

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #1, FY17
AGENDA**

**Ogle County Education Center
Byron, IL
Wednesday, September 21, 2016
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, September 21, 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: Jon Malone, Regional Director, led the meeting until the election of officers was held

The meeting was called to order at 5:02 p.m.

II. ROLL CALL

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Melissa Geyman
4. Susie Kopacz
5. Kathleen Kreller
6. Kimberly Moore
7. Mike Noble (arrived at 5:10)
8. Pamela Ransom
9. Leatrice Satterwhite
10. Corena Steinmeyer
11. Crystal Swan-Gravatt

Absent:

1. Cheryl Robinson

Also present:

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

III. APPROVAL OF AGENDA

Malone reported that the agenda was revised because the Personnel Report had been revised and the August Treasurer's Report was not ready in time for the meeting.

Motion made by: Daly
Motion: to approve the agenda as revised
Motion seconded by: Steinmeyer

The Chairman asked for a roll call

Roll Call:

“Ayes” – Countryman, Daly, Geyman, Kopacz, Moore, Ransom, Satterwhite, Steinmeyer, Swan-Gravatt
“Nays” – None
Did not vote - Kreller (out of the room when vote was taken)
Action: Approved

IV. WELCOME TO NEW BOARD MEMBERS

Malone introduced Melissa Geyman (from North Boone) and Kathy Kreller (From Rockford) to the Board. He then had each current Board member introduce themselves and talk about their background in education.

V. ELECTION OF THE CHAIRPERSON FOR THE NIA EXECUTIVE BOARD

Motion made by: Swan-Gravatt
Motion: to approve the nomination of Kim Moore for the position of NIA Executive Board President for FY17
Motion seconded by: Satterwhite

The Chairman asked for a voice vote:
Voice Vote: "Ayes" – All
"Nays" – None
Action: Approved

Moore began conducting the meeting.

VI. ELECTION OF THE SECRETARY FOR THE NIA EXECUTIVE BOARD

Motion made by: Swan-Gravatt
Motion: to approve the nomination of Jean Tritle for the position of NIA Executive Board Secretary for FY17
Motion seconded by: Kopacz

The Chairman asked for a voice vote:
Voice Vote: "Ayes" – All
"Nays" – None
Action: Approved

VII. PUBLIC PARTICIPATION
Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

VI. CONSENT AGENDA

- A. Approval of the Open Session Minutes from FY16 Meeting #9 on August 24, 2016**
- B. Approval of the Closed Session Minutes from FY16 Meeting #9 on August 24, 2016**
- C. Approval of Personnel Report (revised)**
- D. Approval of Accounts Payable for the month of September 2016**
- E. Acknowledgement of Receipt of Treasurer's Report for the months of May, June, July, 2016**

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

The Chairman asked for a roll call

Roll Call:

- “Ayes” – Daly, Geyman, Kopacz, Kreller, Moore, Noble, Ransom, Satterwhite, Steinmeyer, Swan-Gravatt, Countryman
- “Nays” – None
- Action:** **Approved**

VII. REGIONAL DIRECTOR’S REPORT

A. Action Plan Update

Malone informed the Board that he will be updating them each month on the organization’s action plan, which was derived from the scorecard results. We learned from our survey of the member districts’ Directors that they had rated NIA the lowest in terms of accessibility. As a part of the plan to rectify this, Malone said he is looking at our phone system to ascertain if we could benefit from a Voice Over Internet Protocol option which could help us to save money while enhancing connectivity for our staff in the field. Malone said that, to start, he will examine quotes for the Sycamore office to see if we can implement this system and stay within our current budget. By starting in the Sycamore office he will be able to learn the system and work any kinks out that we may encounter.

Malone also said that he has started the rounding process with our Board members. He plans to round with three members each month and hopes to bring Board suggestions obtained through this process forward as improvements. He added that he has received positive feedback from the Board members concerning our use of BoardBook.

Moore stated that she was impressed with Malone’s follow through from the input he received in the rounding process. She feels that this procedure will have a positive influence on the organization.

B. Quick Fact

Malone reported that, as of 8/31/2016, our member districts have purchased 27,318.5 days/units of service. This is 2,284 more days/units than in FY16 and is 3,923 more than in FY15. He also shared with them a history by fiscal year of the days/units sold as they relate to changes in FTE (based on 180 days). Since FY15, we have increased our FTE by 34.3. He added that our trend has been to increase the FTE each year. He also said that, while he has no current plan to increase administrative support, this may be necessary at a later date.

C. Challenge

Malone told the Board that the organization’s current challenge has to do with technology in Aurora #131. He explained that our employees with NIA laptops are not allowed to connect to Aurora’s network, though some are able to log into the IEP system outside of the network but they cannot print. He said that they had previously worked with Aurora #131 in devising a plan for them to purchase laptops for NIA employees working in their district but the new administrators decided to withdraw this offer. Malone said many of our employees are using their own equipment at home in order to get their work done. Therefore, NIA has ordered and provided laptops to all 131 Therapists as of 9/17/2016. He noted that there is an inequity in the daily rate when we have to purchase the laptops as opposed to the District supplying them.

D. Reminder

Malone reminded the Board Members that they are required to go through FOIA and OMA training on an annual basis. The training can be found on the State’s Attorney’s website.

E. Subcommittee Formation

Malone asked the Board for volunteers to serve on two different subcommittees: Budget and Finance and the Director’s annual Evaluation. He noted that the results will be voted on as an Action Item.

