

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #3 FY14 AGENDA
Ogle County Education Center
Byron, Illinois
Wednesday, November 20, 2013
4:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, November 20, 2013

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: Sarah Willey, Chairperson

Meeting called to order at 4:00 p.m.

II. ROLL CALL

Members in attendance:

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

Absent:

1. Karen Sanders

Also present:

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

III. APPROVAL OF AGENDA

Since several of the members reported that they had to leave the meeting early for other commitments, the Action Items were changed from Item VIII to Item VII, with the Director's Report becoming Item VIII. Frankiewicz also asked that Action Item H, Approval of Lease Renewal for the NIA St. Charles Office, be removed from the agenda as the lease was currently being reviewed by the attorneys and was not received back in time to act on at this meeting.

Motion made by: Wiet

Motion: to move Agenda Item VIII, Action Items to Agenda Item VII and to remove Action Item H, Approval of Lease Renewal for the NIA St. Charles Office, from the Agenda.

Motion seconded by: Hoffman

The Chairman asked for a roll call

Roll Call:

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

“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 SECTION 2.01 [5 ILCS 120/2.01].

Motion made by: Daly

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

Motion seconded by: Hoffman

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

Motion made by: Daly

Motion: to move return to Open Session at 4:57 p.m.

Motion seconded by: Scanlan

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

VI. CONSENT AGENDA

- A. Approval of Minutes of Meeting #1 on September 18, 2013**
- B. Approval of Personnel Reports for October 2013 and November 2013**
- C. Approval of Accounts Payable for the Months of October 2013 and November 2013**
- D. Approval of the Treasurer’s Report for the months of August 2013, September 2013, and October 2013**

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

The Chairperson asked for a roll call:

Roll Call:

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

“Nays” – None

Action: Approved

VII. ACTION ITEMS

A. Acceptance of the June 30, 2013 FY13 Audit Report - Handout

Motion made by: Noble
Motion: to accept the June 30, 2013 FY13 Audit Report
Motion seconded by: Daly

Frankiewicz explained that we had initially thought we would end FY13 with a deficit balance, but we actually ended it in the black. Based on advice from Cheryl Crates, our financial advisor, Frankiewicz will recommend to the Board at their January meeting that we adopt a modified accrual accounting practice; we currently are on a cash basis. This will ensure that revenues and expenses are booked in the year they are received or incurred. Dr. Crates also performed an analysis on the last 5 years of fund balances, which showed that we are moving in the right direction with our finances.

The Chairperson asked for a roll call:

Roll Call:

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

“Nays” – None

Action: Approved

B. Approval of the Revised Interpreters’ Entry Level Guide

Motion made by: Daly
Motion: to approve the Revised Interpreters’ Entry Level Guide
Motion seconded by: Moore

Frankiewicz explained that ISBE had consolidated the number of levels of Approval for Sign Language Interpreters from 4 (Interim, Initial, Standard, and Master) to 1 (ISBE Approved), which necessitated that the NIA Entry Level Guide be revised. We are temporarily keeping the interim and initial levels, as the ISBE is allowing currently approved Interpreters until 2016 to retake their EIPA test, on which they must receive a 3.5 or higher to receive their approval. These two columns will be eliminated from the Entry Level Guide in 2016.

The Chairperson asked for a roll call:

Roll Call:

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

“Nays” – None

Action: Approved

C. Approval of the Revised Early Retirement Option (ERO) Requirements

Motion made by: Daly
Motion: to approve the Revised Early Retirement Option (ERO) Requirements

Motion seconded by: Noble

Frankiewicz explained that the Board had previously discussed potential revisions in the ERO language at their September 18, 2013 meeting. Based on this discussion, the language in the NIA policy concerning Early Retirement Options under TRS was changed to require the NIA certify TRS employees who wish to retire under the ERO and require that an employee must have 10 or more years of continuous full-time service to the NIA in order to retire under the ERO, with full-time being defined as at least 170 days per school year and working at least 6.0 hours per day. The policy also requires that an employee not receive the 6% increase for the three years prior to their retirement if they wish to participate in the ERO. The number of employees who can choose the ERO option is limited to 50% of the eligible employees in any given year. We will keep the post-retirement severance bonus for Coordinators.

The Chairperson asked for a roll call:

Roll Call:

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

“Nays” – None

Action: Approved

D. Acknowledgement of Receipt of Correspondence from Harlem #122 Regarding Reduction of NIA Services for FY15

Motion made by: Daly
Motion: to approve the Correspondence from Harlem #122 Regarding Reduction of NIA Services for FY15

Motion seconded by: Hoffman

Frankiewicz explained that, according to the NIA Articles of Agreement, a District that wants to significantly reduce the number of services it will purchase from the NIA in the next school year must notify the Board of this intention by November 1st, with a final notice to be received by January 15th. Harlem has indicated they want to hire their own physical and occupational therapists. The NIA had made a recommendation for therapy services to Harlem last spring, which they did not accept; they have since found that they had to purchase additional therapy days from us at 125%. They have also indicated they wish to hire their own vision teacher.

The Chairperson asked for a roll call:

Roll Call:

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

“Nays” – None

Action: Approved

E. Acknowledgement of Receipt of Correspondence from North Boone #200 Regarding Reduction of NIA Services for FY15

Motion made by: Daly
Motion: to approve the Correspondence from North Boone #200 Regarding Reduction of NIA Services for FY15
Motion seconded by: Nacke

Frankiewicz stated that North Boone has indicated they also want to provide their own physical and occupational therapy services. The reduction of therapy services being provide to both Districts will result in a reduction in force in the Therapy Department for the next school year.

