

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake & Via Zoom
February 17, 2021**

Meeting Minutes

- 1.00 Call to Order:** The meeting was called to order at 1:30 PM by Dave Peterson
- Roll Call:** Teresa Jennings (Barrington), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Maria Cumpata (Elgin), Laura Schraw (Hampshire), Thom Palmer (Huntley), Kim Buscemi (Lake in the Hills), Dan Bertrand (Marengo), Nancy Burton (Wauconda), Dave Zinnen (Woodstock)
- Staff Present:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation and Gergana Minchev, Senior Manager of Finance & Administration

2.00 Recognition of Visitors & Matters from the Public:

There were no visitors present. Jim introduced Dan Bertrand, a new board member and the Director of Parks for Marengo Park District. Bertrand shared his background.

3.00 Superintendent's Report:

Superintendent Jenkins informed the board members that Fall participation numbers are included in the Board Report, NISRA started Winter programs and the numbers are looking good and Spring registrations going well for both virtual and in-person. Separate signups were held this year for Winter and Spring due to the unknown with Covid-19. Jenkins shared that staff members are working on Summer Day Camp and getting a lot of calls from family members and are having difficult conversations in regards to why NISRA's eligibility requirements are different from schools. Jenkins stated NISRA is planning on offering day camps and that three facilities have already been confirmed. If anyone has a place in their community that is available/open and can be used for NISRA Summer Day Camp please send information her way.

4.00 Director's Report:

Director Wiseman reported on Tuesday, February 8, he presented via Zoom a grant proposal for \$3000 to the Barrington Township Board of Trustees seeking support for NISRA transportation services and scholarship support. Wiseman attended the IAPD/IPRA Soaring to New Heights virtual on-line Conference, January 28-30. NISRA was recognized by IAPD through a pre-recorded video for achieving IAPD/IPRA Distinguished Accredited Parks and Recreation Agency status this past year. Wiseman also reported that Illinois Park and Recreation Association (IPRA), Therapeutic Recreation Section recognized NISRA with a 2020 Making A Difference Outstanding Special Events Award. Regional Coordinator Samantha Helton worked with four other Special Recreation Associations to create a series of monthly virtual summer and fall special events for teen and adult participants to help break the social isolation brought upon by COVID-19. Director Wiseman shared that in January the McHenry County Mental Health Resource League (MHRL) presented the NISRA Foundation with a check for \$9970. Due to the pandemic the MHRL had to cancel both of their fundraising events, Fair Diddley and Fall Diddley. It has already been announced that the 2021 May Fair Diddley event is canceled but the 2021 Fall Diddley event is scheduled for October 9 & 10. The NISRA Foundation has committed to organizing and managing the bakery at the MHRL Fall Diddley craft show. In addition, Wiseman shared that the Rotary Club of

Crystal Lake Dawnbreakers announced last week they will be providing a \$1000 donation to NISRA in support of the Associations' snowshoe racing program, and the NISRA's 27th Annual Recognition Night has been postponed until May 20 and will be held at the Jewel Tea Park Pavilion in Barrington. This year's event will involve a smaller onsite audience in order to accommodate pandemic Restore Illinois safety guidelines. Staff are working in teams to reinvent the delivery of this annual event in order properly recognize award recipients and add an on-line element to accommodate those that will not be able to attend due to Covid restrictions.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the January 20, 2021 Meeting Minutes, January 31, 2021 Financial Reports and Warrant #10, FY 20/21

Motion by: Zinnen 2nd by: Burton

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Palmer, Buscemi, Bertrand, Burton, Zinnen

Ayes: 10

Nays: 0

Motion carried.

6.00 Old Business

No old business at this time.

7.00 New Business

7.10 Biennial Review & Approval Proposed Salary Ranges:

Director Wiseman referred to the included in the Board Packet proposed NISRA Salary Ranges Chart & memo and explained the intent is to ensure that NISRA remains financially competitive in the Special Recreation field. *A motion to approve the Biennial Review & Approval Proposed Salary Ranges*

Motion by: Palmer 2nd by: Cumpata

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Palmer, Buscemi, Bertrand, Burton, Zinnen

Ayes: 10

Nays: 0

Motion carried

7.20 Review & Approval Proposed FY 2021/22 Budget:

Director Wiseman mentioned the Finance Committee reviewed the proposed budget at its January meeting, and made a recommendation to approve the budget for FY 2021/22. Wiseman highlighted that NISRA will finish the year with net income rather than loss, and new pie charts are included in the Budget Document. Wiseman also pointed out a projected operating budget to net income of \$70,414.00 which includes capital expenditures. On the proposed budget FY 2021/22, with a 50% - 60% return to normal, it reflects operating costs of \$61,455 and with factoring in capital expenses \$12,485 net income for the year.

