

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #9, FY15
AGENDA
Ogle County Education Center
Oregon, IL
Wednesday, August 26, 2015
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, August 26, 2015
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 5:07 p.m.

II. ROLL CALL

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Amy Galvan
4. Kimberly Moore
5. Mike Noble
6. Pamela Ransom
7. Cheryl Robinson
8. Leatrice Satterwhite
9. Crystal Swan-Gravatt
10. Tom Zelten

Absent:

1. Corena Steinmeyer
2. Lisa Wiet

Also present:

1. Jon Malone, Regional Director
2. Jean Tritle, Board Secretary
3. Cindy Vogeler, Finance and Grants
4. Susie Kopacz, Board Member-elect

III. APPROVAL OF AGENDA

Moore informed the Board that a correction was needed to a date in Item B under the Action Items (should read December 2013, not 2103) and that there is a revised Personnel Report.

Motion made by: Daly
Motion: to approve the agenda as corrected
Motion seconded by: Zelten

The Chairman asked for a roll call

Roll Call:

“Ayes” – Countryman, Daly, Galvan, Moore, Noble, Ransom, Robinson, Satterwhite, Swan-Gravatt, Zelten

“Nays” – None

Action: **Approved**

IV. 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; AND CONSIDERATION OF LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, AS MANDATED BY SECTION 2.06 [5 ILCS 120/2.06].

Motion made by: **Daly**

Motion: **to move into Closed Session at 5:10 p.m.**

Motion seconded by: Ransom

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Galvan, Moore, Noble, Ransom, Robinson, Satterwhite, Swan-Gravatt, Zelten, Countryman

“Nays” – None

Action: **Approved**

Motion made by: **Daly**

Motion: **to return to Open Session at 5:22 p.m.**

Motion seconded by: Ransom

The Chairman asked for a roll call

Roll Call:

“Ayes” – Galvan, Moore, Noble, Ransom, Robinson, Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly

“Nays” – None

Action: **Approved**

V. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

VI. CONSENT AGENDA

- A. Approval of Minutes of Meeting #8 on June 17, 2015
- B. Approval of Personnel Report (revised)
- C. Approval of Accounts Payable for the months of July and August, 2015
- D. Acknowledgement of Receipt of Treasurer's Report for the months of June and July 2015 (Handout)

Motion made by: **Daly**

Motion: to approve the Consent Agenda with the revised Personnel Report

Motion seconded by: Swan-Gravatt

The Chairman asked for a roll call

Roll Call:

“Ayes” – Moore, Noble, Ransom, Robinson, Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly, Galvan

“Nays” – None

Action: Approved

VII. REGIONAL DIRECTOR'S REPORT

A. HLERK – The Extra Mile – June, July, and August Editions

No discussion.

B. NIA Executive Board Election Results

Malone reported the results as follows:

Region I: Swan-Gravatt and Kopacz were elected

Region II: Moore and Daly were elected

Region III: Ransom and Robinson were elected

Malone explained to the new Board members that the NIA covers 10 counties in northern Illinois, and these counties are divided into 3 sub-regions with 4 Board members being elected from each region.

C. NIA Went Google

Malone informed the Board that, effective August 7, 2015, the NIA stopped using Ice Warp as its e-mail provider and adopted Google Apps for Education to replace it. He said he has received positive feedback from the staff; many of them were having their professional e-mail forwarded to their personal e-mail account, as Ice Warp did not have any good mobile solutions and it also did not have a good search engine. He added that our employees want apps that will give them both the time and the tools they need in order to enhance their work flow as well as collaboration with others in the organization. Moore noted that many districts are now using Google as well.

D. Update on the Deaf/HH Program

Malone reported that the Deaf/Hard of Hearing Program had moved from District 301 to District 300 over the summer. He said that the program has students in three schools – Hampshire Elementary, Dundee Middle School, and Hampshire High School and the staff in all three buildings has been very welcoming. He said that his biggest challenge since becoming the Director occurred on July 25th, when the Supervisor of the program

tendered her resignation. On August 1, Carol Johnson returned as the interim Coordinator of the Hearing Department. She and Malone met with the program teachers on August 12th at which time they discovered that the staff had not been informed about their work schedules for the upcoming school year. On August 17th, Rebecca Hanson, one of the two candidates for the position, was hired as the new Program Supervisor. Hanson came to the NIA from CASE. Malone reported that the students had a successful first day of school on August 18th.

Malone stated that District 301 may have been less concerned about whether housing our program was cost-neutral for their district. This is not the case with District 300; they want the program to be cost-neutral for their district. Malone explained that District 300 is analyzing the administrative costs for which the NIA will be responsible. Malone also stated that he is concerned about the 70/30 rules affecting the program.

