

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #7, FY17
AGENDA
Ogle County Education Center
Byron, IL
August 16, 2017
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, August 16, 2017
Time: 5:00 p.m.
Location: Ogle County Education Center
Type of meeting: Regular
Name of person taking the minutes: Jean Tritle, Board Secretary
Name of person(s) presiding: Kim Moore, Chairperson

The meeting was called to order at 5:07 p.m.

II. ROLL CALL

Members in attendance:

1. Dennis Daly (arrived at 5:21)
2. Melissa Geyman
3. Susie Kopacz
4. Kathleen Kreller (arrived at 5:08)
5. Kimberly Moore
6. Mike Noble
7. Pamela Ransom
8. Leatrice Satterwhite
9. Crystal Swan-Gravatt

Absent:

1. Kathy Countryman
2. Pamela Ransom
3. Corena Steinmeyer

Also present:

1. Jon Malone, Regional Director
2. Jean Tritle, Board Secretary

III. APPROVAL OF AGENDA

Motion made by: Noble
Motion: to approve the agenda
Motion seconded by: Swan-Gravatt

The Chairman asked for a roll call

Roll Call:

“Ayes” – Geyman, Kreller, Moore, Noble, Ransom, Satterwhite, Swan-Gravatt

“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, AS MANDATED BY SECTION 2.06 [5 ILCS 120/2.06].

Motion made by: Swan-Gravatt
Motion: to move into Closed Session at 5:09 p.m.
Motion seconded by: Daly

The Chairman asked for a roll call

Roll Call:

“Ayes” – Geyman, Kreller, Kopacz, Moore, Noble, Ransom, Satterwhite, Swan-Gravatt
“Nays” – None

Action: Approved

Motion made by: Noble
Motion: to return to Open Session at 5:17 p.m.
Motion seconded by: Geyman

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kopacz, Kreller, Moore, Noble, Ransom, Satterwhite, Swan-Gravatt, Geyman
“Nays” – None

Action: Approved

VI. CONSENT AGENDA

- A. Approval of the Open Session Minutes of FY17 Meeting #6 on June 14, 2017**
- B. Approval of the Revised Personnel Report**
- C. Approval of Accounts Payable for the months of July 2017 and August 2017 (Handout)**
- D. Acknowledgement of Receipt of Treasurer’s Reports for the months of May 2017 and June 2017**

Motion made by: Swan-Gravatt
Motion: to approve the Consent Agenda
Motion seconded by: Satterwhite

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kreller, Moore, Noble, Ransom, Satterwhite, Swan-Gravatt, Geyman, Kopacz
“Nays” – None

Action: Approved

VII. REGIONAL DIRECTOR'S REPORT

A. Standards of Excellence/FY18 Agency Scorecard Goals

Malone stated that one of the goals of the agency is to maintain or increase the mean score of 4.5 for employee engagement as measured by the NIA Employee Survey. He added that he believes that the NIA employees are beginning to understand the survey cycles and their purpose.

The second agency goal will be to maintain or increase the mean score of 4.75 as by the Customer Satisfaction Survey. Since the number of responses dropped from the previous survey, Malone said he will make an effort to keep contacting our customers to remind them to complete the survey. Ransom made the observation that customers who are not happy are the ones who usually respond to the surveys.

Malone reported that the NIA leaders will continue their commitment to the “9 Principles of Evidence-based Leadership, will continue to measure employee engagement and customer satisfaction, will continue to roll-out survey results and develop action plans from these results, and continue rounding with teammates and customers. Malone added that a big project for FY18 will be to develop NIA Standards of Excellence which will be a set of behaviors aligned to NIA goals and values. All NIA employees will be required to follow these Standards.

B. Quick Fact

Malone reported that, for the 2016-2017 school year, 140 NIA employees received performance evaluations. Of the 140, 135 (96.4%) received an Excellent, Proficient, or Satisfactory rating and 5 (3.6%) received a Need Improvement or Unsatisfactory rating. Malone said that he will begin to roll out this data to employees and customers which he hopes will help to engage NIA employees.