The Board members volunteered for the two committees as follows:

Regional Director’s Evaluation Subcommittee: Satterwhite (chairperson), Steinmeyer, Geyman

Budget and Finance: Countryman, Moore, Swan-Gravatt

VIII. ACTION ITEMS

A. Approval of the Regional Director’s Target Goals for FY17

Motion made by: Daly
Motion: to approve the Regional Director’s Target Goals for FY17
Motion seconded by: Swan-Gravatt

Malone explained that, in the past, the Director would bring a list of goals to accomplish in the fiscal year to the Board for their approval. Malone explained that his goals will evolve from the work he is doing with Studer and the use of field feedback tools. He said that he wants the data received from the Scorecard to drive his goals for the organization. This includes:

1. **Maintaining or increasing the overall agency mean for employee engagement and satisfaction at 4.53.** This will be accomplished through rounding with employees, which will lead to a Stoplight Report developed from the rounding feedback. He will also conduct an Employee engagement Survey on an annual basis each fall and the results from the survey will aid in developing leader action plans. He also will look at employee turnover data.
2. **Maintaining or increasing the overall agency mean for customer satisfaction at 4.34.** This will involve rounding for outcomes with our member districts and our Board members, rolling out an action plan to the districts twice each year, and performing an operational review of our telephonic and messaging services to increase our accessibility rating.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Geyman, Kopacz, Kreller, Moore, Noble, Ransom, Satterwhite, Steinmeyer, Swan-Gravatt, Countryman, Daly

“Nays” – None

Action: **Approved**

B. Approval of the Appointment of the NIA Executive Board Committees for FY17

Motion made by: Daly
Motion: to approve the appointment of the NIA Executive Board Committee Members for FY17
Motion seconded by: Geyman

The makeup of the Budget and Finance Subcommittee and the Regional Director's Evaluation Subcommittee was determined during the Director's Report and no further discussion was needed.

Budget and Finance: Countryman, Moore, Swan-Gravatt

Regional Director's Evaluation Subcommittee: Satterwhite (chairperson), Steinmeyer, Geyman

The Chairman asked for a roll call

Roll Call:

"Ayes" – Kopacz, Kreller, Moore, Noble, Ransom, Satterwhite, Steinmeyer, Swan-Gravatt, Countryman, Daly, Geyman

"Nays" – None

Action: Approved

C. Establishment of the Copy Rate for FY17

Motion made by: Daly
Motion: to approve the FY17 Copy Rate to be consistent with the State of Illinois Legislative Requirements
Motion seconded by: Swan Gravatt

Malone reported that the rate is the same as it was in the past two fiscal years and is determined by State statute. The first 50 pages of a letter or legal sized are free; after that an organization may charge 15 cents per page. The organization may charge for the actual cost of copying for documents that are abnormally sized or are printed in color. Malone added that the NIA does not receive a large number of FOIA requests.

The Chairman asked for a roll call

Roll Call:

"Ayes" – Kreller, Moore, Noble, Ransom, Satterwhite, Steinmeyer, Swan-Gravatt, Countryman, Daly, Geyman, Kopacz

"Nays" – None

Action: Approved

D. Approval of the NIA Complaint Managers for FY17

Motion made by: Satterwhite
Motion: to approve the NIA Complaint Managers for FY17
Motion seconded by: Daly

Malone reported the NIA Complaint Managers will continue to be Jill Tabone (our Therapy Operations Executive) and Kathy Countryman or her designee.

The Chairman asked for a voice vote:

Voice Vote: "Ayes" – All

"Nays" – None

Action: Approved

E. Approval of the NIA ADA/Section 504 Coordinator for FY17

Motion made by: Daly
Motion: to approve the NIA ADA/Section 504 Coordinator for FY17
Motion seconded by: Geyman

Malone reported that the NIA ADA/Section 504 Coordinator will continue to be Jill Tabone. He explained that this is for internal employee issues; the NIA does not have the need for a student 504 plan.

The Chairman asked for a voice vote:

Voice Vote: “Ayes” – All
“Nays” – None

Action: Approved

F. Approval of the FY17 Contracts

Motion made by: Kopacz
Motion: to approve the FY17 Contracts
Motion seconded by: Daly

Malone explained that the list used to be much longer because it was compiled using individual names; they are now grouped by agency.

Malone noted the following items in the list:

- The lease with Sycamore #427 includes an increase of 512 square feet due to the hiring of additional clerical staff in the Sycamore office.
- The lease with District #300 includes a decrease of 1,704 square feet due to the relocation of the Deaf/HH Program’s elementary and middle school students to a different school building.
- The addition of Speech/Language contracts. Malone said this item is new this year. We have one direct hire and the rest of the Speech/Language Pathologists will come from agencies.
- An increase in Hearing Teaching, Vision Teaching, OT, PT, SLP, and interpreting services
- A decrease in Adapted PE and Hearing Supervision Services (the Deaf/HH Program Supervisor will now be charged to the Program)

Moore stated that it was a good move for NIA to enter the SLP market.

The Chairman asked for a roll call

Roll Call:
“Ayes” – Moore, Noble, Ransom, Satterwhite, Steinmeyer, Swan-Gravatt, Countryman, Daly, Geyman, Kopacz, Kreller

“Nays” – None

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: Swan-Gravatt

Motion: to Adjourn

Motion seconded by: Daly

The Chairman asked for a Voice Vote:

Voice Vote:

“Ayes” – All

“Nays” – None

Action: Approved

The meeting was adjourned at 5:48 p.m.