

Finance and Personnel Committee Meeting  
August 13, 2013  
5:00 p.m.

The Finance and Personnel Committee meeting of the Board of Education was held at the Central Office Board Room on Tuesday, August 13, 2013.

Chairman Lehman called the meeting to order at 5:00 p.m. and ascertained that the meeting had been properly noticed.

John Lehman, Chairman of the Finance and Personnel Committee, and Committee members Betsy Ellenberger, Peter Kaul, and Christopher Kunz were present. Board of Education member Jean Maurice Boyer was also in attendance. The following administrators and staff were also present: District Administrator-Mary Pfeiffer, Assistant District Administrator-Human Resources and Central Services -Vicky Holt, Director of Business Services-Paul Hauffe, Director of Revenue Enhancements and Business Services Support-Jon Joch, and Director of Facilities/Engineer – Andrew Thorson. The following Chartwells employees were in attendance: Food Service Director – Michele Stahmann and Chartwells District Manager – Jerry Plocinski.

Chairman Lehman reviewed the posted agenda items for the evening.

**Open Forum**

As no one present wished to address the Committee, Chairman Lehman declared the open forum closed.

**OPEB Trust – Quarterly Review**

Mr. Hauffe introduced Mr. Dave VanSpankeren from CESA 6 and Mr. Barry Martzahl and Mr. Hans Anderson from Graystone Consulting. Mr. VanSpankeren provided general comments about the Wisconsin OPEB Trust. He mentioned that the Trust now has 56 school districts as members with combined assets of approximately \$90,000,000. Mr. VanSpankeren also indicated that the Trust will soon be utilizing a new corporate trustee. Mr. Martzahl and Mr. Anderson discussed Neenah’s specific investment results for the second calendar quarter and indicated that they lagged the benchmarks. However, Mr. Anderson indicated that the new fiscal year is off to a good start as July’s investment returns were solid. Committee members asked questions pertaining to the investment results, an appropriate asset mix, and the anticipated direction of the economy going forward.

**Utilization of District-Owned Property**

Mr. Thorson introduced Mr. Nick Vande Hey, from the engineering firm McMahon Associates, who presented information regarding the Town of Menasha’s interest in acquiring or leasing a portion of the District’s vacant property on W. American Drive.

The reason for the interest in this property would be primarily to construct a stormwater management facility (pond) on the site. The Town wants to make sure that there is mutual interest in pursuing a possible transaction before moving forward. Committee members asked questions of Mr. Vande Hey and Mr. Thorson. The Committee supported the Administration's recommendation to proceed with discussions about potential development of this parcel (including a sale/lease of a portion to the Town of Menasha) and gather more information regarding the best use of this property.

Mr. Kunz left the meeting at 5:55 p.m.

### **2012-13 Food Service Fund Review and 2013-14 Outlook**

Mr. Hauffe, assisted by Chartwell's Food Service Director Michele Stahmann and Chartwell's Regional Manager Jerry Plocinski, presented an overview of the 2012-13 food service program. The Chartwells program accomplished many things during their first year of providing service to the District. Mr. Hauffe indicated that the program will officially finish the year with a fund balance of around \$200,000. Mr. Hauffe, Ms. Stahmann, and Mr. Plocinski discussed the highlights and challenges of the 2012-13 year and looked forward to the opportunities that lie ahead in 2013-14. Committee members thanked the Chartwells team for their efforts.

### **Major Maintenance Purchasing Procedures/Process**

Mr. Thorson led a discussion with Committee members related to a bid review process for major maintenance type projects. Mr. Thorson recommended that bids received for all projects with an estimated/actual cost of \$100,000 or more will be presented to the Finance and Personnel Committee. If the Administration decides to proceed with the lowest bidder, the bid results are presented as informational only. If the Administration recommends proceeding with a firm other than the lowest bidder, the Administration will not proceed without approval from the Finance and Personnel Committee and the Board of Education. The Committee was supportive of Mr. Thorson's recommendation.

### **Affordable Care Act Overview**

Mr. Hauffe introduced Mr. Dan Pecanac, Mr. Tom Hitchcock, and Ms. Deb Meulemans from the insurance consultant firm, Willis. The Willis consultant team members presented a general overview of the Affordable Care Act, some of the decisions that employers will need to make, and some of the new rules and regulations that will go into effect on January 1, 2014. The consultant team discussed processes and procedures as they apply specifically to the Neenah Joint School District and reviewed opportunities that will be available as the new laws are implemented. In addition, information regarding self-funding health insurance was shared with Committee members. Committee members posed many questions and comments to the consultants.

Ms. Ellenberger left the meeting at 7:00 p.m.

## **Open Forum**

As no one present wished to address the Committee, Chairman Lehman declared the open forum closed.

## **Future Agenda Items**

The following topic will be placed on the agenda for future Committee meetings:  
2012-13 Financial Audit

**Motion by Kaul, second by Lehman to adjourn the meeting. Motion passed unanimously (2-0).** Meeting adjourned at 7:31 p.m.

A future committee meeting will be scheduled.

Respectfully Submitted,  
Paul Hauffe, Director of Business Services