

**NORTHWESTERN ILLINOIS ASSOCIATION
EXECUTIVE BOARD MEETING #1, FY19
AGENDA**

**Ogle County Education Center
Byron, IL
Wednesday, September 19, 2018
5:00 p.m.**

Open Meeting Minutes

I. CALL TO ORDER

Date: Wednesday, September 19, 2018
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: Jon Malone, Regional Director, led the meeting until the election of officers was held

The meeting was called to order at 5:04 p.m.

II. ROLL CALL

Members in attendance:

1. Dennis Daly
2. Melissa Geyman
3. Susie Kopacz
4. Kathleen Kreller
5. Theresa Montalbano-Owen (arrived at 5:07 p.m.)
6. Mike Noble
7. Leatrice Satterwhite
8. Corena Steinmeyer (arrived at 5:14 p.m.)
9. Crystal Swan-Gravatt
10. Matt Zilm

Absent:

1. Kathy Countryman

Also present:

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

III. APPROVAL OF AGENDA

Malone informed the Board that Item “K” – Approval of the Appointment of a New Board Member for Subregion III was being removed from the agenda until October as he had not yet heard back from the candidate for the position.

Motion made by: Daly
Motion: to approve the agenda as amended
Motion seconded by: Geyman

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Geyman, Kopacz, Kreller, Noble, Satterwhite, Swan-Gravatt, Zilm

“Nays” – None

Action: Approved

IV. ELECTION OF THE CHAIRPERSON FOR THE NIA EXECUTIVE BOARD

Motion made by: Daly

Motion: to approve the nomination of Crystal Swan-Gravatt for the position of NIA Executive Board President for FY19

Motion seconded by: Satterwhite

The Chairman asked for a voice vote:

Voice Vote: “Ayes” – All

“Nays” – None

Action: Approved

Swan-Gravatt began conducting the meeting at 5:06 p.m.

V. ELECTION OF THE SECRETARY FOR THE NIA EXECUTIVE BOARD

Motion made by: Daly

Motion: to approve the nomination of Jean Tritle for the position of NIA Executive Board Secretary for FY19

Motion seconded by: Geyman

The Chairman asked for a voice vote:

Voice Vote: “Ayes” – All

“Nays” – None

Action: Approved

VI. PUBLIC PARTICIPATION

Reception of Guests and Visitors and Opportunity for Public Comment

There were none.

VII. CONSENT AGENDA

- A. Approval of Open Session Minutes of Meeting #7 on August 23, 2018**
- B. Approval of Closed Session Minutes of Meeting #7 on August 23, 2018**
- C. Approval of Personnel Report for September 2018**
- D. Approval of Accounts Payable for the month of September 2018**
- E. Approval of the Treasurer’s Report for June 2018**

Motion made by: Daly

Motion: to approve the Consent Agenda

Motion seconded by: Kopacz

The Chairman asked for a roll call

Roll Call:

“Ayes” – Daly, Geyman, Kopacz, Kreller, Noble, Satterwhite, Swan-Gravatt, Zilm,

“Nays” – None

Action: Approved

VIII. REGIONAL DIRECTOR'S REPORT

A. Action Plan Update – Director's Annual Goals

Malone reported that he had completed the roll-out of his survey results. He spoke to the leadership team about how to improve on the items for which he received the lowest ratings and designed his goals based upon this conversation. His 180-day Action Plan consists of the following 5 goals:

- Incorporate an additional feedback component in the Leader Evaluation Process.
- Increase SLT involvement in the planning and decision making of specific processes (Budget, Needs Assessment, Insurance/Benefits, New Teammate Orientation, Policies/Regulations, and Memorandums)
- Develop a consistent location for certain documents that touch multiple departments (Better Google Drive Organization)
- Create "Position Control" system with an allocation approval process and a process to add or change employee work. Malone explained that this is necessary because the hiring process at the NIA is done quickly; this process will gather information that will be housed in one spot for planning and finance.
- Speed up project completion/ lesson "log jam" at the Director level. This will be done through delegating, etc.

Malone said he was pleased that staff members are now identifying "higher level" items that need to be modified or developed.