The Chairperson asked for a roll call:

Roll Call:

“Ayes” – Scanlan, Wiet, Willey, Zelten, Countryman, Daly, Hoffman, Moore, Nacke, Noble,
“Nays” – None

Action: Approved

F. Approval of Amendment to NIA 125 Cafeteria Plan (pre-tax deduction amounts)

Motion made by: Daly
Motion: to approve the Amendment to NIA 125 Cafeteria Plan (pre-tax deduction amounts)
Motion seconded by: Zelten

Frankiewicz reported that this amendment is necessary due to the fact that we have a staff member whose spouse lost his insurance coverage through his place of employment, necessitating her to add herself, her spouse, and their child to the NIA insurance. Her salary does not cover the full amount of the premium and our payroll system does not allow us to issue a zero check. The amendment will allow employees in this situation to contribute all but \$25 of their salary to their share of the insurance; they will be invoiced for any remaining balance owed on the premium.

The Chairperson asked for a roll call:

Roll Call:

“Ayes” – Wiet, Willey, Zelten, Countryman, Daly, Hoffman, Moore, Nacke, Noble, Scanlan
“Nays” – None

Action: Approved

Moore left the meeting at 5:15 p.m.

G. Approval of Amendment to NIA 125 Cafeteria Plan (FSA Carryover)

Motion made by: Daly
Motion: to approve the Amendment to NIA 125 Cafeteria Plan (FSA Carryover)
Motion seconded by: Scanlan

Frankiewicz explained that under new IRS guidelines issued earlier this month, an employer may amend its Section 125 Cafeteria Plan to allow for up to \$500 of unused funds remaining

in a participant's Health FSA at the end of the plan year to be carried forward to reimburse eligible expenses incurred in the following plan year. She recommended that the Board approve this amendment.

The Chairperson asked for a roll call:

Roll Call:

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

"Nays" – None

Action: Approved

H. Approval of Lease Renewal for the NIA St. Charles Office – REMOVED FROM AGENDA

I. Acceptance of Gift of Four Ipads from Hawthorn Associates

Motion made by: Daly

Motion: to accept the gift of four iPads from Hawthorn Associates

Motion seconded by: Scanlan

Frankiewicz reported that Steve Koruna from Hawthorn Associates had given the NIA four iPads for staff members to use when working with students.

The Chairperson asked for a roll call:

Roll Call:

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

"Nays" – None

Action:

J. Approval to Consider Continuation Of the Regional Director's Contract for FY15

Motion made by: Daly

Motion: to approve the Consideration of the Continuation of the Regional Director's Contract for FY15

Motion seconded by: Hoffman

Hoffman explained that the motion need to be amended to state the intention of the Board that was discussed in Closed Session.

The Chairperson asked for a roll call:

Roll Call:

"Ayes" – None

"Nays" Countryman, Daly, Hoffman, Nacke, Noble, Scanlan, Wiet, Willey, Zelten

Action: Failed

Motion made by: Wiet

Motion: to approve the Consideration of the Continuation of the Regional Director's Contract for FY15 and the assignment of a Committee comprised of Hoffman and Noble to Negotiate with Frankiewicz, with a Final Decision to be Reached by December 11, 2013.

Motion seconded by: Daly

The Chairperson asked for a roll call:

Roll Call:

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

“Nays” None

Action: **Approved**

Countryman and Hoffman left the meeting at 5:20 p.m.

VIII. REGIONAL DIRECTOR’S REPORT

A. HLERK – The Extra Mile –October 2013 Edition

The November Edition was a handout.

B. HLERK – Triple I Reception

Frankiewicz informed the Board members that she had invitations for anyone who wished to attend the HLERK Triple I Reception.

C. NIA Rental Agreements - Update

Frankiewicz explained that Cindy Vogeler and Cheryl Crates had put together a worksheet to summarize all of the lease agreements held by the NIA. The worksheet showed the following:

- The lease rate for the Sycamore offices is \$1,174/sq. ft., 12 – 15 market typical, so it is in range
- The lease rate for the St. Charles office is \$1,956/sq. ft., which is higher than the market typical. However, the lease on this office is up for renewal on February 1, 2014 and the owner of the building has proposed freezing the current rent for the next 5 years; the only increase we would see would be in the common area maintenance fee and taxes. The proposal is currently being reviewed by our attorneys and will be brought to the next meeting for the Board’s approval.
- The lease rate for the State Street offices in Rockford is market typical.
- The lease rate for space in the various schools is also market typical

Frankiewicz told the Board that the Burlington School District has decided to start a full-day kindergarten and has performed a reboundary process for the 2014-2015 school year, which will result in them needing to find more classroom space in two already overcrowded buildings. The NIA was informed that we may not be able to keep the Hearing Impaired Program in their District starting next year, adding that Burlington stated they value our program and hope to be able to find a way to keep it. We were just informed that we will be able to stay, so Frankiewicz will start working on lease rates with the District. We will end up using four less room at Howard B. Thomas Grade School, which will mean a decrease in our rent costs. Frankiewicz hopes to bring the details of the lease to the next meeting for the Board’s approval.

IX. Chairperson’s Comments and Other Business

Frankiewicz stated that a special meeting of the Board will be needed in December, so they will meet on December 11, 2013 at 4:00 p.m. in Ogle County Education Center. Frankiewicz also informed the Board members that she had brought copies of the State Budget Form and the Annual Statement of Affairs for interested Board members to review.

Frankiewicz shared information about a upcoming workshop on Executive Functioning which is schedule to take place on January 17, 2014 at Elgon Community College. The cost of the workshop is \$100.

X. ADJOURNMENT

The Chairperson asked for a motion to adjourn the meeting.

Motion made by: **Daly**
Motion: **to Adjourn**
Motion seconded by: Scanlan

The Chairperson asked for a voice vote:

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

Action: **Passed**

The meeting was adjourned at 5:30 p.m.