Regular Meeting of the Board of Control  
Date: Tuesday, October 17th, 2017  
Location: CESA 2 Conference Room 111 at 7 pm  
Minutes

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
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<tbody>
<tr>
<td>Audit</td>
<td>Tom Bush, Barb Fischer, Wayne Trongeau, and Jim Wahl</td>
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<tr>
<td>Personnel</td>
<td>Kathy Klein, Nancy Thompson, and Marian Viney</td>
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<tr>
<td>Policy</td>
<td>Cindy Beuthin, Jim Bousman, and Evelyn Propp</td>
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<tr>
<td>AESA Annual Conference Attendees</td>
<td>Cindy Beuthin, Tom Bush and Nancy Thompson</td>
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<td>WASB Delegate and Alternate</td>
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<td>WASB CESA Board Members Breakfast</td>
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<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Briefs</th>
<th>Action</th>
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<td>1.</td>
<td>Call to Order/Announcement of Compliance with Open Meeting Law</td>
<td>Ms. Thompson called the meeting to order at 7:06 pm. Mr. Hanrahan confirmed that the meeting is in compliance with the Open Meeting Law.</td>
<td>Time: 7:06 pm</td>
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<td>2.</td>
<td>Roll Call</td>
<td>Ms. Barlass called the roll.</td>
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<td>Present:</td>
<td>Cindy Beuthin, Jim Bousman, Tom Bush, Barb Fischer, Nancy Thompson, Wayne Trongeau, Marian Viney, Jim Wahl</td>
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<td></td>
<td>Absent:</td>
<td>Kathy Klein, Evelyn Propp</td>
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<td>Also present:</td>
<td>Nicole Barlass, Tracy Elger</td>
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|3. | **Pledge of Allegiance** | Dan Hanrahan  
Don Vogel |
|4. | **Review and Approve Agenda** | Ms. Thompson noted that the employment of Alejandra Rodriguez should be listed as part-time in item 10. Ms. Viney made a motion to approve the agenda as presented with the correction to Ms. Rodriguez employment type. Mr. Wahl seconded the motion. The motion carried 8:0. | **Motion:** Viney  
**Second:** Wahl |
|   |   | Motion carried 8:0 |
|5. | **Approval of** [Minutes from the September 19, 2017 Regular Board of Control meeting](#) | Ms. Thompson asked if there were any changes or corrections needed to the minutes. Ms. Viney noted a misspelling in item 14. Ms. Viney made a motion to approve the minutes with the correction to item 14. Ms. Fischer seconded the motion. The motion carried 7:0:1, with Mr. Wahl abstaining. | **Motion:** Viney  
**Second:** Fischer |
|   |   | Motion carried 7:0:1 |
|6. | **Audit Committee Report and Payment of bills** | Mr. Bush read the audit committee report, noting that there was a balance of $1,636,002.16 as of August 31, 2017. There were cash receipts of $835,372.59 and cash disbursements of $1,237,394.29, leaving a reconciled balance of $1,233,980.46 as of September 30, 2017. Mr. Bush made a motion to approve the audit report and authorize payment of the bills. Ms. Fischer seconded the motion. The motion carried 8:0. | **Motion:** Bush  
**Second:** Fischer |
|   |   | Motion carried 8:0 |
|7. | **Citizen Input** | There was no citizen input. |
|8. | **Reports**  
[Agency Administrator](#)  
Executive Director of Financial Services  
Executive Director of Programs & Communications | Please see the embedded links for the reports from the Agency Administrator, Executive Director of Communications and Jefferson |
Executive Director of Operations  
Jefferson County Head Start

Financial Services: Mr. Vogel noted the work the new hires are doing and that the auditors have been in the office completing field work. He attended the CESA Business Managers meeting and found it to be helpful. He has provided assistance to Head Start and completed the categorical aid report.

Programs & Services: Ms. Elger noted the work done at the recent Collaboration Day on procedures for consultants around workshops and district contracts. She noted that keep a Google calendar will now be mandatory for consulting staff. She shared the spreadsheets she created around the tracking of contracts with the consultants and will continue to refine that process.

Operations: Ms. Barlass noted the hiring of the new staff members and the WISEstaff training she held for districts last week.

9. Action items (consent agenda):  
Mr. Bousman made a motion to approve the items in the consent agenda. Ms. Viney seconded the motion. The motion carried 8:0.

