

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
October 19, 2022

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Ms. Melissa Ritter at 9:00 a.m. with remote participation as allowed during the current public health emergency, current Disaster Declaration, and Open Meetings Act. In-person attendance at this meeting was deemed not practical, prudent, or feasible. In complying with our revised policy related to Open Meetings Act, the Board Secretary completed the following requirements: kept a verbatim record of the complete meeting for no less than 18 months; ensured that any interested member of the public can hear discussion; verified that each Board Member could hear one another; verified the Board Members present and that a quorum was met; conducted all votes by roll call and recorded each Board Member's vote so that it is identified; and reported to the public following the Board's meeting with no physical presence of quorum.

MEMBERS PRESENT

Brownstown: Mr. Mike Shackelford (remote arrived at 9:05 a.m.); Carlinsville: Dr. Becky Schuchman; Edinburg: Mr. Ben Theilen; Hillsboro: Mr. David Powell (remote arrived at 9:01 a.m.); Mulberry Grove: Ms. Casie Bowman (remote); Panhandle: Mr. Aaron Hopper (remote arrived at 9:10 a.m.); Ramsey: Ms. Melissa Ritter; St. Elmo: Mr. Travis Portz; South Fork: Mr. Chris Clark; Vandalia: Dr. Jennifer Garrison

MEMBERS ABSENT

Bond: Dr. Wes Olson; Litchfield: Dr. Gregg Fuerstenau; Morrisonville: Mr. Patrick Murphy

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Lyn Becker, Assistant Director; Mrs. Vickie Throne, Executive Board Secretary; Mrs. Liz Holcomb, Business Manager

Recognition of Visitors: Ms. Robin Yockey (Remote), Auditor from Mose, Yockey, Brown and Kull

CONSENT AGENDA

The following were presented as part of the Consent Agenda for approval:

- Regular Session Minutes from September 21, 2022
- Destruction of regular session audio recordings maintained to comply with OMA related to remote meetings from 3/17/2021 and the Executive Session Recordings on 3/17/2021
- Financial Report - The FY23 Balance Sheet and Receipts vs. Expenditures reflects the September fund balance of \$2,317,972.46. The receipts of \$749,899.20 include district assessments, interest, and GSA/EBF and expenditures totaled \$439,258.71. For October, our projected revenue is \$968,138.02 and expenditures of \$308,433.78. Our resulting October 31st fund balance is projected at \$2,980,214.62.
- Accounts Payable Review, Approval, and Order for Immediate Payment of October 19th bills in the amount of \$153,747.82 is requested. Expenses include routine bills, GSA/EBF flow-through to districts, professional development, and contractual services.

A motion made by Dr. Garrison and seconded by Mr. Clark to approve the Consent Agenda. Roll Call Vote. Mr. Powell, yes; Mr. Portz, yes; Bowman, yes; Ritter, yes; Garrison, yes; Garrison, yes; Hopper, yes; Clark, yes; Schuchman, yes; Theilen, yes. Motion carried 9-0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Robin Yockey presented the FY22 audit noting that the financial statements for FY22 are presented on the Annual Financial Report Form. The Joint Agreement was not required to have a single audit and the CYEFR which is for GATA reporting is now a separate submission. Mrs. Yockey noted that the Audit Opinion has a new format this year and that the schedules that are included in the annual financial report are also fairly presented in

relation to the financial statement. The next report is required by Government Auditing Standards which looks at internal controls over financial reporting. She explained there is a very detailed list of compliance requirements in the annual financial report and if any of those have a negative response then that becomes an audit finding. In completing the report this year, Mrs. Yockey reported there are no internal control findings, no compliance findings and no required management letter. She noted the prior year FY21 compliance finding related to the inadequacy of the Treasurer's Bond was resolved in FY22.

Mrs. Yockey noted the largest adjustment with the financial statements related to Medicaid fee-for-service flow-through that differed from what was presented in financial statements by approximately \$68,000. Overall the Joint Agreement ended the year with approximately \$6,000,000 of cash investments. There are no restrictions on fund balance. The results of operations show that receipts exceeded the disbursements by about \$85,000. Mrs. Yockey stated that funding has really changed over the years with the Joint Agreement now 2/3 local funding, about a 1/3 state funded which is the Evidence Based Funding and very minimal federal flow thru funding of approximately 6%. The largest amount of expenditures continues to be salaries and benefits followed by the monies that flow thru to the districts and then purchased services. Mrs. Yockey reported that overall things went very well this year.

Hearing no questions from the board, Mrs. Yockey concluded her presentation.

A motion made by Mr. Theilen and seconded by Dr. Schuchman to approve the FY22 Audit as presented. Roll Call Vote. Portz, yes; Powell, yes; Garrison, yes; Shackelford, yes; Hopper, yes; Schuchman, yes; Clark, yes; Ritter, yes; Bowman, yes; Theilen, yes. Motion carried 10-0.

REPORTS AND COMMUNICATION

Mrs. Armour stated she is thrilled to have her last audit be one with no findings. She commended Ms. Holcomb who continues to do an excellent job ensuring all financial requirements are met timely and accurately. She also thanked both Mrs. Throne and Mrs. Burney who both also play important roles in the area of finance and the audit. She noted it is a pleasure to team with such skilled and dedicated individuals, and it's reassuring that the finance office and practices are in great shape to easily be continued into future years.

