

COOPERATIVE EDUCATIONAL SERVICE AGENCY NO. 9  
BOARD OF CONTROL MEETING  
CESA 9 OFFICE  
304 KAPHAEM ROAD  
TOMAHAWK, WISCONSIN  
WEDNESDAY, FEBRUARY 1, 2017

MINUTES

Chair Andy Merry called the February 1, 2017 Board of Control meeting to order at 6:30 p.m. and led the members in the Pledge of Allegiance. The following members were in attendance via telephone or in person:

Present: Helen Ackermann – DC Everest  
Phillip Epping – Northland Pines  
Scott Everson – Rib Lake  
Duane Frey – Rhinelander  
Andy Merry - Antigo  
Theresa Miles - Wausau  
Helen Palmquist – Prentice  
Tom Rulseh – Three Lakes  
Tyler Stevenson - Tomahawk  
Dan Thompson – Stratford  
Kevin Zubke - Athens

Absent: None

CESA staff members in attendance included Hilary Cordova, Jenny Miner, Dawn Nordine, and Agency Administrator Karen Wendorf-Heldt.

Approval of Consent Agenda

Motion by Zubke, second by Frey to approve the consent agenda as presented. Agenda items included approval of meeting agenda, approval of December 7, 2016 closed session meeting minutes and approval of January 4, 2017 regular meeting minutes. All present voted aye. Motion carried.

Opportunity for Public Comment

No public comment.

Presentation of Financial Report and Monthly Claims

Financial reports for January were reviewed along with the updated historical monthly cash balance chart. Motion by Thompson and second by Rulseh to approve the January financial report and claims as presented. Upon roll call vote, all present voted aye. Motion carried.

New Business

Wipfli representative, Randall Beard, gave an overview of the 2015-16 Agency Audit Report and financial statements. Board members had access to the audit report prior to the Board meeting. Board members had the opportunity to asked questions. Fiscal

Administrator Hilary Cordova shared information on the fiscal policy and procedure manual she is creating and some of the processes that are in place to ensure that procedures are followed if she were to become unavailable and to ensure there are appropriate checks and balances in our fiscal routines.

Motion by Everson, second by Thompson to approve the 2015-16 Agency Audit Report as presented. Upon roll call, all present voted aye. Motion carried. Board member Epping made a motion to receive the report. Second by Ackermann. All voted aye. Motion carried. Board member Rulseh noted the exceptional audits over the last several years and thanked Wipfli and Fiscal Administrator Cordova.

#### Administrator's Report

Dr. Heldt provided the following shout out: Hilary Cordova for her great work with the audit and for handling the extra work until a new payroll/accounting specialist is hired.

Meeting notes from the January 13th PAC meeting were shared.

Karen presented an overview of the results from the recent employee engagement survey. The overall Agency mean was 4.36 on a 5-point scale. She also described how the results were shared with office staff and the activities staff participated in that will provide input for an action plan targeting the three lowest scoring areas. Matt Collins will be sharing survey results with itinerant staff and guiding them through the same activities to gather their input on next steps for action.

Karen provided a brief oral update on her goals for 2016-17. She also reviewed the timeline for her annual performance evaluation. Superintendents will be receiving an online evaluation form and the summary will be shared with the Board later this month. Board members will also be given additional documentation along with an online evaluation form to complete. A summary of the Board evaluation will be shared with the Board in closed session at the March meeting.

Discussion was held on whether to move the April meeting to an alternate night or to meet as scheduled on April 5th with a phone in option. Karen indicated that she will be out of town on but could call in to the meeting. The consensus was to hold the meeting on April 5th with the phone in option.

#### Board Development

Karen led the Board members in several activities related to change.

#### Adjournment

Motion by Frey, second by Epping to adjourn. All voted aye. Motion carried. The meeting was adjourned at 7:50 p.m.