

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #3, FY11 AGENDA**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, January 26, 2011

Time: 5:01 p.m.

Location: Ogle County Education Center in Byron, Illinois

Type of meeting: Regular

Name of person taking the minutes: Dianne Fraedrich, Board Secretary

Name of person(s) presiding: Sarah Willey, Board Chair

II. ROLL CALL

Members in attendance:

1. Jay Augustine
2. Carla Cumblad
3. Drew Hoffman
4. Mike Noble
5. Wayne Riesen
6. Pamela Scanlan
7. Lisa Wiet
8. Sarah Willey
9. Tom Zelten

Members absent:

1. Cynthia Dennis
2. Karen Sanders
3. Sheri Smith

Also present:

1. Laura Frankiewicz, Regional Director
2. Dianne Fraedrich, Board Secretary

III. APPROVAL OF AGENDA

Motion made by: Zelten

Motion: to delete Action Item VIII. F. and approve the amended agenda.

Motion seconded by: Riesen

The Chairperson, Sarah Willey, asked for a voice vote.

Voice Vote: "Yeas" – All "Nays" – None

Action: Passed

IV. PUBLIC PARTICIPATION

Reception of Guests & Visitors & Opportunity for Public Comment – There were none.

Motion made by: Augustine

Motion: to move into Closed Session at 5:05 p.m.

Motion seconded by: Hoffman

The Chairperson asked for a roll call.

Roll Call: “Ayes” – Augustine, Cumblad, Hoffman, Noble, Riesen, Scanlan, Wiet, Willey, Zelten

“Nays” – None

Action: Passed

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 2.06 [5ILCS 120/2.06]; AND TO CONSIDER 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, OR WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING AS MANDATED BY SECTION 2.11 [5ILCS 120/2.11].

Motion made by: Hoffman

Motion: to move into Open Session at 5:34 p.m. Chairperson asked for a voice vote.

Motion seconded by: Noble

The Chairperson asked for a roll call.

Roll Call: “Ayes” – Cumblad, Hoffman, Noble, Riesen, Scanlan, Wiet, Willey, Zelten, Augustine

“Nays” – None

Action: Passed

VI. CONSENT AGENDA

A. Approval of Minutes of FY11 Meeting #2 on November 17, 2010

B. Approval of Closed Session Minutes of FY11 Meeting #2 on November 17, 2010 (Handout)

C. Approval of Personnel Report

D. Approval of Accounts Payable for the Months of December 2010 and January 2011 (Handout)

E. Acknowledgment of Receipt of Treasurer’s Report for the Months of November 2010 and December 2010 (Handout)

Motion made by: Zelten

Motion: to approve the Consent Agenda as presented.

Motion seconded by: Wiet

The Chairperson asked for a roll call.

Roll Call:

“Ayes” – Hoffman, Noble, Riesen, Scanlan, Wiet, Willey, Zelten, Augustine, Cumblad

“Nays” – None

Action: Passed

Noble left the meeting to attend his Ogle County Special Education Board Meeting in another room 5:50pm.

