June 30, 2020 Financial Reports, Warrants #2 & Warrant #3 FY 20/21.*

*Motion by: Cumpata                    2nd by: Schraw*  
*Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Mullard, Burton, Zinnen*  
*Ayes: 10*  
*Nays: 0*  
*Motion carried.*

## **6.00 Old Business**

### **6.10 Distribution of FY 20/21 Committee Work Plans & Assignments**

Director Wiseman informed the board members this is just a distribution of the Committee Work Plans & Assignments for FY 2020/21. As announced, the Lake in the Hills spot on the Personnel & Policy Committee will be filled by Kim Buscemi once she starts her new position.

### **6.20 FY 2019/20 Strategic Plan Goal Completion Report**

Director Wiseman referred to the document provided with the board packet reflecting completed goals last fiscal year. Most of the goals had been meet, and some partially completed due to different variables. Those are to be re-valuated and addressed at a later time.

## **7.00 New Business**

### **7.10 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.*

*Motion by: Zinnen                    2nd by: Burton*  
*Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Mullard, Burton, Zinnen*  
*Ayes: 10*  
*Nays: 0*  
*Motion carried.*

### **7.20 Fiscal Year2021/22 Preliminary Member Dues Discussion:**

Director Wiseman clarified this is just a preliminary discussion to inform the board member of current in the assessment valuation. Based on the current information, data for seven member districts shows an increase 2019 EAV that will exceed 2011 EAV on which the dues became frozen. This potentially, and upon board approval, can unfreeze the dues for seven members and calculate those based on the .175 rate. Wiseman hopes by the September Board meeting he would have EAV information for all member districts.

### **7.30 Resolution Authorizing: Benefit Protection Leave Service For COVID-19 Related Furlough Time:**

Director Wiseman informed the board members that due to the fact NISRA furloughed three IMRF eligible positions, the agency needs to have a Resolution adopted to protect and maintain service credit through IMRF. The document was reviewed by John Cowlin, NISRA's corporate council.

*A motion to approve Resolution No. 1-7-15-2020 Authorizing Benefit Protection Leave Service For COVID-19 Related Furlough Time.*

*Motion by: Palmer                    2nd by: Mullard*  
*Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Mullard, Burton, Zinnen*  
*Ayes: 10*  
*Nays: 0*

*Motion carried*

**7.40 Revision of Board/Agency Policy 1.02 Statement Regarding Policy Manuals:**

Director Wiseman explained with the separation of personnel polices from the Board/Agency Policy manual into the new Employee Handbook, this policy statement is in need of revision to reflect this change. The revision is also needed to be compliant with IAPD Distinguished Accreditation standards.

*A motion to approve the revision of Board/Agency Policy 1.02 as presented.*

*Motion by: Herbster                      2nd by: Cumpata*

*Ayes: 10*

*Nays: 0*

*Motion carried*

**7.50 Comprehensive Long Range Plan Goal Development Discussion:**

Director Wiseman informed that staff had been working diligently for creating a Long Range Comprehensive Plan looking ten years into the future, 2030. Wiseman gave insight on the model for creating the plan. The document is just the beginning with the final document planned to be presented to the board for approval at the August 2020 Board Meeting. At this time, Wiseman asked the board member if they would have any comments, suggestions, or input, which is to be considered and included in the document final version. Board Members complimented the staff on the thoroughness of the Goals. Peterson suggested a financial goal regarding the member dues funding formula be added.

**8.00 NISRA Foundation Report**

Director Wiseman reported fundraising has been a challenge. The Mental Health Resource League, which has been a long time supporter of NISRA and contributing for scholarships and vehicle replacement needs, had cancelled its second fundraising event, the Fall Diddlely Craft Fair. Wiseman shared the Foundation raised approximately \$600 participating, with other non-for-profits, in the "All-in McHenry County" virtual-a-thon event. Lastly, Wiseman reported the NISRA Foundation is in a process of migrating out of "GiftWorks" to a new donor software "Donor Perfect".

**9.00 Comments from the Directors:**

Some of the Directors shared what was happening at their districts over the Summer, and plans for E-programming in the Fall.

**10.00 Executive Session:**

*A motion to enter Executive Session at 2:25PM for the purpose of Personnel: Executive Director Performance Review FY 2019/2020.*

*Motion by: Palmer    2nd by: Cumpata*

*Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Mullard, Burton, Zinnen*

*Ayes: 10*

*Nays: 0*

*Motion carried.*

Return to Open Session at 2:47 pm.

**11.00 Action Regarding Executive Session Items:** Board President Peterson shared that the Board of Directors are very pleased with the work of the Executive Director and the NISRA staff, but due to the current situation with COVID-19 and the many unknowns the Board is tabling the performance increases for the Director and

staff until the October Board meeting. The Board will go into close session at the October meeting to discuss the issue further.

*A motion to table the Executive Director and staff raises for three months.*

*Motion by: Palmer*

*2nd by: Burton*

*Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Palmer, Mullard, Burton, Zinnen*

*Ayes: 10*

*Nays: 0*

*Motion carried.*

**12.00 Adjournment:**

*A motion to adjourn the meeting at 2:57 PM.*

*Motion by: Zinnen*

*2nd by: Cumpata*

*Ayes: 10*

*Nays: 0*

*Motion carried.*

Minutes respectfully submitted by:



Jim Wiseman

Minutes recorded by Gergana Minchev.