

Organization

Administrative Procedure - Checklist for Handling Intergovernmental Agreement Requests

The Executive Director completes this checklist whenever the Cooperative receives a request to enter into a new* intergovernmental agreement.

- ☐ Acknowledge the receipt of the request to the sender.
- ☐ Confer with the Operational Board Chair as to when to put the request on an open meeting agenda as a discussion and/or action item.
- ☐ Inform the request's sender approximately when the request will be presented to the Board.
- ☐ Investigate the factual context and the impact of granting or not granting the request.
- ☐ Determine if the request is for procurement purposes and evaluate whether an intergovernmental agreement would be exempt under 105 ILCS 5/10-20.21.
- ☐ Prepare an evaluation of the request and a recommendation that takes into account the Board's priority in the allocating resources, including funds, time, personnel, and facilities, is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work.
- ☐ Consult the Cooperative attorney for a legal review of the proposed intergovernmental agreement.
- ☐ Include the evaluation and recommendation in the appropriate Board meeting packet.

*Existing or rolling renewals will go through as done previously with initial/new intergovernmental agreements.

Implemented: 10/2013

Revised: 10/2021