

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #3 FY16 AGENDA  
Ogle County Education Center  
Byron, Illinois  
Wednesday, January 20, 2016  
5:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, January 20, 2016  
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: Kimberly Moore, Chairperson**

**The meeting was called to order at 5:04 p.m.**

**II. ROLL CALL**

Members in attendance:

1. Kathy Countryman (arrived at 5:07 p.m.)
2. Dennis Daly
3. Susie Kopacz
4. Kimberly Moore
5. Mike Noble
6. Leatrice Satterwhite
7. Crystal Swan-Gravatt
8. Tom Zelten

Absent:

1. Amy Galvan
2. Pamela Ransom
3. Cheryl Robinson
4. Corena Steinmeyer

Also present:

1. Jon Malone, Regional Director
2. Jean Tritle, Board Secretary
3. Cindy Vogeler, Finance

**III. APPROVAL OF AGENDA**

**Motion made by: Daly**  
**Motion: to approve the agenda**  
Motion seconded by: Zelten

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Daly, Kopacz, Moore, Noble, Satterwhite, Swan-Gravatt, Zelten

“Nays” – None

**Action: Approved**

**IV. PUBLIC PARTICIPATION**

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

There were none.

**V. CONSENT AGENDA**

- A. Approval of Open Session Minutes of FY16 Meeting #2 on November 18, 2015**
- B. Approval of Personnel Report (Revised)**
- C. Approval of Accounts Payable for the months of December 2015 and January 2016 (Handout)**
- D. Acknowledgement of Receipt of Treasurer’s Report for the months of October, November, and December 2015 (Handout)**

**Motion made by:** Daly  
**Motion:** to approve the Consent Agenda as presented  
**Motion seconded by:** Noble

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Kopacz, Moore, Noble, Satterwhite, Swan-Gravatt, Zelten, Daly

“Nays” – None

**Action:** Approved

**VI. REGIONAL DIRECTOR’S REPORT**

**A. Quick Fact**

Malone presented two “Quick Facts”:

1. Microsoft 365

Malone reported that we have received the license to install Microsoft 365 on NIA computers that only need the basic programs. This package is free to educational institutions and will save the NIA \$70 per computer. The clerical staff will still use the Microsoft package, as it contains Access, which many of them use.

2. Medicaid

- Fee for Service – an example of this is a therapist who services a student. The therapist uses the school’s Medicaid software to record the services provided. The school district then receives the Medicaid reimbursement. In the case of therapy services provided to students in our Deaf/Hard of Hearing Program, NIA receives the Medicaid reimbursement which is then used to offset program expenses.
- Administrative Outreach – is applied to the “overhead work” that is performed to run the program. Reimbursement is based on the time studies performed by NIA staff members. The reimbursement is paid to the NIA and is used to offset expenses associated with the daily rates.

**B. Update on Regional Director’s Goals**

Malone shared a document with the Board members concerning his previously stated goals. Three of his goals, which are related to the development of the budget and calculation of daily rates, have been met. Eight of his goals have had some meaningful movement and the last one is not a priority at this time.

**C. Statements of Economic Interest**

Malone informed the Board members that these forms, which must be completed annually, will be mailed out sometime after February 1, 2016. The completed forms must be returned to the DeKalb County Clerk’s office by May 1, 2016. Forms received after that date are subject to a fine.

**D. CPI Information for FY17 Salaries and Raises**

Malone reminded the Board that they had passed previously passed criteria for determining annual raises. The percentage of increase would be based on the CPI for December of each year. The CPI for December 2015 will not be available until January 23, 2016. Therefore, he will bring this information to the February Board meeting.

**E. Regional Director’s Annual Performance Evaluation**

Malone stated that he had spoken with Mike Noble, chairman of the Evaluation Committee. Noble felt that the evaluation process and questions should remain the same as last year. Malone has put the evaluation form in Google Docs; it will be sent electronically to all evaluators to complete. He will pass ownership of the document to the Board Secretary so that he can no longer access it. Once the results are tabulated, the Board Secretary will forward the results onto Noble.

