



## Regular Meeting of the Board of Control

Tuesday, February 21, 2023

Room 111

1221 Innovation Dr

Ste 205

Whitewater, WI 53190

### Minutes

Committee	Members
Audit	Dennis Purtell, Chairperson Karl Dommershausen
Personnel	Marian Viney, Chairperson Kathy Klein
Policy	Steve Brown, Chairperson Eric Armstrong John Porco

Attendance Taken at 7:01 PM. Eric Armstrong: Present, Steve Brown: Present, Karl Dommershausen: Present, Melissa Frame: Absent, Kathy Klein: Present, John Porco: Present, Dennis Purtell: Present, David Schroeder: Absent, Marian Viney: Present. Present: 7, Absent: 2. A quorum of the Board was present.

#### I. Call to Order/Announcement of Compliance with the Open Meeting Law

#### II. Roll Call

#### III. Review and Approve Agenda

Steve Brown made a motion to approve the agenda as presented. Kathy Klein seconded the motion. The motion carried.

Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Melissa Frame: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, David Schroeder: Yea, Marian Viney: Yea

Yea: 9, Nay: 0

#### IV. Presentation: Wendi Unger, Partner, Baker Tilly

#### V. Approval of the Minutes from the Regular Meeting on January 10, 2023.

Kathy Klein made a motion to approve the minutes as presented. Dennis Purtell seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Steve Brown: Abstain (Without Conflict), Karl Dommershausen: Abstain (Without Conflict), John Porco: Abstain (Without Conflict), Eric Armstrong: Yea, Kathy Klein: Yea, Dennis Purtell: Yea, Marian Viney: Yea  
Yea: 4, Nay: 0, Absent: 2, Abstain (Without Conflict): 3

## VI. Citizen Input

## VII. Reports

### VII.A. Agency Administrator

### VII.B. Executive Director of Financial Services

### VII.C. Executive Director of Integrated Programs & Services

### VII.D. Executive Director of Marketing & Communications

### VII.E. Executive Director of Operations

### VII.F. Jefferson County & Western Kenosha Head Start

## VIII. Action Items (consent agenda)

Steve Brown made a motion to approve the items in the consent agenda. Karl Dommershausen seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea  
Yea: 7, Nay: 0, Absent: 2

### VIII.A. Audit Committee Report and Approval of Financial Reports

#### VIII.A.1. Bank Reconciliation

#### VIII.A.2. Cash Balance Report

#### VIII.A.3. Check Register

VIII.B. Change in Position: Brett Perkins, from Drivers Ed Instructor to Lead Drivers Ed Instructor effective June 11, 2023.

VIII.C. New Hire: Sara Dallman, Instructor, Driver Education | Meghan Cropp, Partnerships Manager, CESA Purchasing

VIII.D. Resignations: Patience Cosson, Speech/Language Pathologist, effective January 18, 2023; Kayla Crane, Learning Coach, JEDI Virtual School, effective February 14, 2023; Sarah Palumbo, School Counselor, effective February 7, 2023; Kate Willems, School Counselor/Student Advisor, JEDI Virtual School, effective July 1, 2023.

## IX. District membership fees for 2023-2024.

Kathy Klein made a motion to approve the membership fees for 2023-2024 as presented. Steve Brown seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea

Yea: 7, Nay: 0, Absent: 2

#### X. Salary increases for VOA staff:

Christina Cook, from \$16.81 per hour to \$18.00 per hour

Carmen Keehn, from \$19.0 per hour to \$22.00 per hour

Tammie Sheridan, from \$15.02 per hour to \$16.00 per hour

Dennis Purtell made a motion to approve the salary increases for VOA staff as presented. John Porco seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea

Yea: 7, Nay: 0, Absent: 2

#### XI. Policy 3122 - Nondiscrimination, Non-Harassment, and Equal Employment Opportunity

Modification to the policy to comply with the Pregnant Workers Fairness Act.

Steve Brown made a motion to approve the change to Policy 3122 - Nondiscrimination, Non-Harassment, and Equal Employment Opportunity to comply with the Pregnant Workers Fairness Act. Karl Dommershausen seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea

Yea: 7, Nay: 0, Absent: 2

#### XII. Resignation: Suzette Simpson, Occupational Therapist, effective January 25, 2023.

John Porco made a motion to accept the resignation of Suzette Simpson, Occupational Therapist, effective January 25, 2023. Kathy Klein seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea

Yea: 7, Nay: 0, Absent: 2

#### XIII. Jefferson County Head Start/CESA 2 Program COVID-19 Infection Control and Mitigation Measure Policies for 2023

Eric Armstrong made a motion to approve the Jefferson County Head Start/CESA 2 Program COVID-19 Infection Control and Mitigation Measure Policies for 2023. Karl Dommershausen seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea

Yea: 7, Nay: 0, Absent: 2

#### XIV. Jefferson County and Western Kenosha Head Start:

A revision to the One-Time Program Improvement Funding Grant in the amount of \$135,167. The revision is the addition of: the program will meet the Non-Federal Match amount of \$33,792.

Steve Brown made a motion to approve the revision to the Jefferson County and Western Kenosha Head Start One-Time Program Improvement Funding Grant in the amount of \$135,167. The revision is the addition of: the program will meet the Non-Federal Match amount of \$33,792. Karl Dommershausen seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea

Yea: 7, Nay: 0, Absent: 2

XV. Jefferson County and Western Kenosha Head Start: Resignation - Kiara Huesca, Substitute, effective February 14, 2023

Dennis Purtell made a motion to accept the resignation of Kiara Huesca as presented. Steve Brown seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea

Yea: 7, Nay: 0, Absent: 2

XVI. Adjourn

Steve Brown made a motion to adjourn the meeting at 8:16 pm. Kathy Klein seconded the motion. The motion carried.

Melissa Frame: Absent, David Schroeder: Absent, Eric Armstrong: Yea, Steve Brown: Yea, Karl Dommershausen: Yea, Kathy Klein: Yea, John Porco: Yea, Dennis Purtell: Yea, Marian Viney: Yea

Yea: 7, Nay: 0, Absent: 2

Meeting notice posted at the following location: CESA 2 Whitewater Office

Meeting notice also posted at [cesa2.org](http://cesa2.org)

c: District Administrators, CESA Administrators