

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #10 FY14 AGENDA
Ogle County Education Center
Byron, Illinois
Wednesday, August 27, 2014
4:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, June 18, 2014
Time: 4:00 p.m.
Location: Ogle County Education Center, Byron, Illinois
Type of meeting: Regular
Name of person taking the minutes: Jean Tritle, Board Secretary
Name of person(s) presiding: Drew Hoffman, Chairperson Pro Tem

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

II. ROLL CALL

Members in attendance:

1. Dennis Daly
2. Drew Hoffman
3. Kimberly Moore
4. Shelley Nacke
5. Mike Noble
6. Pamela Scanlan
7. Lisa Wiet
8. Sarah Willey
9. Tom Zelten

Absent:

1. Kathy Countryman
2. Sarah Willey (not present for Roll Call; arrived at the meeting at 4:15 p.m.)

Also present:

1. Laura Frankiewicz, Regional Director
2. Jean Tritle, Board Secretary
3. Jon Malone, Board Member-Elect

III. APPROVAL OF AGENDA

Motion made by: Daly

Motion: to approve the agenda with a revised Personnel Report

Motion seconded by: Moore

The Chairperson asked for a voice vote.

Voice Vote: "Ayes" – All "Nays" – None

Action: Approved

IV. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

V. 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; DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES; AND CONSIDERATION OF LITIGATION, WHEN AN ACTION AGAINST, AFFECTING OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, 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: Noble

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Hoffman, Moore, Nacke, Noble, Scanlan, Wiet, Zelten

“Nays” – None

Action: Approved

Motion made by: Daly
Motion: to return to Open Session at 4:10 p.m.
Motion seconded by: Zelten

The Chairman asked for a roll call

Roll Call:

“Ayes” – Hoffman, Moore, Nacke, Noble, Scanlan, Wiet, Zelten, Daly

“Nays” – None

Action: Approved

VI. CONSENT AGENDA

- A. Approval of Open Session Minutes of Meeting #9 on June 18, 2014**
- B. Approval of Closed Session Minutes of Meeting #9 on June 18, 2014**
- C. Approval of Personnel Report - revised**
- D. Approval of Accounts Payable for the Months of July and August, 2014**
- E. Acknowledgment of Receipt of Treasurer’s Report for the Months of May and June, 2014**

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

There was no discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Moore, Nacke, Noble, Scanlan, Wiet, Zelten, Daly, Hoffman

“Nays” – None

Action: Approved

VII. REGIONAL DIRECTOR’S REPORT

A. HLERK – The Extra Mile – July and August, 2014 Editions

There was no discussion.

B. HLERK Conference

Frankiewicz shared information about the “Year in Review – Highlights and Lowlights of Illinois School Law 2014” conference being presented by HLERK in October. She also shared information about a conference being presented by the Robbins. Schwartz, Lifton, and Taylor law group in October. Frankiewicz stated that both were well worth attending as they attorneys give them excellent reference materials that are very useful regarding employment laws.

C. HLERK Reception Triple I

Frankiewicz stated that she had invitations to give to any Board members who would be interested in attending the HLERK reception at the Triple I Conference.

D. NIA Executive Board Election Results

Frankiewicz reported the following election results:

Subregion I: 17 Districts

11 ballots returned
Shelley Nacke: 11 votes
Kathy Countryman: 11 votes
No write-in candidates

Subregion II: 24 Districts

13 ballots returned
Jon Malone: 13 votes
Tom Zelten: 13 votes
No write-in candidates

Subregion III: 27 Districts

18 ballots returned
Mike Noble: 16 votes
Drew Hoffman: 17 votes
No write-in candidates

Nacke, Countryman, Zelten, Noble, and Hoffman were all re-elected. Malone was elected to a 2-year term.

E. NIA Autism Team Activities

Frankiewicz informed the Board members that the Autism Team had provided them with a report detailing their activities in the 2013-2014 school year. Mary Kay Brennan and Nikki Reed comprised the Autism Team last year. Their report indicates that 420 people participated in activities presented by the team. They still maintain a library of resource materials that they loan out and they have displayed these materials at various regional events. Frankiewicz stated that districts to the west are the primary purchasers of these services. The teams does not observe staff; they observe students and provide recommendations to the districts.

