

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #7, FY12 AGENDA**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, May 23, 2012
Time: 4:30 p.m.
Location: Ogle County Special Education Office, Byron, IL
Type of meeting: Regular
Name of person taking the minutes: Jean Tritle, Board Secretary
Name of person(s) presiding: Sarah Willey, Chairperson

II. ROLL CALL

Members in attendance:

1. Jay Augustine
2. Carla Cumblad
3. Drew Hoffman
4. Kimberly Moore
5. Mike Noble
6. Karen Sanders
7. Sarah Willey
8. Tom Zelten (arrived at 4:50 p.m.)

Members absent:

1. Kurt Alberstett
2. Wayne Reisen
3. Pamela Scanlan
4. Lisa Wiet

Also present:

1. Laura Frankiewicz, Regional Director
2. Jean Tritle, Board Secretary
3. Jill Tabone, Therapy Department Operations Executive

III. APPROVAL OF AGENDA

Motion made by: Noble

Motion: to approve the agenda as presented

Motion seconded by: Augustine

The Chairperson asked for a voice vote.

Voice Vote: "Ayes" – all "Nays" – none

Action: Pass

IV. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment

There were none.

V. CONSENT AGENDA

- A. Approval of Minutes of FY12 Meeting #6 on April 25, 2012**
- B. Approval of Personnel Report (revised)**
- D. Approval of Accounts Payable for the Month of May 2012**
- E. Acknowledgement of Receipt of Treasurer’s Report for the Month of April 2012**

Cumblad reported an error in the minutes from the April 25, 2012 meeting. In item V, “Consent Agenda” there was no notation as to whether the consent agenda had passed or failed. Frankiewicz also pointed out that the Treasurer’s Report for the month of March was given to the Board for their approval at the April meeting; the minutes stated it was the April report.

Motion made by: Sanders
Motion: to approve the Consent Agenda as corrected
Motion seconded by: Cumblad

The Chairperson asked for a roll call:

“Ayes” – Augustine, Cumblad, Hoffman, Moore, Noble, Sanders, Willey

“Nays” – None

Action: Approved

VI. REGIONAL DIRECTOR’S REPORT

A. HLERK – The Extra Mile – May 2012

Frankiewicz reported that the May edition of the “Extra Mile” had not yet been received.

B. ILNET Update

Frankiewicz referred the Board members to a copy of a letter in their packets that was sent to Christine Schmidt in the ISBE office in Springfield and copied to the State Superintendent, the Assistant Superintendent, the ISBE legal Counsel, and the Executive Board. Frankiewicz explained that the purpose of the letter was to put the NIA “on record” with the ISBE that we are saddened and disappointed that the funding for the ILNET program, which has been a part of the NIA for over 25 years, is being withdrawn and that we were not included in any of the discussions leading to this decision. She added that, to date, the ILNET staff has not been given any direction by the ISBE for dismantling their offices and stated that the NIA will not pay to do this. An e-mail was sent to the State to ask how the ILNET staff should go about packing and shipping the equipment and materials; a response was received back from the ISBE stating they are checking with the legal and fiscal staff for guidance on how to proceed.

Frankiewicz informed the Board that two of the ILNET staff members have found other jobs and another plans to return to school to become a registered dietician. The department secretary will be reassigned. Deb Rees, the ILNET Coordinator, is waiting to see if funds are available to run out the grant for three more months.

C. FY13 Service Fee Agreements Update

Frankiewicz reported that Harlem’s Agreement was received on April 26th. All of the Agreements have now been received from the member districts.

D. Therapy Department Operations Executive Update – Jill Tabone

Frankiewicz introduced Jill Tabone, the new Therapy Department Operations Executive. Tabone shared her background with the Board members and reported on her activities for the first six weeks on the job. She stated that the NIA mission was very important to her in making sure that services are being provided to the children who need them. She said that she has spent much of her time in the field meeting the therapists and observing their side of the operation. She had also met with District 300 personnel in order to determine their perceptions of the NIA; she was pleased to report that the District is very satisfied with the quality of care provided by the NIA staff. Some of the ideas that Tabone is considering implementing are conducting regular meetings with building principals and establishing focus groups in order to understand the needs of the district. She would like to establish a relationship with District 300 in which the NIA would be perceived as a partner and not just a vendor of services. She reported that she is also learning the operations of the St. Charles office and its staff members and hopes to find and correct any deficiencies in its operations. Her main goal is to work with Frankiewicz to align the therapy operations with volume and to look for ways to control costs. She would also like to develop strategies to show the value of the NIA to the member districts.

Frankiewicz shared that Tabone has offered some excellent ideas; she brings a business perspective as well as care for the consumer to the organization. Tabone has shown great perception in her meetings with staff members and District 300; the therapists in the east have been very welcoming to her and are gravitating toward her as a leader.

VII. ACTION ITEMS

A. Approval of NIA Executive Board FY13 Ballot

Motion made by: Noble
Motion: to approve the NIA Executive Board FY13 Ballot
Motion seconded by: Hoffman

Frankiewicz reported that she had contacted Kathy Countryman, who will replace Superintendent Wayne Riesen when he retires on June 30th. Countryman agreed to run for a seat on the NIA Board. Frankiewicz thanked the Board members who agreed to run again and remain on the Board for another two- year term. Since the Board in each member district must approve the election of its representatives on the NIA Board, Frankiewicz said that the ballots will be mailed quickly so that they can be voted on by each districts’ Board at their June meetings.

