

# Cooperative Educational Service Agency 3 Board of Control (BOC) Meeting Minutes

Monday, January 24, 2022 - 6:30 p.m.

The Meeting of the Board of Control of the CESA 3 Agency was called to order by Chair Mike Humke at 6:30 p.m. on Monday, January 24, 2022. Roll call was taken, with the following Board members in attendance or \*participating online: \*Gary Andrews, \*Chantel Hampton, Bob Hermanson, Mike Humke, \*Mark Johnson, \*Renee Linscheid, \*Janet Matthes, \*Kim Schmelz, \*Wendi Stitzer, and JoAnn Wiederholt. Member(s) who did not participate: April Jennings.

Chair Mike Humke led the Board Members in the Pledge of Allegiance.

Chair Humke noted the official posting of the meeting by the Proof of Public Notice and the Agenda. A motion was made by Renee Linscheid and seconded by JoAnn Wiederholt that the Proof of Public Notice and Adoption of the Agenda be sufficient under the requirements of the open meeting law and be declared the official Agenda of the meeting. Upon voice vote, with all members voting aye, motion carried.

No public comment.

**MINUTES:** A motion was made by Renee Linscheid and seconded by Mark Johnson to approve the minutes of the regular meeting on December 22, 2021. Upon voice vote, with all members voting Aye, motion carried.

## **FINANCIAL REPORT:**

**Disbursements** - the Board reviewed the A/P detail check register for December 2021. A motion was made by Gary Andrews and seconded by Janet Matthes to approve the disbursements as presented. Upon roll call vote the following Board Members voted Aye: Gary Andrews, Chantel Hampton, Bob Hermanson, Mike Humke, Mark Johnson, Renee Linscheid, Janet Matthes, Kim Schmelz, Wendi Stitzer, and JoAnn Wiederholt. Members voting no: none. Motion carried.

**2021-2022 Budget Overview** – Jamie reviewed the budget for the Board.

## **BOARD DISCUSSION AND INFORMATION:**

**Audit Report** – Brent Nelson, Auditor for Johnson Block, gave an audit presentation to the Board for the year ended 6/30/2021. He reviewed: statements of net position (balance sheets), statements of revenues, expense and changes in net position (income statements), 2020-21 operating revenues (as compared to 2019-20), changes in long-term and short-term obligations, trend in working capital, comparison of operating revenues and expenses, and financial statement findings (pages 33-34 of report). Board thanked Brent for his presentation.

**Grant Activity Update** – Tarasa Lown, CESA 3 Grant Specialist, has been working on grant and funding opportunities. Tara is setting the foundation opportunities that are out there: educational grants, CESA 3 Regional Foundation, corporate giving, and regional foundations. She has created a Master Data Workbook that contains resources, etc. (developed so we are ready for those grants that have quick turn-around time). She outlines decision making with staff input and works as a team player. Thank you, Tarasa!

**Building and Grounds Update** – Board members were given a tour of the updates: new bathroom floor tiles and carpet down the hallway. Big improvement (looks great).

## **ACTION ITEMS:**

**Consider Information in Regard to Vehicle Leasing Program** – At a previous meeting, there was brief discussion about exploring options about our business plan since our fleet has grown to 11 vehicles. The current model has been to drive the vehicles until we decide to trade a vehicle, in due to high miles or mechanical issues. The discussion, though brief, asked us to consider if we should follow a model that regularly trade vehicles while they still have value. The idea is that this would create a steadier budgeting plan vs. peaks and valleys. Jamie reached out to Enterprise who has a leasing program for CESAs 4, 5, 6, 7, and 8. Ben Walljasper and Tim Mertins of Enterprise, reviewed a Government Equity Lease, which would have traditional financing with an Enterprise solution. Enterprise would meet with CESA 3 continually during the year to make sure we are on track.

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Jamie will bring back to the February meeting. A motion was made by Bob Hermanson and seconded by JoAnn Wiederholt to approve that all 11 vehicles be placed on an Enterprise plan. Upon roll call vote the following Board Members voted Aye: Gary Andrews, Chantel Hampton, Bob Hermanson, Mike Humke, Mark Johnson, Renee Linscheid, Janet Matthes, Kim Schmelz, Wendi Stitzer, and JoAnn Wiederholt. Members voting no: none. Motion carried.

Adjourn to Closed Session Pursuant to State Statutes 19.85(1)( c ) ( e ) for the Purpose of Administrator/Agency Evaluation. Motion was made by Bob Hermanson and seconded by Renee Linscheid to adjourn to closed session. Upon roll call vote the following Board Members voted Aye: Gary Andrews, Chantel Hampton, Bob Hermanson, Mike Humke, Mark Johnson, Renee Linscheid, Janet Matthes, Kim Schmelz, Wendi Stitzer, and JoAnn Wiederholt. Members voting no: none. Motion carried.

Motion made by Bob Hermanson and seconded by Mark Johnson to return to open session. Upon voice vote, with all members voting Aye, motion carried.

**Next regular Board of Control Meeting will be February 28, 2022 at 6:30 p.m.**

There being no further business to discuss, a motion was made by Janet Matthes and seconded by Bob Hermanson to adjourn the meeting at 8:15 p.m. Upon voice vote, with all members voting Aye, motion carried.