

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #1, FY11 AGENDA**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, September 29, 2010

Time: 7:12 p.m.

Location: Paddle Wheel Inn in Oregon, Illinois

Type of meeting: Regular

Name of person taking the minutes: Dianne Fraedrich, Board Secretary

Name of person(s) presiding: Laura Frankiewicz, Regional Director

II. ROLL CALL

Members in attendance:

1. Jay Augustine
2. Cynthia Dennis
3. Mike Noble
4. Wayne Riesen
5. Karen Sanders
6. Pamela Scanlan
7. Lisa Wiet
8. Sarah Willey
9. Tom Zelten

Members absent:

1. Drew Hoffman
2. Sheri Smith

Also present:

1. Laura Frankiewicz, Regional Director
2. Dianne Fraedrich, Board Secretary

III. APPROVAL OF AGENDA

Motion made by: Augustine

Motion: to approve the agenda.

Motion seconded by: Zelten

The Regional Director asked for a voice vote.

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

Action: Passed

IV. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment – There were none.

V. WELCOME NEW BOARD MEMBER – Laura Frankiewicz welcomed Karen Sanders as NIA’s newest Board Member. Karen is the Director of Pupil Personnel Services at Freeport School District #145.

VI. ELECTION OF CHAIRPERSON FOR THE NIA EXECUTIVE BOARD – Frankiewicz asked for a nomination for Chairperson for the NIA Executive Board for FY11. Dennis nominated Sarah Willey as Chairperson.

Motion made by: Dennis

Motion: to approve the nomination of Sarah Willey as NIA Executive Board Chairperson for FY11.

Motion seconded by: Augustine

The Regional Director asked for a voice vote.

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

Action: Passed

Board member Willey assumed her position as Chairperson of the NIA Executive Board for FY11.

VII. ELECTION OF SECRETARY FOR THE NIA EXECUTIVE BOARD – Willey asked for a nomination for Secretary for the NIA Executive Board for FY11. Zelten nominated Dianne Fraedrich as Secretary of the NIA Executive Board for FY11.

Motion made by: Zelten

Motion: to approve the nomination of Dianne Fraedrich as NIA Executive Board Secretary for FY11.

Motion seconded by: Scanlan

The Chairperson asked for a voice vote.

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

Action: Passed

VIII. CONSENT AGENDA

A. Approval of Minutes of FY10 Meeting #9 on August 25, 2010

B. Approval of Closed Session Minutes of FY10 Meeting #9 on August 25, 2010

C. Approval of Personnel Report

D. Approval of Accounts Payable for the Month of September 2010

E. Acknowledgment of Receipt of Treasurer’s Report for the Months of July 2010 and August 2010

Motion made by: Noble

Motion: to approve the Consent Agenda as presented.

Motion seconded by: Riesen

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Augustine, Dennis, Noble, Riesen, Sanders, Scanlan, Wiet, Willey, Zelten

“Nays” – None.

Action: Passed

IX. REGIONAL DIRECTOR'S REPORT

- A. HLERK – The Extra Mile – September 2010** – Laura Frankiewicz shared that a copy of this publication was included in the board packets. Frankiewicz asked that anyone who was interested in attending the upcoming HLERK Conference should let her know as soon as possible so she can get them registered.
- B. FY11 NIA Board Special Election Update** – Frankiewicz shared that the ballots are still coming in for Crysta Morrissey's replacement on the Board and the cutoff date is October 15, 2010.
- C. NIA Revised Articles of Agreement Update** – Frankiewicz shared that fifty-six (56) districts have submitted their resolutions and she knew of two more not yet received therefore the 2/3rds threshold for approving the amended articles has been met. Rockford #205 legal counsel advised their board not to approve the amended articles due to concern about possible liability for legal fees. Frankiewicz indicated that the board will need to take official action regarding the amended later in this meeting.
- D. New Phone System Update** – Frankiewicz shared that the Sycamore NIA office's new phone system has been installed and is working well. It has proven to be very efficient and a time-saver. The St. Charles NIA office's phone system was installed on September 1 and has also seems to be working well. All staff have individual, direct-dial numbers. The Rockford installation is scheduled for October 6, 2010.

X. ACTION ITEMS

- A. Approval of Regional Director's Target Goals for FY11** – Frankiewicz stated that she has three main goals for FY11: 1) Review and update NIA Policies and Procedures including the NIA Personnel Handbook, 2) Revamp the provision of Early Intervention (EI) services and close the gap between EI expenditures and revenues and 3) Develop strategies for board approval to reduce the NIA operating deficit. Frankiewicz mentioned that she will be using a management consultant to assist with a Human Resources audit. With regard to Early Intervention services, plans are in motion to provide services in a number of community-based sites, such as churches; settings that are also considered natural settings and reimbursed at the higher rate. Frankiewicz will be working with the Budget and Finance Committee to develop strategies for deficit reduction.

