

**NISRA BOARD OF DIRECTOR'S  
MEETING  
NISRA Office, Crystal Lake  
April 21, 2021**

**Meeting Minutes**

- 1.00 Call to Order:** The meeting was called to order at 1:30PM by Dave Peterson
- Roll Call:** Teresa Jennings (Barrington), Sara Kelly (Cary), 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)
- Staff Present:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Gergana Minchev, Senior Manager of Finance & Administration and Sue Just, Recording Secretary

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

Director Wiseman introduced Sara Kelly, Deputy Director of Cary Park District as the proxy for Dan Jones. There were no visitors or matters from the public at this time.

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

Superintendent Jenkins shared that Kelly Kronwall, Manager of Inclusion, has resigned her position and NISRA has hired Mia Leyba from West Suburban Special Recreation Association where she held the position of Inclusion Specialist. Mia will join the staff starting May 3<sup>rd</sup> and Kelly will stay to train Mia for a couple weeks. Cathy Bott, Senior Manager of Support Staff, will be retiring after 23 years of employment with NISRA on June 18<sup>th</sup>, there will be additional information to come in May. Staff currently is getting ready for Summer Day Camp and Summer programs. NISRA has received a lot of inquiries in regards to Summer Day Camp and is still working on the Eligibility & Assessment Questionnaires to meet guidelines of the CDC, IDPH & EDOC. Superintendent Jenkins stated that she along with DJ Newport from Pioneer Center for Human Services submitted/presented a proposal for a transformational grant to the Community Foundation for McHenry County for a new adult day program, the grant has made it to the final stage of review. The adult day program would be a Cooperative program. Pioneer Center would run half the program (case management and vocational work) and NISRA the other half (life skills and recreation).

***4.0 Director's Report:***

Director Wiseman first shared that earlier that day he attended a Webinar by the Association's Auditors, Lauterbach and Amen, on Fraud Awareness and Strengthening Internal Controls in your Entity. Out of the 10 items named that need to be done, in regards to Fraud Awareness and Strengthening Internal Controls in your Entity, NISRA is currently doing them all to have sound fiscal responsibility and controls in place. Next, Director Wiseman stated that grant writing continues to be high on his list of priorities. The renewal of a \$2500 grant from Northwestern Medicine in support of the Healthy Minds Healthy Bodies program was submitted April 20<sup>th</sup>, NISRA has once again been invited to submit a grant to the Fred and Jean Allegretti Foundation. Last year the NISRA Foundation received \$10,000 in support of program participant scholarships, and NISRA was recently notified that it will be receiving a \$2000 grant from the Barrington Township in support of

participant transportation and scholarship needs. Lastly, NISRA completed a HR Check-Up with HR Source. This 3-hour check-up was led by NISRA HR Coordinator, David Butts and included a review on the Association's HR practices from hiring through termination of employment. Recommendations for best practices will be made once the review information has been processed by HR Source. No formal report is generated by this review.

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

*A motion to approve the February 17, 2021 Meeting Minutes, February and March 2021 Financial Reports, Warrants #11 and #12 FY 20/21*

*Motion by: Marengo 2nd by: Huntley*

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

*Ayes: 10*

*Nays: 0*

*Motion carried.*

**6.00 Old Business**

**7.00 New Business**

**7.10 Proposed Board/Agency Policy Manual Revisions:**

Director Wiseman clarified the proposed revision to the 1.01 Mission, Vision, Purpose and Philosophy Policy with "year round recreation" wording added and adoption of new policies 4.21 Fund Balance Policy & 4.22 Outstanding Check Policy, we received input from the auditors to provide these policies and both were reviewed by the Personnel and Policy committee.

*A motion to approve the proposed revision of policy 1.01 Mission, Vision, Purpose and Philosophy and the adoption of new policies 4.21 Fund Balance Policy & 4.22 Outstanding Check Policy as presented.*

*Motion by: Elgin 2nd by: Wauconda*

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

*Ayes: 10*

*Nays: 0*

*Motion carried*

**7.20 Proposed Employee Handbook Revision policy 3.4 Jury Witness Duty:**

Director Wiseman explained the revision would make the language consistent with regular part-time benefit policy and be based on a half day of 4 hours.

*A motion to approve the proposed Employee Handbook revision of policy 3.4 Jury Witness Duty*

*Motion by: Huntley 2nd by: Crystal Lake*

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

*Ayes: 10*

*Nays: 0*

*Motion carried*

**7.30 Review and Approval of Legal Services Proposal for FY2021/22:**

Director Wiseman referred to the February 17, 2021 Board Meeting where it was approved to Release a Request for Proposals (RFP) for legal services, as well as, referred to the included with the April 21, 2021 Board Packet a recommendation memo completed by the staff Legal Services RFP review team. It is recommended that the proposal from Ancel Glink P.C. for the provision of legal services for FY 2021/2022 starting May be approved. Ancel Glink P.C requires no retainer fee; the fees are on an hourly basis. Ancel Glink P. already represent a number of our Parks Districts, as well as, represent many Special Recreation Associations and are located in Crystal Lake.

*A motion to approve the staff recommendation to accept the proposal from AnceL Glink P.C. for provision of legal services for FY 2021/22*

*Motion by: Lake in the Hills                      2nd by: Elgin*

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

*Ayes: 10*

*Nays: 0*

*Motion carried*

***7.40 Review and Approval of Organizational Chart Revision:***

Director Wiseman presented the proposed revision of the organizational chart that will change the supervision of the two Part-time Recreation Specialist positions from the Manager of Inclusion to Senior Manager of Support Staff. The Part-time Recreation Specialist are primarily in a program leadership role and the Senior Manager of Support Staff is the primary person making and managing recreation program assignments. The change will improve the efficiency in managing recreation program leadership needs.

*A motion to approve the revised NISRA Organizational Chart as presented*

*Motion by: Barrington                              2nd by: Huntley*

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

*Ayes: 10*

*Nays: 0*

*Motion carried*

***8.00 NISRA Foundation Report***

Director Wiseman gave an update of the NISRA Foundation. Wiseman shared that the Annual Spring Shoot Out golf event will be held on Friday, June 4 at Randall Oaks Golf Course in West Dundee. This event will be held with support from the Fire Wagon Hockey – Yellowjackets Hockey Club. The event brochures have been mailed out and registration is open on-line at the NISRA website, NISRA Foundation Page-Fundraisers & Registration. Director Wiseman encouraged Board Members to consider attending this event. A new fundraising event took the place of our Bowl-A-Thon, the NISRA Knights Move-a-Thon and raised over \$2000.00. The NISRA Foundation Annual Appeal was sent out in a digital format and has been very successful so far.

***9.00 Comments from the Directors:***

Kim Buscemi shared that she was invited to speak at the LGMC for their challenge day. The topic was Fighting Obesity in McHenry County and what Park Districts and Recreation Departments have to offer youth and young adults to keep them active and have a healthy life style. Buscemi received a lot of positive feedback. The Directors also discussed what their plans are in regards to their pools and outdoor summer events.

***10.00 Executive Session:***

*A motion to enter Executive Session at 2:10PM*

*Motion by: Huntley                              2nd by: Elgin*

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

*Ayes: 8*

*Nays: 0*

*Motion carried*

*Return to open session at 2:29PM*

***11.00: Action Regarding Executive Session Items:***

The annual performance review of the Executive Director was completed in Closed Session and action is necessary based on that discussion.

