

**NISRA BOARD OF DIRECTOR'S
MEETING
NISRA Office, Crystal Lake
April 20, 2022**

Meeting Minutes - Unapproved

1.00 Call to Order: The meeting was called to order at 1:30PM by Dave Peterson

Roll Call: Dan Jones (Cary), Dave Peterson (Dundee), Maria Cumpata (Elgin), Laura Schraw (Hampshire), Scott Crowe (Huntley), Kim Buscemi (Lake in the Hills), Dan Bertrand (Marengo), Bill Hobson (McHenry), Tim Staton (Wauconda)

Staff Present: Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Renee Erling, Senior Manager of Finance & Administration and Sue Just, Recording Secretary

2.00 Recognition of Visitors & Matters from the Public:

There were no visitors or matters from the public at this time.

3.00 Superintendent's Report:

Superintendent Jenkins stated that starting May 1, Gabrielle Winkel, Southern Regional Coordinator, will be promoted to the new position of Manager of Cultural Arts & Special Events. Katie Weadley, currently Manager of Cultural Arts and Adult Day Programs, will take on a new role as Manager of Adult Day Programs as NISRA looks to grow those programs in the next few years. NISRA is currently recruiting to fill the open Regional Coordinator position. Jenkins also shared that the Spring season Buddy Baseball program is using the accessible field at Sunset Park, Lake in the Hills. This program has 10 players, 3 coaches and the Northern Illinois Rawlings Tiger Baseball Club from Cary will be the Buddies. There is a new Family Bowling program in line with our goals of getting more family programs running; this program is being held at Glo-Bowl in Marengo. Mia Leyba, Manager of Inclusion has been working with Lake in the Hills, Kim Buscemi and her staff, on a checklist for Special Events that keeps in mind accommodations that people in the community may need. Jenkins offered if anyone else is interested in having a checklist please let her know. Leyba will also be presenting the checklist at a McHenry County Active Community Planning group. Leyba attended a focus group at Lake in the Hills Village Hall to share tips on Universal Design for the Lynn Dillow Playground and is working with Woodstock as they are planning an intergenerational Nature's Way Playground. NISRA's Summer Day Camp currently has 39 participants enrolled and has a great number of participants on a waitlist. The Human Relations Coordinator, Patty Panas along with the Manager of Summer Day Camp, Jordan Miller have been recruiting in hopes to accommodate and add as many participants as possible off the waitlist. Jenkins added the LIFE Adult Day program is looking to expand in January by having a location at the Dundee Township Park District.

4.0 Director's Report:

Director Wiseman informed that he has been in contact with Ms. Katie Gock, Superintendent of Recreation for the Village of Algonquin, to discuss the possibility of the Village joining the NISRA cooperative. Information was sent to Ms. Gock about the benefits and costs associated with joining NISRA that she shared with Village officials. After several e-mail and phone discussions, the Village is not interested at this time in considering a

formal proposal to join. The Village plans to continue with their current practice of reimbursing Algonquin families for the difference in cost of resident and non-resident fees. NISRA will be receiving a \$2500 grant from the Barrington Township in support of participant transportation and scholarship needs. Director Wiseman shared that Gallagher Bassett recently consolidated its Crystal Lake offices and donated surplus office related items to NISRA that are only 2-3 years old. The Association received; Computer Monitors and Dual Monitor Stands, desk chairs, office tables and chairs, lounge chairs, TV and miscellaneous office supplies. Wiseman also recognized Dave Peterson, Director of Dundee Township Park District and presented him with an award in sincere appreciation for his leadership & dedicated service for two years as the President of the NISRA Board of Directors.

5.00 Presentation & Acceptance of Consent Agenda Items:

A motion to approve the February 16, 2022 Meeting Minutes, February and March 2022 Financial Reports, Warrants #11 and #12 FY 21/22

Motion by: Marengo 2nd by: Huntley

Roll Call: Jones, Peterson, Cumpata, Schraw, Crowe, Buscemi, Bertrand, Hobson, Staton

Ayes: 9

Nays: 0

Motion carried.

6.00 Old Business

7.00 New Business

7.10 Proposed Board/Agency Policy Manual Revisions:

Director Wiseman shared that the Personal and Policy Committee reviewed the revisions in February and these revisions were recommended to be brought before the board for approval. Wiseman clarified the proposed revisions to the 4.01 Annual Audit & 4.21 Fund Balance Policy, as well as, the adoption of new policy 3.08 Whistle Blower Protection.

