

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #3, FY15 AGENDA**

Ogle County Education Center

Byron, IL

Wednesday, January 28, 2015

4:00 p.m.

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, January 28, 2015
Time: 4:00 p.m.
Location: Ogle County Special Education Office, Byron, IL
Type of meeting: Regular
Name of person taking the minutes: Jean Tritle, Board Secretary
Name of person(s) presiding: **Laura Frankiewicz, Regional Director**

The meeting was called to order at 4:00 p.m.

II. ROLL CALL

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Jon Malone
4. Kimberly Moore
5. Mike Noble
6. Cheryl Robinson
7. Pamela Scanlan
8. Lisa Wiet
9. Tom Zelten

Absent:

1. Shelley Nacke
2. Drew Hoffman

Also present:

1. Jean Tritle, Board Secretary

III. ELECTION OF CHAIRPERSON PRO-TEM

Motion made by: Wiet

Motion: to elect Moore as Chairperson Pro-tem

Motion seconded by: Zelten

The Chairman asked for a Voice Vote:

Voice Vote:

“Ayes” – All “Nays” – None

Action: Approved

IV. APPROVAL OF AGENDA

Motion made by: Daly

Motion: to approve the agenda as amended

Motion seconded by: Zelten

Frankiewicz explained that the agenda had been amended to add the vote for a Chairperson Pro- Tem and the Director's Report had been amended to include the resignation of a Board member.

The Chairman asked for a roll call

Roll Call:

"Ayes" – Countryman, Daly, Malone, Moore, Noble, Robinson, Scanlan, Wiet, Zelten

"Nays" – None

Action: Approved

V. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

VI. CLOSED SESSION TO CONSIDER THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY AS MANDATED BY SECTION 2.06 [5 ILCS 120/2.06].

Motion made by: Daly

Motion: to move into Closed Session at 4:04 p.m.

Motion seconded by: Scanlan

The Chairman asked for a roll call

Roll Call:

"Ayes" – Daly, Malone, Moore, Noble, Robinson, Scanlan, Wiet, Countryman, Zelten

"Nays" – None

Action: Approved

Board member Malone stepped out of the meeting.

Motion made by: Daly

Motion: to return to Open Session at 4:34 p.m.

Motion seconded by: Scanlan

The Chairman asked for a roll call

Roll Call:

"Ayes" – Moore, Noble, Robinson, Scanlan, Wiet, Countryman, Zelten, Daly

"Nays" – None

Action: Approved

VII. CONSENT AGENDA

- A. Approval of Open Session Minutes of Meeting #1 on September 17, 2014**
- B. Approval of Closed Session Minutes of Meeting #1 on September 17, 2014**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for the Months of October, November, December 2014 and January 2015**
- E. Acknowledgement of Receipt of Treasurer’s Report for the Months of September, October, November, and December 2014 (Handout)**

Motion made by: Daly
Motion: to approve the Consent Agenda as presented.
Motion seconded by: Noble

There was no discussion

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Robinson, Scanlan, Wiet, Countryman, Zelten, Daly, Moore
“Nays” – None

Action: Approved

Board member Malone returned to the meeting at 4:38 p.m.

VIII. REGIONAL DIRECTOR’S REPORT

- A. HLERK – The Extra Mile – December 2014 and January 2015 Editions**

There was no discussion

- B. Update of Regional Director’s Annual Goals**

Frankiewicz reported that her first goal – to create a Mission Statement and Core Values – is ongoing. The new NIA logo and other materials have been sent to the printer and should be ready in approximately two weeks. Logos are being made to hang on the walls in the Sycamore, St. Charles, and Rockford offices along with foam board signs that will be used to display the Mission Statement and Core values. The new logo will also be put on the NIA stationary. Once the items are received from the printer, Frankiewicz plans to meet with staff members to disseminate them. This project should be finished by the end of February.

Frankiewicz noted that her second goal – to create a seamless transition for the new Regional Director – is also ongoing. She is composing a calendar of events and a list of tasks, as well as ideas for the new Director to consider in future years. She hopes to leave a nice roadmap for the new Director.

- C. NIA Regional Hearing Program – Update**

Frankiewicz stated that the program has a new title – the NIA Regional Deaf and Hard of Hearing Program. She reminded the Board that, at their September meeting, she reported that we thought we would have another year in the Burlington school district.