Frankiewicz reported that, for the 2014-2015 school year, the Autism Team members will be Brennan and Cindy Poegel. Poegel was hired by the NIA to be a Therapy Program Supervisor and has expertise in autism and assistive technology. She comes to us from District 300.

F. State Street Office Update

Frankiewicz reported that the move is coming along well and is scheduled to take place on Friday, as the landlord of the old office space said we must be off the premises by September 1st. A final walk-through of the new office space was done this past Monday and the space is very nice. The staff members are very excited about the move as the new office in a much safer neighborhood. Office Outfitters will be furnishing the new office and will remove the old furniture from the office were are vacating, most of which is old and in bad shape; they will try to salvage some of it. We could not get on the schedule to have the phones hooked up in the new office until September 11th; we are still waiting to hear from Comcast about when Internet service will be available. Frankiewicz said she sent an e-mail to all of our member districts to contact the Sycamore Office if they need to get in touch with any staff members who work out of the Rockford office.

Frankiewicz solicited the opinion of the Board members concerning three illustrations she had obtained from a graphic artist for a new NIA logo. Frankiewicz stated that the NIA’s mission statement will be incorporated into whichever logo is chosen.

VIII. ACTION ITEMS

A. Approval of Release of Closed Session Minutes

Motion made by: Daly
Motion: to approve not releasing any Closed Session Minutes
Motion seconded by: Willey

The Chairperson asked for a voice vote.
Voice Vote: “Ayes” – All “Nays” – None
Action: Approved

B. Approval of the Destruction of Closed Session Audio Minutes from October 17, 2012, January 23, 2013, and February 20, 2013

Motion made by: Scanlan
Motion: to approve the Destruction of Closed Session Audio Minutes from October 17, 2012, January 23, 2013, and February 20, 2013
Motion seconded by: Daly

Frankiewicz reminded the Board members that audio tapes that are 18 months or older may be destroyed.

The Chairperson asked for a voice vote.
Voice Vote: “Ayes” – All “Nays” – None
Action: Approved

C. Approval of Lease with Sycamore #427

Motion made by: Noble
Motion: to approve the Lease with Sycamore #427
Motion seconded by: Zelten

A discussion took place before the motion was made. Frankiewicz reported that the lease is for one year; once it expires, a new lease agreement with a three year term will be executed.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Scanlan, Wiet, Willey, Zelten, Daly, Hoffman, Moore, Nacke, Noble

“Nays” – None

Action: Approved

D. Approval of the Appointment of Cheryl Robinson as Sub-Region III NIA Executive Board Representative

Motion made by: Daly
Motion: to approve the Appointment of Cheryl Robinson as Sub-Region III NIA Executive Board Representative
Motion seconded by: Willey

Frankiewicz thanked Willey for recruiting Cheryl Robinson, who works in Rock Falls School District #13, which is an elementary district. Hoffman stated that Robinson is an excellent choice. Frankiewicz stated that Robinson was looking forward to becoming a Board member; she will be appointed to a one-year term and will be put on the ballot for election next year if slated. She will attend the September Board meeting.

The Chairperson asked for a voice vote.

Voice Vote: “Ayes” – All “Nays” – None

Action: Approved

E. Approval of the Regional Director Search Process

Motion made by: Daly
Motion: to approve the Regional Director Search Process as amended
Motion seconded by: Zelten

A discussion took place before the motion was made. Frankiewicz told the Board members that they had a draft of the search process that will be followed and a brochure to advertise the position in their packets. The Board will appoint a screening committee, consisting of the Board Chairperson (unless that person will be applying for the position), the Sycamore School District Superintendent and two other Board members. These four will also serve on the interview committee, which will also include the Therapy Department Operations Executive and the Coordinators of the Hearing and Vision/Ortho/Multi Departments. The committee will interview the top 3 – 5 candidates in December; second interviews, if needed, can be done in January. The interview committee would then meet on January 16, 2015 to decide on their choice for the position and the financial package to offer the candidate. The committee would then make a recommendation to the Board for their choice for the position at their meeting on January 28, 2015.

