

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #8, FY15 AGENDA  
The Steak Pit  
Oregon, IL  
Wednesday, June 17, 2015  
5:00 p.m.**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, June 17, 2015  
Time: 5:00 p.m.  
Location: The Steak Pit, Oregon, IL  
Type of meeting: Regular  
Name of person taking the minutes: Jean Tritle, Board Secretary  
Name of person(s) presiding: **Kimberly Moore, Chairperson**

**The meeting was called to order at 5:07 p.m.**

**II. ROLL CALL**

Members in attendance:

1. Kathy Countryman
2. Dennis Daly
3. Jon Malone
4. Kimberly Moore
5. Mike Noble
6. Pamela Ransom
7. Cheryl Robinson
8. Corena Steinmeyer
9. Crystal Swan-Gravatt
10. Lisa Wiet
11. Tom Zelten

Absent:

1. Shelley Nacke

Also present:

1. Laura Frankiewicz, Regional Director
2. Jean Tritle, Board Secretary

**III. APPROVAL OF AGENDA**

Motion made by: **Daly**  
**Motion:** **to approve the agenda**  
Motion seconded by: **Moore**

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Countryman Daly, Malone, Moore, Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Wiet, Zelten

“Nays” – None

**Action:** **Approved**

**IV. PUBLIC PARTICIPATION**

**Reception of Guests & Visitors & Opportunity for Public Comment**

There were none.

**V. CONSENT AGENDA**

- A. Approval of Open Session Minutes of Meeting #7 on May 20, 2015**
- B. Approval of Closed Session Minutes of Meeting #7 on May 20, 2015**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for the June 2015 (Handout)**
- E. Acknowledgement of Receipt of Treasurer’s Report for the month of May 2015 (Handout)**

Moore reported that the Personnel Report had been revised.

**Motion made by:** Zelten  
**Motion:** to approve the Consent Agenda as presented  
**Motion seconded by:** Daly

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Daly, Malone, Moore, Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Wiet, Zelten, Countryman

“Nays” – None

**Action:** **Approved**

**VI. REGIONAL DIRECTOR’S REPORT**

- A. HLERK – The Extra Mile – May 2015 Edition**

There was no discussion.

- B. NIA Autism Team 20147-2015 Activities – Summary**

Frankiewicz reported that Cindy Poegel, Therapy Supervisor, has joined Mary Brennan on the Autism Team. Poegel is a Speech/Language Pathologist with expertise in autism. The 2015-2016 school year will be Brennan’s last as she will be retiring, so it was a good time to have some overlapping with Poegel on the team. They conducted presentations for which they had a good number of participants; the western school districts were the most active in this area. While the inservice rates for autism did see an increase, we only lost 7 days and these were days that Bi-County did not purchase. We will remind the school districts in Bi-County that they can purchase these days on their own in the next school year.

- C. Regional Director Summary Statement (Handout)**

Frankiewicz informed the Board that this was her last meeting, as she will be retiring on June 30<sup>th</sup>. She started with the NIA in 1991, eventually leaving to work in District 300. While at 300, she was an NIA Board member and then returned as the Director in 2009. She had prepared a summary of the accomplishments she had made during her tenure as the Regional Director of the NIA, which she shared with the Board. She feels that she made changes that moved the NIA in the right direction. These changes included:

- The formation of the leadership team.
- The reorganization of the Therapy Department.

- A positive change in the leadership in the Deaf/Hard of Hearing Program.
- The revamping of the NIA’s financial structure so that is now clear and easy to articulate and is based on a modified accrual system.
- Retention of Fringe Funding as the NIA’s broker, which included a move to Blue Cross for medical benefits, which now include a Health Savings Account plan to help control costs, a change in dental carriers and the addition of vision benefits and an Employees Assistance Program to the NIA’s benefits package.
- The streamlining of programs offered which included closing Lekotek, Early Intervention, ILNET, and the Elgin Audio Booth. She also reduced the number of Secretarial and Administrative Assistant positions.
- The introduction of technological updates, including updating the copiers in all of the offices, expansion of the use of the NIA e-mail system, procurement of a rental program for laptops that are used by the Therapy staff and other staff members in the field, and the introduction of laser-fiche document imaging for file storage.
- The updating of the NIA Articles of Agreement, Policies and Rules and Regulations, the Employee Handbook, and employee evaluation procedures.

