

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #8, FY16 AGENDA
Ogle County Education Center
Byron, Illinois
Wednesday, June 15, 2016
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, June 15, 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 5:00 p.m.

II. ROLL CALL

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Susie Kopacz
4. Kimberly Moore
5. Mike Noble
6. Corena Steinmeyer
7. Crystal Swan-Gravatt

Absent:

1. Amy Galvan
2. Pam Ransom
3. Cheryl Robinson
4. Leatrice Satterwhite
5. Tom Zelten

Also present:

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

III. APPROVAL OF AGENDA

Moore reported that the agenda will need to be amended to remove Item E in the Consent Agenda (Treasurer's Report for the month of May 2016) as it was not received in time for the meeting.

Motion made by: Daly
Motion: to approve the agenda as amended
Motion seconded by: Kopacz

The Chairman asked for a roll call

Roll Call:

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

“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 #7 on May 18, 2016**
- B. Approval of Closed Session Minutes of FY16 Meeting #7 on May 18, 2016**
- C. Approval of Personnel Report (revised twice – second revision is a handout)**
- D. Approval of Accounts Payable for the month June 2016**

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, Steinmeyer, Swan-Gravatt, Daly, Countryman

“Nays” – None

Action: Approved

VI. REGIONAL DIRECTOR’S REPORT

A. Quick Fact

Malone shared a quote from Christie Meyer, Special Education Director for DeKalb #428, about the fact that she brought NIA into her district this school year to replace the Hillman agency therapists they used last year. This change resulted in a significant increase in Medicaid dollars for the district. Malone added that we have data to show that the DeKalb staff is very happy with the NIA therapists.

B. Challenge

Malone reported that technology is a challenge to the NIA staff who work in member school districts in that there is no regional agreement among districts in our regions concerning technology. We need to spend more money at the NIA in order to be able to provide good customer service wherever we go. Malone stated that he is not sure that having only one technology manager on the NIA staff will successfully bring us into the future regarding our technology needs; he added that we need to be aggressive in this area. Noble asked who speaks to the member districts on behalf of the NIA staff to let the districts know that our staff members need access to their technology in order to serve the district’s students. Malone answered that it is hard to find the right person to speak with in each district. Some districts provide our employees with laptop computers. Kopacz asked Malone if he has considered using Chromebooks. Malone answered that we are not able to due to the fact that our computers need to run Microsoft due to the fact that this is what the majority use in the field. Moore stated that their staff tried using Chromebooks and found it did not work; they are repurposing these computers for student use. Steinmeyer added that the NIA employees in the field may need to advocate for themselves. Malone answered that this works in some districts but not at all in others.

C. Customer Satisfaction Survey conducted by Studer Education

Malone reminded the Board members that NIA employees had been surveyed first and that the original goal was to survey our customers by the end of the school year. Thirty-five surveys were sent to member districts of which thirty-three were returned. NIA customer service was rated in 5 areas and a five point scale was used:

- Accessibility
- Accuracy
- Attitudes
- Operations
- Timeliness

The NIA received an overall rating of 4.53; Studer wants their clients to receive a score of at least 4.3, so our results were very favorable. The survey showed that the NIA does very well in the areas of accuracy and attitude; our lowest rating was in the area of accessibility. Malone stated that he would like to hear from the Directors in our member districts as to why they feel there is a problem in this area. He added that we do not supply our employees with company phones and we may need to look and see if this is a source of the problem.

The results were also received on a “per department” basis. He added that the survey results are not a tool to punish our employees; rather, the results are used to make us a better organization. The results will be rolled out to all Directors as well as the NIA employees.

D. Update of Director’s Goals

Malone reported that the red line in the graph of his goals represents the fact that the work that needs to be done on various salary issues is not matching the pace of the other goals in his graph which are nearing completion; salaries are an issue he will look at in the future. Moore stated that Power IEP has a time tracker in it for Medicaid, though it can also be used for students who are not in Medicaid as well. It is free for districts that have Power IEP as a vendor.

The areas in yellow have been slower to implement but he has made some progress with them. He reported he will have a set-up meeting with T-Sheets tomorrow. Using T-Sheets will provide the NIA with a quick and accurate way to see how services are being delivered in the Districts. He also reported that training in APECS will begin soon for our clerical staff to learn how to use this system for ordering supplies and equipment.

VII. ACTION ITEMS

A. Approval of the Second Revised Lease Agreement for the Deaf/HH Program between the NIA and District #300

Motion made by: Daly
Motion: to approve the NIA Executive Board Ballot for FY17
Motion seconded by: Kopacz

Malone explained that the agreement that was previously approved by the Board has gone into effect. However, there are items in the lease agreement that need to be cleaned up. We will move forward in the new school year toward clarifying these items, such as who is responsible for the damages in a room that is used by the NIA overnight. He added that we are not arguing about the rates being charged at all. District 300 has been

very helpful and the new principal has been great. However, our attorneys feel that the some of the language in the agreements should be renegotiated.

The revised agreement being voted on at this meeting is due to the fact that the square footage to be occupied by the program is being decreased in FY17.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: **Approved**

B. Approval of the Lease Agreement with Sycamore CUSD #427 for the NIA Administrative Office

Motion made by: **Daly**

Motion: **to approve the Lease Agreement with Sycamore CUSD #427 for the NIA Administrative Office**

Motion seconded by: Swan-Gravatt

Malone explained that we had added office space to the lease for the new clerical staff member.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Steinmeyer, Swan-Gravatt, Daly, Kopacz

“Nays” – None

“Present” – Countryman

Action: **Approved**

C. Approval of the Data Services Agreement Between the NIA and Sycamore CUSD #427

D.

Motion made by: **Daly**

Motion: **to approve the Revised Lease Agreement for the Deaf/HH Program Between District #300 and the NIA**

Motion seconded by: Swan-Gravatt

Malone reported that there was a 1% change in the rates being charged.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Steinmeyer, Swan-Gravatt, Daly, Kopacz, Noble

“Nays” – None

“Present” – Countryman

Action: **Approved**

IX. Chairperson’s Comments and Other Business

There was none.

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

Motion made by: **Daly**

Motion: **to Adjourn**

Motion seconded by: Kopacz

The Chairman asked for a Voice Vote:

Voice Vote:

“Ayes” – all “Nays” – none

Action: Approved

The meeting was adjourned at 5:26 p.m.