A motion to approve the proposed revision to the 4.01 Annual Audit & 4.21 Fund Balance Policy and the adoption of new policy 3.08 Whistle Blower Protection.

Motion by: McHenry 2nd by: Elgin

Roll Call: Jones, Peterson, Cumpata, Schraw, Crowe, Buscemi, Bertrand, Hobson, Staton

Ayes: 9

Nays: 0

Motion carried

7.20 Proposed Employee Handbook Revisions:

Director Wiseman explained the proposed revision to 2.2 Classifications of Employment & Work Week, 2.3 Overtime, 3.1 Vacation, Holidays & Personal Days & 7.1 Resignations, Unauthorized Absences, Layoffs, as well as, the adoption of a new policy 2.8 Telecommuting-Remote Work

A motion to approve the proposed Employee Handbook revision of policies 2.2 Classifications of Employment & Work Week, 2.3 Overtime, 3.1 Vacation, Holidays & Personal Days & 7.1 Resignations, Unauthorized Absences, Layoffs and the adoption of the 2.8 Telecommuting-Remote Work.

Motion by: Huntley 2nd by: Hampshire

Roll Call: Jones, Peterson, Cumpata, Schraw, Crowe, Buscemi, Bertrand, Hobson, Staton

Ayes: 9

Nays: 0

Motion carried

7.30: Review and Approval to Dispose of Surplus Equipment:

Director Wiseman referred to an Apple iMac 21.5” 2.7GHz, 1TB 4GB RAM which would be sold via auction; (7) PC Monitors that are no longer functional for recycling; and (7) office chairs to be thrown away.

A motion to approve the Disposal of Surplus Equipment.

Motion by: Cary 2nd by: Huntley

Roll Call: Jones, Peterson, Cumpata, Schraw, Crowe, Buscemi, Bertrand, Hobson, Staton

Ayes: 9

Nays: 0

Motion carried

8.00 NISRA Foundation Report

Director Wiseman shared that the NISRA Foundation released the second half of the annual program grant in the amount of \$58,919.50 to NISRA. The Annual Ride for Dreams fundraiser will be June 12 starting at the Woodstock Harley and ending at the Volo Auto Museum. The Annual Spring Shoot Out golf event is planned for June 3 at the Randall Oaks Golf Course in West Dundee with tee time being 10:30 AM. The Firewagon Hockey Club will not be co-sponsor this year for the event; the Foundation was not able to get a commitment from them. The NISRA Knights Bowl-A-Thon is in progress and NISRA participants will complete at their registered programs. New this year, family and friends are invited to participate and raise money as well. The NISRA Foundation Annual Appeal Fundraising Campaign was held in a digital on-line format and generated over \$1,760 in donations; a second round email went out to past donors.

9.00 Comments from the Directors:

Dan Bertrand, Director of Marengo shared that after closing the pool Marengo has Surplus Equipment and if anyone is interested please contact him. There was also a discussion among the directors in regards to facilities with Splash Pads, if any of the members have ever been through the Annexation Property process and if anyone has done a Referendum to increase debt limit per capita.

10.00 Executive Session:

A motion to enter Executive Session at 2:27PM

Motion by: McHenry 2nd by: Elgin

Roll Call: Jones, Peterson, Cumpata, Schraw, Crowe, Buscemi, Bertrand, Hobson, Staton

Ayes: 9

Nays: 0

Motion carried

Return to open session at 2:48PM

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.

A motion to give the Executive Director of NISRA for Fiscal Year 2022/2023 beginning May 1st a merit increase of 4%, at the amount of \$123,871.

Motion by: Cary 2nd by: Elgin

Roll Call: Jones, Peterson, Cumpata, Schraw, Crowe, Buscemi, Bertrand, Hobson, Staton

Ayes: 9

Nays: 0

Motion carried.

12.00 Adjournment:

A motion to adjourn the meeting at 3:00PM

Motion by: Cary 2nd by: Hampshire

Roll Call: Jones, Peterson, Cumpata, Schraw, Crowe, Buscemi, Bertrand, Hobson, Staton

Ayes: 9

Nays: 0

Motion carried.

Minutes respectfully submitted by:


Jim Wiseman

Minutes recorded by Sue Just.