Noble asked if Malone had data on the number of employees whose ratings had improved from a needs improvement to excellent or proficient. Malone answered that he did not. Noble observed that customers will let Malone know if an NIA employee assigned to their school district is not working up to par. Malone agreed.

Malone also reported that the NIA began using an electronic timekeeping system called iSite in July, 2017. This system should meet the federal obligation to have a record of time worked for each employee, strengthen the ability to audit time worked internally by doing away with paper calendars, reduce waste, and allow for real-time reconciliation of services provided to customers. We will also be able to upload data into our current Finance/Payroll system for finance and attendance. It will also provide us with better documentation for Medicaid. Swan-Gravatt commented that this system sounds similar to “time and effort”. Moore commented that it is important to be able to verify services provided to member districts in case there are questions.

C. Challenge

There was none presented.

D. Executive Board Election Results

Malone informed the Board that the results he is presenting are different than the ones distributed in the Board packet as another ballot was received after the packets were sent out. The results were as follows:

Region I (11 ballots returned):

Crystal Swan-Gravatt – 11 votes

Susie Kopacz – 11 votes

Region II (18 ballots returned)

Kim Moore – 18 votes

Dennis Daly – 16 votes

Region III (17 ballots returned)

Cheryl Robinson – 17 notes

Pamela Ransom – 16 votes

Malone thanked all of the Board members for their service. Moore read a note she had received from Studer about the fact Malone made a presentation at their conference in Chicago last week. He presented information about NIA’s survey results.

ACTION ITEMS

A. Approval of the Release of Closed Session Minutes from Meetings the Occurred between September 25, 2002 through April 19, 2017

Motion made by: Swan-Gravatt

Motion: to approve the Release of Closed Session Minutes from the September 23, 2015 Board Meeting

Motion seconded by: Geyman

The Chairman asked for a roll call

Roll Call:

“Ayes” – Kreller, Moore, Noble, Ransom, Satterwhite, Swan-Gravatt, Daly, Geyman, Kopacz

“Nays” – None

Action: Approved

B. Approval of the Destruction of Closed Session Audio Minutes 18 months or Older

Motion made by: Daly

Motion: to approve the Destruction of Closed Session Audio Minutes from the September 23, 2015 Board Meeting

Motion seconded by: Satterwhite

The Chairman asked for a roll call

Roll Call:

“Ayes” – Moore, Noble, Ransom, Satterwhite, Swan-Gravatt, Daly, Geyman, Kopacz, Kreller

“Nays” – None

Action: Approved or Failed

C. Approval of the FY18 Insurance Rates

Motion made by: Daly

Motion: to approve the FY18 Insurance Rates

Motion seconded by: Swan-Gravatt

Malone informed the Board that he had an uneventful meeting with our broker. Claims experience for the past year has been low, resulting in a .2% overall increase in the insurance premium over last year. Malone recommended that the Board keep the employee and employer contributions towards the insurance premium the same as last year, with the .2% increase being absorbed by the health plan fund.

He added that this is feasible as this fund actually made money last year. Malone stated that he is working with our auditor to ensure the proper use of the monies in this fund.

Malone also reported that the 1800MD benefit that the NIA offers to all employees and their families saw a 505% return-on-investment from last year. The benefit was used 56 times this past year. The savings is calculated by estimating what it would have cost if the employee had seen his/her family doctor, gone to urgent care, or used the emergency room.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Ransom, Satterwhite, Swan-Gravatt, Daly, Geyman, Kopacz, Kreller, Moore

“Nays” – None

Action: **Approved**

D. Approval of the FY18 Budget

Motion made by: **Daly**

Motion: **to approve the FY18 Budget**

Motion seconded by: **Moore**

Malone directed the Board members attention to two sheets in their handouts that pertained to the budget. One showed the estimated expenses for FY18 and the other showed the estimated revenues. The total 29.1 million dollar budget was broken down into three parts:

- Local dollars (NIA services): 17.9 million dollars
- Deaf/Hard of Hearing Program: 2.2 million dollars. Malone explained that the program always pays for itself due to tuition billing.
- Medicaid: 9.0 million dollars, which flows directly back to member districts. added that State changes to Medicaid may stop the NIA from being the flow-through agency for these funds.

