

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake & Via Zoom
February 16, 2022**

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), Ryan Knop (Harvard), Scott Crowe (Huntley), Kim Buscemi (Lake in the Hills), Dan Bertrand (Marengo), Tim Staton (Wauconda), Dave Zinnen (Woodstock), Bill Hobson arrived at 1:55(McHenry)
- Staff Present:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Renee Erling, Senior Manager of Finance & Administration; Sue Just, Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

No visitors present or matters from the public at this time.

3.00 Superintendent's Report:

Superintendent Jenkins reminded the Board Members that NISRA's Recognition Night is Wednesday, March 16, the registration deadline is March 1, and a copy of the invitation is enclosed in the Board Packet. Jenkins shared that management is heavily working on recruitment in the community for both Seasonal Staff and Summer Day Camp. Also, that Mia Leyba, Manager of Inclusion, worked with the Dundee Park District and went out to the schools where they did Ability Awareness activities with all the extended time kids, there were approximately 120 kids at each site. The new Pioneer/ NISRA Bright program in Huntley has increased registration along with having 3 individual trials this week and 4 assessments next week, there is hope there will 15 -20 participants soon. There is an article about the Bright program in the Board Packet; also in the Board Packet are the Fall participation numbers which include Inclusion and NISRA Programs.

4.00 Director's Report:

Director Wiseman reported that NISRA updated its' Operating Account information with Home State Bank. The bank only allows five signers to be on the account so there is no need of having all of the Board members become signers. The current signers on the Home State Operating account are Jim Wiseman, Laura Schraw, Jason Herbster, Dan Jones and Renee Erling. Renee, Senior Manager of Finance & Administration; is needed on the account in order for her to have on-line access to the account. Checks will still require two signatures. Director Wiseman shared that he recently sent a letter of support to the City of Woodstock as the city moves forward with plans to build an Intergenerational Inclusive Playground called Nature's Way at Emricson Park. NISRA purchased and placed Air Purifiers/Filters throughout the Sage Therapeutic Center and the registration area in the office. The NISRA Foundation approved an additional grant of \$2000.00 to cover the cost of the Air

Purifiers/Filters. NISRA has worked with Excaltech and created a password protected information portal on the Share Drive of which the Board Members will be able access. In the future the Board Packet, NISRA Handbook and any document needed will be available in this portal. There will be a link and a password required to access the Share Drive. This will be secure and will allow Director Wiseman to easily add information as well as easier for Board Members to obtain information. A NISRA Foundation and Staff portal have been created as well. Dropbox and Google Docs will no longer be used.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the January 19, 2022 Meeting Minutes, January 31, 2022 Financial Reports and Warrant #10, FY 21/22

Motion by: Jennings 2nd by: Herbster

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Staton, Zinnen

Ayes: 11

Nays: 0

Motion carried

6.00 Old Business

6.10 Decision on April 20, 2022 Board Meeting; In-person & Virtual Format per OMA.

Director Wiseman reviewed the options to offer the April 20, 2022 Board Meeting in-person & in virtual format per OMA, he will monitor the need. President Peterson noted the meeting format is dependent on any declaration by the governor or mandates affecting OMA.

A motion to offer the April 20, 2022 Board Meeting; In-person & Virtual Format per OMA.

Motion by: Marengo 2nd by: Cumpata

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Staton, Zinnen

Ayes: 10

Nays: 0

Abstain: 1

Motion carried

7.00 New Business

7.10 Review & Approval Proposed New Salary Ranges:

Director Wiseman referred to the enclosed in the Board Packet proposed new salary ranges along with the proposed new salary ranges for May 1, 2022. When putting together these proposals Wiseman utilized the 2022 IPRA salary survey and IPRA hiring ranges in order to put together ranges to remain being competitive as an agency. The Finance Committee reviewed and recommended the proposed new salary ranges for review.

A motion to accept the Proposed New Salary Ranges effective May 1, 2022 as presented

Motion by: Crowe 2nd by: Herbster

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Hobson, Staton, Zinnen

Ayes: 12

Nays: 0

Motion carried

7.20 Review & Approval Proposed FY 2022/23 Budget:

Director Wiseman referred to the enclosed in the Board Packet FY 2022/23 Budget document, which was reviewed by the Finance Committee at its January meeting. He thanked all the members for approving and unfreezing the dues where appropriate stating this will give NISRA a little breathing room and comes at a very good time after being frozen for 7 or 8 years. Director Wiseman also highlighted that NISRA normally has an eight year vehicle replacement program however has changed it to a nine year cycle for now. Wiseman proposed a new manager position in the budget starting May 1, 2022, Manager of Adult Day Services. Adult Day Services has proven to be profitable in other organizations and would create alternate revenue where we have not had in the past. Pioneer has expressed an interest in the near future to expand and offer another Bright Program collaborating with NISRA in the Wauconda area. NISRA would also like to partner with AID in the Dundee Township area. In order to collaborate with these agencies we would need a Manager of Adult Day Services.

A motion to approve and accept the proposed FY 2022/23 Budget as presented

Motion by: Bertrand 2nd by: Crowe

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Staton, Zinnen

Ayes: 11

Nays: 0

Motion carried

7.30 Review & Approval of Organizational Chart:

Director Wiseman referred to the enclosed in the Board Packet revised Organizational Chart which includes the addition of the proposed Adult Day Services Manager position along with moving all affiliated staff under that position.

A motion to approve the Organizational Chart as presented

Motion by: Cumpata 2nd by: Schraw

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Staton, Zinnen

Ayes: 11

Nays: 0

Motion carried

8.00 NISRA Foundation Report:

Director Wiseman reported that the NISRA Foundation Board of Directors approved the first half of the FY2021/22 Program Grant Tuesday, February 8, 2022. The grant is divided and distributed in two payments with February's check in the amount of \$58,919.50 and the remaining will be distributed at the end of the year. The end of year individual donor giving letters have been sent to donors for tax filing purposes. The annual NISRA Foundation Bowl-a-thon event is back after a one year hiatus due to the pandemic. The event will take place the first week of May and this year will not only take place at NISRA's bowling programs but has been expanded to include participants that are not in our bowling programs. Participants are able to go online and they will be able to participate on their own. Director Wiseman thanked Kim Buscemi, Director of Village of Lake in the Hills, for stepping up and being the new Board/Foundation liaison.

9.00 Comments from the Directors:

There was a discussion in regards to different grants that some of the Directors have applied for and grants they have received as well as thoughts were discussed in regards to what the member mask policy may look like starting February 28.

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 2:21PM

Motion by: Herbster 2nd by: Crowe

Roll Call: Jennings, Herbster, Peterson, Cumpata, Schraw, Knop, Crowe, Buscemi, Bertrand, Hobson, Staton, Zinnen

Ayes: 12

Nays: 0

Motion carried

Minutes respectfully submitted by:


Jim Wiseman

Minutes recorded by Sue Just.