

Cooperative Educational Service Agency 3

Board of Control (BOC) Meeting Minutes

Monday, January 22, 2024

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 22, 2024.

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

Roll call was taken, with the following Board members in attendance or *participating online: *Benjamin Gavinski, *Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, *Janet Matthes, *Kim Schmelz, and Wendi Stitzer. Member(s) who were not in attendance: Gary Andrews, Joni Heisner, and April Jennings.

Chair Mike Humke noted the official posting of the meeting by the Proof of Public Notice and the Agenda. A motion was made by [Adam Jackson](#) and seconded by [Janet Matthes](#) 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 [Bob Hermanson](#) and seconded by [Benjamin Gavinski](#) to approve the minutes of the regular meeting on [December 18, 2023](#). Upon voice vote, with all members voting Aye, motion carried.

FINANCIAL REPORT:

Disbursements - the Board reviewed the A/P detail check register for [December 2023](#). A motion was made by [Mark Johnson](#) and seconded by [Benjamin Gavinski](#) to approve the disbursements as presented. Upon roll call vote, the following Board Members voted Aye: Benjamin Gavinski, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

INFORMATION:

- Audit Presentation from Johnson Block.** Matthew Bomkamp gave a 2022-2023 audit presentation. Mr. Bomkamp informed the Board that the process went smoothly and reported CESA 3 in good standing. He also noted that Johnson Block received full and complete cooperation from Agency personnel. Mr. Bomkamp finalized the report by informing the Board that working capital (fund balance) increased by \$101, 927 to a total of \$887,316.
- Budget Update for 2023-24.** Jamie Nutter, Agency Administrator, and Courtney Rounds, CESA 3 Business Specialist, provided a budget update for 2023-2024.
- IT Update.** Corey Koltz, CESA 3 Director of Technology, provided an overview of IT updates such as implementation of Barracuda, MFA (Multi Factor Authentication), EDR (Endpoint Detection and Response), and creating an inventory list of all CESA 3 owned devices, as this had not been done in the past. A tier-system of the security level of the wi-fi will also be implemented for the safety of all CESA-owned devices.

ACTION ITEMS:

Consider Approving 2024 Line of Credit. A motion was made by [Wendi Stitzer](#) and seconded by [Bob Hermanson](#) to approve a 2024 Line of Credit with Community First Bank including a \$450,000 limit and variable interest rate that starts at .5% above prime with a minimum of 5% floor rate. Upon roll call vote, the following Board Members voted Aye: Benjamin Gavinski, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, and Wendi Stitzer. Member(s) abstaining from vote: Kim Schmelz. Members voting no: none. Motion carried.

Consider 2024-25 Contract Costs. A motion was made by [Mark Johnson](#) and seconded by [Wendi Stitzer](#) to approve an increase of 4% for CESA 3 School Improvement Services for the 2024-25 school year. This does not include membership or maintenance. Fees have not been increased for over twenty years. Upon roll call vote, the following Board Members voted Aye: Benjamin Gavinski, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

Next regular Board of Control Meeting will be Monday, January 22, 2024, at 6:30 p.m.

There being no further business to discuss, a motion was made by [Kim Schmelz](#) and seconded by [Wendi Stitzer](#) to adjourn the meeting at [7:38 p.m.](#) Upon voice vote, with all members voting Aye, motion carried.