

**NISRA BOARD OF DIRECTOR'S  
MEETING  
NISRA Office, Crystal Lake, and online via ZOOM  
August 19, 2020**

**Meeting Minutes**

**1.00 Call to Order:** The meeting was called to order at 1:34PM by Dave Peterson

**Roll Call:** Dan Jones(Cary), Jason Herbster (Crystal Lake) via Zoom, Dave Peterson (Dundee) via Zoom, Maria Cumpata (Elgin) via Zoom, Thom Palmer (Huntley) via Zoom, Kim Buscemi (Lake in the Hills) via Zoom, Bill Hobson (McHenry) via Zoom, Nancy Burton (Wauconda) via Zoom, & Dave Zinnen (Woodstock) via Zoom.

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

*A motion to move 7.20 before 2.00.*

*Motion by: Hobson 2nd by: Cumpata*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

***7.20 Presentation NISRA Independent Audit Ending April 30, 2020:***

Courtney Clement from Lauterbach & Amen Auditing Firm gave an overview of the FY 2019/2020 Audit Report. NISRA was given an unmodified/clean opinion, the highest opinion that can be given, which means financial statements are stated fairly in all material respects as of April 30, 2020. Clement continued to explain the contents of the different letters. During the presentation, Director Wiseman addressed board member's questions. In regards to the above collateralization amount bank balance in the operating account, he explained that the Foundation gives two checks a year to NISRA with one given at the end of the fiscal year. He is working with the Foundation Board to take steps to split the amount into three disbursements which would prevent going over the collateralization level.

*A motion to approve the Audit Ending April 30, 2020 as presented.*

*Motion by: Palmer 2nd by: Burton*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

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

Rebecca Moore was present to be recognized for the NRPA Professional - July for Parks & Recreation Month.

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

Superintendent Jenkins reported the second season of summer programs (first virtual/in-person) are finishing up. They have gone well. Since March this will be the 13<sup>th</sup> week of programs. Jenkins commended the staff for their innovation and ability to modify lesson plans. Staff are now planning for October 5<sup>th</sup> – mid November programs, virtual and in-person. Adult Day LIFE program is back in the office 2 days a week and also running well, hoping that it will be back to 4 days a week in October. Jenkins informed the board members NISRA will have two interns for the Fall season starting September 8, 2020.

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

Director Wiseman shared that the Manager of Fund Development, Holly Dorn, has given her resignation and her last day will be August 26, 2020. Holly has offered to stay on in a part time capacity as the Foundation transitions over from GiftWorks to DonorPerfect database. Wiseman also reported that NISRA will have its Annual Staff Meeting, which will focus on goal development through FY 2023-2024, on September 18<sup>th</sup> at a remote location that is yet to be determined. Wiseman also stated the afternoon of August 19 he will be attending the Village of Algonquin's master plan Zoom meeting with stakeholders. Some board members stated they will be in on the meeting as well.

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

*A motion to approve the July 15, 2020 Meeting Minutes, July 31, 2020 Financial Reports, Warrants #4 FY 2020/21.*

*Motion by: Hobson                      2nd by: Burton*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

### **6.00 Old Business**

#### **6.10 IAPD Distinguished Accreditation Update:**

Director Wiseman updated that the IAPD Distinguished Accreditation review will take place on September 24<sup>th</sup>. He thanked Dan Jones and Jason Herbster for scheduling to come on September 2<sup>nd</sup> to do a run through.

### **7.00 New Business**

#### **7.10 Resolution Recognizing Rebecca Moore for NRPA Professional Recognition:**

Director Wiseman reported that Rebecca was nominated by NISRA and chosen by NRPA as one of the 52 Parks & Recreation heroes in the country for the month of July for Parks & Recreation Month. Director Wiseman read a framed resolution to the board members for motion of approval.

*A motion to approve Resolution Recognizing Rebecca Moore.*

*Motion by: Herbster                      2nd by: Palmer*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.30: SRA Levy Expense Form from Huntley Park District**

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

*A motion to approve the SRA Levy Expense form submitted by the Huntley Park District.*

*Motion by: Cumpata                    2nd by: Hobson*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.40 Review of IPRA Environmental Report Card:**

Director Wiseman reported part of Distinguished Accreditation criteria is the completion of the IPRA report card. In reviewing the report card, NISRA does a good job and more than most agencies with being mindful and environmentally friendly. No action required, reviewed by the board.

