

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #7, FY18  
AGENDA  
Ogle County Education Center  
Byron, IL  
August 23, 2018  
5:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, August 23, 2018  
Time: 5:08 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: Crystal Swan-Gravatt**

**II. ROLL CALL**

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Melissa Geyman
4. Susie Kopacz
5. Kathleen Kreller
6. Theresa Montalbano-Owens
7. Mike Noble (arrived at 5:30 p.m.)
8. Crystal Swan-Gravatt

Absent:

1. Leatrice Satterwhite
2. Corena Steinmeyer

Also present:

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

**III. APPROVAL OF AGENDA**

**Motion made by:** Kopacz  
**Motion:** to approve the agenda  
**Motion seconded by:** Geyman

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Countryman, Daly, Geyman, Kopacz, Kreller, Montalbano-Owen, 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:** Kreller  
**Motion:** to move into Closed Session at 5:10 p.m.  
**Motion seconded by:** Daly

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Daly, Geyman, Kopacz, Kreller, Montalbano-Owen, Swan-Gravatt, Countryman

“Nays” – None

**Action:** Approved

**Motion made by:** Geyman  
**Motion:** to return to Open Session at 5:15 p.m.  
**Motion seconded by:** Daly

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Geyman, Kopacz, Kreller, Montalbano-Owen, Swan-Gravatt, Countryman, Daly

“Nays” – None

**Action:** Approved

**VI. CONSENT AGENDA**

- A. Approval of the Open Session Minutes of FY18 Meeting #6 on June 13, 2018**
- B. Approval of the Personnel Report**
- C. Approval of Accounts Payable for the months of July 2018 and August 2018**
- D. Acknowledgement of Receipt of Treasurer’s Reports for the month May 2018**

**Motion made by:** Daly  
**Motion:** to approve the Consent Agenda  
**Motion seconded by:** Kreller

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Kopacz, Kreller, Montalbano-Owen, Swan-Gravatt, Countryman, Daly, Geyman

“Nays” – None

**Action:** Approved

**VII. REGIONAL DIRECTOR’S REPORT**

- A. Action Plan Update**

Malone outlined his goals for FY19:

- 1. Maintain external customer satisfaction as measured by the NIA MDSS Survey at or above 4.5 (baseline 4.63) by rating NIA in the following categories:
  - Accessibility

- Accuracy
  - Attitude
  - Operations
  - Timeliness
2. Maintain or increase the mean for employee engagement as measured by the NIA EE Survey at or above 4.5 (baseline 4.51)
    - New strategy: we will conduct performance conversations to obtain feedback from employees who are off-year for evaluations
  3. Maintain or increase overall internal customer satisfaction as measured by the NIA BST Survey at or above 4.5 (baseline 4.7)

Malone outlined Leader Work for FY19:

1. Continue commitment to “9 Principles of Evidence-Based Leadership.”
2. Continue to measure Employee Engagement
3. Continue to measure Customer Satisfaction
4. Continue Leader Results Rollouts and 180 Day Action Plans
5. Continue Leader Rounding with Teammates (4x/year with each teammate)
6. Continue Leader Rounding with Customers (1x/Semester)
7. Continue living the Standards of Excellence and holding teammates accountable for doing the same
8. Start Performance Conversations (used for teammates on non-evaluation years)
9. Direct Teach all teammates: *Transparent Communication, Decision Impact Script, and Stub Your Toe Script*

**B. Quick Fact**

Presented as an FY19 Budget item.

**C. Challenge**

None presented.

**D. Executive Board Election Results**

Region 1:

Leatrice Satterwhite: 10 votes

Kathy Countryman: 12 votes

Region 2:

Theresa Montalbano-Owen: 15 votes

Melissa Geyman: 15 votes

Region 3:

Matt Zilm: 16 votes

Corena Steinmeyer: 13 votes

Malone stated that we still need to recruit a Board Member to represent Region 3.

**VIII. ACTION ITEMS**

**A. Approval to the Release of Minutes from Closed Sessions of the NIA Executive Board on August 16, 2017 and November 15, 2017**

**Motion made by:** Kreller

**Motion:** to approve the Release of Minutes from Closed Sessions of the NIA Executive Board from August 16, 2017 and November 15, 2017

Motion seconded by: Geyman

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Kreller, Montalbano-Owen, Noble, Swan-Gravatt, Countryman, Daly, Geyman, Kopacz

“Nays” – None

**Action:** Approved

**B. Approval of the Destruction of Closed Session Audio Minutes from the January 18, 2017 meeting of the NIA Executive Board**

**Motion made by:** Kreller

**Motion:** to approve the Destruction of Closed Session Audio Minutes from the January 18, 2017 meeting of the NIA Executive Board

Motion seconded by: Geyman

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Montalbano-Owen, Noble, Swan-Gravatt, Countryman, Daly, Geyman, Kopacz, Kreller

“Nays” – None

**Action:** Approved

**C. Approval of the FY19 Insurance Rates**

**Motion made by:** Daly

**Motion:** to approve the FY19 Insurance Rates

Motion seconded by: Geyman

Malone reported that our FY18 claims experience has significantly increased our variable insurance costs. Therefore, the PPO and HSA plan costs will increase for the new plan year (9/1/2018). Employee contributions for single coverage will remain the same (\$25/month). Employee maximum contributions for dependent coverage will increase to coincide with the “deductible year,” (1/1/2019). PPO and HSA deductible and out of pocket maximums will be adjusted for all plans on 1/1/2019, which will aid in bringing down fixed costs.

