

**NORTHWESTERN ILLINOIS ASSOCIATION  
SPECIAL EXECUTIVE BOARD MEETING #4 FY14 AGENDA  
Ogle County Education Center  
Byron, Illinois  
Wednesday, December 11, 2013  
4:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, December 11, 2013  
Time: 4:00 p.m.  
Location: Ogle County Education Center, Byron, Illinois  
Type of meeting: Special  
Name of person taking the minutes: Jean Tritle, Board Secretary  
**Name of person(s) presiding: Sarah Willey, Chairperson**

**The meeting was called to order at 4:02 p.m.**

**II. ROLL CALL**

Members in attendance:

1. Cathy Countryman
2. Dennis Daly
3. Drew Hoffman
4. Mike Noble
5. Karen Sanders
6. Pamela Scanlan
7. Lisa Wiet
8. Sarah Willey
9. Tom Zelten

Absent:

1. Kimberly Moore
2. Shelley Nacke

Also present:

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

**III. APPROVAL OF AGENDA**

**Motion made by: Zelten**  
**Motion: to approve the agenda as presented**  
Motion seconded by: Daly  
**The Chairperson asked for a voice vote.**  
**Voice Vote:** "Ayes" – All "Nays" – None  
**Action: Pass**

**IV. PUBLIC PARTICIPATION**

**Reception of Guests & Visitors & Opportunity for Public Comment**

There were none present.

**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 4:03 p.m.  
**Motion seconded by:** Scanlan

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action:** Approved

**Motion made by:** Daly  
**Motion:** to move return to Open Session at 4:20 p.m.  
**Motion seconded by:** Hoffman

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action:** Approved

**VI. CONSENT AGENDA**

- A. Approval of Open Session Minutes of Meeting #3 on November 20, 2013**
- B. Approval of Closed Session Minutes of Meeting #3 on November 20, 2013**
- C. Approval of Personnel Reports for December 11, 2013**
- D. Approval of Accounts Payable for the December 2013 (Handout)**

**Motion made by:** Hoffman  
**Motion:** to approve the Consent Agenda as presented.  
**Motion seconded by:** Sanders

No discussion.

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action:** Approved

**VII. REGIONAL DIRECTOR’S REPORT**

**A. HLERK – The Extra Mile – December 2013 Edition**

No discussion

**B. Central #301 Update**

Frankiewicz explained that the Hearing Impaired Program is located in this district. She will be meeting with their Superintendent, Assistant Superintendent, and Finance Director on Friday morning to finalize the details of the rental agreement, which is a two-year lease with a third year option, allowing the Hearing Impaired Program to remain in Burlington. All of the grade school classes will remain at HB Thomas Grade School, though we will be occupying fewer classrooms. Frankiewicz added that the school district officials have been incredibly supportive of the program. Since they are also represented by the HLERK attorneys, Frankiewicz will ask the district if they would be willing to allow HLERK to work on a collaborative basis with both entities to draft the agreement.

**C. HSA Update**

Frankiewicz reported that the annual Open Enrollment period for insurance benefits was held during the month of November and that the number of employees participating in the Health Savings Account (HSA) insurance plan had nearly doubled, with only one employee reverting back to the PPO plan for 2014. Frankiewicz stated that the employees seemed very interested in learning about the plan this year. She is interested in doing a presentation on implementing HSA plans in school districts at the next Triple I meeting.

**VIII. ACTION ITEMS**

**A. Approval of Lease Agreement for the NIA St. Charles Office**

**Motion made by:** Noble  
**Motion:** to approve the Lease Agreement for the NIA St. Charles Office  
**Motion seconded by:** Daly

Frankiewicz reported that the lease for the St. Charles office will be extended for five years (expires February 28, 2019) and that the rent will remain at the current rate for that whole period of time; the only increases we will see will be for taxes and operating costs. Frankiewicz recommended that the Board approve the agreement.

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action:** Approved

**B. Approval of the Regional Director’s Contract for FY15**

**Motion made by:** Zelten

**Motion:** to approve the Regional Director’s Contract for FY15

Motion seconded by: Daly

Frankiewicz’s contract will be renewed for one more year, with no change in salary or benefits. Hoffman thanked Frankiewicz for her willingness to stay on. Frankiewicz stated that this will be her last year and she will use this time to wrap up several ongoing projects so that she can leave the organization in a good place for her successor.

**The Chairperson asked for a roll call:**

**Roll Call:**

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

“Nays” – None

**Action:** Approved

**C. Appointment of Regional Director Search Committee**

**Motion made by:** \_\_\_\_\_

**Motion:** to appoint the Regional Director Search Committee

Motion seconded by: \_\_\_\_\_

Item died due to lack of a motion.

**IX. Chairperson’s Comments and Other Business**

Frankiewicz reminded the Board that their next meeting will take place on January 22, 2014. The Budget and Finance Committee will meet on January 10, 2014.

Hoffman asked the Board members if they would consider changing the starting time of the Board meetings to 4:00 p.m. A poll was taken of the members who were present and they all agreed that 4:00 would work for them. Frankiewicz stated that she would check with Moore and Nacke to see if they would also be in agreement with the time change.

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

**Motion made by:** Hoffman

**Motion:** to Adjourn

Motion seconded by: Sanders

**The Chairperson asked for a voice vote.**

Voice Vote: “Ayes” - All “Nays”- None

**Action:** Passed

**The meeting was adjourned at 4:36 p.m.**