IX. REGIONAL DIRECTOR’S REPORT

- A. HLERK – The Extra Mile – December 2010 and January 2011** – Laura Frankiewicz shared that a copies of these publications were included in the board packets.
- B. Update on Elgin Audio Booth** – Frankiewicz said that yesterday she got some good news that there’s a good possibility that an ENT might be interested in purchasing the booth and has offered \$500.00. Gordon Stowe, the booth vendor, will arrange for the booth to be moved at no cost to NIA.
- C. Regional Director’s Target Goals for FY11 – Update** – Frankiewicz gave an update on her three main target goals for FY11.
 - 1. Update NIA Policies and Procedures manual and Personnel Handbook. This goal includes the examination and revision of HR policies in light of current standard HR practices and cost containment.** Frankiewicz reported that this goal continues to be in process. She is addressing personnel issues such as the therapy contractual agreement which will be addressed later in this meeting. She is also looking at contract start and ending dates. In particular she wants to identify personnel procedures that cause undue and/or unintended financial exposure for NIA.
 - 2. Revamp the provision of Early Intervention (EI) Services provided by NIA to increase reimbursement revenues and decrease costs.** Frankiewicz reported that Early Intervention Services are already established at area churches in DeKalb, Freeport, Dundee and most recently, Rockford. We will need to wait until next year at this time to review the full impact of these cost-saving measures. Frankiewicz said that there has been a positive reaction to the change in service. Staff report that it is a more professional environment and that parents have been very receptive to the centers.
 - 3. Develop strategies for board approval to reduce the NIA operating deficit.** Frankiewicz reviewed the various strategies she has suggested for decreasing expenses and increasing revenues. These strategies will be discussed in more detail later in the meeting in Action Items. Staff reduction is difficult because we depend on our staff to provide the services for which we bill however we are looking at possible reductions. A Therapy Department secretary is retiring at the end of this fiscal year and she will not be replaced. Other staff will assume her duties.
- D. Director’s Evaluation** – Drew Hoffman is the chairperson of the Regional Director’s Evaluation Committee. He said there are 14 individuals completing the regional director’s

evaluation this year. Five responses are already in and the rest are due February 21, 2011. Hoffman will summarize them, review them with the evaluation committee and they will meet and review them with the regional director. Then they will present the results to the board. Hoffman also asked Frankiewicz if she would complete a self evaluation including summary comments again and she agreed.

X. ACTION ITEMS

- A. Approval of Budget Parameters for FY12** – Frankiewicz reviewed the Budget Parameters that had been discussed by the NIA Budget and Finance Committee. She mentioned that there will be a change as to how grant money is received. It will no longer be based on a payment schedule but by monthly expense reports. Tim Imler from ISBE Funding and Disbursements mentioned this possibility in August and reported on this change at the recent IAASE board meeting. There has since been an ISBE webinar on the changes. Imler mentioned that some smaller grants may get seed money in advance. This may apply to TransVision, STEP and Nutrition. We will have to wait and see. Imler is still asking for feedback and will hold another round of webinars in the spring. Frankiewicz talked about decreasing expenses and increasing revenues but pointed out that most of our expenses are wrapped up in personnel salaries and benefits and we need staff to provide the services that yield us revenue.

Budget and Finance reviewed a recommendation for an increase to the NIA assessment. The assessment helps to offset baseline among other costs. It has been very low for a long time and Frankiewicz is recommending that it be increased to \$2.00. She tried other options but it really doesn't make a positive budgetary impact until you get to \$2.00. Raising assessments seems fairer because raising service rates unfairly penalizes those districts who purchase more services. Zelten commented that baseline should be tied to something by a percentage and it should be treated like an assessment cost, so it's fair and equitable. Frankiewicz also mentioned that ISBE is recommending changes to personnel reimbursement that will eliminate the reimbursement of some special education staff. Frankiewicz modeled a new scenario that has NIA employees contributing \$300 towards their health insurance. The scenarios she previously presented to Budget and Finance had a larger amount but this was before the effects of the state income tax increase were felt. Frankiewicz stated that having NIA employees contribute towards their health insurance is still a desirable goal but may need to be delayed. Staff salary increases assumptions were also discussed. Salary decisions are made later in the year but in order to model the budget, some assumptions must be made. Frankiewicz suggested that the budget be modeled on a 2% raise across the board and that maybe even teachers receive 2%, that this may be the year to temporarily suspend the teachers' salary schedule as there is a built-in 3.5% in step alone. After reviewing the parameters, members recommended changes and asked that more scenarios be developed. Those changes would include changing item #2 to \$2.00/A.D.A. Item #4 does not need to be changed. Item #6 would need a possible change in salary and since insurance may increase by 15%, it may require the need for employees to begin contributing towards their health insurance premiums. However, it was determined that Action Item A. needed to be revised and to review additional options at the next meeting. Willey moved to revise Action Item A. to include the need to review more options at the next meeting and Hoffman seconded the

motion. The board discussed that in order to do this, the original motion would need to be defeated.

