

**STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2019

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2019

**TABLE OF CONTENTS**

	<b><u>Schedule</u></b>	<b><u>Page</u></b>
Board Officials		1
Management Assertion Letter		2
Compliance Report		
Summary		4
Independent Accountant’s Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes		6
Schedule of Findings		
Current Findings – State Compliance		9
Supplementary Information for State Compliance Purposes		
Fiscal Schedules and Analysis		
Schedule of Appropriations, Expenditures, and Lapsed Balances:		
Fiscal Year 2019	1	12
Fiscal Year 2018	2	14
Comparative Schedule of Net Appropriations, Expenditures, and Lapsed Balances	3	16
Schedule of Changes in State Property	4	17
Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller	5	18
Analysis of Operations		
Board Functions and Planning Program		19
Analysis of Significant Variations in Expenditures		23
Analysis of Significant Variations in Receipts		24
Analysis of Significant Lapse Period Spending		25
Budget Impasse Disclosures		26
Average Number of Employees		27

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2019

**BOARD OFFICIALS**

Chair (8/1/20 – Present)	Vacant
Chair (7/1/17 – 7/31/20)	Ms. Andrea Waitroob
Executive Director	Mr. Victor Blackwell
General Counsel (9/23/19 – Present)	Ms. Ellen Strizak
General Counsel (9/1/19 – 9/22/19)	Vacant
General Counsel (7/1/17 – 8/31/19)	Ms. Susan Willenborg
Associate General Counsel (11/1/19 – Present)	Ms. Dawn Harden
Associate General Counsel (9/1/19 – 10/31/19)	Vacant
Associate General Counsel (7/1/17 – 8/31/19)	Ms. Ellen Strizak
Chief Fiscal Officer	Ms. Meredith Dean

**BOARD MEMBERS**

Board Member (8/1/20 – Present)	Vacant
Board Member (7/1/17 – 7/31/20)	Ms. Andrea Waitroob
Board Member (8/1/20 – Present)	Vacant
Board Member (7/1/17 – 7/31/20)	Ms. Judy Biggert
Board Member	Mr. Gilbert O’ Brien
Board Member	Ms. Lynne Sered
Board Member	Ms. Laura Shayne

The Board’s administrative offices are located at:

One Natural Resources Way  
Springfield, Illinois 62702

160 North LaSalle Street  
Suite N-400  
Chicago, Illinois 60601



# ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD

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## MANAGEMENT ASSERTION LETTER

December 14, 2020

Honorable Frank J. Mautino  
Auditor General  
State of Illinois  
740 East Ash Street  
Springfield, Illinois 62703-3154

Auditor General Mautino:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Illinois Educational Labor Relations Board (Board). We are responsible for and we have established and maintained an effective system of internal controls over compliance requirements. We have performed an evaluation of the Board's compliance with the following specified requirements during the two-year period ended June 30, 2019. Based on this evaluation, we assert that during the years ended June 30, 2018, and June 30, 2019, the Board has materially complied with the specified requirements listed below.

- A. The Board has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Board has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions, or mandatory directions imposed by law upon such obligation, expenditure, receipt, or use.
- C. The Board has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Board are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate, and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the Board on behalf of the State or held in trust by the Board have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Yours truly,

State of Illinois, Illinois Educational Labor Relations Board

**SIGNED ORIGINAL ON FILE**

\_\_\_\_\_  
Mr. Victor Blackwell, Executive Director

**SIGNED ORIGINAL ON FILE**

\_\_\_\_\_  
Ms. Meredith Dean, Chief Fiscal Officer

**SIGNED ORIGINAL ON FILE**

\_\_\_\_\_  
Ms. Ellen Strizak, General Counsel

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
STATE COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2019

**COMPLIANCE REPORT**

**SUMMARY**

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and the Illinois State Auditing Act.

