

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #9, FY16
AGENDA
Ogle County Education Center
Oregon, IL
Wednesday, August 24, 2016
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, August 24, 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
2. Dennis Daly
3. Susie Kopacz
4. Kimberly Moore
5. Mike Noble
6. Cheryl Robinson
7. Leatrice Satterwhite
8. Crystal Swan-Gravatt

Absent:

1. Amy Galvan
2. Pamela Ransom
3. Corena Steinmeyer
4. Tom Zelten

Also present:

1. Jon Malone, Regional Director
2. Jean Tritle, Board Secretary
3. Kathleen Kreller (arrived at 5:15 p.m.)

III. APPROVAL OF AGENDA

Motion made by: Noble
Motion: to approve the agenda
Motion seconded by: Daly

The Chairman asked for a roll call

Roll Call:

“Ayes” – Countryman, Daly, Kopacz, Moore, Noble, Robinson, Satterwhite, 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; DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES, AS MANDATED BY SECTION 2.06 [5 ILCS 120/2.06].

Motion made by: Robinson
Motion: to move into Closed Session at 5:06 p.m.
Motion seconded by: Satterwhite

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

Motion made by: Daly
Motion: to return to Open Session at 5:12 p.m.
Motion seconded by: Countryman

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

VI. CONSENT AGENDA

- A. Approval of Minutes of Meeting #8 on June 15, 2016**
- B. Approval of Personnel Report**
- C. Approval of Accounts Payable for the months of July and August, 2016**

Motion made by: Daly
Motion: to approve the Consent Agenda
Motion seconded by: Kopacz

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

VII. REGIONAL DIRECTOR'S REPORT

A. Action Plan Update

Malone informed the Board members that he was adding this new slide to his Director's Report to use at each meeting. For this month, Malone reported that the leadership team expressed a desire to develop a better method of evaluating NIA staff members based upon what is expected of them. This led to the development of the NIA Scorecard, which resulted from the surveys that were undertaken the past year. The survey results were used to formulate goals and the strategic actions that would be implemented in order to meet these goals. Malone asked the Board to use the scorecard when performing their evaluation of him next year.

B. Quick Fact: Deficit Budgets

Malone shared data with the Board that illustrated for fiscal years FY14, FY15, and FY16, the final budget put the NIA in a deficit position. However, after the audit was performed, FY14 and FY15 ended with the NIA in the black. A preliminary check of FY16 shows that we will, once again, end the year with a positive balance.

C. Challenge: Treasurer's Report

Malone explained to the Board that they we have not yet received Treasurer's Reports for the months of May, June, and July due to the fact that a voided check is complicating the normal verification process. We hope to have this problem resolved in time for the next meeting of the Board in September.

D. NIA Executive Board Election Results

Malone reported the results of the Board Election were as follows:

Region I will be represented by Leatrice Satterwhite and Kathy Countryman

Region II will be represented by new members Kathleen Kreller and Melissa Geyman. They are replacing Tom Zelten and Amy Galvan

Region III will be represented by Michael Noble and Corena Steinmeyer

The new Board members will begin their terms in September 2016.

VIII. ACTION ITEMS

A. Approval of the Release Of Closed Session Minutes from Meetings that Occurred between September 25, 2002 through May 18, 2016

Motion made by: Daly

Motion: to not approve the release of any Closed Session Minutes from the indicated time period

Motion seconded by: Kopacz

There were no minutes released due to the fact that they all dealt with personnel issues.

