

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
August 23, 2017**

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

- I. Call Meeting to Order - Mary called the meeting to order at 5:30 p.m.
- II. Public Comments – None.
- III. Approval of July Meeting Minutes - Steve made a motion to approve July meeting minutes. Peter seconded it and motion was unanimously approved.
- IV. Chairperson Report – Reminder to attend the annual School Board meeting on September 18, 2017, at 7:00 p.m.
- V. Finance Committee Report – None was available at the time of the meeting. There were two donations received over \$1,000. Both were reviewed and Steve moved to accept them. Jim seconded the motion. Motion passed.
- VI. Resignation of Executive Director. Bridgette Hermanson had tendered her resignation last week to be effective August 25, although she indicated she could possibly be a little flexible. She has accepted a new position with the University of Wisconsin-Whitewater. Bernie moved to accept Bridgette’s resignation effective August 25, 2017. Jody seconded the motion and the motion was approved unanimously, but not happily. Discussion was then held regarding the transitional phase to come. Different ideas were discussed and discussion was had of upcoming events and projects that will require a lead person. Ultimately, Bernie moved to offer the position of Interim Director to Lesli Rumpf with a 15% increase in her salary on a per diem basis with no change in benefits. Tim Bolger seconded the motion. Discussion was then held regarding delegating some of Lesli’s current duties to Amanda (understanding that they will result in extra hours and, therefore, pay, to Amanda) and asking Kristi to add some duties to her agenda, such as data entry. Bridgette stated that Jordan could assume the calendaring duties. Further discussion was then held regarding what Lesli’s directive should be and a consensus was reached. Bernie then amended his motion to be “to offer the position of Interim Director to Lesli Rumpf with a 15% increase in her salary on a per diem basis with no change in benefits with the directive that she should take such actions and perform such duties as necessary and reasonable to keep CAP operating in a reasonable and forward matter during the interim period and to delegate so much of her other duties as necessary in order to allow her to so act.” Tim seconded the amended motion and it was

unanimously approved. Bridgette was directed to speak to Lesli to determine if she will accept the position as stated.

- VII. Move to Closed Session for Discussion of Termination Benefits for Executive Director – Steve moved to close the meeting. Jim seconded the motion and it was unanimously passed. Jim moved to return to open session. Bernie seconded the motion and it was unanimously approved.
- VIII. Return to Open Session for Action on Benefits for Executive Director – It was noted the Steve had to leave the meeting before returning to open session. Bernie then moved to rescind his earlier motion to accept Bridgette’s resignation as of August 25, 2017. Jim seconded the motion and it was unanimously approved. Discussion was then held with Bridgette present about her extending her resignation effective date to August 31, 2017, and she agreed to do so. She then tendered her resignation with a new effective date of August 31, 2017. Jim moved to accept her resignation as of such date and to pay her all pending and accrued benefits and waive any potential penalty. Peter seconded the motion and it was unanimously approved. This will not need to be approved by the School Board as the current contract had not yet been signed by both parties.
- IX. Replacement Process for Executive Director – Initial discussion was held regarding the desire to do any restructuring of the Executive Director position and other positions at this time. It was agreed, however, that we should move forward with posting the position as it now stands and leave any discussion of restructuring until after the final candidates are assessed. It was then discussed that the position should be posted on the Wisconsin Parks and Recreation Association website and in the Cambridge News as soon as possible with a deadline of September 18. Mary presented drafts of a job description and posting for the position that Bridgette had worked up and discussion was held regarding those. Final drafts of both the job description and posting were tentatively agreed upon. It was suggested that interested candidates should submit a resume, letter of interest and three reference letters to Bernie’s address and that he would hold them all until after the deadline. It was discussed that the initial review of the resumes should be done by the Personnel Committee (Eddie, Bernie, and Mary) and any other Board members who wished to be included and that such review would narrow down the list of best candidates to ten or so. Jody expressed a wish to be part of that initial committee. Mary stated that she might have a conflict of interest and, if so, she would, of course, step away entirely from the hiring process. She would send out an email next week to see if any other Board members were interested. Once the initial screening is done, the candidates’ will be presented to the interview committee, with the exact make-up of such committee to be determined by the Board before or at the next Board meeting on September 27. Anyone on this Board who wishes to participate will be welcome to do so and there was some discussion of possible other persons such as members of the School Board. Jim moved to approve the job description and posting materials and to approve the procedures discussed above. Bernie seconded the

motion and it was unanimously approved. The job description and posting documents were given to Bridgette and she was asked to post them before leaving on Friday.

- X. Director's Report – Bridgette presented the Director's report and reviewed the highlights. Jim moved to accept the report. Tim seconded the motion and it was unanimously passed.
- XI. Next Meeting Date – The next meeting will be held Wednesday, September 27, 2017, at 5:30 p.m. at the District Office.
- XII. Adjourn – Peter moved to adjourn, Tim seconded, motion carried.

These Minutes are not final until approved by the Board.