Motion made by: Dennis

Motion: to Approve the Regional Director's Target Goals for FY11.

Motion seconded by: Wiet

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Dennis, Noble, Riesen, Sanders, Scanlan, Wiet, Willey, Zelten, Augustine

“Nays” – None.

Action: Passed

- B. Approval of Appointment of NIA Executive Board Committees for FY11** – Frankiewicz stated the NIA Executive Board Committees lists were included in the board packets. A brief discussion followed.

Motion made by: Riesen

Motion: to Approve the Appointment of the NIA Executive Board Committees for FY11 as presented.

Motion seconded by: Dennis

The Chairperson asked for a voice vote.

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

Action: Passed

- C. **Annual Establishment of Copy Rate for FY11** – Frankiewicz stated the Copy Rate for FY11 is based on the maximum amount required by law.

Motion made by: Augustine

Motion: to Approve NIA’s Copy Rate for FY11, which is consistent with Illinois Legislation.

Motion seconded by: Zelten

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Noble, Riesen, Sanders, Scanlan, Wiet, Willey, Zelten, Augustine, Dennis

“Nays” – None.

Action: Passed

- D. **Annual Appointment of NIA Complaint Managers for FY11** – Frankiewicz stated the NIA Complaint Managers for FY10 were Carol Johnson and Wayne Riesen.

Motion made by: Noble

Motion: to Approve the Appointment of Carol Johnson and Wayne Riesen as NIA’s Complaint Managers for FY11.

Motion seconded by: Wiet

The Chairperson asked for a voice vote.

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

Action: Passed

- E. **Annual Appointment of NIA ADA/Section 504 Coordinator for FY11** – Frankiewicz stated the NIA ADA/Section 504 Coordinator for FY10 was Carol Johnson.

Motion made by: Zelten

Motion: to Approve the Appointment of Carol Johnson as NIA’s ADA/Section 504 Coordinator for FY11.

Motion seconded by: Scanlan

The Chairperson asked for a voice vote.

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

Action: Passed

- F. **Approval of FY11 Contracts** – Frankiewicz stated that the contract information was revised to reflect some last minute changes. She noted that the Therapy contracts total is less than FY10.

Motion made by: Dennis

Motion: to Approve the FY11 Contracts.

Motion seconded by: Sanders

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Riesen, Sanders, Scanlan, Wiet, Willey, Zelten, Augustine, Dennis, Noble

“Nays” – None.

Action: Passed

- G. Acceptance of June 30, 2010 FY10 Audit Report – Handout** – Frankiewicz stated that our audit went well. Frankiewicz is pointed out that the NIA operating deficit in FY10 was \$560,672 in comparison to FY09 when the deficit was \$1,900,963. While the NIA is still in a deficit position, Frankiewicz indicated that we are going in the right direction. The conversion to the Sycamore School District’s accounting system has allowed us to view our financial situation more clearly now.

Motion made by: Augustine

Motion: to Approve the Acceptance of the June 30, 2010 FY10 Audit Report from Klein, Hall & Associates.

Motion seconded by: Sanders

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Sanders, Scanlan, Wiet, Willey, Zelten, Augustine, Dennis, Noble, Riesen

“Nays” – None.

Action: Passed

- H. Approval of Resolution to Accept NIA Revised Articles of Agreement – Handout** – Frankiewicz stated that we have obtained the required two thirds resolutions from our member districts. Therefore, the board is required to take official action via resolution as prepared by our attorneys to officially adopt our revised Articles of Agreement.

Motion made by: Wiet

Motion: to Approve the Resolution to Accept NIA Revised Articles of Agreement.

Motion seconded by: Zelten

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Scanlan, Wiet, Willey, Zelten, Augustine, Dennis, Noble, Riesen, Sanders

“Nays” – None.

Action: Passed

XI. CHAIRPERSON’S COMMENTS AND OTHER BUSINESS – The Chairperson thanked Laura Frankiewicz for working on the goals she has chosen for FY11.

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

Motion made by: Augustine

Motion: **to Adjourn.**

Motion seconded by: Noble

The Chairperson asked for a voice vote.

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

Action: **Passed**

ADJOURNED: 7:41 p.m.