The FY18 budget shows a deficit of \$342,518. Malone stated that the NIA is good at running in a deficit on behalf of our customers. Final Budget considerations included:

- 0.2% increase in the Health Insurance Premium cost. Noble commented that the insurance fund was helping to generate bottom-line revenue.
- Personnel Reimbursement was prorated at 95%
- The TRS cost shift was calculated at .5%
- 5% increase in Operations and Maintenance

Malone said that 157 more service days were sold for FY18 in comparison to FY17. He reminded the Board that we had also reduced the daily rate for therapy services for FY18

Moore stated that most districts operate on a cash basis whereas the NIA operates on an accrual basis, which does make the numbers look different. Malone said that the NIA was doing well, even though we still had not received 2 Personnel Reimbursement payments. Swan-Gravatt noted that a third payment had been released; payments can be seen on the State Comptroller’s website. Malone said that the auditor did not believe that the NIA would need to dip into its reserves.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Ransom, Satterwhite, Swan-Gravatt, Daly, Geyman, Kopacz, Kreller, Moore, Noble

“Nays” – None

Action: **Approved**

E. Approval of the Lease Agreement with Sycamore CUSD #427 for July 1, 2017 – June 30, 2018

Motion made by: Daly
Motion: to approve the Lease Agreement with Sycamore CUSD #427 for July 1, 2017 – June 30, 2018
Motion seconded by: Geyman

Malone noted that there was no increase in the rent over last year; the lease would remain at \$45,096.60.

The Chairman asked for a roll call

Roll Call:
“Ayes” – Satterwhite, Swan-Gravatt, Daly, Geyman, Kopacz, Kreller, Moore, Noble, Ransom
“Nays” – None
Action: Approved

F. Approval of the Data Services Agreement with Sycamore CUSD #427 for July 1, 2017 – June 30, 2018

Motion made by: Daly
Motion: to approve the Data Services Agreement with Sycamore CUSD #427 for July 1, 2017 – June 30, 2018
Motion seconded by: Satterwhite

Malone noted that there was no increase for data services last year; the cost would remain at \$54,857.00.

The Chairman asked for a roll call

Roll Call:
“Ayes” – Swan-Gravatt, Daly, Geyman, Kopacz, Kreller, Moore, Noble, Ransom, Satterwhite
“Nays” – None
Action: Approved

G. Approval of the New Paraprofessional Salary Schedule

Motion made by: Daly
Motion: to approve the New Paraprofessional Salary Schedule
Motion seconded by: Kreller

Malone stated that he probably should have brought this proposal along with the new Interpreter Salary Schedule that the Board approved in June. He explained that Paraprofessionals are primarily hired to work in the Deaf/Hard of Hearing Program and their salary is billed back as a tuition cost to the districts; it is not part of a daily rate. The student count for FY18 increased in the program and we find that we are in need of two 1:1 Paraprofessionals. Our current Paraprofessional Salary Schedule starts at \$10.00 per hour. The District 300 Salary Schedule starts at \$12.77/hour. Because we do not have a competitive pay rate, we are having a hard time finding Paraprofessionals to fill our vacant positions. We also have found we will benefit from hiring Paraprofessional with Interpreting skills. He recommended that the Board approve the new Salary Schedule for these reasons.

The Chairman asked for a roll call

Roll Call:
“Ayes” – Daly, Geyman, Kopacz, Kreller, Moore, Noble, Ransom, Satterwhite, Swan-Gravatt,
“Nays” – None
Action: Approved

VII. Chairperson's Comments and Other Business

Malone informed the Board that they should plan on staying for dinner after the September meeting. He will let the Board members know which restaurant the dinner will be held at prior to the September meeting.

Malone also informed the Board that the February Board meeting is scheduled on a day on which the IAASE meets; the Board will need to change the date of the February meeting for this reason.

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

Motion made by: **Daly**
Motion: **to Adjourn**
Motion seconded by: **Swan-Gravatt**

The Chairman asked for a Voice Vote:

Voice Vote:
“Ayes” – all “Nays” – none

Action: **Approved**

The meeting was adjourned at 6:01 p.m.