A motion to approve the proposed FY 2021/22 Budget as presented

Motion by: Cumpata 2nd by: Herbster

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Palmer, Buscemi, Bertrand, Burton, Zinnen

Ayes: 10

Nays: 0

Motion carried

7.30 Review & Approval Vehicle Purchase Bid:

Director Wiseman referred to the Minivan Replacement Bid report, enclosed with the Board Packet with pricing, for replacing an eleven-year-old minivan which is starting to need a number of repairs. Morrow Brothers amended the joint purchasing price for the Ford Transit from \$26,950 to \$27,780 due to the vans they will have available on the lot for mid-May delivery have additional options added. Wiseman stated that all their agency vehicles will be needed for the Summer Programs and Summer Day Camp with the Covid restrictions and having limited number to each vehicle. If ordered with the limited options NISRA was looking for it would take 22 – 24 weeks and would then be the \$26,950 plus \$225 for registration and licensing fees. *A motion to approve the purchase of the Ford Transit Connect 7 passenger van through the State of Illinois Joint Purchasing Program - Morrow Brothers Ford, Greenfield, Illinois for the price of \$27,780, purchase to be made after the start of the new fiscal year, May 1, 2021.*

Motion by: Bertrand 2nd by: Buscemi

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Palmer, Buscemi, Bertrand, Burton, Zinnen

Ayes: 10

Nays: 0

Motion carried

7.40 Approval of RFP for Legal Services FY 2021/22:

Director Wiseman presented a RFP for legal services to ensure NISRA is receiving the legal services needed that provide not only local and governmental law but also labor and employment law. Wiseman identified 5 firms in the schedule provided that are believed to be able to provide these services. The schedule reflects a proposal due date of March 31, a task force of staff review April 1st – 9th with a recommendation brought to the Board on April 21st. There has been an increase in the budget for next year in anticipation that the services may incur an additional cost.

A motion to approve the release of the RFP for Legal Services as presented FY 2021/22

Motion by: Cumpata 2nd by: Schraw

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Palmer, Buscemi, Bertrand, Burton, Zinnen

Ayes: 10

Nays: 0

Motion carried

8.00 NISRA Foundation Report:

Director Wiseman reported June 4th is the date for the NISRA Foundation's Spring Shoot Out Golf Event at Randall Oaks Golf Course. It would be appreciated if the Board would send foursomes out in support of this event. Wiseman thanked Peterson for the support of the Dundee Park District for this event. Director Wiseman and Cailyn Welch/ Manager of Fund Development met with the Holiday Inn, Crystal Lake. The Holiday Fashion Show will be the Saturday before Thanksgiving. This event will be in-person and in a more typical fashion with Covid permitting. The Annual Giving Campaign is at the end of NISRA's fiscal year, April 30th. Timing is with tax return season in hopes that people will be more generous. The Annual Campaign information will go out in the next month. The Foundation has made a program donation change, instead of NISRA receiving the donation all at once they have split the donation into two. This month the NISRA Foundation made a check out to NISRA for \$52,00+ and NISRA will receive the 2nd check at the end of the year.

9.00 Comments from the Directors:

Directors discussed the guidelines they were using for the use of masks in their fitness centers, the vaccine resources for their staff and if agencies have a work from home policy.

10.00 Executive Session:

No need for Executive Session.

11.00 Action Regarding Executive Session Items:

N/A

12.00 Adjournment:

A motion to adjourn the meeting at 2:17PM

Motion by: Cumpata 2nd by: Palmer

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Palmer, Buscemi, Bertrand, Burton, Zinnen

Ayes: 10

Nays: 0

Motion carried

Minutes respectfully submitted by:



Jim Wiseman

Minutes recorded by Sue Just.