



Regular Meeting of the Board of Control

Date: Tuesday, January 15, 2019

Location: CESA 2, 1221 Innovation Drive, Room 111, Whitewater, WI 53190

6:30 pm - Dinner and Check-in

7:00 pm - Call to Order

Minutes

Committee	Members
Audit	Tom Bush, Barbara Fischer, Jim Wahl and Taylor Wishau
Personnel	Kathy Klein, Rick Mason, Nancy Thompson and Marian Viney
Policy	Cindy Beuthin, Karl Dommershausen, and Wayne Trongeau

**AGENDA**

- I. Call to Order/Announcement of Compliance with Open Meeting Law  
Ms Thompson called the meeting to order at 7:00 pm. Mr Hanrahan confirmed the meeting is in compliance with the Open Meeting Law.
- II. Roll Call  
Ms Fischer called the roll. A quorum of the Board was present.  
Present: Barb Fischer, Kathy Klein, Rick Mason, Nancy Thompson, Wayne Trongeau and Marian Viney  
Absent: Cindy Beuthin, Tom Bush, Karl Dommershausen, Jim Wahl and Taylor Wishau  
Tracy Elger, Dan Hanrahan, Sarah Heck and Don Vogel were also present.
- III. Pledge of Allegiance
- IV. Review and Approve Agenda  
Ms Thompson stated that an addendum was added and asked if there were any additional corrections or addendum items. Hearing none, Ms Thompson asked if there were any items in the consent agenda anyone wanted moved to the regular agenda. No requests were made. Mr Mason made a motion to approve the agenda, with the addendum, as presented. Ms Viney seconded the motion. Motion carried 6/0.
- V. Presentation - Audit Report, Baker Tilly  
Wendy Unger of Baker Tilly, presented on the 2017-2018 Audit of CESA 2 including the Financial Statements, Report to Management and Federal and State Awards. Ms Unger presented information on GASB requirements, new and old, and how they affect the audit and reporting; weaknesses and changes since last year to correct those weaknesses as well as

can be done in an organization the size of CESA 2; and audit requirements for federal and state awards looking specifically at Head Start and Special Education programs. No non-compliance findings were noted.

- VI. Approval of the minutes from the Regular Meeting on December 19, 2018  
Ms Thompson asked if there were any changes needed to be made in the draft minutes; no changes were noted. Ms Klein made a motion to approve the minutes as presented. Ms Viney seconded the motion. Motion carried 5/0 with one (1) abstention (Mr Trongeau).
- VII. Audit Committee Report and Approval of the Financial Reports  
Discussion: There has been no need for short-term borrowing.  
Mr Mason made a motion to approve the Financial Reports as presented. Ms Klein made the second. Motion carried 6/0.
- VIII. Citizen Input  
There was no citizen input.
- IX. Reports:
- Agency Administrator and Board Notes - Mr Hanrahan discussed the storybrand framework they hope to have completed soon for universal branding.
  - Executive Director of Financial Services - Mr Vogel stated they have been busy on the year-end and DPI reporting processes.
  - Executive Director of Integrated Programs & Services - Ms Elger has been working with the consultants for next year's workshops with a goal of completion in March to be able to maximum CESA's opportunities for marketing of their services and programs.
  - Executive Director of Operations - Ms Barlass was at a conference, but it was reported that CESA 2 has a new hire for language and culture that they are very excited about.
  - Executive Director of Communications
  - Jefferson County & Western Kenosha Head Start - Ms Thompson stated that she has met with the director of Head Start regarding a personnel issue that may be coming to the Board. She reviewed the recent report.
- X. Action Items (consent agenda):  
Mr Mason made a motion to approve the items in the consent agenda. Mr Trongeau seconded the motion. Motion carried 6/0.
- A. New hires: Kelly Brazer, Speech/Language Pathologist; Mike Meyers, Instructor, Drivers Education; Lance Schmitz, Instructor, Drivers Education
  - B. Resignation: Gail Anderson, Senior Director, Continuous Improvement and Implementation Center of Excellence
- XI. First Reading - Policy 813 - Adoption of Policies  
Discussion. As this was first reading, no action will be taken.
- XII. Second Reading - Policy 3242 - Additional Compensation  
Discussion. Mr Trongeau made a motion to approve Policy 3242 - Additional Compensation as presented. Ms Viney seconded the motion. Motion carried 6/0.
- XIII. Second Reading - Policy 3420 - Benefits  
Discussion. Ms Viney made a motion to approve Policy 3420 - Benefits as presented. Ms Klein seconded the motion. Motion carried 6/0.
- XIV. Second Reading - Policy 3430 - Vacation and Paid Leave Benefits  
Discussion. Mr Trongeau made a motion to approve Policy 3430 - Vacation and Paid Leave Benefits as presented. Ms Klein seconded the motion. Motion carried 4/2.

- XV. Second Reading - Policy 3439 - Holidays  
Discussion - After discussion, this item was tabled to the next regular Board meeting to get clarification of the New Year's Eve Day as a paid holiday for both full-time and school-year employees.
- XVI. Jefferson and Western Kenosha Head Start - New Hire: JaNean Blackwell, Substitute Teacher  
Discussion. Ms Viney made a motion to approve the new hire of JaNean Blackwell, substitute teacher for Jefferson and Western Kenosha Head Start as presented. Mr Trongeau seconded the motion. Motion carried 9/0.
- XVII. Jefferson and Western Kenosha Head Start - Accept the Notice of Award for CESA 2/Jefferson County Head Start Program Year 2019 in the amount of \$2,467,479.00.  
Discussion. Ms Viney made a motion to accept the non-competing continuation award for CESA 2/Jefferson County Head Start Program Year 2019 in the amount of \$2,467,479.00 as presented. Ms Klein seconded the motion. Motion carried 6/0.
- XVIII. Jefferson and Western Kenosha Head Start - Federal Grant Application to increase Program Hours. Discussion for the reason to apply for the federal grant to increase the program hours. Mr Mason made a motion to approve the submission of the federal grant application to increase the hours as presented: supplemental funds include start-up budget in the amount of \$49,746.00 and the program operations pro-rated budget of \$130,268.00. Ms Viney seconded the motion. Motion carried 6/0.
- XIX. Adjourn. Mr Mason made a motion to adjourn. Mr Trongeau seconded the motion. Motion carried 6/0 at 8:16 pm.