

Cooperative Educational Service Agency 3

Board of Control (BOC) Meeting Minutes

Monday, February 26, 2024

The Meeting of the Board of Control of the CESA 3 Agency was called to order by Vice-Chair Janet Matthes at 6:30 p.m. on Monday, February 26, 2024.

Vice-Chair Janet Matthes led the Board Members in the Pledge of Allegiance.

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

Vice-Chair Janet Matthes 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 [Wendi Stitzer](#) 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 [Adam Jackson](#) to approve the minutes of the regular meeting on [January 22, 2024](#). Upon voice vote, with all members voting Aye, motion carried.

FINANCIAL REPORT:

Disbursements - the Board reviewed the A/P detail check register for [January 2024](#). A motion was made by [Gary Andrews](#) and seconded by [Benjamin Gavinski](#) to approve the disbursements as presented. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

INFORMATION:

1. **Overview of Youth Apprenticeship Numbers.** Chuck Keller provided an overview of CESA 3 Youth Apprenticeship participation numbers for Board of Control Members.
2. **Congratulations to Attorney Eileen Brownlee on her upcoming retirement from the practice of law.** Jamie Nutter, Agency Administrator, announced Eileen Brownlee's retirement from the practice of law effective May 31, 2024. Board of Control Members expressed gratitude for Attorney Brownlee's time, expertise, and dedication.
3. **Congratulations to Mike Humke, newly elected WASB Board President.** Jamie Nutter announced Chair Mike Humke's new role as WASB Board President.

ACTION ITEMS:

Consider Approving Insurance Broker Recommendation. A motion was made by [Wendi Stitzer](#) and seconded by [Bob Hermanson](#) to approve The Insurance Center as our new broker. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

Consider Hiring for the SkillsUSA Event Coordinator position. A motion was made by [Joni Heisner](#) and seconded by [Wendi Stitzer](#) to approve hiring Jamie Birchman for the SkillsUSA Event Coordinator position. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

Consider Rescheduling the March Board of Control Meeting. A motion was made by [Adam Jackson](#) and seconded by [Bob Hermanson](#) to approve rescheduling the March Board of Control Meeting to March 18, 2024, at 5:00 p.m. to accommodate conflicts and member schedules. Motion carried.

Adjourn to Closed Session Pursuant to State Statutes 19.85 (1)(c) for the Purpose of Agency Administrator Evaluation. A motion was made by **Bob Hermanson** and seconded by **Adam Jackson** to adjourn to closed session. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

Return to Open Session. A motion was made by **Wendi Stitzer** and seconded by **Adam Jackson** to return to open session. Upon roll call vote, with all members voting Aye, motion carried.

No action from the closed session taken.

Next regular Board of Control Meeting will be Monday, March 18, 2024, at 5:00 p.m.

There being no further business to discuss, a motion was made by **Wendi Stitzer** and seconded by **Kim Schmelz** to adjourn the meeting at **8:34 p.m.** Upon voice vote, with all members voting Aye, motion carried.