



DMI Board of Directors
Teleconference Meeting
October 10, 2019 – 12:00 pm

Present: Bonnie Baerwald, David Brown, Caleb White, Roxanne Lutgen, Steven Stoeger-Moore

Guests: Linda Mont – Key Benefit Concepts, Sarah Plohocky– Key Benefit Concepts

Recording Secretary: Suzette Harrell (DMI Administrative Assistant)

Public access to the teleconference meeting, was provided by a public listening station located on the Moraine Park Technical College's Fond du Lac Campus (Library) – Room A211.8

1. **Call to Order** - B. Baerwald, DMI Board Chair, called the meeting to order at 12:03 pm.
2. **Statement of Public Notice** – Read into record by Board Chair, B. Baerwald.
3. **Public / Member Comments** - None Received.

ACTION ITEMS:

4. **Approval of Key Benefit Concepts Professional Employer Organization (PEO) Proposal***- L. Mont reviewed a handout provided to board members the previous week which outlined the criteria used, proposals received, and the process identified in narrowing 19 initial PEO provider applications down to 2 recommendations for DMI Board. L. Mont recommended one of the two identified PEO providers as a best fit for DMI. She provided board members with the recommended PEO's background information and the reasons for her recommendation. L. Mont requested DMI's Board approval to move forward with the recommended PEO and acceptance of the PEO's services, pending review of the PEO's service agreement. The service agreement is currently under DMI general consul review. PEO is willing to start working immediately with DMI. She reviewed a projected timeline of necessary steps to implement PEO's services/employment structure effective 01/01/2020. A motion was made by C. White to approve as presented the Key Benefit Concepts proposed Paychex PEO recommendation, pending contract review by DMI General Counsel. The motion was seconded by R. Lutgen. Motion approved by all.
5. **Adjourn** - A motion was made by D. Brown and seconded by R. Lutgen to adjourn the meeting. All voted in favor. Meeting adjourned at 12:39 pm.

Respectfully Submitted,

David Brown
DMI Board Secretary