**ACCOUNTANT'S REPORT**

The Independent Accountant's Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

**SUMMARY OF FINDINGS**

<u>Number of</u>	<u>Current</u>	<u>Prior</u>
Findings	Report	Report
Findings	2	2
Repeated Findings	2	2
Prior Recommendations Implemented or Not Repeated	0	1

**SCHEDULE OF FINDINGS**

<u>Item No.</u>	<u>Page</u>	<u>Last Reported</u>	<u>Description</u>	<u>Finding Type</u>
FINDINGS (STATE COMPLIANCE)				
2019-001	9	2017	Insufficient Controls over Equipment	Significant Deficiency and Noncompliance
2019-002	10	2017	Inadequate Segregation of Duties	Significant Deficiency and Noncompliance

**EXIT CONFERENCE**

The Board's management waived a formal exit conference in correspondence from Meredith Dean, Chief Fiscal Officer, on December 3, 2020.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
STATE COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2019

The responses to the recommendations were provided by Meredith Dean, Chief Fiscal Officer, in correspondence dated December 14, 2020.

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OFFICE OF THE AUDITOR GENERAL  
FRANK J. MAUTINO

**INDEPENDENT ACCOUNTANT'S REPORT  
ON STATE COMPLIANCE, ON INTERNAL CONTROL OVER COMPLIANCE, AND  
ON SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

Honorable Frank J. Mautino  
Auditor General  
State of Illinois

and

Governing Board  
State of Illinois, Illinois Educational Labor Relations Board

**Compliance**

We have examined compliance by the State of Illinois, Illinois Educational Labor Relations Board (Board) with the specified requirements listed below, as more fully described in the *Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide)* as adopted by the Auditor General, during the two years ended June 30, 2019. Management of the Board is responsible for compliance with the specified requirements. Our responsibility is to express an opinion on the Board's compliance with the specified requirements based on our examination.

The specified requirements are:

- A. The Board has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Board has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions, or mandatory directions imposed by law upon such obligation, expenditure, receipt, or use.
- C. The Board has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Board are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate, and in accordance with law.

- E. Money or negotiable securities or similar assets handled by the Board on behalf of the State or held in trust by the Board have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Illinois State Auditing Act (Act), and the *Audit Guide*. Those standards, the Act, and the *Audit Guide* require that we plan and perform the examination to obtain reasonable assurance about whether the Board complied with the specified requirements in all material respects. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance with the specified requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with the specified requirements.

In our opinion, the Board complied with the specified requirements during the two years ended June 30, 2019, in all material respects. However, the results of our procedures disclosed instances of noncompliance with the specified requirements, which are required to be reported in accordance with criteria established by the *Audit Guide* and are described in the accompanying Schedule of Findings as items 2019-001 and 2019-002.

The Board's responses to the compliance findings identified in our examination are described in the accompanying Schedule of Findings. The Board's responses were not subjected to the procedures applied in the examination and, accordingly, we express no opinion on the responses.

The purpose of this report is solely to describe the scope of our testing and the results of that testing in accordance with the requirements of the *Audit Guide*. Accordingly, this report is not suitable for any other purpose.

### **Internal Control Over Compliance**

Management of the Board is responsible for establishing and maintaining effective internal control over compliance with the specified requirements (internal control).

In planning and performing our examination, we considered the Board's internal control to determine the examination procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Board's compliance with the specified requirements and to test and report on the Board's internal control in accordance with the *Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent,

or detect and correct, noncompliance with the specified requirements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that material noncompliance with the specified requirements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our examination, we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings as items 2019-001 and 2019-002 that we consider to be significant deficiencies.

As required by the *Audit Guide*, immaterial findings excluded from this report have been reported in a separate letter.

The Board's responses to the internal control findings identified in our examination are described in the accompanying Schedule of Findings. The Board's responses were not subjected to the procedures applied in the examination and, accordingly, we express no opinion on the responses.

The purpose of this report is solely to describe the scope of our testing of internal control and the results of that testing based on the requirements of the *Audit Guide*. Accordingly, this report is not suitable for any other purpose.

