

Minutes of the
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
of
UINTA COUNTY SCHOOL DISTRICT NO. ONE
and
WESTERN WYOMING COMMUNITY COLLEGE

When the Clerk's signature is affixed, this is an official and public record of the Board of Trustees, organized under the laws of the State of Wyoming.

Meeting Location: Educational Service Center

XX Regular _____ Called

Date: September 20, 2016

**CHAIRPERSON/CLERK
CERTIFICATION**

These minutes are a true account of proceedings approved by majority vote of a quorum of the membership.

Trustees Attending:

Julie Burleigh
James E. Roth
Dr. Thomas E. Spicer
Richard Baxter, III
Dave Bennett

Chairperson Signature

Also Attending Were:

Mike Williams
LaDean Andreasen
Kiley Ingersoll
Heidi Currutt
Scott Neue (Audio)
David DeCoria (Audio)

Clerk Signature

The meeting was called to order by Chairperson Burleigh at 6:04 p.m. There being a quorum present the meeting was adjourned by Chairperson Burleigh at 6:53 p.m.

I. WELCOME AND CALL TO ORDER

Chairperson Burleigh called the meeting to order at 6:04 p.m.

II. APPROVAL AND SETTING OF AGENDA

Motion to approve Agenda: James E. Roth

Second: Richard Baxter, III

Vote: Unanimous, motion carries

III. REVIEW AND APPROVAL OF MINUTES

Motion: Dave Bennett to approve the minutes from August 16, 2016

Second: James E. Roth

Vote: Unanimous, motion carries

IV. SCHEDULE OF BILLS

A. General Fund

Motion: Richard Baxter, III to approve amount of \$114,530.44

Second: Dr. Thomas E. Spicer

Vote: Unanimous, Motion Carries

B. Payroll

Motion: Richard Baxter, III to approve amount of \$58,453.86

Second: Dr. Thomas E. Spicer

Vote: Unanimous, Motion Carries

C. Bills Prior to Next Board Meeting as Listed

Motion to approve all expenditures as presented: Richard Baxter, III

Second: Dr. Thomas E. Spicer

Vote: Unanimous, Motion Carries

V. COMMUNICATIONS

A. Visitors to Address the Board

B. B.O.C.E.S. Roundtable

C. Director's Report (informal information)

In addition to the Director's Report

Mike reported that we are back to a full staff after summer and no one is on extended leave.

Mike Williams stated he presented the Work Ready Communities to the Industrial Safety Advisory group on Friday. Several seemed interested. Mike Williams stated he had just returned from Atlanta with Work Ready Communities. We will be holding a launch, but plan to be up by December 4 or 7.

Mike Williams will be in Indianapolis in two weeks to finish up his training on Career Pathways Counseling.

There is a new BOOST session that just started. It is a smaller number than in the past.

The Adult Basic Education Conference is next week in Cheyenne. It will include Workforce. They are working with incorporating the change in philosophy.

D. WWCC Coordinator's Report

In addition to WWCC Coordinator's Report

There are 287 current full and part time students with several concurrent and dual students in the mix.

There is still time for students to start in late start classes which begin October 17.

WWCC Outreach In-service was good and it was helpful Shannon Williams was able to attend.

CNA started and was full. There are already two students signed up for the November session.

There will be a Financial Aid Night in Evanston on October 3 and 6 with people from the financial aid office on campus here to facilitate the night. It will be held at the high school and is here to try and help with the new financial aid deadline of October 12, 2016.

VI. NEW BUSINESS

A. Audit For Fiscal Year 2015-2016

Discussion: Decoria, Maichel, & Teague P.S. presented their audit findings via a conference call, with a clean, unqualified opinion, and stated that financially we are very strong, and stable for the audit. The professional standards require them to point out the segregation of duties, but it is pointed out each year, and is not a problem. They thanked LaDean Andreasen for her help and a job well done, and also thanked the B.O.C.E.S.; stating they enjoys working with us.

Dave Bennett asked how much it costs to do the audit. Scott Neue stated the engagement letter states \$6000.

James Roth asked how long DeCoria, Maichel & Teague have been auditing Uinta B.O.C.E.S. #1. Scott Neue around 8 years.

Motion: Dr. Thomas E. Spicer to accept the audit as presented
Second: James E. Roth
Vote: Passed

B. Excess Outdated Equipment

Discussion: Mike Williams stated we purchased a laptop lab about 10 years ago. As of now, there is no use for the laptops and they are outdated and don't have much value. Richard Baxter, III asked how they would be sold. Mike Williams replied they would go to the highest bidder. Heidi Currutt asked if we would consider selling them to a different entity. LaDean Andreasen said these have so little value that it makes more sense for them to go out for bid and be sold to the highest bidder.

Motion: Dr. Thomas E. Spicer to excess the outdated equipment listed.
Second: Dave Bennett
Vote: Passed

C. Quarterly Board Meetings

Discussion: Mike Williams stated he had been asked to look into the specifics of quarterly board meetings and how that would work for Uinta B.O.C.E.S. #1. Mike Williams stated it was completely the board's decision, but he wanted to present how it would work so the board could make a decision. Dr. Thomas E. Spicer asked how we would handle the bills that come up. Mike Williams stated we currently have a clause of pre-approval for items necessary to continue operations. They would go for pre-approval and then as long as they are within the budget, they would then be approved again at the quarterly meeting. James Roth asked if quarterly board meetings were legal. Mike Williams stated yes, they are based on a change in the law that occurred last year. Mike Williams shared a sample schedule of quarterly meetings and what would have to occur at each meeting. Mike Williams also stated the board would still receive a monthly update by email and if something came up, the chairperson is always able to call a special meeting. Richard Baxter, III stated he felt with the possible upcoming changes in the board due to elections, quarterly meetings would be a disservice to those new board members who don't know much about Uinta B.O.C.E.S. #1. Dave Bennett stated since his time on the board there have not been too many items that need much discussion, and he sees it as a practical and logical solution for both Uinta B.O.C.E.S. #1 and the board members.

Motion: Dave Bennett to table the discussion on quarterly board meetings to get input from all members.
Second: Dr. Thomas E. Spicer
Vote: Passed

VII. OLD BUSINESS

VIII. NEXT MEETING

Tuesday, October 18, 2016 – 6:00 pm
Uinta B.O.C.E.S. #1
1013 W. Cheyenne Dr., Evanston WY

IX. ADJOURNMENT

Motion to adjourn: Dave Bennett
Second: Dr. Thomas Spicer
Vote: Unanimous, Motion Carries

Meeting adjourned at 6:53 pm

Board Approved: