

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #3, FY17  
AGENDA**

**Ogle County Education Center  
Byron, IL  
Wednesday, January 18, 2017  
5:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, January 18, 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 5:05 p.m.**

**II. ROLL CALL**

Members in attendance:

1. Dennis Daly
2. Melissa Geyman
3. Susie Kopacz (left at 6:40)
4. Kimberly Moore
5. Mike Noble (arrived at 5:01 and left at 6:15)
6. Pamela Ransom
7. Cheryl Robinson
8. Leatrice Satterwhite
9. Corena Steinmeyer
10. Crystal Swan-Gravatt

Absent:

1. Kathy Countryman
2. Kathleen Kreller

Also present:

1. Jon Malone, Regional Director
2. Jean Tritle, Board Secretary
3. K. K. Owen, Studer

**III. APPROVAL OF AGENDA**

**Motion made by: Daly**

**Motion: to approve the agenda as amended to remove the review of closed session minutes from the closed session agenda and to remove Action Item A, Approval of the FY18 Budget Parameters as they are approved if the budget is approved**

Motion seconded by: Satterwhite

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Countryman, Daly, Geyman, Kopacz, Kreller, Moore, Noble, Ransom, Robinson, Satterwhite, Steinmeyer, 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; SECTION 2.06 [5 ILCS 120/2.06].**

**Motion made by:** Ransom

**Motion:** to move into Closed Session at 5:07 p.m.

Motion seconded by: Daly

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Daly, Geyman, Kopacz, Moore, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt

“Nays” – None

**Action:** Approved

**Motion made by:** Daly

**Motion:** to return to Open Session at 5:17 p.m.

Motion seconded by: Noble

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Geyman, Kopacz, Moore, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Daly

“Nays” – None

**Action:** Approved

#### **VI. CONSENT AGENDA**

- A. Approval of the Open Session Minutes of FY17 Meeting #2 on October 19, 2016**
- B. Approval of Personnel Report**
- C. Approval of Accounts Payable for the months of November 2016, December 2016, and January 2017**
- D. Acknowledgement of Receipt of Treasurer’s Reports for the months of October 2016, November 2016, and December 2016 (Handout)**

**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, Moore, Noble, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Daly, Geyman

“Nays” –

**Action:** Approved

## **VII. REGIONAL DIRECTOR'S REPORT**

### **A. Statement of Economic Interest**

Malone reported that DeKalb County will be mailing the Statements to the Board members' homes sometime after February 1, 2017. The completed Statements must be returned to the DeKalb County Clerk by May 1, 2017.

### **B. Scorecard Update: Customer Service Results**

Malone reported that, from his last session of rounding with some of the Board members, he learned the Board members are appreciative of the meeting format and the use of slides. They also appreciate that the meetings are kept low-key and on track. The Board members also suggested that Director try to use "common language" since some of the Board members are not as well versed in Special Education terminology as are others.

Malone reported the results of the Action Plan/Scorecard Survey that was taken in late November. He reminded the Board that the results received from the first survey done in the spring of 2016 gave the NIA an overall score of 4.53, with the category with the lowest score being Accessibility at 4.47. An Action Plan was developed to improve on Accessibility. The organization will have a new VOIP phone system, which gives all NIA employees a direct phone line and the flexibility of having their voice mail messages delivered to their e-mail in-box. The switch to the new phone system was cost-neutral.

The results of the November mid-point survey gave the NIA an overall score of 4.51, with Accessibility being rated at 4.5. Malone said the survey will be taken again in the spring of 2017. The results of that survey will be used to develop an Action Plan for the next year. He added that we have also started rounding on customers.

Kopacz praised Malone for presenting the data in a way that is easy to understand.

### **C. Report on Studer Activities**

K.K. Owen from Studer was at the Board meeting to report on what the NIA has been working on, what we have accomplished to date, and what we will work on going forward.

