

# Cooperative Educational Service Agency 3

## Board of Control (BOC) Meeting Minutes

### Monday, June 24, 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, June 24, 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: \*Gary Andrews, \*Benjamin Gavinski, \*Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, \*Kim Schmelz, and Wendi Stitzer. Member(s) who were not in attendance: Joni Heisner, Adam Jackson, 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 [Wendi Stitzer](#) 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 [Gary Andrews](#) to approve the minutes of the regular meeting on [May 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 [May 2024](#). A motion was made by [Wendi Stitzer](#) 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, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Financial Update** - Dr. Jamie Nutter provided a financial update for Board members.

#### INFORMATION:

1. **Health Insurance Update** - Dr. Jamie Nutter provided Board members with an explanation of rising health insurance premiums and offered two different options to review. Board members discussed the two options and agreed that Option 2 would be the better financial option for both the agency and employees.
2. **Strategic Short-Term Borrowing and Cash Flow (On-Going Evaluation)** - Dr. Jamie Nutter informed Board members that he would like to increase the current \$450,000 Line of Credit. The budget has increased from \$3.2 million to \$8 million. The \$450,000 Line of Credit has not been increased during that time. CESA 3 will work with the Bank Representative.

#### ACTION ITEMS:

1. **Consider hiring Speech & Language Pathologist(s).** A motion was made by [Janet Matthes](#) and seconded by [Bob Hermanson](#) to approve hiring Davina-marie Penne for Speech & Language Pathologist position. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.
2. **Consider hiring Occupational Therapist(s).** A motion was made by [Benjamin Gavinski](#) and seconded by [Wendi Stitzer](#) to approve hiring Claire Sheldon for Occupational Therapist position for two days a week at Kickapoo. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.
3. **Consider hiring Physical Therapist(s).** No action taken.  
Board members were informed that Felicia Holmes declined her .2 offered contract due to her commitment and responsibilities with her primary employer.

**Establish Date and Time of the Next Board of Control Meeting:**

There is no Board of Control Meeting in July 2024.

The Annual Meeting will be Tuesday, August 6, 2024, 6:00 p.m., with the Board of Control immediately following the Annual Meeting.

There being no further business to discuss, a motion was made by [Wendi Stitzer](#) and seconded by [Mark Johnson](#) to adjourn the meeting at [7:31 p.m.](#) Upon voice vote, with all members voting Aye, motion carried.