

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #1, FY18
AGENDA**

**Ogle County Education Center
Byron, IL
Wednesday, September 20, 2017
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, September 20, 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: **Jon Malone, Regional Director, led the meeting until the election of officers was held**

The meeting was called to order at 5:00 p.m.

II. ROLL CALL

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Melissa Geyman
4. Susie Kopacz
5. Kathleen Kreller (arrived at 5:05)
6. Kimberly Moore
7. Mike Noble
8. Pamela Ransom
9. Crystal Swan-Gravatt

Absent:

1. Cheryl Robinson
2. Leatrice Satterwhite
3. Corena Steinmeyer

Also present:

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

III. APPROVAL OF AGENDA

Motion made by: Daly
Motion: to approve the agenda as presented
Motion seconded by: Geyman

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

IV. ELECTION OF THE CHAIRPERSON FOR THE NIA EXECUTIVE BOARD

Motion made by: Swan-Gravatt

Motion: to approve the nomination of Kim Moore for the position of NIA Executive Board President for FY18

Motion seconded by: Noble

The Chairman asked for a voice vote:

Voice Vote: "Ayes" – All

"Nays" – None

Action: Approved

Moore began conducting the meeting.

V. ELECTION OF THE SECRETARY FOR THE NIA EXECUTIVE BOARD

Motion made by: Daly

Motion: to approve the nomination of Jean Tritle for the position of NIA Executive Board Secretary for FY18

Motion seconded by: Kopacz

The Chairman asked for a voice vote:

Voice Vote: "Ayes" – All

"Nays" – None

Action: Approved

VI. PUBLIC PARTICIPATION

Reception of Guests and Visitors and Opportunity for Public Comment

There were none.

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

Motion made by: Daly

Motion: to move into Closed Session at 5:03 p.m.

Motion seconded by: Ransom

The Chairman asked for a roll call

Roll Call:

"Ayes" – Daly, Geyman, Kopacz, Moore, Noble, Ransom, Swan-Gravatt, Countryman

"Nays" – None

Action: Approved

Kreller arrived at 5:05 during closed session

Motion made by: Daly

Motion: to return to Open Session at 5:06 p.m.

Motion seconded by: Geyman

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: **Approved**

VIII. CONSENT AGENDA

- A. Approval of Open Session Minutes of Meeting #7 on August 16, 2017**
- B. Approval of Closed Session Minutes of Meeting #7 on August 16, 2017**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for the month of September 2017**

Motion made by: **Daly**

Motion: **to approve the Consent Agenda**

Motion seconded by: Swan-Gravatt

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: **Approved**

IX. REGIONAL DIRECTOR’S REPORT

A. Action Plan Update

No discussion.

B. OMA and FOIA Training

Malone reminded the Board members that they must complete the annual OMA and FOIA training required by the State. This can be done on-line. Recording Secretary Tritle will send the Board members a link to the site where the training is done.

C. Quick Facts

- Malone reported that the NIA is in the final year of our contract with District 300 to house the Deaf/Hard of Hearing Program. He said he would be calling the District next week to inquire as to whether or not they will extend the contract. He noted that the District is currently undergoing a facilities study due to the increased growth in the district.
- Malone reported that 26,987.5 service days were purchased by the member districts for FY18 as compared to 23,795.5 in FY15, 25,034.5 in FY16, and 27,318.5 in FY17. He added that growth is not the NIA’s goal; rather meeting the need of our member districts is.

D. Challenge: Medicaid Rule Changes

Malone explained that, beginning with dates of service on and after January 1, 2018, services that require an order/referral (OT/PT/ST) will be required to have an individual practitioner’s NPI (National Provider Identifier) included on the claim. Ordering/referring practitioners will be required to enroll in IMPACT as Individual Rendering/Serviceing Providers. If an individual NPI is not included or the provider is not enrolled with HFS

(IMPACT), claims will reject. Malone stated that there will be challenges will some districts face ensuring that all ordering/referring practitioners are enrolled in IMPACT. Moore noted that, starting in 2018, Medicaid will be managed by IMPACT. She noted that this transition will be cumbersome for co-ops.

X. ACTION ITEMS

A. Approval of the Regional Director's Target Goals for FY18

Motion made by: Daly
Motion: to approve the Regional Director's Target Goals for FY16
Motion seconded by: Moore

Malone shared his goals with the Board members:

- Maintain or increase the overall agency mean for Employee Engagement and Satisfaction, which is currently at 4.5. His improvement target would be 4.55 and his stretch target 4.60.
- Maintain or increase the overall agency mean for Customer Satisfaction, which is currently at 4.5. His improvement target would be 4.55 and his stretch target 4.60. Malone explained that his baseline rating for Customer Satisfaction is actually 4.75, but he did not carry this forward because the number of agencies who took the last survey decreased by 50% as compared to the time before.

Moore noted that Malone's evaluation for the current year will take these goals into consideration.

The Chairman asked for a roll call

Roll Call:

"Ayes" – Kreller, Moore, Noble, Ransom, Swan-Gravatt, Countryman, Daly, Geyman, Kopacz

"Nays" – None

Action: Approved

B. Approval of the Appointment of the NIA Executive Board Committees for FY18

Motion made by: Daly
Motion: to approve the appointment of the NIA Executive Board Committee Members for FY18
Motion seconded by: Swan-Gravatt

Malone recommended the following Sub-Committee members for FY18:

Budget and Finance Committee:

- Crystal Swan-Gravatt
- Kathy Countryman
- Kim Moore

Regional Director's Evaluation Committee:

- Kim Moore
- Kathleen Kreller
- Susie Kopacz

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

C. Establishment of the Copy Rate for FY18

Motion made by: Daly

Motion: to approve the FY18 Copy Rate to be consistent with the State of Illinois Legislative Requirements

Motion seconded by: Geyman

Malone explained that this pertains to FOIA requests and that he recommends leaving the rate the same as it was last year as it is consistent with the State of Illinois legislative requirements which state that the first 50 pages of a document are free, with a charge of 15 cents per page for after that. He noted that the law allows and agency to charge for the actual cost of copying if the copies are in color or are an abnormal size.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

D. Approval of the NIA Complaint Managers for FY18

Motion made by: Daly

Motion: to approve the NIA Complaint Managers for FY18

Motion seconded by: Geyman

Malone recommended that Jill Tabone and Kathy Countryman or her designee remain as the Complaint Managers for FY18.

The Chairman asked for a voice vote:

Voice Vote: “Ayes” – All

“Nays” – None

Action: Approved

E. Approval of the NIA ADA/Section 504 Coordinator for FY18

Motion made by: Daly

Motion: to approve the NIA ADA/Section 504 Coordinator for FY18

Motion seconded by: Swan-Gravatt

Malone recommended that Jill Tabone, the Therapy Department Executive, remain in this capacity for FY18.

The Chairman asked for a voice vote:

Voice Vote: “Ayes” – All

“Nays” – None

Action: Approved

F. Approval to Change the Date of the February 2018 Meeting of the Executive Board

Motion made by: Daly
Motion: to approve the change to the Date of the February 2018 Meeting of the Executive Board from February 21, 2018 to February 28, 2018
Motion seconded by: Ransom

Malone stated the reason for the change is that the IAASE Winter Conference will start on that date. Countryman reminded Malone that the date change will need to be published. Malone stated that he would like to structure some policies so that changes such as this one will not require Board approval.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

XI. Chairperson’s Comments and Other Business

Malone reminded the Board members that the Board appreciation dinner will take place at Costa Ristorante in Byron immediately following this meeting.

XII. 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 5:36 p.m.