

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
September 8, 2021

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, September 8, 2021, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:02am. Present at roll call were: Dr. Owens, Dr. Brooks, Mr. Ingold, Dr. Hill, Dr. Link and Dr. Greuter. Dr. Hellrigel and Dr. Allaman were absent from this month's meeting.

Others in attendance: Kristina Neville, Charity Adams and Terrie Schappaugh.

Joint Consent – Open & Closed Session Minutes of August 11, 2021, Destruction of Verbatim Records, Accounts Payable and Year to Date Expenditure Reports:

The information and materials presented outline the regular monthly business of the Association. The August 11, 2021 open session minutes, destruction of verbatim records (Audio Recordings) of July 8, 2020 closed session meeting, monthly accounts payable, and cash flow statements were approved as presented. The monthly Expenditure Report, Schramm Activity Fund Report, and Imprest Fund Report were also made available at the time of this meeting.

The motion was made by Mr. Ingold and seconded by Dr. Brooks to approve the Joint Consent items as presented. Roll call was taken and motion carried.

Audience Participation:

There were no requests for audience participation.

Old Business

A. Districts' Financial Payments:

All district's financial payments are current.

B. Revised Agreement with Huron Consulting Group, LLC/Studer Education (Exhibit #1):

At the August 11, 2021 Executive Committee meeting, a 3-year agreement was approved from Huron Consulting Group, LLC/Studer Education for purchased services to create a culture of engagement, execution and excellence through the implementation of a system-wide continuous improvement approach and evidence-based leadership practices and framework for the Association. This work will directly support initiatives that are deemed critical to TMCSEA's success in providing high quality, specialized education services and aligning those services to solutions for defined problems of practice. The continuous improvement framework and leadership development will support, among other things, the monitoring, adjusting, and reporting on progress toward key priorities and initiatives aimed at serving all students in new and improved ways as the response to the COVID-19 pandemic evolves over time.

The annual cost of the original agreement was \$51,129, which included all professional fees with a 14% administration fee to cover all material, ancillary, technology (related to the delivery of included services) and any travel expenses. Since this annual amount exceeded the \$50,000 micro-purchase threshold, the administration fee was decreased to 10%, which results in an annual cost of \$49,335. The total cost of the 3-year agreement is \$148,005. These expenditures will be funded from the ESSER III Grant.

The motion was made by Mr. Ingold and seconded by Dr. Brooks to approve the Revised Agreement with Huron Consulting Group, LLC/Studer Education as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

1. Approval of Substitute Referral Bonus to TMCSEA Employees:

In an effort to recruit substitutes at Schramm Educational Center, the Director proposes paying a bonus of \$200 to TMCSEA employees who refer new substitutes. After the new substitute completes one day of work, the employee would be paid a one-time bonus of \$200 for each individual referred.

2. Approval of TMCSEA Remote Learning Plan (Exhibit #2):

Exhibit #2 reflects updates to our Remote Learning Plan agreed to between the union and management on September 1, 2021.

3. Elimination of Transition Specialist Assistant Position & Approval of Transition Secretary Position (Exhibit #3):

In a recent federal audit, it was discovered that certain non-delegable tasks of DRS Rehabilitation Counselors were being completed by Transition Specialists who are employed by special education cooperatives. Moving forward, DRS determined that Transition Specialists will have a revised role, which will create an increased opportunity to focus on direct service provision to students. The Director recommended eliminating the Transition Specialist Assistant position given there are no viable candidates and in light of the changes to the Transition Specialist's responsibilities. The Director asked for approval of a full-time Transition Secretary position.

The motion was made by Dr. Brooks and seconded by Mr. Ingold to approve the Joint Consent items as presented. Roll call was taken and motion carried.

B. Informational:

1. Resignation of Corey Shannon, Transition Specialist Assistant (Exhibit #4):

The Director informed the Executive Committee of the resignation of Mr. Shannon as a Transition Specialist Assistant.

2. Resignation of Amanda Galleger, Warm Water Therapy Pool Assistant (Exhibit #5):

The Director informed the Executive Committee of the resignation of Ms. Galleger as a Warm Water Therapy Pool Assistant.