Motion made by: Augustine

Motion: to Approve the Budget Parameters for FY12.

Motion seconded by: Riesen

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – None

“Nays” – Riesen, Scanlan, Wiet, Willey, Zelten, Augustine, Cumblad, Hoffman

Action: Voted down – NOT approved.

Motion made by: Willey

Motion: to Approve the Revised Budget Parameters for FY12 and to review more options at the next meeting on February 23, 2011.

Motion seconded by: Hoffman

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Riesen, Scanlan, Wiet, Willey, Zelten, Augustine, Cumblad, Hoffman

“Nays” – None

Action: Passed

- B. Approval of Daily Rates for FY12 Baseline / Program Support** – Frankiewicz reviewed the 10 budget scenarios that showed various options regarding expenses and revenues. She shared the spreadsheet that detailed the actual costs of specific program areas. She shared 5 options for service fees. Discussion ensued. Drew suggested that the board consider a 3.5% increase.

Motion made by: Hoffman

Motion: to Approve a 3.5% increase in the Daily Rates (Option #4) for FY12 Baseline / Program Support.

Motion seconded by: Zelten

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – None

“Nays” – Scanlan, Wiet, Willey, Zelten, Augustine, Cumblad, Hoffman, Riesen

Action: Passed

- C. Approval of Changes to NIA Guidelines for Baseline and Program Support/Related Services** – Frankiewicz reported on an issue that has been discussed previously, that the board needs to consider amending the Guidelines for Baseline and Program Support/Related Services document, specifically item #21 that concerns the provision of NIA services for non-region districts. Frankiewicz reported that by her analysis, non-members pay less for services even at 125% the service fee because they are not required to pay the district assessment. Frankiewicz distributed some proposed language and there was some discussion however it

was decided that the item should be tabled and put on hold until the next month's agenda at the February 23, 2011 meeting.

Motion made by:

Motion: Tabled and holding this item for the next meeting.

Motion seconded by:

Roll Call:

“Ayes” –

“Nays” –

Action: Tabled

- D. Approval of Reduction of Therapy Contractual Days from 185 to 180** – Frankiewicz shared that a previously informal agreement had been made with the therapy department at a time when salary raises were minimal to pay therapy staff for 185 days but require that they only work 180 days. This practice has proven very difficult to manage and Frankiewicz recommends that the Board formally act to change Therapy employment agreements to reflect 180 days. She has been working with the attorneys on this matter and they concur that the change is desirable.

Motion made by: Augustine

Motion: to Approve the Reduction of Therapy Contractual Days from 185 to 180.

Motion seconded by: Hoffman

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Wiet, Willey, Zelten, Augustine, Cumblad, Hoffman, Riesen, Scanlan

“Nays” – None

Action: Passed

- E. Approval of Amended Early Intervention Specialist's Contract (Handout)** – Frankiewicz said that the Early Intervention Specialist revised contract stipulates that she works 52 days in the 2010-2011 school year at the same pay amount. This issue was previously addressed in closed session.

Motion made by: Riesen

Motion: to Approve the Amended Early Intervention Specialist's Contract.

Motion seconded by: Scanlan

The Chairperson asked for a Roll Call.

Roll Call:

“Ayes” – Willey, Zelten, Augustine, Cumblad, Hoffman, Riesen, Scanlan, Wiet

“Nays” – None

Action: Passed

- F. Deleted from Agenda: Approval of Therapy Student Stipend – Moira Priven (Handout).**
This Action Item was removed from the Agenda at the beginning of the meeting.

Mike Noble returned at 7:37pm.

XI. CHAIRPERSON'S COMMENTS AND OTHER BUSINESS – None.

XII. ADJOURNMENT – The Chairperson asked for a motion to adjourn.

Motion made by: Augustine

Motion: to Adjourn.

Motion seconded by: Scanlan

The Chairperson asked for a voice vote.

Voice Vote: "Ayes" – All "Nays" – None

Action: Passed

ADJOURNED: 7:38 p.m.