

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #1, FY15 AGENDA**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, September 17, 2014

Time: 5:00 p.m.

Location: Blackhawk Steak Pit, Oregon, IL

Type of meeting: Regular

Name of person taking the minutes: Jean Tritle, Board Secretary

Name of person(s) presiding: Laura Frankiewicz, Regional Director, led the meeting until the election of officers was held.

The meeting was called to order at 5:06 p.m.

II. ROLL CALL

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Drew Hoffman
4. Mike Noble
5. Cheryl Robinson
6. Lisa Wiet
7. Sarah Willey

Members absent:

1. Jon Malone
2. Kimberly Moore
3. Shelley Nacke
4. Pamela Scanlan
5. Tom Zelten

Also present:

1. Laura Frankiewicz, Regional Director
2. Jean Tritle, Board Secretary

III. APPROVAL OF AGENDA

Motion made by: Daly

Motion: to approve the agenda as amended to include a revised Personnel Report, to omit the acknowledgment of the Treasurer's Report for August which was not ready in time for the meeting, and to add a Closed Session for a personnel matter.

Motion seconded by: Willey

The Chairperson asked for a voice vote.

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

Action: Approved

IV. WELCOME TO NEW BOARD MEMBER

Frankiewicz welcomed Cheryl Robinson to the Board. Robinson is the Director of Curriculum for Rock Falls District #13.

V. ELECTION OF CHAIRPERSON FOR THE NIA EXECUTIVE BOARD

Motion made by: Countryman

Motion: to approve the nomination of Sarah Willey for the position of NIA Executive Board Chairperson for FY15

Motion seconded by: Hoffman

The Chairperson asked for a voice vote.

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

Action: Approved

VI. ELECTION OF SECRETARY FOR THE NIA EXECUTIVE BOARD

Motion made by: Wiet

Motion: to approve the nomination of Jean Tritle for the position of NIA Executive Board Secretary for FY15

Motion seconded by: Noble

The Chairperson asked for a voice vote.

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

Action: Approved

VII. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

VIII. CONSENT AGENDA

- A. Approval of Open Session Minutes of FY14 Meeting #10 on August 27, 2014**
- B. Approval of Closed Session Minutes of FY14 Meeting #10 on August 27, 2014**
- C. Approval of Personnel Report (Revised)**
- D. Approval of Accounts Payable for the Month of September 2014**
- E. Acknowledgement of Treasurer’s Report for the month of July 2014**

Motion made by: Hoffman

Motion: to approve the Consent Agenda as amended

Motion seconded by: Daly

The Chairperson asked for a roll call:

“Ayes” – Daly, Hoffman, Noble, Robinson, Wiet, Willey, Countryman

“Nays” – None

Action: Approved

IX. REGIONAL DIRECTOR’S REPORT

A. HLERK – The Extra Mile – September 2014 Edition

No discussion.

B. NIA New Rockford Office – Update

Frankiewicz reported that we are now moved into the new office located at 4920 E. State Street. She sent an update to all of the Directors in Regions II and III to let them know of the move and the fact that the phones and the Internet access will not be connected for several weeks; other than that, the move went smoothly. The staff was wonderful – they did all of the packing and the cleaning in the old office. The landlord was pleased with the condition in which the office was left and returned our deposit in full.

Frankiewicz commented that the new office space is beautiful and that she plans to have an open house in the near future.

C. NIA Director Search – Update

Frankiewicz informed the Board that the position announcement has been placed on the NIA website. Brochures will be sent to IAASE, and the Northern Illinois Roundtable. Countryman will assist in having the position posted on the IASA website. Brochures were also sent to all of the Directors in the NIA region. No applications have been received to date.

X. ACTION ITEMS

A. Approval of the Regional Director’s Target Goals for FY15

Motion made by: Daly
Motion: to approve the Regional Director’s Target Goals for FY15
Motion seconded by: Noble

Frankiewicz stated that she has two goals for FY15. The first is to disseminate and implement the NIA Mission Statement and Core Values. A new logo has been decided upon that will incorporate the Mission Statement and Core Values.

Her second goal is to finalize all projects and ready the transition to the new Director on July 1st; her main focus will continue to be on the finance project.

The Chairperson asked for a voice vote.

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

B. Approval of the Appointment of the NIA Executive Board Committees for FY15

Motion made by: Daly
Motion: to approve the Appointment of the NIA Executive Board Committees for FY15
Motion seconded by: Wiet

Frankiewicz stated that the members on each of the committees were the same as last year, adding that everyone has agreed to serve on them for another year.

The Chairperson asked for a voice vote.