### **Supplementary Information for State Compliance Purposes**

Our examination was conducted for the purpose of forming an opinion on the Board's compliance with the specified requirements. The accompanying supplementary information for the years ended June 30, 2018, and June 30, 2019, in Schedules 1 through 5 and the Analysis of Operations section are presented for purposes of additional analysis. Such information is the responsibility of Board management. We have applied certain limited procedures as prescribed by the *Audit Guide* to the accompanying supplementary information for the years ended June 30, 2018, and June 30, 2019, in Schedules 1 through 5. We have not applied procedures to the accompanying supplementary information for the year ended June 30, 2017, in Schedules 3 through 5 and in the Analysis of Operations Section. We do not express an opinion, a conclusion, nor provide any assurance on the accompanying supplementary information in Schedules 1 through 5 or the Analysis of Operations Section.

**SIGNED ORIGINAL ON FILE**

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JANE CLARK, CPA  
Director of Financial and Compliance Audits

Springfield, Illinois  
December 14, 2020

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS**  
For the Two Years Ended June 30, 2019

2019-001. **FINDING** (Insufficient Controls over Equipment)

The Illinois Educational Labor Relations Board (Board) did not maintain sufficient controls over its equipment.

During testing, we noted 122 items, totaling \$80,965, were obsolete to the needs of the Board.

The Illinois Administrative Code (Code) (44 Ill. Admin. Code 5010.600) defines transferable equipment as State-owned equipment which is no longer needed and/or useful to the Board. Further, the Code (44 Ill. Admin. Code 5010.620) requires the Board to regularly survey its inventory to identify transferable equipment and report it to the Property Control Division of the Department of Central Management Services (CMS).

In addition, the Statewide Accounting Management System (SAMS) (Procedure 03.60.20) states inventory items that are obsolete, damaged, or no longer useable should be identified and, if necessary, removed from the Board's inventory records.

Board officials indicated, as they did in the prior examination, the issue noted was caused by lack of staffing and competing priorities.

Failure to exercise adequate control over property increases the risk of loss, misappropriation, and inaccurate financial information being submitted to the Comptroller and represents noncompliance with State laws and regulations. In addition, not reporting transferable equipment to CMS may lead to unnecessary purchases of similar equipment by agencies who could have used the surplus equipment. (Finding Code No. 2019-001, 2017-001, 2015-003, 2013-003)

**RECOMMENDATION**

We recommend the Board take action to ensure all transferable equipment is reported to CMS.

**BOARD RESPONSE**

The Board agrees with this finding. The Board will work to transfer obsolete and unused items to Central Management Services surplus.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS**  
For the Two Years Ended June 30, 2019

2019-002. **FINDING** (Inadequate Segregation of Duties)

The Illinois Educational Labor Relations Board (Board) did not have adequate segregation of duties over its accounting and recordkeeping functions.

During testing, we noted for payroll expenditures, the Board's Chief Fiscal Officer has the authority to perform all parts of the transaction cycle, including:

- **Authorization** by reviewing and approving transactions, including having signature authority for all transactions and direct access to the Central Payroll System (CPS);
- **Custody** by maintaining electronic and physical records, including receiving and distributing pay stubs, and submitting expenditures for payment to the State Comptroller;
- **Recordkeeping** by preparing the payroll and any adjustments within CPS for submission to the State Comptroller, preparing entries, and maintaining the Board's internal accounting records; and,
- **Reconciliation** by preparing reconciliations to the State Comptroller's records to verify each transaction's validity, proper authorization, and entry into the Board's accounting records.

We did not identify any compensating controls to mitigate this significant control weakness over the Board's payroll expenditures, which totaled \$3,035,724 during the examination period.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires the Board to establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation and funds applicable to operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the State's resources.

Board officials indicated, as they did in the prior examination, the Board lacks authorization and funding to hire an assistant fiscal officer and/or accountant.

Failure to limit the ability of one person to have the authority to perform all functions of a transaction increases the likelihood a loss from errors or irregularities could occur and would not be found in the normal course of employees carrying out their assigned duties. (Finding Code No. 2019-002, 2017-002, 2015-002, 2013-002, 11-2, 09-3, 07-2)

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS**  
For the Two Years Ended June 30, 2019

2019-002. **FINDING** (Inadequate Segregation of Duties) – Continued

**RECOMMENDATION**

We recommend the Board implement procedures to limit one person from having the authority to perform all of the functions associated with a payroll transaction.