B. Quick Fact – IAASE Legislative Committee

Malone informed the Board that he has become a member of the IAASE Legislative Committee in the Special Education "wing" and described some of the legislative priorities that the committee will address for the 2018-2019 school year including staff shortages, equalization, ESSA Implementation, Medicaid Reimbursement for Telepractice, IMRF sick days and capital improvement, 401 Rules, and an additional priority for veto sessions – cooperative withdrawal language.

C. Challenge – New NIA Board Member

Malone updated the Board on his search for a new Board member for Subregion III. Janelle Smith, the Director of Special Education for Byron, has recommended a potential Board Member. Malone said he hopes to bring a recommendation to appoint the new member at the October Board meeting. Malone also than Noble for suggesting that he reach out to the member districts in Subregion III for recruitment suggestions.

D. Required Board Training

Malone told the Board that he was looking at a new plan for their training that is available through IASA; he needs to get our membership approved before it will become available. This training is in addition to annual FOIA and OMA training. It consists of on-line modules, including professional development training that Board members are required to obtain. He added that, if a NIA Board member completes training as a member on another Board, they do not have to do it a second time to complete the requirement for serving on the NIA Board.

IX. ACTION ITEMS

A. Approval of the Regional Director’s Target Goals for FY19

Motion made by: Daly

Motion: to approve the Regional Director’s Target Goals for FY19

Motion seconded by: Geyman

Malone reminded the Board that he had presented his goals to them at their August meeting:

- Maintain external customer satisfaction as measured by the NIA MDSS Survey at or above 4.5 (baseline 4.63)
- Maintain or increase mean for employee engagement as measured by the NIA EE Survey, at or above 4.5 (baseline 4.51)
- Maintain or increase overall internal customer satisfaction as measured by the NIA BST Survey at or above 4.5 (baseline 4.7)

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

B. Approval of the Appointment of the NIA Executive Board Committees for FY19

Malone explained that he needed Board Members to serve on two of the Executive Committees:

- **Evaluation Committee** – Malone said that the Bard Chair (Swan-Gravatt) serves on this committee along with another Board member. Kreller volunteered to be the second member of this committee.
- **Finance Committee** – Malone explained that, according to the Articles of Agreement, the Board member from our administrative district (Countryman) must sit on this committee and that the Board Chair is also traditionally a member. Geyman volunteered to be the third member of this committee.

Motion made by: Daly

Motion: to approve the appointment of the NIA Executive Board Committee Members for FY19

Motion seconded by: Noble

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

C. Establishment of the Copy Rate for FY19

Motion made by: Kopacz
Motion: to approve the FY19 Copy Rate to be consistent with the State of Illinois Legislative Requirements
Motion seconded by: Kreller

Malone explained that this pertains to FOIA requests and that he recommends leaving the rate the same as it was last year as it is consistent with the State of Illinois legislative requirements which state that the first 50 pages of a document are free, with a charge of 15 cents per page for after that. He noted that the law allows and agency to charge for the actual cost of copying if the copies are in color or are an abnormal size.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

D. Approval of the NIA Complaint Managers for FY19

Motion made by: Daly
Motion: to approve the NIA Complaint Manager for FY19
Motion seconded by: Geyman

Malone recommended that Jill Tabone and Kathy Countryman or her designee remain as the Complaint Managers for FY19.

The Chairman asked for a voice vote:

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

Action: Approved

E. Approval of the NIA ADA/Section 504 Coordinator for FY19

Motion made by: Daly
Motion: to approve the NIA ADA/Section 504 Coordinator for FY19
Motion seconded by: Geyman

Malone recommended that Jill Tabone, the Therapy Department Executive, remain in this capacity for FY19.