VIII. ACTION ITEMS

A. Approval of the Release Of Closed Session Minutes

Motion made by: Daly
Motion: to approve not releasing any Closed Session Minutes from September 2002 through May 2015
Motion seconded by: Noble

No discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Ransom, Robinson, Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly, Galvan, Moore

“Nays” – None

Action: Approved

B. Approval of the Destruction of Closed Session Audio Minutes from the November 20, 2013, December 11, 2013, January 22, 2014, and February 26, 2014 meetings

Ransom noted that the year on the January 22nd meeting needed to be corrected; it should be 2014, not 2013

Motion made by: Daly
Motion: to approve the Destruction of Closed Session Audio Minutes from the November 20, 2013, December 11, 2013, January 22, 2014, and February 26, 2014 meetings
Motion seconded by: Swan-Gravatt

No discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Robinson, Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly, Galvan, Moore, Ransom, Noble

“Nays” – None

Action: Approved

C. Approval of the Resolution to Dismiss a Full-time Educational Support Personnel Employee

Motion made by: Daly
Motion: to approve the Resolution to Dismiss a Full-time Educational Support Personnel Employee
Motion seconded by: Satterwhite

No discussion.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Satterwhite, Swan-Gravatt, Zelten, Countryman, Daly, Galvan, Moore, Ransom, Noble, Robinson

“Nays” – None

Action: Approved

D. Approval of the Lease Agreement with Sycamore CUSD #427

Motion made by: Daly
Motion: to approve the Lease Agreement with Sycamore CUSD #427
Motion seconded by: Swan-Gravatt

Malone reported that the rent for the space occupied by the NIA increased by \$65/month. He noted that the lease had actually expired in June 2015.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

“Abstain” - Countryman

Action: Approved

E. Approval of the Administrative and Data Services Agreement with Sycamore CUSD #427

Motion made by: Daly
Motion: to approve the Data Services Agreement with Sycamore CUSD #427
Motion seconded by: Zelten

Malone informed the Board that the costs have increased by approximately \$10,000 and were based upon an actual time study conducted by District 427. The services provided include Accounts Payable and Receivable, payroll, and financial reports.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

“Abstain” - Countryman

Action: Approved

F. Approval of the FY16 Insurance Rates

Motion made by: Daly
Motion: to approve the FY16 Insurance Rates
Motion seconded by: Zelten

Malone was happy to report that the FY16 insurance rates for the HSA plan will remain the same as they were last year, with the PPO plan incurring a minimal decrease. He recommended that the employee contribution remain the same as it has been for the past several years at \$12.50/pay period for single coverage. We will also continue to fund a portion of the deductible for employees who participate in the HSA plan. Malone noted that the weakness he has seen in the NIA’s insurance plans pertains to dependent coverage, since the Board only contributes \$600/year for family coverage. Noble asked if Malone had looked into increasing the deductible to make dependent coverage more affordable. Malone said that, going forward, this is something we can investigate. He added that Dave O’Hara, our broker, is always happy to assist our employees who need to find affordable coverage for their dependents.

The NIA offers its employees medical, dental, vision, and life insurance coverage and is adding a new benefit effective September 1st – 1.800MD. This benefit will be available to all NIA employees regardless of whether or not they are eligible for our insurance package. The cost of this benefit will be approximately \$5,000/year and allows employees to receive medical consultations conducted by board certified, fully credentialed and licensed physicians who diagnose illnesses, recommend treatment, and prescribe medications to members over the phone, through secure e-mail and bi-directional video. This program can positively impact our insurance costs over time by reducing claims to our medical plans and reducing time taken off from work for doctor’s appointments. Moore commented that she would like to see usage data on this plan when it becomes available.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Zelten, Countryman, Daly, Galvan, Moore, Noble, Ransom, Robinson, Satterwhite, Swan-Gravatt

“Nays” – None

Action: Approved

G. Approval of the FY16 Final Budget - Handout

Motion made by: Daly
Motion: to approve the FY16 Final Budget
Motion seconded by: Swan-Gravatt

Malone reminded the Board that the Tentative FY16 budget that was presented to them in May showed the NIA with an approximate deficit of \$400,000. In the final budget being presented today, the deficit is reduced to \$218,000. The assumptions used to figure the final budget were as follows:

- The 7.5% TRS cost shift that was presented in the tentative budget was reduced to .5%
- Personnel Reimbursement is prorated at 75%; if we were to receive 100%, this would bring in an additional \$286,000 in revenue, which would eliminate the deficit.
- Insurance costs remain the same as they were in FY15

- 2% salary increases, including 4% equity adjustments for some therapy staff members
- 5% increase in operating and maintenance expenses
- An \$100,000 increase in revenue projections for MAC/Medicaid Outreach

Swan-Gravatt stated that the IAASE told its members they can expect to receive all 4 personnel reimbursement payments this year. Noble added that most Superintendents were counting on receiving all 4 payments.

Malone explained that the NIA is continuing to move toward a modified accrual accounting method. This was put into effect in FY14; FY15 is the first year for which modified accrual was used. Moore stated that she liked this method better than cash-basis accounting and Vogeler stated she agreed.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Zelten, Countryman, Daly, Galvan, Moore, Noble, Ransom, Robinson, Satterwhite, Swan-Gravatt

“Nays” – None

Action: **Approved**

IX. Chairperson’s Comments and Other Business

Malone informed the Board that he is interested in learning the Studer method of leadership. The Therapy Department has already infused this method into their department and Malone stated that he would like to do the same for the remaining NIA departments. He explained that the Studer movement started in the Healthcare industry and now has developed an educational side. With this in mind, he asked the Board if they would consider moving the date of or cancelling the October Board meeting so that he can attend a Studer conference. The general consensus of the Board members was that the October meeting can be cancelled as long as there are no action items that would need their immediate attention.

Malone reminded the Board members the September meeting will take place at the Steak Pit in Oregon, with the meeting starting at 5:00 p.m. and dinner immediately following.

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 6:00 p.m.