**BOARD RESPONSE**

The Board agrees with this finding. The Board will work to hire an assistant fiscal officer or accountant to resolve the issue.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES**  
Appropriations for Fiscal Year 2019

For the Sixteen Months Ended October 31, 2019

	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period		Total Expenditures 16 Months Ended October 31	Balances Lapsed
			Expenditures July 1 to October 31	Expenditures October 31		
Public Act 100-0586						
FISCAL YEAR 2019						
<u>APPROPRIATED FUNDS</u>						
<u>PERSONAL PROPERTY TAX REPLACEMENT FUND - 802</u>						
Personal Services	\$ 882,800	\$ 785,329	\$ 35,116	\$ 820,445	\$ 62,355	
Retirement Contributions	455,700	406,201	18,162	424,363	31,337	
State Contributions to Social Security	67,600	57,134	2,529	59,663	7,937	
Group Insurance	264,000	218,906	9,268	228,174	35,826	
Contractual Services	128,600	95,907	21,525	117,432	11,168	
Travel	10,400	6,220	346	6,566	3,834	
Commodities	3,000	1,515	1,393	2,908	92	
Printing	2,000	554	374	928	1,072	
Equipment	2,100	972	1,041	2,013	87	
Electronic Data Processing	19,400	272	9,698	9,970	9,430	
Telecommunications	15,900	9,900	866	10,766	5,134	
Operation of Automotive Equipment	1,000	235	38	273	727	
Total Personal Property Tax Replacement Fund	\$ 1,852,500	\$ 1,583,145	\$ 100,356	\$ 1,683,501	\$ 168,999	

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES**  
Appropriations for Fiscal Year 2019

For the Sixteen Months Ended October 31, 2019

	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period		Total Expenditures 16 Months Ended October 31	Balances Lapsed
			Expenditures July 1 to October 31	Expenditures October 31		
Public Act 100-0586						
<b>FISCAL YEAR 2019</b>						
<b><u>NON-APPROPRIATED FUNDS</u></b>						
<b><u>EDUCATIONAL LABOR RELATIONS BOARD</u></b>						
<b><u>FAIR SHARE TRUST FUND - 996</u></b>						
Refunds		\$ 13,924	\$ -	\$ -	\$ 13,924	
Total Educational Labor Relations Board Fair Share Trust Fund		\$ 13,924	\$ -	\$ -	\$ 13,924	
<b>GRAND TOTAL - ALL FUNDS</b>		\$ 1,597,069	\$ 100,356	\$ -	\$ 1,697,425	

Note 1: Appropriations, expenditures, and lapsed balances were obtained from Board records as of October 31, 2019, and have been reconciled to the State Comptroller's records.  
Note 2: Expenditure amounts are vouchers approved for payment by the Board and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES**  
Appropriations for Fiscal Year 2018

For the Sixteen Months Ended October 31, 2018

	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period		Total Expenditures 16 Months Ended October 31	Balances Lapsed
			Expenditures July 1 to October 31	Expenditures October 31		
Public Act 100-0021						
FISCAL YEAR 2018						
<u>APPROPRIATED FUNDS</u>						
<u>PERSONAL PROPERTY TAX REPLACEMENT FUND - 802</u>						
Personal Services	\$ 825,600	\$ 787,470	\$ 36,106	\$ 823,576	\$ 2,024	
Retirement Contributions	445,000	390,668	-	390,668	54,332	
State Contributions to Social Security	61,000	56,688	2,603	59,291	1,709	
Group Insurance	264,000	219,770	9,774	229,544	34,456	
Contractual Services	133,600	118,707	10,143	128,850	4,730	
Travel	10,400	8,428	1,387	9,815	585	
Commodities	3,000	999	1,100	2,099	901	
Printing	2,000	496	427	923	1,077	
Equipment	1,500	597	696	1,293	207	
Electronic Data Processing	1,800	1,259	483	1,742	58	
Telecommunications	12,000	9,706	1,778	11,484	516	
Operation of Automotive Equipment	500	96	105	201	299	
Total Personal Property Tax Replacement Fund	\$ 1,760,400	\$ 1,594,884	\$ 64,602	\$ 1,659,486	\$ 100,914	