Owen reported that the NIA was currently working on the scorecard/evaluation area, which uses real data and numbers which can be used to make informed decisions and goals. Right now the emphasis is on consistency – we should be using consistent practices that are recognized by all employees. She stressed that the leaders must be the first to do this so that employees will follow. Owen commented that NIA's leaders are doing an excellent job in this area, adding that Malone has acted as an excellent model by attending all Studer development workshops. This step will lead into performance management. Owen explained that all of the NIA leaders have scorecards that are aligned to the organizational scorecard. The leaders, in turn, are aligning their scorecards to their performance evaluations. She added that it usually takes three years to accomplish this and the NIA leaders are ahead of schedule in this area. Stakeholder surveys and employee engagement is a large part of this process; they are measured and then rolled out to the organization.

Leaders are also rounding on their staff members to improve communications and to find ways in which they can improve their job performance. The performance conversations are a new piece that has been added.

Leaders will also start to conduct 30/90 meetings. Owen explained that research shows organizations lose employees after their first 30 days, 90 days, and at the end of the year. 30/90 meetings are conducted to find out what we can do to retain employees and to show them that their leaders do care. It is also used as a recruitment tool, as good performers can be asked if they have any acquaintances who would be a good fit for our organization.

The new phase which will start tomorrow will involve putting our core values into actions; our behaviors and actions will result in Achieving goals tied to our core values. These actions and behaviors will also assist us in developing tools for determining performance evaluations. This will be added to the on-boarding process as well. Malone stated that this also involves figuring out the 20% that results in the 80% desired outcome. Job duties will be re-organized to incorporate these activities into an employee's daily work. Steinmeyer observed that this process gives voice to the employees so that they know they are being heard.

#### **D. Regional Director's Annual Performance Evaluation**

Malone explained that Scorecard Goals have been adopted by the NIA Board and should be used to evaluate the Regional Director's performance. He recommended that, due to the timing of the evaluation, the Evaluation Committee should rely on the data received from the Midpoint Customer Satisfaction survey done in November and the results of the next Midpoint Employee Engagement survey that will be done in February 2017. He said that he will be using Studer-prepared questions for this survey and that the Board can add any questions that they feel necessary to this survey. He said he would send the questions to be used to Satterwhite, the chairperson of the Evaluation Committee, so that she can review them with the other Committee members. He will also send her the rubric he used to evaluate his leadership team.

### **VIII. ACTION ITEMS**

#### **A. Approval of the Budget Parameters for FY18**

Malone explained that this item was pulled because the Budget and Finance Committee determined that the parameters used to develop the budget and daily rates are approved by the Board when they approve the daily rates and fiscal year budget.

#### **B. Approval of the Daily Rates for FY18 Baseline/Program Support**

**Motion made by:** Daly  
**Motion:** to approve the Daily Rates for FY18 Baseline/Program Support based upon Option #2  
**Motion seconded by:** Geyman

Malone informed the Board that he had proposed two options to the Budget and Finance Committee for formulating FY18 Daily Rates:

**Option 1:** Daily rates calculated using a wage increase of 3.5%.

**Option 2:** Daily rates calculated using a 3.5% wage increase and a shift of all clerical services to the Administrative/Indirect Cost Center

The Budget and Finance Committee felt that Option 2 was the best due to the fact that secretarial services are hard to estimate; moving them to one cost center helps to stabilize the overall costs. A secretary may be spread over several different cost centers only to find that she spent more time supplying services to one cost center than to the others to which her wage was assigned. Putting all of the secretarial wages in one cost center

avoids this problem. Doing this also will cause a drop in the Daily Rates for educational services (for example, teaching) but will also cause increase the OT/PT daily rates by an additional \$5.

Malone stated that Jill Tabone, Therapy Operations Executive, is concerned about the increase in the daily rate for OT/PT costs if the Board should approve Option 2. She would like to take a month to study the impact this will have on her department. Her biggest concern is that some of the smaller districts will not be able to afford out therapy services. Steinmeyer commented that, if these districts were to research purchasing services from agencies, they would find that the administrative offices for many of them are housed out-of-state, making it harder to deal with issues that may arise. She said she appreciates Tabone's due diligence in this area. Satterwhite stated that the NIA rates are comparable to those of an agency.

Malone recommended that the Board approve Option 2 due to the fact that this option helps stabilize the daily rates on the educational side; Moore stated that the Budget and Finance Committee also leaned toward this option because it helps to streamline the budgeting process and make it transparent. Malone added that, if Tabone's research shows a necessity for a change in the OT/PT rate, he will come back to the Board with a new option.

