

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #6, FY16 AGENDA  
Ogle County Education Center  
Byron, Illinois  
Wednesday, April 20, 2016  
5:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, April 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 5:03 p.m.**

**II. ROLL CALL**

Members in attendance:

1. Amy Galvan
2. Susie Kopacz
3. Kimberly Moore
4. Mike Noble (arrived at 5:12 p.m.)
5. Pamela Ransom
6. Cheryl Robinson
7. Leatrice Satterwhite
8. Corena Steinmeyer
9. Crystal Swan-Gravatt
10. Tom Zelten

Absent:

1. Kathy Countryman
2. Dennis Daly

Also present:

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

**III. APPROVAL OF AGENDA**

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

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Galvan, Kopacz, Moore, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Zelten

“Nays” –

**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 5:05 p.m.  
**Motion seconded by:** Swan-Gravatt

**The Chairman asked for a roll call**

##### **Roll Call:**

“Ayes” – Galvan, Kopacz, Moore, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Zelten

“Nays” – None

**Action:** Approved

**Motion made by:** Zelten  
**Motion:** to return to Open Session at 5:15 p.m.  
**Motion seconded by:** Swan-Gravatt

**The Chairman asked for a roll call**

##### **Roll Call:**

“Ayes” – Kopacz, Moore, Noble, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Zelten, Galvan

“Nays” – None

**Action:** Approved

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

- A. Approval of Open Session Minutes of FY16 Meeting #5 on March 16, 2016**
- B. Approval of Closed Session Minutes of FY16 Meeting #5 on March 16, 2016**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for the month of April 2016**
- E. Acknowledgement of Receipt of Treasurer’s Report for the month of February 2016**

**Motion made by:** Swan-Gravatt  
**Motion:** to approve the Consent Agenda as presented  
**Motion seconded by:** Robinson

**The Chairman asked for a roll call**

##### **Roll Call:**

“Ayes” – Moore, Noble, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Galvan, Kopacz

“Nays” – None

Abstain: Zelten

**Action:** Approved

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

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

Malone reminded the Board Members that their completed Statements must be received by the DeKalb County Clerk's office by May 1, 2016.

### **B. Quick Facts**

Malone reported that:

- Five NIA employees will be retiring at the end of this school year
- We are currently 22.3% under budget for our combined medical and dental insurances.
- The records for terminated NIA employees will be totally electronic by the end of this June. Current employee files will be scanned next, with financial records being done after that.
- The NIA is located on the second floor of a building that is not handicapped accessible – this could potentially be a problem for our employees or visitors to the administrative offices.
- We will put NIA Policies and Procedures on BoardBook after they have been reviewed by our attorneys. In the meantime, copies of our Policies and Procedures are available upon request.

### **C. Challenge**

Our Therapy Department currently has 3.125 Physical Therapy FTE's and 2.25 Occupational Therapy FTE's open in districts located to the west. Historically it has been hard to recruit physical therapists for these positions, which are usually filled in October or November each school year.

Noble suggested that we advertise these positions in Dubuque and Clinton Iowa, and in Monroe, Wisconsin since these cities are in close proximity to the school districts in the west that have open positions. Moore asked if we used physical therapy assistants and Malone confirmed that we do. Noble shared that the West Carroll school district is using Skype for supervision duties for Speech and Language and wondered if this could also be done with PTA's and COTA's.

### **D. Board Members up for Re-election**

Malone reminded the Board members that Satterwhite, Countryman, Galvan, Zelten, Noble, and Steinmeyer are up for re-election this year. Jon asked that each of these Board members let him know if they wish to stay on the Board for another term. Galvan confirmed that she would not be staying on.

### **E. FY17 Service Fees Update (Handout)**

Malone reported that a summary of the FY17 Service Fees received to date had been compiled. Districts 428 and 300 are waiting for their Board meetings before they can return their signed agreements, but their numbers are included in the report, while the numbers for North Boone and the Deaf/Hard of Hearing Program are not included. The largest increases are in Hearing and Vision teaching, Occupational Therapy, and Speech, which is a new service being offered this year. The largest decreases are seen in Adapted PE and Interpreters, which are a result of decreased student need in the regions. Malone noted that he did not find any alarming decreases, adding that a decrease is not a negative factor if a region no longer needs the service. Malone also reported that he has been

assisting the DeKalb School District in developing a “mini” Deaf/Hard of Hearing service. DeKalb has conducted parent meetings to gauge the interest in offering this service in-district.