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES**  
Appropriations for Fiscal Year 2018

For the Sixteen Months Ended October 31, 2018

	Appropriations (Net of Transfers)	Lapse Period		Total Expenditures 16 Months Ended October 31	Balances Lapsed
		Expenditures Through June 30	Expenditures July 1 to October 31		
Public Act 100-0021					
FISCAL YEAR 2018					
<b>NON-APPROPRIATED FUNDS</b>					
<u>EDUCATIONAL LABOR RELATIONS BOARD</u>					
<u>FAIR SHARE TRUST FUND - 996</u>					
Refunds		\$ 15,028	\$ -	\$ 15,028	
Total Educational Labor Relations Board Fair Share Trust Fund		\$ 15,028	\$ -	\$ 15,028	
<b>GRAND TOTAL - ALL FUNDS</b>		\$ 1,609,912	\$ 64,602	\$ 1,674,514	

Note 1: Appropriations, expenditures, and lapsed balances were obtained from Board records as of October 31, 2018, and have been reconciled to the State Comptroller's records.

Note 2: Expenditure amounts are vouchers approved for payment by the Board and submitted to the State Comptroller for payment to the vendor.

Note 3: Notwithstanding anything in Public Act 100-0021 to the contrary, Public Act 100-0021 authorized the Board to pay for all costs incurred prior to July 1, 2018, using either its Fiscal Year 2017 or Fiscal Year 2018 appropriations for non-payroll expenditures. The Analysis of Operations section of this report includes information from Board management about the number of invoices and the total dollar amount of invoices from Fiscal Year 2016 and Fiscal Year 2017 held by the Board which were submitted against its Fiscal Year 2018 appropriations.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,  
EXPENDITURES, AND LAPSED BALANCES**

For the Fiscal Year Ended June 30,

	FISCAL YEAR		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021	P.A. 99-0524
<b><u>APPROPRIATED FUNDS</u></b>			
<b>Personal Property Tax Replacement Fund - 802</b>			
Appropriations (Net of Transfers)	\$ 1,852,500	\$ 1,760,400	\$ 1,571,200
Expenditures			
Personal Services	\$ 820,445	\$ 823,576	\$ 727,725
Retirement Contributions	424,363	390,668	318,412
State Contributions to Social Security	59,663	59,291	52,310
Group Insurance	228,174	229,544	212,706
Contractual Services	117,432	128,850	146,811
Travel	6,566	9,815	8,343
Commodities	2,908	2,099	2,208
Printing	928	923	1,579
Equipment	2,013	1,293	344
Electronic Data Processing	9,970	1,742	595
Telecommunications	10,766	11,484	9,723
Operation of Automotive Equipment	273	201	358
Total Expenditures	\$ 1,683,501	\$ 1,659,486	\$ 1,481,114
Lapsed Balances	\$ 168,999	\$ 100,914	\$ 90,086
<b><u>NON-APPROPRIATED FUNDS</u></b>			
<b>Educational Labor Relations Board Fair Share Trust Fund - 996</b>			
Expenditures			
Refunds	\$ 13,924	\$ 15,028	\$ -
Total Expenditures	\$ 13,924	\$ 15,028	\$ -
<b>GRAND TOTAL EXPENDITURES - ALL FUNDS</b>	<b>\$ 1,697,425</b>	<b>\$ 1,674,514</b>	<b>\$ 1,481,114</b>
Salaries paid from the Comptroller's Executive Salary Appropriation:			
Board Chairman	\$ 104,358	\$ 104,358	\$ 104,358
Four Board Members	375,704	375,704	363,030
Total Expenditures from the Comptroller's Executive Salaries Appropriation	\$ 480,062	\$ 480,062	\$ 467,388

Note 1: Appropriations, expenditures, and lapsed balances were obtained from Board records as of October 31, 2019, and October 31, 2018, and have been reconciled to the State Comptroller's records.