However, we have been informed by the district that they are continuing to experience growth and, therefore, will not be able to host our program in their buildings in the next school year. Frankiewicz reported that Todd Stirn, the District #301 Superintendent reached out to the Superintendent in St. Charles #303 on behalf of NIA and was told that, while the district is experiencing a decline in enrollment, they only had room to house the elementary grades next year. Frankiewicz said that she and Maureen Henry, the Program Supervisor, met with the Superintendent and Executive Board of District #300 a few weeks ago and she is 98% certain that they will agree to house our program next year. She added that the district is very sensitive about the 70/30 rule and is making sure that they can adhere to this rule if they bring our program into their district. If we do make this move, there will be five classrooms in Hampshire Elementary School and three classrooms at Dundee Middle School; the high school students in the program will attend Hampshire High School. Frankiewicz explained that District #300 comprises 15 communities and Hampshire abuts Burlington.

Noble asked how many students attend the NIA program. Frankiewicz answered that we usually have 55-60 students enrolled and that it is a sustainable program. Noble asked about the cost of tuition; Frankiewicz answered that is approximately \$40,000 for the school year. Noble suggested that, if the NIA would be housed in a district for several years, we should consider building on to one of the buildings in the host district. Frankiewicz answered that she told District #300 that we needed at least a three year lease with them. Zelten asked if the majority of the students came from one specific area. Frankiewicz answered that East Aurora, District #300, and West Aurora have the largest number of students enrolled in the program. Housing the program in District #300 will keep the program centrally located for all of the participating districts.

D. NIA Regional Hearing Impaired Program Investigation – Update

Frankiewicz recounted the events that led to this investigation. In September, someone sent an unpleasant anonymous note to Maureen Henry. Frankiewicz conducted an investigation, assisted by Jill Tabone and Carol Johnson. They concluded it was impossible to determine who sent the note. Frankiewicz sent a memo to all of the staff members in the program to let them know what happened and to stress that this behavior will not be tolerated. To date, there has been no repeat incident.

E. Statements of Economic Interest

The DeKalb County Clerk's office has informed the NIA that the Statements will be mailed to the homes of those employees and Board members who are required to complete them. They are due back in the Clerk's office by May 1st.

F. Resignation of Board Member

Frankiewicz reported that Drew Hoffman and Sarah Willey will no longer be NIA Board members. While she did receive a written resignation from Willey, she has not yet received one from Hoffman; she would like the Board to consider filling his position. Wiet stated that Frankiewicz should ask Hoffman for a written resignation; since the NIA is a public Board, we should not presume that he is not returning. Noble said that Hoffman could remain on the Board as a member-at-large; he recommended that Frankiewicz send Hoffman a letter asking him for a written resignation, adding that he was sure he would do it. Frankiewicz said that, if he does not submit a written resignation, the Board could take action if he misses a certain number of meetings as outline in the bylaws. Noble offered to contact Hoffman on behalf of the Board.

IX. ACTION ITEMS

A. Approval of FY16 Teacher and ESP Staff Salary Increases (Handout)

Motion made by: Wiet
Motion: to approve the FY16 Teacher and ESP Staff Salary Increases
Motion seconded by: Noble

Frankiewicz stated that the handout is a reminder of the salary parameters that the Board approved last year – the Teacher Salary Schedule will now only be used as an entry-level guide as salary increases for teachers will now be computed in the same manner as they are for ESP staff. This plan was adopted due to the fact that the majority of the NIA staff members are IMRF employees; we only have 30 teachers. Performance will now be the basis for determining the raise that each staff member will receive. For FY16, staff members who receive an “excellent” or “proficient” rating will receive a 2% increase, those who receive a “satisfactory rating a 1% increase, and those who receive an “unsatisfactory” or “needs improvement” rating will not receive and increase. The percentages are based on the December CPI and were recommended by the Budget and Finance Committee at their meeting on January 23, 2015.

Frankiewicz reiterated that she did share the new salary determination process with the teachers last year and did not receive any feedback from them. The Budget and Finance Committee also standardized the increase that teachers will receive for professional development. This was necessary as staff members who hold teaching licenses but were not on the Teacher Salary Schedule did not receive any additional compensation for their professional development.