Mrs. Armour reported that October is Physical Therapy Month and extended appreciation to our Physical Therapy Assistant, Amy Ashmore and to our TheraKids Registered Physical Therapists, Carie Downs, Kelli Evans, Jane Goeken, and Deanne Perry; and to our Physical Therapy Assistants, Lauren Hirner, Megan Lilley. Our students receive excellent therapy through the dedication of these therapists.

Mrs. Armour congratulated Dana White who learned early this month that she passed the Registered Behavior Technician exam and noted that we now have our first licensed RBT through the Behavior Analysis Certification Board. Mrs. Armour thanked Lyn Becker and Emma Reichert who assisted Dana in preparing for the test and acclimating to the new role. Having this additional resource has made a huge impact in assisting us in meeting more of the autism and behavioral needs in our districts.

Mrs. Armour reported that earlier this month, our teachers of the deaf or hard of hearing, Michaela Hartley and Chloe Foppe, organized and provided a weekend picnic for their students and families across our member districts to come together in a central location at the Coffeen Park. Approximately 30 participated including eight children with hearing loss from five of our districts. Children with hearing loss and their siblings had the opportunity to meet and play while families socialized. Hearing loss is considered a "low incidence" disability and is prevalent in only 3 out of 1,000 children. Especially in our rural areas, many children are unaware of the existence of other children with hearing loss as he or she may be the only child in the entire town or surrounding area. They would like to plan additional social gatherings, so please share if you are aware of any community organization who may consider contributing to funding an event as part of their service mission.

Mrs. Armour reported that in addition to our regular monthly trainings and mentoring, we have several educators participating in the virtual book study for October, "Motivating Students Who Don't Care" lead by Bobbi Fisher. We are registering now for November's "Inside the Magic Kingdom" that Barb Daugherty will lead. On Wednesday, PCs, Lyn, and Mrs. Armour had the great fortune to spend the morning Brandon Wright to learn, discuss, and collaborate. We took a deep dive into the list of 14 questions or scenarios we had submitted in

advance and had time for discussion and problem-solving around additional challenging and ongoing situations in our schools.

Mrs. Armour reported that on Sept. 26, we had our annual meeting with 7 representatives from the Department of Human Services Rehabilitation Division including the Assistant Bureau Chief. Our Rehabilitation Service Advisor, Susan Taylor, praised our service to students and noted this program always exceeds the contract goals. For FY23, our contract goal is to serve 90 students of which we are already serving 126 with approximately 50 additional students in the application stage. Our contract is also set for 30 outcomes which requires students to work at least 240 hours in a paid position. Currently, 14 students have already met this goal due to our transition specialists working to support their summer employment. We had good discussion about DHS resources for those in 18-22-year-old programs such as Blackburn and Beyond as well as the importance of timing for eligible students who plan to go onto college as tuition support is available. Mrs. Armour will be meeting with the transition specialists later this month to estimate for 22-23 students to be served and possible outcomes as DHS would like to increase our contract. Another area our team will be discussing relates to students who have a 504 plan as they also qualify for post-secondary services and financial support through DHS while in high school and as they go onto college, training, or employment. Mrs. Armour pulled the list of 504s by district from embrace and we will be identifying students, most likely just those in 11th and 12th grade, and discussing how we can fit into the caseload/day also supporting these students in at least making the referral to DHS and possibly including some in our students served and outcomes.

Mrs. Armour reported that nine of the 13 district Restraint and Time-Out Plans have been approved. Please ensure your plan and the other documents emailed to you on the afternoon of September 21st are posted on your website.

Mrs. Armour reported that as recommended last spring by the Finance Committee, she and Ms. Holcomb have had the opportunity to work on other health insurance options with Brady Smith from Loman-Ray. We have discussed with Travis Bushue and will be obtaining his input and analysis on a proposal before bringing a recommendation to the Finance Committee in November.

Mrs. Armour provided in the advance packet the response to the Sept. 16th FOIA Request from the Chicago Tribune and ProPublica.

Mrs. Armour reported that the Personnel & Search Committee met on October 6th to review applications and determine candidates to interview. They will meet following the board meeting to interview Director candidates.

EXECUTIVE SESSION

None

ACTION ITEMS

None

DISCUSSION

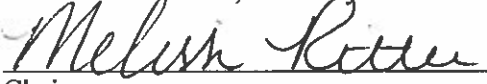
The Executive Committee Board will meet next on Wednesday, November 16, 2022 at 9:00 a.m. and the Finance Committee is scheduled to meet on Wednesday, November 16, 2022 following the board meeting.

ADJOURNMENT

A motion made by Dr. Schuchman and seconded by Dr. Garrison to adjourn the meeting at 9:24 a.m. Roll Call Vote: Hopper, yes; Portz, yes; Garrison, yes; Schuchman, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Theilen, yes; Bowman, yes. Motion carried 10-0.

Respectfully submitted,

Mrs. Vickie Throne, Secretary of the Board


Chairperson

11/16/2022
Date


Secretary of the Board

11/16/2022
Date