The Chairman asked for a roll call

Roll Call:

"Ayes" – Moore, Noble, Robinson, Satterwhite, Swan-Gravatt, Countryman, Daly, Kopacz

"Nays" – None

Action: Approved

B. Approval of the Destruction of Closed Session Audio Minutes from the September 17, 2014 and January 28, 2015 meetings

Motion made by: Daly
Motion: to approve the Destruction of Closed Session Audio Minutes from the September 17, 2014 and January 28, 2015 meetings
Motion seconded by: Swan-Gravatt

No further discussion.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved or Failed

C. Approval of the Resolutions to Dismiss Full-time Educational Support Personnel Employees for Reason other than Reduction-in-Force

Motion made by: Daly
Motion: to approve the Resolutions to Dismiss Full-time Educational Support Personnel Employees for Reason other than Reduction-in-Force
Motion seconded by: Robinson

No further discussion

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

D. Approval of the Revised NIA Policies

Motion made by: Daly
Motion: to approve/not approve the revised NIA Policies
Motion seconded by: Moore

Malone explained our attorneys have reviewed the NIA policies on order to straighten out the various job categories listed in them. The next step in this process will be for them to review and update the NIA Rules and Regulation. Malone added that he would not be surprised if the attorneys recommended that some new ones be added due to recent changes in employment laws. Once this is done, we will put the revised policies and rules and regulations on Boardbook as a resource.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Robinson, Satterwhite, Swan-Gravatt, Countryman, Daly, Kopacz, Moore, Noble, None

“Nays” – None

Action: Approved

E. Approval of the FY17 Insurance Rates

Motion made by: Daly
Motion: to approve the FY17 Insurance Rates
Motion seconded by: Satterwhite

Malone reported That Fringe Funding, the broker for the NIA, has once again done a good job of negotiating our insurance rates; our employees also had a healthy year. The NIA realized reduced costs in both the PPO and HSA medical plans, which resulted in a reduction of our premium for the upcoming plan year.

Malone also reported that we realized a 16.07% return on our investment in the 1800MD plan. The cost for the FY16 plan year was \$4,018. Fringe funding reported that 22 employees used the service, which saved us \$4,688 in costs that would have been paid from our medical plan. Malone added that we will promote the use of the service by our employees and their families during the upcoming plan year.

The Chairman asked for a roll call

Roll Call:
“Ayes” – Satterwhite, Swan-Gravatt, Countryman, Daly, Kopacz, Moore, Noble, Robinson
“Nays” – None
Action: Approved

F. Approval of the FY17 Final Budget

Motion made by: Daly
Motion: to approve/not approve the FY17 Final Budget
Motion seconded by: Swan Gravatt

Malone reported that the preliminary budget previously presented to the Board showed a \$377,873 deficit. We have been able to reduce the deficit amount to \$171,032 in the final budget. The decrease in the deficit was realized using the following considerations:

- Our insurance rates for FY17 will decrease by \$220,559
- Personnel Reimbursement prorated at 90% (ISBE projected 98%). If 100% is disbursed, the NIA will receive an additional \$118,726
- A precautionary TRS cost shift calculated a .5% (\$14,447) was included
- A minimal increase of 1.5% in the Operations and Maintenance line item was used
- A \$50,000 increased revenue projection for MAC/Medicaid Outreach
- The IDPH grant is no longer being managed by the NIA
- Fund 01 shows a large increase for FY17 due to shifting the cost of coordinators from their individual line items to the Administration budget. A new clerical position and part of the cost for an HR Specialist were also assigned to this line item as well

The \$40 million dollar budget for FY17 will be comprised of local funds totaling \$17.1 million, \$1.9 million for the Deaf/Hard of Hearing Program (expenses match revenues due to tuition billing), and \$21 million from Medicaid, which flows directly back to member districts.

The Chairman asked for a roll call

Roll Call:
“Ayes” – Swan-Gravatt, Countryman, Daly, Kopacz, Moore, Noble, Robinson, Satterwhite
“Nays” – None
Action: Approved

IX. Chairperson's Comments and Other Business

Malone shared with the Board that, traditionally, the September meeting of the Board included a dinner to welcome the new Board members and thank the returning Board members. Malone asked if the Board wants to continue this tradition. Noble suggested that the meeting be held at the Ogle County Special Education Office at the normal time with a dinner to follow at a local restaurant. He suggested the back room of the Fifth Alarm restaurant, which is close to the office. The Board members were in agreement with this suggestion.

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 5:40 p.m.