Note 2: Expenditure amounts are vouchers approved for payment by the Board and submitted to the State Comptroller for payment to the vendor.

Note 3: Notwithstanding anything in Public Act 100-0021 to the contrary, Public Act 100-0021 authorized the Board to pay for all costs incurred prior to July 1, 2018, using either its Fiscal Year 2017 or Fiscal Year 2018 appropriations for non-payroll expenditures. The Analysis of Operations section of this report includes information from Board management about the number of invoices and the total dollar amount of invoices from Fiscal Year 2016 and Fiscal Year 2017 held by the Board which were submitted against its Fiscal Year 2018 appropriations.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**SCHEDULE OF CHANGES IN STATE PROPERTY**  
For the Two Years Ended June 30, 2019

	<u>Equipment</u>
Balance at July 1, 2017	\$ 247,784
Additions	2,641
Deletions	(89,994)
Net Transfers	<u>-</u>
Balance at June 30, 2018	<u>\$ 160,431</u>
Balance at July 1, 2018	\$ 160,431
Additions	396
Deletions	(17,387)
Net Transfers	<u>-</u>
Balance at June 30, 2019	<u>\$ 143,440</u>

Note: Amounts in this schedule were prepared by the Board and have been reconciled to property reports submitted to the Office of the State Comptroller.

STATE OF ILLINOIS  
 ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND RECONCILIATION  
 OF CASH RECEIPTS TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**  
 For the Fiscal Year Ended June 30,

	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b><u>Personal Property Tax Replacement Fund - 802</u></b>			
Prior Year Refunds	\$ 85	\$ -	\$ -
Total Cash Receipts per Board	85	-	-
Less - In transit at End of Year	-	-	-
Plus - In transit at Beginning of Year	-	-	-
Total Cash Receipts per Comptroller	<u>\$ 85</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>Educational Labor Relations Board</u></b>			
<b><u>Fair Share Trust Fund - 996</u></b>			
Fair Share Fees	\$ -	\$ 333	\$ -
Total Cash Receipts per Board	-	333	-
Less - In transit at End of Year	-	-	-
Plus - In transit at Beginning of Year	-	-	-
Total Cash Receipts per Comptroller	<u>\$ -</u>	<u>\$ 333</u>	<u>\$ -</u>
<b>TOTAL RECEIPTS - ALL FUNDS PER BOARD</b>	\$ 85	\$ 333	\$ -
Less - In transit at End of Year	-	-	-
Plus - In transit at Beginning of Year	-	-	-
<b>TOTAL CASH RECEIPTS PER COMPTROLLER</b>	<u>\$ 85</u>	<u>\$ 333</u>	<u>\$ -</u>

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**BOARD FUNCTIONS AND PLANNING PROGRAM**  
For the Two Years Ended June 30, 2019

(NOT EXAMINED)

Board Functions

The Illinois Educational Labor Relations Board (Board) was created on January 1, 1984, to administer the Illinois Educational Labor Relations Act (Act) (115 ILCS 5/1 et seq.). The Act sets forth the rules, regulations, and procedures for labor relations and collective bargaining between public educational employers and educational employees in the State. The Act affords public educational employees the right to organize, to select a labor organization to represent them, and to bargain with their educational employer through their chosen labor representative.

The Board's primary statutory duties include the following:

1. Investigating representation petitions seeking the certification or decertification of collective bargaining representatives of public school employees, and conducting hearings and elections upon such petitions;
2. Processing majority interest petitions which seek certification with a showing of majority support;
3. Investigating and processing petitions to modify or clarify bargaining units and the certification of bargaining units, including conducting hearings and issuing decisions on such petitions;
4. Investigating all charges alleging unfair labor practices filed by either a representative union, an individual, or by a school district;
5. Rendering determinations on all charges of unfair labor practices after investigation and hearing, and investigating and adjudicating disputes concerning compliance with Board decisions and orders;
6. Acting as neutral mediators and conducting mediation sessions to assist parties in resolving disputes before the Board;
7. Providing panels of private mediators and arbitrators to all parties covered by the Act to assist in resolving collective bargaining impasses and grievance disputes; and,
8. Investigating and adjudicating disputes concerning fair share fees assessed to educational employees by employee representatives, including initiating, maintaining, and disbursing escrow accounts for employees filing fair share fee charges held by the Board.