Malone also pointed out that the Daily Rate for Interpreter services will increase by \$45 due to the fact that is has become harder to find an maintain Interpreters. There is a need to make the NIA more competitive in this area.

Malone also informed the Board he is looking into a recruiting program that would bring SLP candidates from Puerto Rico and Spain to the NIA.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Daly, Geyman, Kopacz

“Nays” – None

**Action:** **Approved**

**C. Approval of the FY18 Wage Increases**

**Motion made by:**

**Daly**

**Motion:**

**to approve the FY18 Wage Increases of 3.5%**

Motion seconded by:

Swan-Gravatt

Malone informed the Board that he performed a “market snapshot” of 20 member districts. Twelve of the twenty were districts were those to which the Board members belonged; the other eight were the districts who purchase the highest volume of services from the NIA. He measured the wage increases from FY16 Step A to Fy17 Step B, which captured the change in base and the change in step, and found the average wage increase to be 4.31%. Malone also put together a history of wage increases given to NIA staff from FY08 – FY17, which is ten years. For seven consecutive years out of these ten, of these ten years, NIA employees received a 2% increase. He reminded the Board that they voted to only use the Teacher Salary Schedule as an entry level guide in FY13 and give all NIA employees the same percentage increase since the majority of NIA employees are not on a salary schedule. At that time, the Board approved using the Consumer Price Index to determine the annual wage, but it has not shown much movement since that time. Moore noted that the 2% increase does not meet the increase given by other districts and felt that 3.5% is a fair raise to give to NIA employees this year, with the understanding that it would not be this much every year. Malone agreed,

stating that the Board should consider an increase that references the market but does not necessarily match it.

Steinmeyer noted that the Board had already approved the 3.5% increase when they voted to approve the FY18 Daily Rates. Malone explained that the Daily Rate would be recalculated if the Board voted to approve a different percentage increase. Swan-Gravatt noted that the CPI has been stagnant for the past few years and that an additional 1.5% is a modicum increase. Moore reminded the Board that they should consider the value of the NIA to their organizations; they could pay much more if they attempted to provide the services themselves. She complimented Malone on the excellent data he had gathered to assist the Board in their decision.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Daly, Geyman, Kopacz, Moore

“Nays” – None

**Action:** **Approved**

**D. Approval to Adjust the Orientation and Mobility Specialists’ Contract Parameters and Entry Level Guide**

**Motion made by:** **Daly**

**Motion:** **to approve the Adjustment of the Orientation and Mobility Specialists’ Contract Parameters and Entry Level Guide**

Motion seconded by: Swan-Gravatt

Malone explained that O &M and TVI services are both usually on an IEP for students with visual impairments. Both of these services require similar levels of education. The NIA has been trying to hire dually certified employees for budgeting efficiencies. We currently employ four dually certified employees and one who is only certified as an O & M Specialist. In the past, the teachers of the visually impaired have been treated differently than those employees who are certified as O & M Specialists. The teachers were placed on the Teacher Salary Schedule at hire whereas the O & M Specialists’ salaries were based on a range, which has resulted in a vast difference in their pay. The O & M Specialist also works more days and longer hours than the teachers do. Malone feels it makes sense to treat both groups the same. He checked other districts and found that they do put their O & M and TVI employees on the Teacher Salary Schedule.

Malone recommended that the Board approve paying the TVI and O & M employees using the Teacher Salary Schedule and have both groups work 182 days per school year, 7.0 hours per day. The cost centers for both of these positions would also be combined. The proposed Daily Rates for O & M and TVI services were calculated using these new criteria.

Satterwhite asked if there would be an impact on O & M services provided if their schedule is reduced by three days. Malone said that they would be scheduled for the number of days and hours that each district requests.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Daly, Geyman, Kopacz,

“Nays” – None

**Action:** **Approved or Failed**

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

None

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

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

**The Chairman asked for a Voice Vote:**

**Voice Vote:**

“Ayes” – All “Nays” – None

**Action: Approved**

**The meeting was adjourned at 6:45 p.m.**