Voice Vote: “Ayes” – All “Nays” – None
Action: **Approved**

C. Annual Establishment of Copy Rate for FY15

Motion made by: Noble
Motion: **to approve the Copy Rate for FY15 to be Consistent with the State of Illinois Legislative Requirements**

Motion seconded by: Daly

Frankiewicz explained that the copy rate fees are the same as those required by the State FOIA statute, which state that the first 50 pages of a FOIA response are free, and any additional pages are 15 cents a page. For color copies or unusually sized copies, we can charge the actual cost of copying.

The Chairperson asked for a roll call:

“Ayes” – Noble, Robinson, Wiet, Willey, Countryman, Daly, Hoffman

“Nays” – None

Action: **Approved**

D. Approval of the NIA Complaint Managers for FY15

Motion made by: Daly
Motion: **to approve Kathy Countryman, or her designee, and Jill Tabone as the NIA Complaint Managers for FY15**

Motion seconded by: Hoffman

Frankiewicz explained that the complaint managers handle all grievances and sexual harassment complaints. Since NIA employee Carol Johnson will be retiring in June, 2015, Jill Tabone, Therapy Operations Executive, will be appointed to this position. Also, Countryman has been given the ability to appoint a designee in case the complainant is a male employee. Countryman stated she would appoint Sycamore’s male complaint manager, if needed, as he has had the training.

The Chairperson asked for a voice vote.

Voice Vote: “Ayes” – All “Nays” – None
Action: **Approved**

E. Annual Appointment of NIA ADA/Section 504 Coordinator for FY15

Motion made by: Daly
Motion: **to approve the Appointment of Jill Tabone as the NIA ADA/Section 504 Coordinator for FY14**

Motion seconded by: Wiet

No discussion.

The Chairperson asked for a voice vote.

Voice Vote: “Ayes” – All “Nays” – None
Action: **Approved**

F. Approval of FY5 Contracts

Motion made by: **Daly**
Motion: **to approve the FY15 Contracts**
Motion seconded by: Hoffman

Frankiewicz explained that Cindy Vogeler, Finance and Grants Administrative Assistant, compiles this list every year. This year she has included the FY14 contract rates for comparison:

- Sycamore 427 Agreement: we only have an estimate on the cost of this Agreement as we are not billed for services until the end of the year. We have also asked Sycamore for the formulas used in the calculation of the costs for backup information. The lease for the office space occupied by the NIA in the Sycamore Administration Center has decreased as we are now renting 512 square feet less than we did last year.
- Suni Contract: Suni is the landlord for the new Rockford office.
- KMK Contract: KMK is the landlord for the St. Charles office. The rent expenses dropped this year due to a decrease in CAM charges. The rent will remain the same until 2019.
- Marengo office: the lease remains at \$450.00 per month.
- Sterling office: the lease on this office expires in May. Hoffman asked if we will be staying at this location because he noticed that the landlord had installed a fence on the property, which has made it harder to get to the office. Frankiewicz answered that we will stay there as it is expensive to move the audio booth and moving it could affect the instrumentation in the booth. She added that she doubts they could find better office space in Sterling and we have a good relationship with the current landlord.
- Rockford Board of Education: the rent remains at \$407.98 per month.
- Central School District: the rent for the Hearing Impaired Program decreased because we are renting less space. The Service Agreement for the Central School District personnel supporting our program has not yet been determined.
- Prairie Hill Office: no change in the rent through 2018, at which time we have an option to renew.
- Aurora East Audio Booth: same rent as last year with automatic renewal.
- Therapy contracts: increased approximately \$400,000, but we had a large increase in the amount of service days sold starting last year. Though we have 14 direct hires for this year, we still need to retain the services of agency therapists in order to provide all of the services purchased by our member districts.

The Chairperson asked for a roll call:

“Ayes” – Robinson, Wiet, Willey, Countryman, Daly, Hoffman, Noble
“Nays” – None
Action: **Approved**

XI. 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; 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 5:36 p.m.
Motion seconded by: Countryman

The Chairperson asked for a voice vote.

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

Motion made by: Daly
Motion: to return to open session at 6:04 p.m.
Motion seconded by: Hoffman

The Chairperson asked for a roll call:

“Ayes” – Wiet, Willey, Countryman, Daly, Hoffman, Noble, Robinson
“Nays” – None
Action: Approved

XII. Chairperson’s Comments and Other Business

Willey welcomed Robinson to the Board and thanked the Board members who attended as we were very close to not having a quorum for this meeting.

Wiet stated that she would not be able to attend the October Board meeting.

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

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

The Chairperson asked for a voice vote.

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

The meeting adjourned at 6:05 p.m.