

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
October 19, 2016
Minutes

PROCEDURAL BUSINESS:

Mr. Adam Bussard called the meeting to order at 10:03 a.m. at the Mid-State Special Education Office, 202 Prairie, Morrisonville, Illinois.

MEMBERS PRESENT:

Dr. Gregory Fuerstenau, Taylorville; Mr. Fred Lamkey, Edinburg; Dr. David Lett, Pana; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Wes Olson, Bond County; Mr. Adam Bussard, Brownstown; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. Jeff Strieker, Litchfield.

MEMBERS ABSENT:

Mr. Gary DePatis, Morrisonville; Ms. Deb Philpot, St. Elmo

PRESENTATION OF PROXIES:

None

OTHERS PRESENT:

Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Jeanne Vancil, Comptroller; Ms. Shelly Rexroad, Business Manager; Ms. Susan Sullivan, Executive Secretary; Ms. Robin Yockey, Auditor.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from September 21, 2016,
- Destruction of Executive Session audio recordings older than 18 months (none),
- October payables totaling \$236,747.98
 - \$225,645.77 – MSSE Central
 - \$804.37 – CR/MSSE
 - \$4,539.78 – BF/ MSSE
 - \$5,785.06 – MCC/ MSSE
- Notable Expenses
 - DCR Website Upgrade \$2,500.00
 - IAASE Conference Charges
 - Chromebooks/Accessories
- Receipts vs. Expenditures Report,
- Statement of Position as of September 30, 2016, balances with the ending monthly fund balance of \$1,707,863.39,

Motion to approve all items on the consent agenda: Mr. Well; second, Mr. Graham. Roll call yielded 14 yeas, 0 nays. Motion carried.

NEW BUSINESS:

FY16 Audit – Ms. Robin Yockey, Auditor with Mose, Yockey, Brown, & Kull, LLC presented the FY16 Audit Report. The reports provided were:

- Respective Sub-region
- Mid-State Special Education Central
- Consolidated Annual Financial Report Submitted To ISBE

Ms. Yockey shared the following highlights:

- Comparison of Fund Balances FY15 to FY16
- Results of Operations
 - Revenues Received Over (Under) Expenditures Disbursed Comparison of FY15 to FY16
 - Material Variances On Statement Of Revenues Received/Expenditures Disbursed
 - Disclosure Highlights
 - Deposits Adequately Collateralized
 - No Expenditures Over Budget
 - Second year of extensive pension disclosures required by GASB 68 – TRS & IMRF
 - GASB 68
 - Materially increases amount of on-behalf receipts and disbursements
 - Disclosure of State Liability of \$53,991,490
 - If accrual basis, pension liabilities included on financial statements:
 - \$2.0 million for TRS liability
 - \$918 thousand for IMRF

Motion to approve the FY16 Audit: Dr. Fuerstenau; second, Mr. Graham. Roll call yielded 14 yeas, 0 nays. Motion carried.

Financial and Services Analysis – Both Christian Region and Montgomery/Carlinville County Region approved conducting a financial and services analysis for FY18. After a board discussion the board members agreed that a financial and services analysis was warranted.

UNFINISHED BUSINESS:

None

DIRECTOR’S REPORT:

Fall IAASE Report – Ms. Patrick shared information from the Fall IAASE Meeting.

I-Star – I-Star program is now live with all three regions. Ms. Patrick stressed the importance of communication between the district SIS administrators and the MSSE clerical staff. It is recommended that district administrators frequently upload SIS updates. If SIS information is not uploaded on the student’s start date district funding could be negatively effected.

Medicaid Update – Ms. Patrick reported that MSSE is still waiting for clarification from Medicaid on billing requirements.

Bookkeepers Meeting – MSSE will be holding a Bookkeepers Meeting on November 16, 2016 following the monthly board meeting at approximately 11:00 a.m. Ms. Patrick requested that the superintendents attend along with their district bookkeeper.

Thank you – Ms. Patrick shared a thank you note from the Karen Perry family for supporting the Dr. Karen D. Perry Arts and Entertainment Scholarship Award.

EXECUTIVE SESSION:

Motion to enter Executive Session at 10:25 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Strieker; second, Mr. Olson. Voice vote yielded 14 yeas, 0 nays. Motion carried.

Motion to return to open session at 10:28 a.m.: Mr. Kelly; second, Mr. Well. Voice vote yielded 14 yeas, 0 nays. Motion carried.

ACTION FOLLOWING EXECUTIVE SESSION:

FMLA and Extended Sick Leave – Patricia Hamlin submitted a request for medical leave for the remainder of the 2016-2017 school year. Ms. Hamlin qualifies for the requested leave time and will use FMLA leave concurrently with sick leave time as stipulated in the MSSE policy.

Motion to approve medical leave as requested: Mr. Graham; second, Mr. Lamkey. Voice vote yielded 13 yeas, 0 nays. Motion carried.

Intent To Retire – Patricia Hamlin, Assistant Director effective at the end of the 2016-2017 school year.

Motion to approve intent to retire as presented: Dr. Doerr; second, Dr. Lett. Roll call yielded 13 yeas, 0 nays. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, November 16, 2016 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:30 a.m.: Mr. Strieker; second, Mr. Hopper. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Executive Secretary

Date