Frankiewicz shared that she learned that most employers are looking at 2% salary increases for the next school year. The CPI was low this past December due to the decrease in the price of gasoline. Frankiewicz urged the Board to pass the 2% increase that was agreed upon by the Budget and Finance Committee.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Robinson, Scanlan, Wiet, Countryman, Zelten, Daly, Moore, Noble, Malone

“Nays” – None

Action: **Approved**

B. Approval of the Daily Rates for FY16 Baseline/Program Support (Handout)

Motion made by: Daly
Motion: to approve the Daily Rates for FY16 Baseline/Program Support
Motion seconded by: Zelten

Frankiewicz informed the Board that the Daily Rates for FY16 Baseline/Program Support are a result of the culmination of the finance project. She directed them to a draft explanation of the NIA new financial structure that contains a narrative and a diagram. The daily rates for FY15 are the same as they were in FY14. The FY16 rates are based upon the actual costs as taken from the FY15 approved budget. In some cases, daily rates have increased significantly. Based on the actuals, vision supervision in FY16 will cost \$1,500 per day; it was previously \$600 per day. The items that were looked at to determine this rate include salaries, benefits, travel, supplies, and support staff. The

expenses for vision supervision are spread across a small number of days as opposed to those for hearing supervision. To illustrate the changes, comparisons between FY15 and FY16 costs were devised for all districts. The difference in the costs for a large district like #300 are negligible since the therapy services they purchase balance out the supervision costs, whereas a significant change is noted in small districts such as Hiawatha who only purchase supervision days. In some cases the bottom line is not impacted due to the number of baseline days a district needs. For example, if Sycamore purchases the same amount of services in FY16 that they purchased in FY15, their rate actually decreases because they are not purchasing many baseline or supervision days. Rockford's total costs would increase slightly due to the fact that they purchase many hearing supervision days. Moore commented that the districts that see a large increase in their costs will need a clear explanation as to why this happened.

Frankiewicz reported that using actual costs is the only scenario being brought to the Board. Finance did look at blended rates but found that hearing supervision rates would offset vision supervision rates, which would not be fair to some districts. Moore agreed with using actual costs, explaining that she has learned transparency is the key; we must be able to explain each line item to our member districts and, in order to do this, we must know actual costs. Noble also agreed with using actual costs because they help us to determine what a service really costs. Frankiewicz added that costs will go down as long-term staff members retire. Noble agreed stating that 6% retirement costs are noticed by the member districts.

Zelten agreed that it is best to use actual costs. Otherwise all of the work done by Vogeler and Crates will be negated. He added that, if you spread the costs out over all districts you end up with some districts subsidizing other districts, which is not a fair situation.

Frankiewicz noted that the inservice fee increased substantially using actual costs. This is because it is not supported by grants or other funding sources. Inservice fees will be sold in unit increments for FY16; all other services will be based on a daily rate. Noble stated that we should make sure to define what a unit is and what it includes. He added that he will vote to approve the FY16 Baseline/Program Support rates only because they are calculated using actual costs.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Robinson, Scanlan, Wiet, Zelten, Countryman, Daly, Malone, Moore

“Nays” – None

Action: Approved

C. Approval of Budget Parameters for FY16

Motion made by: Daly

Motion: to approve the Budget Parameters for FY16

Motion seconded by: Malone

Frankiewicz stated that this was a Budget and Finance Committee item. The NIA assessment fee will continue to be \$2/ADA. It is used to offset baseline days. She explained that using a modified accrual system allows us to book payments to the year in which they are incurred and not in the year that they are received. We are expecting to receive four personnel reimbursement

payments and this assumption is being used to build the budget for FY16. Indirect rates comprise the administrative costs and are added to the daily rate along with baseline and service fees. So far we have not received any requests from districts to substantially reduce the number of days they are purchasing next year. Instead, we are seeing an increase in the purchase of services.

The tentative budget is based upon a 2% salary increase and a 15% increase in insurance rates, with covered employees continuing to contribute \$300 per year to the cost of insurance. Frankiewicz noted that the Health Savings Account (HSA) medical plan has increased steadily since its inception 3 years ago. We now have 38 employees enrolled in that plan. Our IMRF rate decreased from last year and is at 12.07% of payroll. Medicaid revenue has also increased due to the fact that we have hired more therapists to service Mid-Valley.

There is a deficit shown on the budget estimate, this is due to the fact that we are using actual costs from the previous year. She will work with Vogeler and Crates to see how we “catch up” when we are using actual costs from a previous year.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Robinson Scanlan, Wiet, Zelten, Countryman, Daly, Malone, Moore, Noble

“Nays” – None

Action: **Approved**

Board member Malone stepped out of the meeting.