Moore thanked Frankiewicz for the mentoring she had provided to her and other Special Education Directors during her tenure at the NIA.

## VII. ACTION ITEMS

### A. Acceptance of the Resignation of Sub-Region I Board Member Shelley Nacke

**Motion made by:** **Daly**  
**Motion:** **to accept the resignation of Sub-Region I Board Member Shelley Nacke**  
**Motion seconded by:** **Zelten**

Frankiewicz referred the Board to Nacke’s Letter of Resignation, which was in their packets.

#### The Chairman asked for a roll call

**Roll Call:**  
 “Ayes” – Malone, Moore, Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Wiet, Zelten, Countryman, Daly  
 “Nays” – None  
**Action:** **Approved**

### B. Approval of the Therapy Salary Enhancement Proposal (Handout)

**Motion made by:** **Zelten**  
**Motion:** **to approve the Therapy Salary Enhancement Proposal**  
**Motion seconded by:** **Moore**

Frankiewicz explained she and Tabone had worked with the Budget and Finance Committee on the proposed salary enhancements for selected occupational and physical therapists on the NIA staff. These enhancements are necessary due to the fact that new therapists are being hired at a higher salary rate than long-term therapy staff members are being paid. The current Therapy Entry-level Guide was approved by the Board in April, 2012 and was developed by the Budget and Finance Committee after they looked at the salary scales in other districts. This scale is still current for new staff members, but has caused salary compression with Therapy staff members, especially those with 8 – 10 years of experience. An equity adjustment is necessary for approximately 26 therapists in order to eliminate this compression.

An analysis was done to determine the cost to get current therapists' salaries in line with the Entry-level Guide. In order to do this, some of the therapists would need a 22% increase, which would cause us to incur a penalty with IMRF. It was decided that the increase should take place over three fiscal years - FY16, FY17, and FY18 - with no more than 6% given in each year to avoid the penalty. In FY16, 26 therapists will receive a 6% raise, which will bring 3 of them in line with the Salary Guide. The remaining therapists would receive another 6% increase in FY17, which would still leave 21 out of range. They would receive a 6% increase in FY18, which would bring all of them into the parameters set by the Salary Guide. While not a perfect system, it was one that was recommended in order to attract and retain good therapists in the organization.

Moore commented that the retention of quality staff members is very important, so the Salary Guide will need to be maintained on a regular basis. Zelten added that, while the equity adjustments are expensive, they are necessary to retain staff members who might otherwise quit and come back at a later date at a higher salary. In the long run, it will help to maintain excellent services for our students.

Swan-Gravatt asked how the Entry-level Guide was developed. Frankiewicz answered that they looked at the salary guides for therapists employed by U46 and Mid-Valley Special Education to develop the Guide in 2012. She explained that most of the districts that purchase therapy services from the NIA are located to the east and that is why these two districts were chosen. Frankiewicz also noted the increases for therapists who earn more college credits or an advanced degree are the same as those for all other staff members and not just teachers. The annual salary increase for all employees is now determined by looking at the December CPI numbers.

Noble asked if these increases will affect the cost of therapy services. Frankiewicz answered that ultimately they will, but not until FY17 since we used data from the prior fiscal year to determine the costs for the next fiscal year.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Noble, Ransom, Robinson, Steinmeyer, Swan-Gravatt, Wiet, Zelten, Countryman  
Daly, Malone

“Nays” – None

**Action: Approved**

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

Frankiewicz thanked Lisa Wiet for her service to the Board. She has been a Board member since 2001 and has decided to leave the Board after the August 2015 meeting.

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

**Motion made by: Zelten**

**Motion: to Adjourn**

Motion seconded by: Malone

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

**Voice Vote:**

“Ayes” – All “Nays” – None

**Action: Approved**

**The meeting was adjourned at 5:53 p.m.**