3. Retirement Notification of Zina Young, Health Services Coordinator (Exhibit #6):

The Director informed the Executive Committee of the retirement notification of Zina Young. Ms. Young's retirement will be effective at the end of her contractual days in June 2022.

4. Medicaid Changes:

Illinois Medicaid (HFS) has proposed some changes to the Medicaid Fee-for-Service (FFS) program that will allow for additional services and service providers to submit claims effective back to July 1, 2021. At this time, the proposed changes are not approved. However, the PCG Medicaid Administrative Claim (MAC) webinar provided in August has assumed that the proposed changes will be approved, and therefore, PCG has begun implementing some of those changes beginning with the October - December 2021 MAC quarter. All staff that are currently billing for Medicaid FFS must be listed in the PCG cost pool and participate in the time study program. Initial staff rosters must be entered into the PCG system by September 10, 2021.

Information was recently shared from PCG that will impact TMCSEA and our member districts for both MAC and FFS. All TMCSEA staff should only be claimed on the TMCSEA MAC participant list, not on the member districts' MAC participant list. Only staff who are either employed directly or contracted outside of TMCSEA should be included on the member district MAC participant staff listing. All FFS money that is generated by TMCSEA staff should no longer go to the resident districts but back to TMCSEA directly.

One of the proposed changes is based on a change to how the FFS reimbursement is reconciled. Currently, HFS uses a rate settlement (the annual cost study exercise) and the proposed change is to a cost settlement. A cost settlement process is similar to an estimate of what should have been received in FFS reimbursement based upon the four MAC quarters for the year compared to the actual FFS reimbursement that was received. If a district received too little FFS reimbursement directly, the cost settlement will give the district 'additional' money at the end of the year. It can also take money back if the district received too much. Therefore, HFS is using MAC staff participants and MAC financials to help reconcile the FFS reimbursement. If the MAC participant roster and the FFS reimbursement are not in sync, it may result in a district's cost settlement either giving additional money or owing money back to HFS. Since TMCSEA has always sent FFS money back to the resident district, this can no longer occur as TMCSEA's cost settlement will be out-of-alignment if TMCSEA employees are listed on member district MAC participant rosters and/or FFS reimbursements go back to the member districts directly.

Beginning in FY22, all Fee-for-Service (FFS) revenue that is generated by TMCSEA staff serving member district students will go directly to TMCSEA. Then, TMCSEA will flow this Fee-for-Service money back to each member district according to monthly FFS billing reports received from Timberline. Districts' revenue will not be impacted by this new "flow through" process for Medicaid reimbursement. After the fourth quarter Fee-for-Service claim period concludes, it is anticipated that there will be a new cost settlement method for reconciling Fee-for-Service reimbursement. If so, the Director recommends utilizing Child Count for returning any additional revenue to districts at that time.

C. Enrollment Numbers (Exhibit #7):

Schramm Educational Center's enrollment is reflective of the end of last school year. Assistive technology, medical review and low incidence evaluations show a slight increase from the beginning of last year. Hearing itinerant caseload numbers show an increase while vision caseloads remain consistent at the start of this year. STEP caseload numbers are down, and transition consultations are up from the beginning of the prior year. Requests for student consultations, district consultations and trainings show an increase from the start of last year. Occupational and physical therapy caseload numbers reflect an increase for the beginning of this school year.

TMCSEA maintains a database to track and review member district use of consultative services, timelines, and staffing patterns. A district satisfaction survey continues to be implemented to evaluate customer satisfaction of services provided by TMCSEA for continuous improvement purposes.

Closed Executive Session

The Executive Committee entered into Closed Session at 8:21 am to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.

The Executive Committee returned to open session at 8:39am with a motion by Dr. Brooks and seconded by Dr. Hill. Roll call was taken through voice vote with all parties voting aye. Motion carried.

Action Items

There were no action items for this month's meeting.

Other Business/Information

The Director reviewed the FYI report.

The next Executive Committee meeting is scheduled for **Wednesday, October 13, 2021** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Ingold motioned and Dr. Hill seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:40am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee