Minutes

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.