**F. Update of Regional Director’s Goals (Handout)**

Malone noted that work on NIA’s salary structure will occupy a large portion of his time next year. He is still hopeful that he can complete the rest of his goals by the end of this year.

**G. Rollout of Results from the Studer Employee Engagement Survey**

Malone reported that the survey was open to all NIA employees and was sent to them via e-mail. Studer received and compiled the results. He explained that each NIA leader needed 5 respondents in order to have results reported on their leadership. Thirteen categories were surveyed with the first ten questions pertaining to an employee’s supervisor and the last three to the Regional Director. Studer reported that they coach the agencies with whom they work to maintain an average score of 4.3; they were very impressed by NIA’s scores. The percentile ranks included in the report show where NIA fell in comparison with other agencies.

The highest scoring items revealed that NIA employees do feel that their leaders care about them. The lowest scoring items indicated that NIA employees would like to have more say in the decisions that affect them. Malone added that it is difficult to find a way to have all employees participate in making decisions.

Malone explained that the roll-out process involves the supervisor meeting with his or her team. At this meeting the scores for both the supervisor and the agency are revealed. The supervisors then ask their team members what he or she can do to score a “5”. The leadership evaluation revealed that the needs of the employees are not being met. The supervisors must now develop a 90-day action plan; efficiencies are then created through these systems.

Ransom commented that employees want tangible points they can see on paper. Most of Malone’s scores seem to point to this. Malone said that the scores he received from his team were similar to those received in the Director’s evaluation. Steinmeyer stated that Malone received excellent ratings for a first year Director. Malone stated that the survey and the action plans developed from it will allow the employees to see leaders act on results.

Malone stated they are now in the process of preparing a survey to send to the member districts; the Directors will rate the services that the NIA provides to their districts. Noble observed that some Directors have more interaction with NIA than do others, so this will make for interesting results. Malone said that this will aid us in defining perceptions.

**VIII. ACTION ITEMS**

**A. Approval of the NIA Deaf/HH Program Student Calendar for FY17**

**Motion made by:** Kopacz  
**Motion:** to Approve the NIA Deaf/HH Program Student Calendar for FY17  
**Motion seconded by:** Ransom

Malone explained that all school districts have calendars for each school year. Since our program is located in District 300, we follow their calendar.

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

**Voice Vote:**

“Ayes” – all “Nays” – none

**Action:**           **Approved**

**B.       Approval of the NIA Executive Board Meeting Dates for FY17**

**Motion made by:**                   **Noble**

**Motion:**                               **To approve the NIA Executive Board Meeting Dates for FY17**

Motion seconded by:               Ransom

Malone noted that the March 2017 meeting was moved back one week. Also, there is no beginning-of-the-year dinner scheduled along with the September meeting. Malone asked the Board members if this is something they wished to continue. Ransom commented that doing this at the September meeting is a nice way to meet the new Board members. Noble also thought it was a nice way for the NIA to show its appreciation to the Board members for their service. He suggested a restaurant in Byron that the Board members could go to for dinner after the meeting.

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

**Voice Vote:**

“Ayes” – all “Nays” – none

**Action:**           **Approved**

**C.       Approval of the Provision of Services to Districts outside of the NIA Region**

Malone explained that there are six districts outside of the NIA region who have asked the NIA to provide services to them in the 2016-2017 school year: Barrington #220, Lake Zurich #95, SEDOM, Township High School District #211, Antioch #34, and Oswego #308 (through Kendall County). Copies of the letters to each District that detail the services the NIA will provide were included in the Board packets. Malone pointed out that language was included to state that services will be provided to member districts first. Swan-Gravatt noted that the Kendal County Special Education Cooperative will be dissolving by the end of the year and questioned who would be paying for the services provided to Oswego. Malone answered that we will bill Oswego as they are the ones who reached out to the NIA.

**Motion made by:**                   **Ransom**

**Motion:**                               **to approve the provision of services to non-member districts as presented**

Motion seconded by:               Zelten

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” –           Moore, Noble, Ransom, Robinson, Satterwhite, Steinmeyer, Swan-Gravatt, Zelten, Galvan, Kopacz

“Nays” –           None

**Action:**           **Approved**

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

Moore expressed her appreciation to the NIA for the Therapy Department’s assistance in conducting student evaluations. She explained that Early Childhood is especially increasing in its need for services, which is hitting the districts hard.

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

**Motion made by:** Zelten

**Motion:** to Adjourn

Motion seconded by: Ransom

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

**Voice Vote:**

“Ayes” – all “Nays” – none

**Action:** Approved

**The meeting was adjourned at 6:00 p.m.**