Planning Program

The Board meets monthly to cover agendas which are prepared by the Chair, General Counsel, and Executive Director. The meeting agenda identifies all cases for the Board's consideration. After the Board reviews the cases, Final Orders are issued. Afterwards, the Board discusses budget and fiscal matters, case status reports, strike report updates, legislative updates, and litigation updates. Closed sessions are held then which mainly focus on personnel issues. The Board sets an annual schedule at the close of the calendar year.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**BOARD FUNCTIONS AND PLANNING PROGRAM**  
For the Two Years Ended June 30, 2019

(NOT EXAMINED)

The types of cases processed by the Board fall essentially into three categories:

- 1) Representation Cases
- 2) Mediation Cases
- 3) Unfair Labor Practice Cases

**Representation Cases**

Representation cases involve processing and issuing opinions regarding questions of representation including the conducting of orderly elections.

<b><u>Cases Filed</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>	<b><u>2017</u></b>
Petition to Determine Representative	8	21	14
Petition to Decertify Representative	2	4	7
Petition to Determine Unit	33	19	23
Petition to Determine Unit/Employer Filed	0	1	0
Voluntary Recognition Petition	1	0	1
Unit Clarification Petition	27	28	23
Amended Certification Petition	3	1	7
<b>Total Cases Filed</b>	<b><u>74</u></b>	<b><u>74</u></b>	<b><u>75</u></b>

**Disposition of Cases Filed**

Certification of Representative	4	2	1
Certification of Results	1	1	3
Elections Conducted	5	6	8
Withdrawn	3	10	11
Majority Interest Petition Order of Certification	36	30	40
Executive Director Recommended Decision and Order	35	19	22
Admin. Law Judge Recommended Decision & Order	4	2	2
Mediations	0	1	5
Certification of Voluntary Representation	1	0	0
Pending Investigations	19	26	28
<b>Total Cases</b>	<b><u>108</u></b>	<b><u>97</u></b>	<b><u>120</u></b>

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**BOARD FUNCTIONS AND PLANNING PROGRAM**  
For the Two Years Ended June 30, 2019

(NOT EXAMINED)

**Mediation Cases**

Mediation cases involve situations in which the parties engaged in collective bargaining have reached an impasse and may petition the Board to initiate mediation. The Board may also, on its own motion, initiate mediation during this period.

**Strikes**

The Act (115 ILCS 5/13) affords educational employees the right to strike under certain limited circumstances. The Board attempts to resolve potential strike issues through mediation and its adjudicatory processes. There were 12 strikes during Fiscal Year 2018 and 14 strikes during Fiscal Year 2019.

**Unfair Labor Practice Cases**

Unfair labor practice cases involve charges alleging that the conduct of an employer and/or a union constitute conduct proscribed by the Illinois Educational Labor Relations Act. Charges may be filed by an employer, an individual, or a labor organization. Once a charge has been filed, it is assigned to an investigator. Upon conclusion of the investigation, the Executive Director can either dismiss the charge or issue a complaint and set the matter for hearing if a voluntary settlement has not been reached by the parties.

<b><u>Cases Filed</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>	<b><u>2017</u></b>
Unfair Labor Practice Charge Against Employer	84	78	94
Unfair Labor Practice Charge Against Union	20	20	34
Unfair Labor Practice Charge Contesting Fair Share Fee	1	47	64
<b>Total Cases Filed</b>	<b>105</b>	<b>145</b>	<b>192</b>

<b><u>Disposition of Cases</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>	<b><u>2017</u></b>
Withdrawn Pursuant to Settlement Agreement	4	52	41
Complaints Issued	36	92	35
Withdrawn	69	52	62
Executive Director Recommended Decision and Order	43	64	57
Administrative Law Judge Recommended Decision and Order	10	36	13
Cases Mediated	4	1	5
Investigations Pending	86	73	75
<b>Total Cases</b>	<b>252</b>	<b>370</b>	<b>288</b>

