



BOARD OF CONTROL REGULAR MEETING MINUTES August 9, 2012

1. Call to Order

The meeting was called to order by Marty Hallock at 6:54 p.m.

2. Roll Call and Mileage

<u>P</u>	Deanna Heiman	<u>A</u>	Keith Herrmann	<u>P</u>	Marty Hallock
<u>P</u>	Rhonna Casey	<u>P</u>	Rick Eloranta	<u>A</u>	Cheryl Ploeckelman
<u>P</u>	Valorie Kulesa	<u>P</u>	Rozanne Traczek	<u>P</u>	Corey Grape
<u>P</u>	Jordan Franklin	<u>P</u>	Troy Thomas		

Also in attendance were Mike Haynes, Randy Bowe, Charlie Schneider, and Connie Wislinsky.

3. Action Items

A. Financial Report

Administrator Haynes reviewed the Bank Reconciliation, Self-Funding Insurance Fund and Post-Employment Trust Fund Reports. He noted that 70% of the trust fund is in a moderate-risk account and 30% in a fixed account. Since the trust fund is expected to be fully-funded in the near future, he recommended that the Board consider a redistribution of the moderate-risk and fixed percentages.

Motion by Deanna Heiman and seconded by Rozanne Traczek to approve the treasurer's recommendation of issuing CESA checks numbered 62005 through 62246 (voided checks #62023, #61782) and, the July 2012 Reconciliation Statements. Motion Carried.

B. Consent Agenda Items

B.1 Minutes: July 12, 2012 Board of Control Regular Meeting
August 2, 2012 Board of Control Organizational Meeting

B.2 Employment:

New Hires:

- Barbara Oldham, 1.0 FTE, Speech and Language Pathologist, Gilman School District, August 2012
- James Johnston, .21 FTE, School Psychologist, Granton School District, August 22, 2012
- Penne Freyberger, 1.0 FTE, Vision Impairments/Orientation and Mobility Specialist, August 22, 2012
- Judy Doro, 1.0 FTE, Educational Support Professional II, August 13, 2012

Resignations:

- Janet Wiemann, Speech and Language Pathologist, Granton Area School District
- Vicki Doshier, Special Education Aide, Osseo-Fairchild School District

Motion by Deanna Heiman and seconded by Val Kulesa to approve the consent agenda with the following amendments to the minutes:

1. July 12, 2012: Revise the Consent Agenda motion to read as follows:
 - Motion by Jordan Franklin and seconded by Val Kulesa to approve the consent agenda as presented. Carried by a unanimous voice vote.
2. August 2, 2012: Revise the Election of Treasurer motion to read as follows:
 - Motion by Jordan Franklin with a second by Rozanne Traczek to cast a unanimous ballot for Deanna Heiman. Motion Carried.

4. Reports and Discussion Items

A. Agency Administrator's Report (Transition Plan)

Administrator Haynes reported that he has had the opportunity to meet with each of the Directors and several of the area superintendents. It has been a great experience and there is clearly a great deal of respect for the Directors and Connie Wislinsky. As a result of these meetings, the two areas that stand out as priorities are transparency and communication. Mike also asked for Board input relative to the establishment of a vision and strategic plan.

B. Personnel and Efficiency Strategies

Randy Bowe, Director of Business Services, provided information to the Board of Control regarding the following three efficiency strategies:

- a. Purchasing Cards (P-Cards). Randy distributed information regarding the usage of p-cards, the advantages and disadvantages, notes, and the next steps to start the process. The approval process was discussed at length as well as audit requirements. The Board was in favor of proceeding with p-cards and the development of a policy and procedures.
- b. Agency Vehicles. Randy distributed three documents related to agency vehicles: 1) 2011-12 Cost Per Mile, 2) Five Year Analysis for New Cars, and 3) Purchase vs. Lease Comparison. Currently CESA 10 has nine agency vehicles assigned to employees who are required to travel. The average cost per mile is \$.34 compared to the IRS mileage reimbursement rate of \$.555. In 2011-12 CESA 10 paid \$214,000 to the top 20 employees not driving an agency vehicle. In the past month, two bids were solicited from companies to determine the savings associated with leased vehicles. The results of the bids are included in the handouts.

Based on these findings, Randy recommended that the Board consider increasing the fleet by four vehicles for a total of 13 vehicles. The Board discussed using the highest mileage vehicle for a pool vehicle as well as purchasing a mix of compact and mid-size vehicles. After some discussions regarding the purchase/negotiation of price, repair costs, safety ratings, program cars, and appropriate use by employees, it was suggested that a replacement plan/policy be established.

- c. Business Services Organizational Chart. Due to a redistribution of workload, along with employing efficiency strategies within the Business Services Department, Randy anticipates a reduction in personnel needed. Anticipated staffing in the payroll/benefits services is expected to drop from 2.0 FTE in 2010 to 1.0-1.25 FTE in October, 2012.

C. AESA Conference

THE AESA Conference will be held in Tampa, Florida on November 28-December 1. In the past the agency administrator and two board members have attended the conference. Val Kulesa, Rhonna Casey, Jordan Franklin, Rozanne Traczek and Cheryl Ploeckelman have not attended. Based on seniority, Jordan Franklin and Val Kulesa will attend this year with Rhonna Casey as an alternate.

5. Consider Approval to Lease or Purchase Vehicles

Motion by Rick Eloranta and a second by Troy Thomas to develop a replacement policy and to purchase six new vehicles with a maximum purchase price of \$150,000 based on the recommendations and findings presented in discussion item 4B(b). Motion carried by a unanimous voice vote.

6. Consider Recommendation Regarding 449 Introwitz Drive (small cabin on adjacent property)

Board members had an opportunity to walk through the property at 449 Introwitz Drive. Given the state of repair, a recommendation was made to remove the home and two sheds. Bids were received from five companies for the demolition which includes the city razing permit and capping the city water. An asbestos inspection would be conducted separately by the Facilities Management Department.

Motion by Deanna Heiman and seconded by Jordan Franklin to conduct an asbestos inspection, accept the bid from Blaine's/Rock Trucking to demo the home and two sheds, and clear the property of underbrush with mature trees remaining on the property. Motion carried by a unanimous voice vote.

7. Notice of Closed Session pursuant to 19.85(1)(c) and (g) for the purpose of discussing an individual's employment contract issue and for the purpose of conferring with legal counsel for the Board who has rendered written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

Val Kulesa moved, seconded by Troy Thomas to convene to closed session, carried by a roll call vote.

Rick Eloranta moved, seconded by Troy Thomas to reconvene to open session, carried by a roll call vote.

8. Other Organizational Business Which Might Legally Come Before the Board

Administrator Haynes invited the Board to attend the Staff Kick Off on Wednesday, August 22 at 8:00 a.m. Board members were asked to RSVP to Connie Wislinsky.

9. Motion by Rick Eloranta and seconded by Corey Grape to adjourn the meeting at 9:43 p.m.

UPCOMING MEETINGS – CESA 10, 725 W Park Avenue, Chippewa Falls, WI 54729

August 22, 2012 Staff Kick Off, 8:00 a.m., CESA 10 Office
September 13, 2012, 7:00 p.m. Regular Board Meeting, CESA 10 Office
October 11, 2012, 7:00 p.m. Regular Board Meeting, CESA 10 Office