The selection process outlined indicated that applications should be sent to the Board Chairperson. The Board decided that applications should be sent to the Board Secretary to compile. Zelten suggested that the applications be submitted electronically instead of in paper form as it is a more convenient method for

making application. Nacke agreed, stating that no one submits a paper application anymore and this would be an indication of the applicant's technological skills.

Nacke asked how the process will be handled if they do not receive 3 – 5 applicants. Frankiewicz answered that the Board could decide this, if necessary, at their November meeting since the deadline for receiving applications is October 31st. Hoffman suggested changing the language in the brochure to read that the Board will interview selected candidates, rather than stating a specific number of applicants to interview.

Hoffman asked which Board members would be willing to serve on the Search Committee. Nacke, Moore, and Hoffman volunteered to serve along with Kathy Countryman. It was decided that the interviews will be conducted in the NIA's Sycamore office.

Frankiewicz explained that the brochure contains the qualifications for the position, which have not changed since the last search. She added the mission statement to the brochure. The Board reviewed the brochure for accuracy.

The Chairperson asked for a voice vote.

Willey abstained from voting because she will be submitting an application for the position.

Voice Vote: "Ayes" – All "Nays" – None

Action: **Approved**

F. Approval of the FY15 Insurance Rates (Handout)

Motion made by: **Zelten**

Motion: **to approve the FY15 Insurance Rates**

Motion seconded by: **Daly**

A discussion took place before the motion was made. Frankiewicz stated that Fringe Funding did an excellent job of negotiating our insurance plan renewal. Three out of the four premiums saw a decrease over last year's rates. The decrease could be attributed to a change in our reinsurance carrier from Sun Life to Blue Cross. This move saves the plan \$90,000.00 in premium expense. The Board members were given a copy of the memo that will be sent to all NIA staff to explain the changes in insurance rates effective September 1, 2014.

The Chairman asked for a roll call

Roll Call:

"Ayes" – Zelten, Daly, Hoffman, Moore, Nacke, Noble, Scanlan, Wiet, Willey

"Nays" – None

Action: **Approved**

G. Approval of the FY15 Budget

Motion made by: **Daly**

Motion: **to accept the FY15 Budget**

Motion seconded by: **Willey**

A discussion took place before the motion was made. Frankiewicz explained that the deficit in the final budget decreased slightly from the proposed budget (from \$577,270 to \$547,120) due in large part to the premium savings realized from the change of reinsurance carriers. She recommended that the Board approve the budget as presented as the switch to the modified accrual accounting system will give the Board a more accurate picture when it comes time to look at the assessments and daily rates and they will be based on actual costs. This will also help the Board in determining a fund balance. Frankiewicz stated that Cindy Vogeler, working with Cheryl Crates, was doing an excellent job of making our cost centers accurate. A

copy of the final FY14 budget was included for comparison; it showed a \$496,000 deficit, with the assessment and daily rates being unchanged for the year.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Willey, Zelten, Daly, Hoffman, Moore, Nacke, Noble, Sanders, Scanlan, Wiet

“Nays” – None

Action: Approved

IX. Chairperson’s Comments and Other Business

Frankiewicz reminded the Board that their next meeting would take place on September 17th at 4:30 p.m. at the Steak Pit restaurant in Oregon, IL. The meeting will take place first, with dinner to follow.

Frankiewicz also mentioned that she will ask the Board at their September meeting to vote to move the starting time of the October Board meeting to 5:00 p.p. as some of the Board members will be attending the HLERK Conference in Oak Brook on that day.

X. ADJOURNMENT

The Chairperson asked for a motion to adjourn the meeting.

Motion made by: Daly

Motion: to Adjourn.

Motion seconded by: Wiet

The Chairperson asked for a voice vote.

Voice Vote: “Ayes” – All “Nays” – None

Action: Approved

The meeting was adjourned at 4:55 p.m.