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**BOARD FUNCTIONS AND PLANNING PROGRAM**  
For the Two Years Ended June 30, 2019

(NOT EXAMINED)

**Unfair Labor Practice Cases (continued)**

<b><u>Board Activity</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>	<b><u>2017</u></b>
Board Opinions and Orders Issued	19	33	21
Board Final Orders Issued	90	111	47
<b>Total Cases Processed</b>	<b><u>109</u></b>	<b><u>144</u></b>	<b><u>68</u></b>
<b><u>Average Cost Per Case Filed</u></b>			
Representation Cases	74	74	75
Unfair Labor Practice Cases	105	145	192
<b>Total Representation and Unfair Labor Practice Cases</b>	<b><u>179</u></b>	<b><u>219</u></b>	<b><u>267</u></b>
<b>Total Expenditures</b>	<b><u>\$2,177,487</u></b>	<b><u>\$2,154,576</u></b>	<b><u>\$1,948,503</u></b>
<b>Average Expenditure per Case</b>	<b><u>\$12,165</u></b>	<b><u>\$9,838</u></b>	<b><u>\$7,298</u></b>

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES**  
For the Two Years Ended June 30, 2019

(NOT EXAMINED)

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2019 AND 2018**

No significant variations in expenditures between Fiscal Year 2019 and Fiscal Year 2018 were noted.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2018 AND 2017**

**Personal Property Tax Replacement Fund – 802**

Retirement Contributions

The increase in retirement contributions was due to an increase in the retirement contribution rate from 44% in Fiscal Year 2017 to 52% in Fiscal Year 2018.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**ANALYSIS OF SIGNIFICANT VARIANCES IN RECEIPTS**  
For the Two Years Ended June 30, 2019

(NOT EXAMINED)

The Board receives minimal receipts. During Fiscal Year 2019, the Board received \$85 due to a prior year overpayment of postage. During Fiscal Year 2018, the Board received \$333 in Fair Share Fees to hold in escrow for a union that did not have their own escrow system in place. Receipts are expected to fluctuate between fiscal years due to the nature of receipts processed.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING**  
For the Two Years Ended June 30, 2019

(NOT EXAMINED)

**FISCAL YEAR 2019**

There was no significant Lapse Period spending during Fiscal Year 2019.

**FISCAL YEAR 2018**

There was no significant Lapse Period spending during Fiscal Year 2018.

STATE OF ILLINOIS  
ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**BUDGET IMPASSE DISCLOSURES**  
For the Two Years Ended June 30, 2019

(NOT EXAMINED)

Payment of Prior Year Costs in Future Fiscal Years

Article 998 of Public Act 100-0021 authorized the Board to pay its unpaid Fiscal Year 2016 and Fiscal Year 2017 costs using either the Board's Fiscal Year 2017 or Fiscal Year 2018 appropriations for non-payroll expenditures. The Board did not have any outstanding invoices from either Fiscal Year 2016 or Fiscal Year 2017 unpaid after the closure of the Fiscal Year 2017 Lapse Period on September 30, 2017. Therefore, the Board did not use its Fiscal Year 2017 appropriations to pay its Fiscal Year 2016 costs and did not use its Fiscal Year 2018 appropriations to pay its Fiscal Year 2016 or Fiscal Year 2017 costs.

STATE OF ILLINOIS  
 ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD  
**AVERAGE NUMBER OF EMPLOYEES**  
 For the Two Years Ended June 30, 2019

(NOT EXAMINED)

The following table, prepared from Board records, presents the average number of employees, by function, for the Fiscal Year Ended June 30,

	2019	2018	2017
Paid from Illinois Educational Labor Relations Board Appropriation:			
Executive Director	1	1	1
Investigators & Supervisors	7	8	7
Administrative & Clerical	1	1	1
Total Average Full-Time Employees	9	10	9
Paid from Comptroller's Executive Salaries Appropriation:			
Board Chair	1	1	1
Board Members	4	4	4
Total Average Board Members	5	5	5