**7.50 Review and Approval of Safety Policy Statement:**

Director Wiseman reported the new Safety Policy Statement has revised paragraph number 4 to include language of Distinguished Accreditation needed for the Safety Manual that will be included with approval signatures showing board support for the manual.

*A motion to approve the Safety Policy Statement as presented.*

*Motion by: Burton                    2nd by: Cumpata*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.60 Appointment of NISRA Foundation Board Liaison:**

Director Wiseman explained the NISRA Foundation Board Liaison is a 3-year commitment. It was opened up for a board member to volunteer. Thom Palmer was nominated and accepted the nomination.

*A motion to appoint Thom Palmer as the NISRA Board Member to NISRA Foundation Board Liaison for term September 1, 2020 – August 31, 2023.*

*Motion by: Hobson                    2nd by: Herbster*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.70 Approval of Revised Executive Director Job Description:**

Director Wiseman shared that the Executive Director job description has been revised to include one of three certification qualifiers: Certified Therapeutic Recreation Specialist (or attained after one year), Certified Park and Recreation Professional or Certified Park and Recreation Executive.

*A motion to approve the revision of the Executive Director Job Description as presented.*

*Motion by: Palmer                    2nd by: Cumpata*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.80 Proposed Revision to Board/Agency Policy - 4.08 Salary Schedule, & Employee Handbook Policy- 1.15 Employee Certification Requirements/Incentives:**

Director Wiseman specified the revisions to Policy 4.08 from the Board Agency Policy Manual is to clarify the language. The change to Policy 1.15 from the employee Handbook is to add Professional Development to the criteria. It also gives clarification on board members to seek a board approval prior to attending conferences/workshops on NISRA's behalf.

*A motion to approve the revision of Board/Agency Policy - 4.08 Salary Schedule, & Employee Handbook Policy- 1.15 Employee Certification Requirements/Incentives as presented.*

*Motion by: Herbster                      2nd by: Cumpata*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.90 Review & Approve Comprehensive Long Range Master Plan 2020-2030:**

Director Wiseman stated the Comprehensive Long Range Master Plan was sent as a separate document via Dropbox to board members for review. Wiseman gave a great deal of credit to staff for team effort, and thanked Board Members for their input at the July meeting.

*A motion to approve the Comprehensive Long Range Master Plan 2020-2030.*

*Motion by: Hobson                      2nd by: Cumpata*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**8.00 NISRA Foundation Report**

Director Wiseman informed the board members of the status for the fundraisers planned: Women's Golf Outing has been canceled, Top Cats- Ride for Dreams is scheduled for Sunday, September 13<sup>th</sup>, Rockin' the Hill has a tentative date for October 9<sup>th</sup>, Bunker Hill 5K Fall Festival Run October 31<sup>st</sup>. Planning is in process for the 25<sup>th</sup> Holiday Fashion Show. Decision will be made by September 8<sup>th</sup> if it will be virtual & limited number of attendance, or if it will be solely virtual. Lastly, Wiseman reported that an application has been submitted for a grant to the Fred & Jean Allegretti Family Foundation for \$10,000.

**9.00 Comments from the Directors:**

Some of the Directors shared what programs they have implemented during this time of Covid-19. Director Wiseman stated that NISRA will be prepared to support their districts with any Inclusion support that is needed.

**10.00 Executive Session:**

The Board chose to remain in open session for a discussion to approve Executive Director's FY 2020/2021 Work Initiatives.

*A motion was made to approve the Executive Director FY 2020/2021 Work Initiatives as presented.*

*Motion by: Palmer                      2nd by: Buscemi*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

**11.00 Action Regarding Executive Session Items:**

None

**12.00 Adjournment:**

*A motion to adjourn the meeting at 2:43 PM.*

*Motion by: Hobson                      2nd by: Cumpata*

*Roll Call: Jones, Herbster, Peterson, Cumpata, Palmer, Buscemi, Hobson, Burton, Zinnen*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

Minutes respectfully submitted by:

  
Jim Wiseman

Minutes recorded by: Gergana Minchev