The Chairman asked for a voice vote:

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

Action: Approved

F. Approval to Adjust the FY19 Daily Rate for Hearing Counseling

Motion made by: Daly
Motion: to approve the adjustment of the FY19 Daily Rate for Hearing Counseling
Motion seconded by: Kopacz

Malone informed the Board that this has never been done before but it is necessary due to the fact that last year NIA lost 1 of 2 Counselors with proficient Sign Language skills who could serve students with D/HH without the support of an interpreter. We attempted, with some success, to contract with other agencies for the service. The lack of counselors in the region who are proficient in using sign language has caused our partners to shift the way they deliver counseling to students who are D/HH; they now utilize an in-house counselor with support from an interpreter. These changes have resulted in a reduction of days sold for Counseling at NIA. In order to accommodate this change in days sold, it is necessary to reduce the daily rate from the \$637 that was forecasted at the time the FY Daily Rates were created to \$422. We arrived at the reduced rate by analyzing real expenses, which drove the cost down. We have now redesigned the way we are offering this service.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: **Approved**

G. Approval of the FY19 Final Budget

Motion made by: **Daly**

Motion: **to approve the adjustment of the FY19 Final Budget**

Motion seconded by: Montalbano-Owen

Malone explained that, in the past, the tentative and final budgets looked remarkably different. However, the new tool that was developed this past year for calculating Daily Rates helped to make the tentative budget presented to the Board in August relevant enough that it did not change the final budget. The final budget shows a deficit of \$72,140, which is smaller than previous deficit budgets presented to the Board. The high-level checks in the new tool made forecasting for this budget more accurate. He added that we will need to continue to monitor the effectiveness of our new tools and processes to determine if a pattern of increased accuracy becomes reliable, which is the goal.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: **Approved**

H. Approval to Retain Franczek-Radelet Law Firm for Legal Counsel

Motion made by: **Daly**

Motion: **to approve retaining the Franczek-Radelet Law Firm for Legal Counsel**

Motion seconded by: Swan-Gravatt

Malone explained that, prior to coming to the NIA, he worked with Kathy Vanderbroek from the Hinshaw law firm when he needed legal advice. Because of this working relationship, the Board approved switching to Hinshaw when Jon became NIA’s Regional Director. Ms. Vanderbroek recently moved to the Franczek-Radelet Law Firm, which specializes in education. Malone would like to continue his working relationship with Ms. Vanderbroek and is asking the Board to approve retaining Franczek-Radelet as NIA’S legal counsel. He added that Ms. Vanderbroek had shared the rates charged by Franczek-Radelet and they are not more than Hinshaw was charging for their services.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

I. Approval of the Lease Agreement for the St. Charles Office

Motion made by: Daly

Motion: to approve the Lease Agreement for the St. Charles Office

Motion seconded by: Swan-Gravatt

Malone stated that he had brought a list of concerns to the property manager, who informed him that they are happy to retain NIA as a client. They initially proposed a 10-year agreement at a lower rate, but Malone was reluctant to accept that as he does not know if NIA will need that much office space in 10 years. He added that the St. Charles office is NIA’s largest office and there is an audio booth located in it. He felt that a 5-year term was more reasonable.

The agreement proposes a monthly rental of \$9,421.46 which is fixed for the 5 years of the agreement (March 1, 2023). It is a 4% increase from the previous 5-year agreement. He added that the owners have agreed to provided – at their expense - new carpet tiles installed throughout space, logistics for installation/moving furniture, painting of space, and window treatments for the classroom area.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

J. Approval of the Change to Rules and Regulations No. XI – Leave Without Pay

Motion made by: Daly

Motion: to approve the Change to Rules and Regulations No. XI – Leave Without Pay

Motion seconded by: Geyman

Malone asked Tritle to explain the change. Tritle explained that our old policy allowed employees who were on an unpaid leave of absence to remain on NIA’s insurance for up to 6 months; the employee would be responsible for the full cost of the insurance. The new policy will allow an employee to remain on the insurance until the end of the month in which their unpaid leave begins. They must then elect COBRA coverage in order to remain on NIA’s insurance.

The Chairman asked for a roll call

Roll Call:

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

“Nays” – None

Action: Approved

K. Approval of the Appointment of New Board Member for Subregion III

This item was removed from the agenda and will be presented at the October 2018 meeting of the NIA Board

X. Chairperson's Comments and Other Business

Swan-Gravatt thanked the Board members who volunteered to serve on the two Executive Committees. Malone informed the Board that the annual appreciation dinner for Board members will be held in October.

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

Motion made by: Daly
Motion: to Adjourn
Motion seconded by: Satterwhite

The Chairman asked for a Voice Vote:

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

Action: Approved

The meeting was adjourned at 5:47 p.m.