New Family/Dependent coverage tiers have been added and will be available 9/1/2018:

- 1 child (under 19 or in school full time): \$350/month
- 2 children (under 19 or in school full time): \$700/month
- 1 child over 18 and not in school full time: \$750/month
- 1 spouse: \$750/month

Malone explained that the new tiers are designed to provide some assistance to employees who have difficulty affording family coverage and were added as a result of feedback received from employee regarding the cost of dependent coverage.

Malone also reported that 1800MD program:

- Incurred a cost of \$2,453 in FY18
- Showed estimated savings of \$10,758 in FY18

- Had a Return on Investment of : 439%,
- Was used 42 times in FY18

Swan-Gravatt commented that these costs are similar to what her organization is spending in insurance. Kreller reported that the Rockton School District (her administrative district) has joined an insurance cooperative in an effort to help bring costs down. Geyman stated that her district has introduced Health Reimbursement Accounts. Countryman shared that all Sycamore employees must move to the HSA plan within the next three years; the district contributes \$2,300 to each employee's' HSA account.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Noble, Swan-Gravatt, Countryman, Daly, Geyman, Kopacz, Kreller, Montalbano-Owen

“Nays” – None

**Action:** **Approved**

**D. Approval of the FY19 Tentative Budget**

**Motion made by:** **Daly**

**Motion:** **to approve the FY19 Tentative Budget**

Motion seconded by: Geyman

Malone informed the Board that he had verified that co-ops are required to present their tentative budget in June and the final budget must be approved in August. We will return to that schedule for FY20.

Malone reported the following quick facts related to the FY19 budget:

**General:** NIA sold 2,976.75 more service days than last year at this time.

**Service Line Specific:**

- Speech increased by 1,930 days. Noble asked how NIA is filling these days. Malone answered that we have increased our number of direct hire SLP and will also be contracting with agencies to supply the personnel for Speech services.
- Occupational Therapy increased by 614.1 days
- Vision Teaching increased by 475.5 days due to Mid-Valley's loss of almost all of their vision teachers.
- Hearing Interpreter increased by 352.5 days. Malone stated that because we cannot find qualified candidates as direct hires for our open positions, we will be contracting with agencies for Interpreter services.
- APE and STEP services are no longer offered
- Hearing Supervision and Hearing Counseling decreased 80 and 80.25 days, respectively

Swan-Gravatt commented that the increase in the number of service days is not a surprise due to the fact that the number of students with disabilities is growing.

Malone reported that local expenses for FY19 are tentatively figured to be \$19,527,565 as compared to \$17,904,256 for FY18. FY19 tentative revenues are \$19,605,425 as compared to \$17,541,738 in FY18. Malone explained that NIA has had a history of bringing a deficit budget to the Board for approval; this is the first time in several years that a non-deficit budget is being presented for approval. Malone added that the new tool that was developed to use to calculate the FY19 budget will be closely monitored to see if it has brought the tentative budget closer to the actual figures. Prior to the approval of the final FY19 budget in September, the tentative budget will be reviewed for accuracy, any new expenses will be added, and we will compare the daily rate calculations from daily rate formation to final budget and investigate any large swings.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Swan-Gravatt, Countryman, Daly, Geyman, Kopacz, Kreller, Montalbano-Owen, Noble

“Nays” – None

**Action:** **Approved**

**E. Approval of the Lease Agreement with Sycamore CUSD #427 for July 1, 2018 - June 30, 2019**

**Motion made by:** **Kreller**

**Motion:** **to approve the Lease Agreement with Sycamore CUSD #427 for July 1, 2018 - June 30, 2019**

Motion seconded by: **Kopacz**

Malone informed the Board there was a slight increase (\$947.02) in the rent for FY19.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Daly, Geyman, Kopacz, Kreller, Montalbano-Owen, Noble, Swan-Gravatt

“Nays” – None

“Abstain” – Countryman

**Action:** **Approved**

**F. Approval of the Data Services Agreement with Sycamore CUSD #427 for July 1, 2018- June 30, 2019**

**Motion made by:** **Geyman**

**Motion:** **to approve the Data Services Agreement with Sycamore CUSD #427 for July 1, 2018 - June 30, 2019**

Motion seconded by: **Kreller**

Malone reported that there was a slight decrease (\$1,867) in the Data Services Agreement for FY19.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Geyman, Kopacz, Kreller, Montalbano-Owen, Noble, Swan-Gravatt, Daly

“Nays” – None

“Abstain” – Countryman

**Action:** **Approved**

**G. Approval of Mandated Reporter Executive Policy XL**

**Motion made by:** **Daly**

**Motion:** **to approve Mandated Reporter Executive Policy XL**

Motion seconded by: **Kreller**

Malone informed the Board that our legal counsel advised NIA to adopt a Mandated Reporter policy since we do not currently have one, though we have been training employees on this topic for years.

**The Chairman asked for a roll call**

**Roll Call:**

**“Ayes”** – Kopacz, Kreller, Montalbano-Owens, Noble, Swan-Gravatt, Countryman, Daly,  
Geyman  
**“Nays”** – None  
**Action:** **Approved**

**IX. Chairperson’s Comments and Other Business**

Swan-Gravatt thanked Montalbano-Owen for coming to the meeting and for agreeing to become a Board member.

Malone reminded the Board that the next meeting will take place on September 19, 2018.

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

**Motion made by:** **Kreller**  
**Motion:** **to Adjourn**  
Motion seconded by: Countryman

**The Chairman asked for a Voice Vote:**

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

**Action:** **Approved**

**The meeting was adjourned 6:00 p.m.**