Motion: Bousman  
Second: Viney  
Motion carried 8:0

New Hires  
Alyana Ahtonen, Early Childhood Para-educator, Westosha Special Education Alliance  
Cindy Timm, Administrative Assistant, JEDI Online Network

10. Jefferson County Head Start - New Hires  
Mr. Wahl made a motion to approve the hiring of the following staff for Jefferson County Head Start:  
Sherry Filenius, part-time, Bus  

Motion: Wahl  
Second: Fischer  
Motion carried 8:0
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| 11. | **Jefferson County Head Start - Resignation** | Ms. Viney made a motion to accept the resignation of Alicia Aguilera, Bilingual Family Advocate, effective September 28, 2017. Ms. Beuthin seconded the motion. The motion carried 8:0.  
**Motion:** Viney  
**Second:** Beuthin  
**Motion carried 8:0** |
| 12. | **Jefferson County Head Start - State Supplemental Grant** | Mr. Bousman made a motion to accept the Wisconsin Head Start Program State Supplemental funding in the amount of $68,328.00. Ms. Viney seconded the motion. The motion carried 8:0.  
**Motion:** Bousman  
**Second:** Viney  
**Motion carried 8:0** |
| 13. | **First Reading - Policy 816 Board Vacancy** | The Board discussed policy 816 - Board Vacancy and suggested edits. The revised policy will be placed on the November 2017 agenda for a second reading. |
| 14. | **Revision - Policy 3502 - Leased Vehicles** | The Board discussed policy 3502 - Leased Vehicles and suggested edits. The revised policy will be placed on the November 2017 agenda. |
| 15. | **Revision - Policy 3210 - Staff Ethical Standards** | The Board discussed policy 3210 - Staff Ethical Standards and noted a few minor corrections. Mr. Bush made a motion to approve the revision to the policy along with the corrections noted. Mr. Bousman seconded the motion. The motion carried 8:0.  
**Motion:** Bush  
**Second:** Bousman  
**Motion carried 8:0** |
| 16. | **Remove - Policy 805 - Staff Conflict of** | Ms. Viney made a motion to remove  
**Motion:** Viney |
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| **Interest, Contracts, Gifts and Solicitations** | policy 805 - Staff Conflict of Interest, Contracts, Gifts and Solicitations. Ms. Beuthin seconded the motion. The motion carried 8:0. | **Second:** Beuthin  
Motion carried 8:0 |
| 17. | **Resolution - Enterprise Fleet Management** | Ms. Beuthin made a motion to designate Dan Hanrahan, Don Vogel and Nicole Barlass as authorized users for Enterprise Fleet Management. Ms. Viney seconded the motion. The motion carried 7:1. | **Motion:** Beuthin  
Second: Viney  
Motion carried 7:1 |
| 18. | **Resolution - WASBO P-Card** | Resolution to designate Dan Hanrahan, Don Vogel and Nicole Barlass as authorized users and enter an agreement with the Bank of Montreal purchasing cards. Ms. Beuthin made a motion to designate Dan Hanrahan, Don Vogel and Nicole Barlass as authorized users and enter an agreement with the Bank of Montreal purchasing cards. Ms. Viney seconded the motion. The motion carried 8:0. | **Motion:** Beuthin  
Second: Viney  
Motion carried 8:0 |
| 19. | **New Hire** | Ms. Fischer made a motion to approve the hiring of Donna Hutson, Professional Resource Center Consultant/Accounts Payable, Whitewater Office. Mr. Wahl seconded the motion. The motion carried 8:0. | **Motion:** Fischer  
Second: Wahl  
Motion carried 8:0 |
| 20. | **New Hire** | Ms. Viney made a motion to approve the hiring of Erica Holden, Accounts Receivable/Accounting Associate, Whitewater Office. Mr. Bush seconded the motion. The motion carried 8:0. | **Motion:** Viney  
Second: Bush  
Motion carried 8:0 |
| 21. | **Salary Adjustment** | Mr. Bousman made a motion to increase the hourly rate for Marlene Gerstner effective on the next payroll date October 27, 2017 - related memo. Ms. Beuthin seconded the motion. The motion carried 8:0. | **Motion:** Bousman  
Second: Beuthin  
Motion carried 8:0 |
|   |   | Mr. Bousman made a motion to increase the hourly rate for Sharon Nelson effective on the next payroll date October 27, 2017 - related [memo](#). Mr. Bush seconded the motion. The motion carried 8:0. | **Motion:**
Bousman  
**Second:** Bush  
Motion carried 8:0 |
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| 22. | Adjourn | Mr. Wahl made a motion to adjourn the meeting. Ms. Viney seconded the motion. The meeting adjourned at 8:56 pm. | **Motion:** Wahl  
**Second:** Viney  
**Time:** 8:56 pm  
Motion carried 8:0 |