

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #2, FY18  
AGENDA  
Ogle County Education Center  
Byron, IL  
November 15, 2017  
5:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, November 15, 2017  
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: Kim Moore, Chairperson**

**The meeting was called to order at 5:00 p.m.**

**II. ROLL CALL**

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Melissa Geyman (arrived at 5:01 p.m.)
4. Susie Kopacz
5. Kimberly Moore
6. Mike Noble
7. Corena Steinmeyer
8. Crystal Swan-Gravatt

Absent:

1. Kathleen Kreller
2. Pamela Ransom
3. Cheryl Robinson
4. Leatrice Satterwhite

Also present:

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

**III. APPROVAL OF AGENDA**

**Motion made by: Daly**  
**Motion: to approve the agenda**  
Motion seconded by: Swan-Gravatt

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Countryman, Daly, Kopacz, Moore, Noble, Steinmeyer, 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 SECTION 2.01 [5 ILCS 120/2.01].**

**Motion made by: Daly**

**Motion: to move into Closed Session at 5:02 p.m.**

Motion seconded by: Countryman

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action: Approved**

**Motion made by: Daly**

**Motion: to return to Open Session at 5:05 p.m.**

Motion seconded by: Noble

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action: Approved**

**VI. CONSENT AGENDA**

- A. Approval of the Open Session Minutes of FY18 Meeting #1 on September 20, 2017**
- B. Approval of the Closed Session Minutes of FY18 Meeting #1 on September 20, 2017**
- C. Approval of the Personnel Report for November 2017**
- D. Approval of Accounts Payable for the months of October 2017 and November 2017 (Handout)**
- E. Acknowledgement of Receipt of Treasurer’s Reports for the month of June, 2017**

**Motion made by: Daly**

**Motion: to approve the Consent Agenda**

Motion seconded by: Geyman

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action: Approved or Failed**

## **VII. REGIONAL DIRECTOR'S REPORT**

### **A. Quick Fact**

Malone informed the Board that the NIA Standards of Excellence had been completed. They are aligned to our Core Values, which give teammates clearer expectations and aids the leaders in recognizing toxic employee behaviors. The process used to develop the Core Values was as follows:

1. NIA Leaders developed a large list of potential standards for each core value.
2. All NIA teammates were surveyed to find out what they thought about each core value and which behaviors they thought best embodied the core value.
3. NIA Leaders used survey results to develop a final list of behaviors that became the Standards of Excellence.

Malone explained that a check was done to see if the Core Values were resonating amongst all teammates. This was done by having employees rank the items that display what is important to them, such as 24-hour response to e-mail and the 5 foot/10-foot rule. The Standards of Excellence will become a part of employee on-boarding and will also be used in evaluations. The Standards of Excellence will be rolled out to all employees in January. Malone added that we are continuing to work on employee engagement.

Kopacz asked if Malone will share the Standards of Excellence with the Board. He answered that he would.

### **B. Challenge**

Malone stated that a challenge has resulted from the new laws relating to Education Funding in Illinois, specifically how evidence-based funding pertains to cooperatives in that it affects Personnel Reimbursement. He explained that the State is freezing the amount of funding that will be distributed to districts and we do not know how this will impact NIA if we experience a "material change" such as a large district discontinuing NIA services.

Moore stated that this will impact cooperatives more than the school districts. The "point in time" amount of Personnel Reimbursement being sent to a cooperative will remain the same over a long period of time. She added that cooperatives have this year to appeal or correct their Personnel Reimbursement. For example, an employee who appears on a cooperative's Personnel Reimbursement at a "point in time" may leave and the employee's new employer will not receive credit for the employee (or vice versa). There is no room for growth in a cooperative as a result of this. Malone agreed, adding that, if a big district joins or terminates their relationship with NIA, this is a material change. This may necessitate the creation of a new daily rate for member districts in a "second tier". He is considering bringing a proposal to the Board to allow him decision-making approval outside of a Board meeting in order to accomplish this.

### **C. Action Plan Update**

Malone reported that the fall Customer Satisfaction Survey has been completed; he is awaiting the results from Studer. The Employee Engagement Survey will be sent to employees on November 27<sup>th</sup> along with a survey pertaining to the Business Services Team's (BST) performance. He added that the BST staff evaluations are being aligned to job descriptions and will be impacted by the Customer Satisfaction Survey. He reiterated that the Standards of Excellence will also impact teammate evaluations.

Malone also reported that the Leader Scorecards have been enhanced to include agency and department score cards as the leaders are responsible for both agency and department goals.

## **VIII. ACTION ITEMS**

### **A. Approval of the FY17 Audit**

**Motion made by:** Daly  
**Motion:** to approve the FY17 Audit  
**Motion seconded by:** Swan-Gravatt

Malone reported that the NIA had no serious findings reported by the Auditors. General Fund overall revenues were more than the budget by \$173,354, or 0.9% of the budget and overall expenses were less than the budget by \$91,603, or 0.48% of the budget. Actual revenues exceeded actual expenditures by \$353,013 with \$259,187 of revenue being generated by the NIA Health Plan account, which makes excess local revenues \$93,196. Our actual revenues exceeded our actual expenses by 0.5%. Malone added that we are good at landing where we need to be in terms of the budget.

Steinmeyer stated that their Auditors advise them to have a cushion while their member districts want them to break even.

Moore informed the Board that it is traditional to have the Auditor attend the Board meeting when the audit is presented. Malone stated he will invite them to these meetings in the future.

Malone informed the Board that our Auditors are assisting us in determining a daily rate more quickly than we have in the past. This will involve a “sensitivity tool” to use prior to bringing the daily rate to the Board for its approval. This will help us to understand what happens when we sell more days than we budget for in a fiscal year.

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action:** Approved

### **B. Approval of the Resolution Authorizing the Termination of An Education Support Employee**

**Motion made by:** Daly  
**Motion:** to approve the Resolution Authorizing the Termination of An Education Support Employee  
**Motion seconded by:** Geyman

This was discussed in Closed Session.

**The Chairman asked for a roll call**

**Roll Call:**

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

“Nays” – None

**Action:** Approved

### **C. Approval of the Resolution to Regulate Travel Expense Reimbursement**

**Motion made by:**       Daly  
**Motion:**               to approve the Resolution to Regulate Travel Expense Reimbursement  
**Motion seconded by:**   Swan-Gravatt

Malone informed the Board that our attorney stated we needed to do this resolution as it is required by the Travel Expense Control Act, which the public wants. The Act regulates travel expenses (travel, meals, lodging) by further defining maximum allowable reimbursements for travel, meals, and lodging expenses. It also allows the Board to approve expenses that exceed the maximums through a special vote, if needed. Otherwise, we refer to Executive Board Policy IV for travel guidelines.

In terms of Professional Development, Malone stated that employees in the Therapy Department are allowed \$150 each year whereas employees on the educational side are allowed \$400. He added that we are working on developing a standard amount for both departments.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” –               Steinmeyer, Swan-Gravatt, Countryman, Daly, Geyman, Kopacz, Moore, Noble  
“Nays” –               None

**Action:**               **Approved or Failed**

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

Malone reminded the Board members about the FOIA and OMA trainings they must complete.

Malone also informed the Board that Laura Frankiewicz’s father had passed away.

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

**Motion made by:**       Daly  
**Motion:**               to Adjourn  
**Motion seconded by:**   Swan-Gravatt

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

**Voice Vote:**

“Ayes” – All     “Nays” – None

**Action:**               **Approved**

**The meeting was adjourned at 5:40 p.m.**