D. Approval of the New Regional Director Contract Parameters (Handout)

Motion made by: **Daly**

Motion: **to approve the New Regional Director Contract Parameters**

Motion seconded by: Zelten

Zelten stated the Board should have a plan if the offer of a \$125,000 salary is turned down. A maximum salary ceiling was discussed.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Scanlan, Wiet, Zelten, Countryman, Daly, Moore, Noble, Robinson

“Nays” – None

Action: **Approved**

Board member Malone returned to the meeting.

E. Acceptance of June 30, 2014 FY14 Audit Report (Handout)

Motion made by: **Daly**

Motion: **to accept the June 30, 2014 FY14 Audit Report**

Motion seconded by: Scanlan

Wiet asked if we received a clean audit letter. Frankiewicz confirmed that we did. Our fund balance is in the black; we are \$159,823 to the good. This is the first year the audit was done using a modified accrual.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Wiet, Zelten, Countryman, Daly, Malone, Moore, Noble, Robinson, Scanlan

“Nays” – None

Action: Approved

F. Approval of NIA Policy – Reduction in Force (RIF) for Licensed Staff (PEL)

Motion made by: Daly

Motion: to approve NIA Policy – Reduction in Force (RIF) for Licensed Staff (PEL)

Motion seconded by: Noble

Frankiewicz explained that we needed to change the language in the existing policy from “certificated staff” to “licensed staff”. The Joint Committee also had questions concerning seniority tiebreakers and the change in the policy reflects the verbiage from Senate Bill 7. She added that the Rules and Regulations are important to our teachers for determining a clean way to determine seniority and for recall of super-tenured teachers.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Wiet, Zelten, Countryman, Daly, Malone, Moore, Noble, Robinson, Scanlan

“Nays” – None

Action: Approved

G. Approval of NIA Policy – Reduction in Force (RIF) for ESP Staff

Motion made by: Daly

Motion: to approve NIA Policy – Reduction in Force (RIF) for ESP Staff

Motion seconded by: Scanlan

Frankiewicz explained that the policy needed to be revised in order to reflect the current categories of ESP staff employed by the NIA and to define the employees who are eligible for seniority as being those who are full-time or who were once full-time. Frankiewicz stated that the new policy will be distributed to all staff members.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Zelten, Countryman, Daly, Malone, Moore, Noble, Robinson, Scanlan, Wiet

“Nays” – None

Action: Approved

H. Acknowledge Donation of A Stander from Vanessa Solis

Motion made by: Daly

Motion: to Acknowledge Donation of A Stander from Vanessa Solis

Motion seconded by: Malone

Frankiewicz explained that Ms. Solis had donated her daughter’s stander to the Therapy Department in the St. Charles office. The stander is worth approximately \$1500.00; however, we do not assign a value to it for the person making the donation.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Countryman, Daly, Malone, Moore, Noble, Robinson, Scanlan, Wiet, Zelten

“Nays” – None

Action: Approved

I. Acknowledge Donation of iPads From Hawthorn Associates

Motion made by: Daly

Motion: to Acknowledge Donation of iPads from Hawthorn Associates

Motion seconded by: Zelten

Frankiewicz reported that Steve Koruna donated four iPads to NIA, which are being used in the Deaf/Hard of Hearing Program. She added that Mr. Koruna donates iPads to the NIA on a regular basis each year.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Malone, Moore, Noble, Robinson, Scanlan, Wiet, Zelten, Countryman

“Nays” – None

Action: Approved

J. Approval of Mike Noble to be Appointed as Chair of the Regional Director Evaluation Committee

Motion made by: Daly

Motion: to approve Mike Noble Being Appointed as Chair of the Regional Director Evaluation Committee

Motion seconded by: NONE

Motion died for lack of a second.

K. Approval of Cheryl Robinson to be Appointed as a Member of the Regional Director Evaluation Committee

Motion made by: Daly

Motion: to approve Cheryl Robinson Being Appointed as a Member of the Regional Director Evaluation Committee

Motion seconded by: NONE

Motion died for lack of a second.

L. Approval of the Appointment of Corena Steinmeyer as Sub Region III Member –at-Large

Motion made by: Daly

Motion: to approve the Appointment of Corena Steinmeyer as Sub Region III Member –at-Large

Motion seconded by: NONE

Motion died for lack of a second.

X. Chairperson's Comments and Other Business

There were none

XI. ADJOURNMENT – The Chairperson asked for a motion to adjourn the meeting.

Motion made by: Daly
Motion: to Adjourn
Motion seconded by: Malone

The Chairperson asked for a voice vote.

Voice Vote: "Ayes" - all "Nays" - none

Action: Approved

The meeting was adjourned at 5:42 p.m.