The Chairperson asked for a voice vote.

Voice Vote: “Ayes” – all “Nays” – none

Action: Approved

B. Acceptance of Gift from Holly Zaremba

Motion made by: Sanders
Motion: to approve the Acceptance of a Gift from Holly Zaremba
Motion seconded by: Hoffman

Frankiewicz explained that it has been a practice to have the Board formally accept gifts made to the organization. Ms. Zaremba donated a Clear View Plus Video Magnifier used by her 104 year old aunt to the NIA. The magnifier is like new and will be used in the Kane County area. Ms. Zaremba requested that a letter be sent to her from the Board so she can claim the donation on her taxes. Augustine counseled that the value of the gift should not be stated in the letter because it is up to the person making the donation to declare its value.

The Chairman asked for a roll call

Roll Call:

“Ayes” – Moore, Noble, Sanders, Willey, Augustine, Cumblad, Hoffman, Zelten

“Nays” – None

Action: Approved

C. Approval of the NIA FY13 Tentative Budget

Chairperson Willey stated that Frankiewicz would explain the two versions presented to the Board for their consideration before a motion is made regarding the tentative FY13 budget. Frankiewicz explained that both options show a deficit. Version 1 shows higher revenues, based upon the assumption that the NIA will receive 85% of the Personnel Reimbursement claim submitted to the ISBE. Version 2 budgets Personnel Reimbursement receipts at 50%, which seems more realistic at this point. Frankiewicz also reminded the Board that Personnel Reimbursement will be less this year as compared to past years due to the fact that we can no longer claim clerical staff. Another expense not built into the budget is the possibility that the State will pass the pension reforms, which would include the districts paying an additional 7.65% of TRS costs; this would amount to an additional \$200,000 in expense for the NIA.

Frankiewicz stated that the NIA has been spending more than it receives back in revenue from the State for providing Early Intervention (EI) services. For this reason, both versions of the budget were calculated without most EI services costs; approximately \$20,000 for EI services was retained in the budget since we did not RIF all of the EI staff. Without the EI costs, the budget is approximately \$150,000 to the good; we otherwise would have had a net loss of approximately \$400,000 if we had kept these services in the budget. Two of the teachers who provide EI services have been rified, but they both have recall rights if any other positions in the Vision and Hearing Departments become open. Diane Finn and Phyllis Rowland will provide approximately 45 days of EI services in FY13. Chairperson Willey asked if this is a step toward phasing out the EI Program. Frankiewicz answered that the NIA could be completely done with offering EI services in FY14. She explained that, if the Board approves either version of the tentative budget presented, then it also approves the elimination of EI services. Zelten inquired if baseline services pay for EI services. Frankiewicz clarified that only audio baseline services include EI services. Zelten questioned why the NIA provides audio services if the districts are not responsible for providing EI services. Frankiewicz answered that the definition of baseline services in the NIA guidelines includes EI audiological evaluations. In order to eliminate this requirement, the NIA guidelines would need to be amended. She said that this cannot be done for FY13 since some districts have already purchased these services. She said that the Board could look into changing the guidelines in FY14. She will gather data regarding the number of EI audiological evaluations performed for the past few years by district/cooperative and present the information to the Budget and Finance Committee for their review and commendation.

Frankiewicz reiterated that this is a tentative budget; the final budget will be approved in August, after the insurance renewal rates have been received, though a 15% increase was built into the tentative budget. Hoffman stated that the districts will also have a better idea regarding the amount of Personnel Reimbursement they will receive for the year by August. Therefore, it may be best for the Board to support Version 2, which has a higher deficit, since the Board can amend it in August. Sanders agreed, stating that it is easier to amend up than down; Willey also agreed. Zelten asked if there were enough funds in the reserves. Frankiewicz answered that there are, but they are a “moving target”. She added that her goal is to revamp the fundamental structure of the NIA as the current system cannot cover the costs. She feels that an administrative fee and a program fee are necessary to help offset some of the costs incurred by the NIA that are currently not being borne by the districts. Efficiencies in systems are also needed. Augustine agreed, stating that ongoing discussions are necessary as this process will take time to be designed and implemented.

Motion made by: Hoffman
Motion: to approve Version 2 of the NIA FY13 Tentative Budget
Motion seconded by: Sanders

The Chairman asked for a roll call

Roll Call:

“Ayes” – Noble, Sanders, Willey, Augustine, Cumblad, Hoffman, Zelten, Moore

“Nays” – None

Action: Approved

VIII. Chairperson’s Comments and Other Business

Frankiewicz asked the Board members to sign a card for Dr. Riesen in recognition of his retirement. She said she would buy him a gift from the Board to show their appreciation for his service.

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

Motion made by: Zelten

Motion: to Adjourn

Motion seconded by: Hoffman

The Chairperson asked for a voice vote.

Voice Vote: “Ayes” – all “Nays” – none

Action: Pass

The meeting adjourned at 5:36 p.m.