

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
November 9, 2022

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, November 9, 2022, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:03am. Present at roll call were: Dr. Owens, Dr. Hellrigel, Dr. Allaman, Dr. Smock, Dr. Greuter, and Mr. Ingold. Dr. Link and Mrs. Geary were absent from this month's meeting.

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

Joint Consent – Open Session Minutes of October 12, 2022, Destruction of Verbatim Records, Accounts Payable and Year to Date Expenditure Reports:

The information and materials presented are accurate and outline the regular monthly business of the Association. The Director asked for approval of the open session minutes of October 12, 2022, destruction of verbatim records (audio recordings) of closed session of October 13, 2021 (no closed session held), monthly accounts payable, and cash flow statements 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 Dr. Greuter and seconded by Mr. Ingold 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. TMCSEA Satellite Program Survey (Exhibit #1):

The Director and Adam Mangold, Program Coordinator, outlined the action plan for establishing the Satellite ED program at Rogers.

C. TMCSEA Adjusted Billing for 2021-2022 (Exhibit #2):

The Association has completed the final adjusted billing for Schramm, Extended School Year, Administrative, Operations/Maintenance, and Low Incidence Diagnostic Services (LIDS). A combined total of \$187,827 will be returned to member districts based on their December 1, 2020 Child Count for Administrative, Operations/Maintenance, and LIDS costs reflective of FY22 actual expenditures. Schramm's final adjusted billing results in a \$2,000 per 1.0 FTE return of unspent gross billed tuition, and Extended School Year's final adjusted billing results in a \$107 per 1.0 FTE return of additional gross billed tuition. The adjusted billing refunds will be issued by check to member districts.

The motion was made by Mr. Ingold and seconded by Dr. Allaman to approve the Adjusted Billing for 2021-2022 as presented. Roll call was taken and motion carried.

D. Hearing, Vision, OT & PT Financial Analysis (Exhibit #3):

Exhibit #3 outlines the gains/losses to the itinerant service programs provided by the Association during the 2021-2022 school year. This exhibit includes a ten-year comparison and cost analysis. The ten-year cumulative loss across all itinerant programs is \$52,295. Previously, vision and hearing itinerant programs have recouped some of our program costs due to an increase in student enrollment. Vision revenues continue to increase, which has been supplemented by the addition of Orientation & Mobility services. The revenue for the hearing itinerant program continues to show increases as visits for assistive technology technical support are billed consistently. OT/PT revenues continue to operate at an overall loss; however, this deficit has been reduced when compared to last year's numbers. When a district is utilizing a significant portion of services, we have the ability to contract the person as an option to the per visit cost. Beginning in FY24, the Director recommends decreasing vision and hearing itinerant rates from \$140 to \$120 per visit, which includes student consultation rates.

The motion was made by Dr. Hellrigel and seconded by Mr. Greuter to approve the reduction of VI/HI Itinerant per visit rate to \$120.00 for FY24. Roll call was taken and motion carried.

E. Medicaid Reimbursement 2021-2022:

Medicaid reimbursement flows to schools through two programs, Administrative Outreach Claim (MAC) and Fee-for-Service (FFS). Districts can no longer claim TMCSEA staff on the district's MAC participant list. Now, only TMCSEA may claim its employees on our MAC Participant List, even if districts contract TMCSEA employees. This is due to a new cost settlement process. Since FY22, all Fee-for-Service revenue that is generated by TMCSEA staff serving member district students goes directly to TMCSEA. The Association then distributes this money back to member districts on a quarterly basis according to FFS billing reports from Timberline. Districts' revenue is not impacted by this "flow through" process for Medicaid reimbursement. After the 2021-2022 fourth quarter Fee-for-Service claim period ends, there will be a new cost settlement method for reconciling Fee-for-Service reimbursement. The Director recommends using Child Count to disburse any additional revenue or bill any remaining shortfall back to districts.

