

**NORTHWESTERN ILLINOIS ASSOCIATION  
EXECUTIVE BOARD MEETING #3, FY13 AGENDA**

**Open Meeting Minutes**

**I. CALL TO ORDER**

Date: Wednesday, November 14, 2012  
Time: 4:30 p.m.  
Location: Ogle County Education Center, Oregon, Illinois  
Type of meeting: Regular  
Name of person taking the minutes: Jean Tritle, Board Secretary  
Name of person(s) presiding: Sarah Willey, Chairperson

The meeting was called to order at 4:33 p.m.

**II. ROLL CALL**

Members in attendance:

1. Kathy Countryman
2. Carla Cumblad
3. Dennis Daly
4. Kimberly Moore
5. Mike Noble
6. Karen Sanders
7. Sarah Willey
8. Tom Zelten

Members absent:

1. Drew Hoffman
2. Lisa Wiet

Also present:

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

**III. APPROVAL OF AGENDA**

**Motion made by:** Zelten  
**Motion:** to approve the agenda as presented  
**Motion seconded by:** Cumblad

**The Chairperson asked for a voice vote.**

**Voice Vote:** "Ayes" – All "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, AS MANDATED BY SECTION 2.06 [5 ILCS 120/2.06].**

**Motion made by:** Noble  
**Motion:** to move into Closed Session at 4:35 p.m.  
**Motion seconded by:** Sanders

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Countryman, Cumblad, Daly, Moore, Noble, Sanders, Willey, Zelten

“Nays” – None

**Action:** Approved

**Motion made by:** Daly  
**Motion:** to move return to Open Session at 5:35 p.m.  
**Motion seconded by:** Sanders

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Cumblad, Daly, Moore, Noble, Sanders, Willey, Zelten, Countryman

“Nays” – None

**Action:** Approved

Noble requested that the Action Items be considered after the Consent Agenda as he had to leave the meeting early.

**VI. CONSENT AGENDA**

- A. Approval of Open Session Minutes of FY13 Meeting #2 on October 17, 2012**
- B. Approval of the Closed Session Minutes of FY13 Meeting #2 on October 17, 2012**
- C. Approval of Personnel Report**
- D. Approval of Accounts Payable for the Month of November 2012**
- E. Acknowledgment of Receipt of the Treasurer’s report for the Month of September 2012**

**Motion made by:** Countryman  
**Motion:** to approve the Consent Agenda as presented  
**Motion seconded by:** Sanders

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Cumblad, Daly, Moore, Noble, Sanders, Willey, Zelten, Countryman

“Nays” – None

**Action:** Approved

**VII. ACTION ITEMS**

**A. Approval of the Social Security Number Use Policy**

**Motion made by:** Cumblad

**Motion:** To approve the Social Security Number Use Policy

Motion seconded by: Zelten

Frankiewicz explained that the need for this policy was brought to light through the training the NIA employees are performing through the GCN system. The policy is actually called the Identity Protection Policy and it is required by the State of Illinois. If an organization asks for Social Security Numbers from its employees, the organization is obligated to train its staff on confidentiality and to give notice to employees as to what purposes their Social Security Number will be used, such as for Payroll or Insurance enrollment. A model policy was available through GCN; this was sent to HLERK, who crafted the policy for the NIA.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Noble, Sanders, Willey, Zelten, Countryman, Cumblad, Daly

“Nays” – None

**Action:** Approved

**B. Approval of the Certified Professional Staff Reduction-in-Force Policy**

**Motion made by:** Noble

**Motion:** To approve the Certified Professional Staff Reduction-in-Force Policy

Motion seconded by: Sanders

Frankiewicz explained that this policy revision was actually received from our attorneys in August, but was being brought to the Board now for its approval. It updates the policy currently in place to conform to the changes brought about by Senate Bill 7. The process mandated by Senate Bill 7 was followed when reductions in certified staff were made this past spring.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Moore, Noble, Sanders, Willey, Zelten, Countryman, Cumblad, Daly

“Nays” – None

**Action:** Approved

**C. Acknowledgment of Receipt of Correspondence from CUSD #300 Regarding the Reduction of NIA Services for FY14**

**Motion made by:** Sanders

**Motion:** To accept the Receipt of Correspondence form CUSD #300 Regarding the Reduction of NIA Services for FY14

Motion seconded by: Daly

Frankiewicz stated that districts must notify the NIA by November 1<sup>st</sup> of any reductions in purchased services they will make for the next school year; final confirmation must be received by January 15<sup>th</sup>. So far, the request from District #300 is the only one that has been received, and it does not affect any NIA staff members as it is for a reduction in Speech and Language services, which is provided by independent contractors. Frankiewicz said that they district may be thinking about hiring the therapists outright. The only loss to NIA is the 7.5% fee that we charge for arranging the services.

**The Chairman asked for a roll call**

**Roll Call:**

“Ayes” – Noble, Sanders, Willey, Zelten, Countryman, Cumblad, Daly, Moore

“Nays” – None

**Action:                      Approved**

**VIII. REGIONAL DIRECTOR’S REPORT**

**A. HLERK – The Extra Mile – October 2012**

Frankiewicz informed the Board that the November issue had also arrived and was distributed to them as a handout.

**B. NIA Region III Board Member Vacancy Update**

Frankiewicz said that an updated list of the Board members was included in their packet of handouts. Sarah Willey was moved to Region I, since she is now employed as a District Administrator in that region. This leaves two vacancies in Region III – a District Administrator and a School Board member are needed. Frankiewicz said that she has spoken with Mike Noble and Drew Hoffman about ideas for possible candidates. She also called Corena Steinmeyer to see if she had any suggestions for candidates from the Dixon area. Sarah Willey stated she may know of a candidate as well.

**C. Annual Statement of Affairs – FY12**

Frankiewicz informed the Board members that the FY12 Annual Statement of Affairs would be published in the *Midweek* and will also be posted on the NIA website.

**D. Open Meeting Acts (OMA) Training**

Frankiewicz reminded the Board members that they are required to complete this training on an annual basis. It can be found on the Illinois State’s Attorney’s website.

**E. ISBE Joint Budget Agreement – FY13**

Frankiewicz informed the Board that this was the first time in the history of the NIA that this document has been filed with the ISBE. She decided that this should be done based upon the advice of Roxanne Kovacevich, a financial consultant, with whom she met earlier this year. She added that she hoped the ROE won’t ask for prior year reports, as past Regional Directors did not believe that the NIA was required to complete it.

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

There were none.

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

**Motion made by:              Daly**

**Motion:                              to adjourn**

Motion seconded by:      Sanders

**The Chairperson asked for a voice vote.**

**Voice Vote:**                      “Ayes” – All                      “Nays” – None

**Action:                              Approved**