**VII. ACTION ITEMS**

**A. Approval of the Budget Parameters for FY17**

**Motion made by:** **Daly**  
**Motion:** **to approve the Budget Parameters for FY17**  
**Motion seconded by:** **Satterwhite**

Malone explained that the formulation of the daily rates requires data from the tentative and final budgets each fiscal year. He will use the following parameters to formulate the FY17 budget:

- 1. No Transvision Grant
- 2. The \$2.00 per A.D.A “Assessment Fee” will remain the same
- 3. Personnel Reimbursement is projected at 95%
- 4. 0.05% is being budgeted for the possible TRS Cost Shift

Malone explained that this is precautionary in case the State decides to shift the cost of its contribution to the TRS pension to the school districts. Countryman stated that Sycamore has done this as well.

- 5. A 5% increase has been budgeted for Operations and Maintenance due to possible increases in rental fees

6. A 2% increase in salaries and wages has been used for budgeting purposes but will be finalized when the CPI for December is released
7. Medicaid Outreach will be maintained at \$400,000
8. A 5% increase for Health insurance benefits. This is a modest increase due to the fact that our insurance fund was in the black by \$300,000 at the end of FY15

Satterwhite asked if the Transvision Grant will be available to the NIA again at some point. Malone answered that, if it were, he would need to look at it to see if it has become outcome based or remain a flow-through project as he would want to ascertain that the NIA would be able to recoup any funds we spent for the grant.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Kopacz, Moore, Noble, Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly

“Nays” – None

**Action:** **Approved**

**B. Approval of the Daily Rates for FY17**

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

**Motion:** **to approve the Daily Rates for FY17**

Motion seconded by: Swan-Gravatt

Malone had 5 recommendations pertaining to the formulation of the FY17 daily rates:

1. Consolidation of HI and VI Coordination

Malone explained that he would make Diane Finn, the current Coordinator of the Vision/Ortho/Multi Department, the Coordinator of the Hearing Department as well. This would solve the problem of finding a new Hearing Coordinator who would be willing to work on a part-time basis. Finn’s salary and number of days worked would remain the same; her vision supervisory duties would be given to other members of her department. This would provide consistent support to the Hearing Department and would result in some cost savings as we would only be paying for one benefits package.

2. Restructuring of “Therapy Recruitment” to “HR Specialist: Therapy”

Malone explained we currently have two part-time retired employees performing recruitment in the Therapy Department. He is proposing that this new full-time position be created as it would create recruitment at a lower price point and add 166 days of additional service that could be used by the Administration office in Sycamore. This would only increase the cost of salary and benefits by \$7,000.

3. Shift Coordination Days from service line cost centers to the Administrative Cost Center

Malone is proposing moving Coordination days into the “overhead” account so they are spread evenly across all days purchased by the districts. This would help to soften the impact of Administrator tenure on daily rates and eliminate inaccuracies in projecting Coordination time across multiple service lines.

Zelten stated that, if the Coordination Days are put into Administrative overhead, overhead costs would increase and all districts would be paying for this cost

regardless of their usage of Coordination Days. He stated that he needs the Coordinators at the table with him to help administer decisions and run the daily activities of the NIA. Moore stated that there is a blurred line between Coordination and service and the proposed cost shift would help to make the bill less confusing. Malone added that no district purchases Coordination Days; these are used to “run the shop”. Moore agreed, adding that the leaders definitely need to be with the Director making this cost shift an appropriate move.

4. Speech and Language Cost Center based on TBDs rather than FY16 actuals

Malone is proposing that we use three “TBD” positions to create the daily rate for Speech and Language services as this produces a more reasonable daily rate for this service. The more reasonable daily rate, in turn, puts the NIA in the ballpark with districts who would like our help with this service. If we find that there are no districts interested in purchasing Speech and Language services from us, we would not hire any of these therapists.

Zelten asked if one of the services that the NIA could offer in this category would be to offer continuing education for Speech and Language Pathologists who receive their master’s degree and must work with an experienced Speech Language Pathologist in order to earn these credits (the “3C” Program). Malone stated that we could offer this service to districts that want it, adding that NIA employees Tabone and Poegel could possibly do this.

Noble asked if the NIA currently employs any Speech and Language Pathologists who can provide service to the districts. Malone answered that Poegel currently does some of this, but the majority of her time is currently spent supervising therapists. If more districts want Speech and Language services, he may need to have her increase her Speech and Language supervision days. Malone added that Tabone and Poegel will be attending ISHA this year in an effort to recruit for this position.

