

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
June 1, 2016**

Present: Eddie Pahuski, Tim Bolger, Mary Behling, Peter VanDenEinde, Steve Struss, Jim Womble, and Kristin Peppy. Also present: Bridgette Hermanson, Executive Director, and Mark Worthing, Business Manager for the School District. Absent: Kris Frey, Bernie Nikolay, Tracy Smithback-Travis, and Greg Englestad.

- I. Call Meeting to Order - Mary called the meeting at 5:35 p.m. noting a quorum was present at such time
- II. Public Comments – None.
- III. Approval of May Meeting Minutes – Peter made motion to approve May meeting minutes. Tim seconded and motion was unanimously approved.
- IV. Staffing Update – Jody Wilke has given her notice effective June 30, 2016. Bridgette indicated that she has been reviewing the job descriptions and duties for Jody's position as well as other positions. She noted that Jody's position grew as additional programs were added to CAP and that some of her duties might be better handled by another position. After much discussion, it was agreed that she should talk with other staff about their interest in Jody's position and also continue fine-tuning the descriptions and duties to determine what will be the best fit. She feels that we can hire someone new to fill Jody's position at a lower salary due to Jody's experience and thereby free up some funds. She will check to see if the position can be posted internally first.
- V. Overtime Rules – Mary and Bridgette explained the new overtime rules and minimum salary amounts set in the DOL rules registered last month. These will take effect on December 1, 2016. Bridgette indicated that there are a couple of people whose compensation package will be affected by the new rules and will either need to receive salary increases or be switched to hourly rates with standard overtime. She will review the budget for this year and next year in light of these changes and the staffing changes that may happen as the result of Jody's resignation and bring back a proposal or two for the Board's consideration. It was acknowledged that the staffing changes, the new overtime/salary rules, and the HRA changes, together with general rising expenses, may lead to having to increase fees in the future and/or request an increase in the Fund 80 levy in 2017.
- VI. HRA Update – Noted that the new amount will be \$23,000 with Jody's resignation. Bridgette informed the board that there will not be more than a \$4,000 Fund 80 balance which is needed for the current budget so we will not have monies to contribute to the HRA from the 2015-16 levy. However, with the savings on Jody's position, there will be funds available after July 1.

- VII. Annual Report – Bridgette briefly reviewed and entertained questions on the annual report. The board had all received a copy previously and it was presented to the Board of Education at the May meeting.

- VIII. Next Meeting Date – The next meeting will be the Annual Meeting and this has already been scheduled for June 15, 2016, at 5:30 p.m., at the School District Office. Members were reminded that the positions of chairperson and secretary will be voted on at such meeting and committees will be assigned and renewed. In addition, if anyone proposes any amendments to the By-laws, those proposals need to be submitted prior to such meeting as this is the time at which those can be voted upon.

- IX. Adjourn – Steve moved to adjourn; Peter seconded, motion carried.

These Minutes are not final until approved by the Board.