During April 1, 2021 - March 30, 2022, TMCSEA received \$93,517.77 in revenues from Administrative Outreach, which will continue to fund technology purchases for the Association. It is important to note that the revenue used to fund technology purchases is backed out of TMCSEA shared administrative costs.

The motion was made by Dr. Allaman and seconded by Mr. Ingold to approve the Medicaid Reimbursement based on Child Count as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

1. Snow Removal Agreement (Exhibit #4):

David Burling Excavating, Inc. has provided snow plowing for the Association on an as needed basis. This service is used when two or more inches of snow fall has accumulated at a cost of \$140 per plow.

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

B. Informational:

1. District Level Special Education Administrators' Meeting (Exhibit #5):

Exhibit #5 reflects the agenda from the October 28th District Level Special Education Administrators meeting.

2. Bequest Update:

The Director consulted with the auditor regarding the placement of these funds. After discussion it was determined that the money will be added to Fund 60 of the Association's budget. The Treasurer's Bond amount has been adjusted accordingly.

C. Omni Energy Partners Performance Contract – Exhibit to be Distributed at Meeting:

Omni Energy Partners presented a final performance contract to the Executive Committee for consideration. It is important to note that Executive Committee approval is contingent on findings from an independent consulting firm review per legal requirements set forth in 105 ILCS 5/19.

The motion was made by Dr. Greuter and seconded by Dr. Smock to approve the Energy Performance Contract without any additional items included. Roll call was taken and motion carried.

D. Agreement with Design Mechanical, Inc. (Exhibit #6):

A third party peer review is required for any final performance contract with an energy services company. Design Mechanical, Inc. (DMI) is familiar with this legislative process. The proposed hourly rate is \$150 not to exceed a total cost of \$3,500.

The motion was made by Dr. Hellrigel and seconded by Mr. Ingold to approve the Agreement with Design Mechanical as presented. Roll call was taken and motion carried.

E. School Maintenance Project Grant:

The Director asked for approval to submit the School Maintenance Project Grant to ISBE for \$50,000 in matching funds to replace the Association's boiler. The total cost of this anticipated project is \$167,232.

The motion was made by Mr. Ingold and seconded by Dr. Allaman to approve the submission of the School Maintenance Project Grant. Roll call was taken and motion carried.

F. Certificates of Deposit:

The Director asked for approval to invest in Certificates of Deposit (CDs) in order to maximize interest revenue.

The motion was made by Dr. Allaman and seconded by Dr. Hellrigel to approve the CD investment. Roll call was taken and motion carried.

G. Medicaid Fee-for-Service Reimbursement (Exhibit #7):

All Fee-for-Service (FFS) revenue that is generated by TMCSEA staff serving member district students goes directly to TMCSEA. TMCSEA then distributes this money back to member districts according to monthly FFS billing reports received from Timberline. Exhibit #7 summarizes amounts due to districts received in October 2022, which reflects the deduction of Timberline's 7% fee.

The motion was made by Dr. Greuter and seconded by Mr. Ingold to approve the Medicaid Fee-for-Service Reimbursement as presented. Roll call was taken and motion carried.

H. Annual Statement of Affairs – Exhibit Distributed at Meeting:

The Annual Statement of Affairs was provided for review and will be posted in the *Pekin Daily Times* by December 1, 2022.

The motion was made by Dr. Greuter and seconded by Dr. Owens to enter into closed session. Roll call was taken through voice vote with all parties voting aye. Motion carried.²

Closed Executive Session

The Executive Committee went into closed session at 9:18am for discussion of the following topic:

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.

Dr. Hellrigel motioned and Dr. Greuter seconded to exit closed session with all parties in attendance voting aye, closed session ended at 9:24am.

Action Items

There were no actions items for this month's meeting

Other Business/Information

The next Executive Committee meeting is scheduled for **Wednesday, December 14, 2022** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Greuter motioned and Dr. Hellrigel seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 9:24am.