5. Combined Baseline and Supervision/Support services

Malone explained that he and his Coordinators believe that this is a critical change to make for several reasons: it reduces the confusion around baseline versus administrative functions, increases flexibility for member districts, and allows the assessment fee to be handled in a way that is easier for the districts to understand. The reality is that the same NIA employee provides both baseline and administrative services. We are required to offer baseline services per our Articles of Agreement, which state that the assessment fees must offset baseline services. Therefore, he is recommending that we change how members’ assessment fees are utilized. When a Director decides on the services to purchase from the NIA, we will subtract last year’s assessment fee from the current total bill, which then allows the Director to purchase additional services, if needed. Moore noted that, with the annual assessment fee being credited back, it will be easier to understand and explain the annual invoice for services.

Zelten asked if the Budget and Finance Committee approved this change. Malone affirmed that they did. Swan-Gravatt stated that she has had a hard time understanding the structure of what she was purchasing from the NIA; this change makes good sense. Malone added that it will be easier for our Coordinators to understand as well.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Noble, Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly, Kopacz

“Nays” – None

**Action:** **Approved**

**C. Approval of Physical Therapist’s Agreement for Professional Development**

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

**Motion:** **to approve the Physical Therapist’s Agreement for Professional Development**

Motion seconded by: Swan-Gravatt

Malone explained that we would pay the expense for one of our Physical Therapists to attend a class that would benefit the NIA. The Therapist would be required to reimburse the NIA for the cost of the class if she did not complete or pass it and she would also be required to work for the NIA for a specified amount of time after she attends the class. The tuition of \$3,800 is cost-neutral as it would be paid from funds already in the Therapy Department Professional Development line item. He added that he wants the Board involved in this decision to ensure that the employee will fulfill the obligations specified by the agreement. He added that the therapist would also provide training to other NIA therapists or groups outside of our organization once the course is completed.

Noble asked if there would be any benefit to the employee for taking this training, such as a salary increase. Malone answered that she could receive an incentive payment if the credits from this course helped her to become eligible for it. Noble noted that this could also set a precedent that we might not want.

Zelten stated that he does not think we should pay for the course if it gives the therapist college credits. Satterwhite asked if there was training such as a workshop that the therapist could attend to receive this training. Malone answered that there was, but it would be of a lesser quality than the class. Moore noted that most Board will not pay for a college course. Countryman suggested exploring whether the college that is offering the course would be willing to give the therapist a tuition waiver.

Malone said he would like to support the therapist in this endeavor because she is a new leader in the therapy department and he wants to increase employee engagement in the NIA. He will respect the Board’s decision either way. Noble suggested that Malone look at other options and bring this back to the Board at a later date.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – None

“Nays” – Moore, Noble, Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly, Kopacz

**Action:** **Failed**

**D. Approval of the Use of an Outside Vendor to Manage FMLA Claims**

**Motion made by:** Daly  
**Motion:** to approve the Use of an Outside Vendor (perspectives) to Manage FMLA Claims  
Motion seconded by: Swan-Gravatt

Malone is recommending that the Board approve this action. The service would be provided by Perspectives, our current EAP provider. The cost for the service is \$.75/employee/month, which amounts to \$1638 for the year. He feels this will be beneficial to the NIA as the FMLA is both tricky and time consuming. It requires date triggers and, sometimes, legal research. Using an expert in this field will help to reduce our workload and liability and also gives the employee more confidentiality.

Moore stated that each FMLA case is different; there is definitely a liability to the organization if we get it wrong. She is in favor of this recommendation and noted that there is an easy “out clause” in the agreement.

Daly noted that the hospital where he works has hired an agency to administer their FMLA claims. Their employees are instructed to call the agency directly and the agency makes the determination as to whether or not the employee’s request qualifies for FMLA. Kopacz stated that this also allows us to receive an unbiased opinion regarding each FMLA case, which is wise.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Noble, Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly, Kopacz, Moore

“Nays” – None

**Action:** **Approved**

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

Malone stated that some of the future topics he will bring to the Board include:

- Technology Plan (February)
- Salary Increases (February)
- Straight A Leadership: Results Roll-out (Feb)
- Employee Satisfaction Survey: Education
- Customer Perception Survey: Member Districts
- FMLA Procedures

**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 6:16 p.m.**