

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake, and online via ZOOM
July 21, 2021**

- 1.00 Call to Order:** The meeting was called to order at 1:30 PM by Dave Peterson
- Roll Call:** Teresa Jennings (Barrington), Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Maria Cumpata (Elgin), Ryan Knop (Harvard), Thom Palmer (Huntley), Nancy Burton (Wauconda)
- After Roll Call:** Dan Bertrand (Marengo) at 1:34 PM
- Staff Attending:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Gergana Minchev, Senior Manager of Finance & Administration; Sue Just, Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

No matters from the Public at this time. Five visitors attended the Board Meeting. Two interns Gab Weaver and Carley Frisch along with the new NISRA staff members, Trisha Palmieri; Manager of Special Olympics & HMHB and Anya Naumovski; Eastern Regional Coordinator were introduced and they shared a little bit about themselves and their background. Sarah Holcombe; Manager of Communication & Marketing also attended the meeting, agenda item 7.10 is a Resolution to honor Ms. Holcombe for her years of service, August 13th will be her last day.

3.00 Superintendent's Report:

Superintendent Jenkins reported that there has been turnover that consists of 50% of the recreation staff due to retirement, staff deciding to stay at home to raise their children and relocation. NISRA is working on onboarding/training new talented staff and is excited to have the new and the old energy coming together to make a great team. Jenkins shared that Summer Day Camp, even with its challenges this year, was successful and that the staff are now planning for Fall programs. NISRA is planning to offer 99% of programs in person. Jenkins stated that the funding application she presented to the McHenry County Mental Health Board along with Pioneer Center for Human Services has been approved and will provide the startup costs for the new Bright collaborative adult day program. The Bright program is a revenue-generating program. Jenkins informed the Board Members that enclosed in the Board Packet are the Spring participation numbers, Spring inclusion numbers and the Annual numbers for last fiscal year.

4.00 Director's Report:

Director Wiseman stated that on Monday, July 19 NISRA entered into an agreement with the Pioneer Center for Human Services to launch the new collaborative Bright Program this Fall in Huntley. This program will focus on community inclusive, traditional living skills for adults with developmental disabilities. Wiseman shared on Friday, July 16 Jim Allegretti from the Fred & Jean Allegretti Foundation made a visit NISRA and toured the Sage Therapeutic Recreation Center. Upon the conclusion of the meeting, Jim Allegretti presented a check for \$10,000 to the NISRA Foundation in support of the NISRA Theater Program.

Wiseman also shared that Sarah Holcombe Manager of Communications & Marketing is retiring and NISRA has hired a new Manager of Communications, Lori Lattanzio, who will start the first week of August.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the May 19, 2021 Meeting Minutes, May & June 2021 Financial Reports, Warrants #2 & Warrant #3 FY 21/22.

Motion by: Jones 2nd by: Burton

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Bertrand, Burton

Ayes: 9

Nays: 0

Motion carried.

6.00 Old Business

6.10 Distribution of FY2021/22 Committee Work Plans & Assignments

Director Wiseman informed that there is no action needed at this time. The committees have remained the same.

6.20 FY2020/21 Strategic Plan Goal Completion Report

Director Wiseman stated no action needed at this time. Wiseman referred to an update listing of how successful the Association was in completing their goals for FY 2020/21. Only a few goals were not complete due to the challenge with Covid-19.

7.00 New Business

7.10 Resolution Honoring Ms. Sarah Holcombe for 22 Years of Service to NISRA

Director Wiseman read the, included in the Board Packet, resolution honoring Ms. Holcombe for her 22 years of service with NISRA.

A motion to approve the Resolution honoring Sarah Holcombe; Manager of Communication & Marketing for 22 years of service.

Motion by: Palmer 2nd by: Burton

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Bertrand, Burton

Ayes: 9

Nays: 0

Motion carried.

7.20 SRA Levy Expense Forms from Cary & Huntley Park Districts:

Director Wiseman referred to the SRA Levy Expense Forms from Cary & Huntley and before voting on them asked if there were any comments or questions, Wiseman recommended approval.

A motion to approve the SRA Levy Expense Forms from Cary & Huntly Park Districts.

Motion by: Cumpata 2nd by: Bertrand

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Bertrand, Burton

Ayes: 9

Nays: 0

Motion carried.

7.30 Proposal to Extend Current Auditors Agreement for Two More Years:

Director Wiseman proposed extending the current auditor's, Lauterbach & Amen LLP, contract for an additional two years, which would be a total of five years. Wiseman will check with legal counsel and report in August in regards to proper procedure as far as conducting a RFP.

A motion to approve the extension of the current auditor's agreement for two more years.

Motion by: Palmer 2nd by: Cary

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Bertrand, Burton

Ayes: 9

Nays: 0

Motion carried.

7.40 Fiscal Year 2022/23 Preliminary Member Dues Discussion:

Director Wiseman clarified this is just a preliminary discussion. The Finance Committee will meet in September. Wiseman will present a proposal for review at that time, with a vote then being in October for Fiscal Year 2022/2023 member dues. Cook County EAV's report for 2020 are still not available. Wiseman hopes by the September Board meeting the EAV information will be available for all member districts. Wiseman stated NISRA would have difficulty maintaining a reserve fund and capital fund if we continue to freeze member dues moving forward.

No action needed at this time.

7.50 Executive Director's Work Initiatives:

Director Wiseman referred to the copy of work initiatives that were sent out to each Board Member. Dave Peterson, President; asked if there were any comments or questions. Wiseman pointed out one of the most significant items, initiating a formal process for recruiting a new member.

A motion to approve the Work Initiatives for Jim Wiseman:

Motion by: Jones 2nd by: Palmer

Roll Call: Jennings, Jones, Herbster, Peterson, Cumpata, Knop, Palmer, Bertrand, Burton

Ayes: 9

Nays: 0

Motion carried.

8.00 NISRA Foundation Report

Director Wiseman reported that the annual Women's Golf Outing is on Tuesday, September 14 at Randall Oaks Golf Club with a shotgun start at 10:00 a.m. Promotional materials have been distributed. The theme this year is Candy Land, and is nine holes with fun themed activities featured at each hole. In addition, the Bunker Hills Charities will be hosting its' annual concert on Saturday, September 18 featuring Cheap Trick and country star Jake Owen. The NISRA Foundation is a featured agency and will receive 50% for each ticket sold to a Foundation supporter and \$100.00 per event volunteer. This is a private, invitation only event and they request no posting to any social media, if this is not abided by the NISRA Foundation will be removed as a featured agency and miss the chance to participate. Finally, the annual Holiday Fashion Show planning is in full swing. The event will be held Saturday, November 20 at the Holiday Inn Chicago Northwest in Crystal Lake. Gift solicitations for the silent auction are taking place now. Wiseman expressed if a District or Community would like to donate an item or know someone that would, please contact Cailyn at the NISRA office.

9.00 Comments from the Directors:

There was a discussion in regards to Administrative Policy Manuals.

