



**Southeast Service Cooperative Board of Directors Regular Board Meeting**  
**5:30 PM, Wednesday, August 25, 2021**  
**MINUTES**

**PRESENT:** Chair Mary Blair-Hoeft, Board Clerk Jean Roth, Board Treasurer Lynn Gorski, Member Jason Marquardt, Member Monica Sveen-Ziebell, Member Don Leathers, Member Theresa Arrick-Kruger, Member Mike Christensen

**ABSENT:** Vice Chair Brein Maki

**EX-OFFICIO:** Steve Sallee

**STAFF:** Dale Walston, Bill Colopolous

The meeting was called to order at 5:37 PM by Chair Mary Blair Hoeft after staff introductions were conducted. A quorum was declared.

Don Leathers made a motion, seconded by Monica Sveen-Ziebell to approve the agenda. The motion passed unanimously.

**Executive Director Report** - Steve Sallee provided an update on the equity work being done with staff. The need for this work among members continues to increase. An Equity Panel has been invited to engage with MASA Region 1 members at the October 20 Fall Session.

The MDH recently contacted area service cooperatives to share grant money with the goal of increasing school nurse FTE. The funds are only restricted to be used for COVID-related support, relief, and mental health. A small task force is working with MDH to figure out the best way to support our schools.

Policy committee has been meeting to get all policies up to date. Steve and Karlyn are cross checking SSC policies with MSBA policies and realigning SSC policies to match MSBA format and order. The Policy Committee also recently discussed and favored changing the ten-member board to nine members: five education members, three local government members, and one appointed member with expertise in an area identified by the board. With Lynn's move to the City of Farmington, Steve is recommending Lynn occupy the appointed board position. She is very active and involved with MHC, and her continued expertise is needed. State Statutes only state to have more school members than local government members on coop boards.

Steve addressed the AESA National Conference coming up in early December, which is scheduled to take place in Houston, TX. One board member will be invited to attend, if attending the conference seems feasible at that time.

October board meeting was canceled due to the MSC Conference conflict.

Recently, Steve, Amy, Dale, Sarah, and Katie took a trip to Sourcewell in Staples, MN, to tour and visit with their Marketing Department and commercial filming studio. Sourcewell is a national purchasing coop. The FutureForward platform was shared and suggestions to expand and broaden statewide were requested. They have a several step process, and continued follow up is planned for this.

**School Pool Renewal Progress Report** - Bill Colopolous

Bill relays that the renewal process is going very well as well as the transition from BlueCross BlueShield to Medica. He has been successfully adding new groups as well.

Member Jean Roth made a motion, seconded by Member Jason Marquardt, to approve and accept the items on the consent agenda, including [Minutes of Last Meeting](#), [Balance Sheet](#), [Revenue Expense](#), [Bills](#), [Shift in Unrestricted Fund](#)

[Balance](#), [Personnel Committee Meeting Minutes](#), and [Superintendent Advisory Committee Meeting Minutes](#). The motion passed unanimously.

#### **Specific Agenda.**

Member Monica Sveen-Ziebell made a motion, seconded by Member Jean Roth, to approve [EmpowerU Partnership](#). The motion passed unanimously.

Member Mike Christensen made a motion, seconded by Don Leathers, for approval of [Reserve Release](#). The motion passed unanimously.

Member Mike Christensen made a motion, seconded by Member Monica Sveen-Ziebell, to approve the Resignation of Heather Schutte, effective Sept 8. The motion passed unanimously.

Member Mike Christensen made a motion, seconded by Member Jean Roth, to approve [Katie Hendrickson for Media & Marketing Coordinator](#) - [Resume](#). The motion passed unanimously.

Member Don Leathers made a motion, seconded by Member Mike Christensen, to approve [Jami Schwickerath for Perkins Consortia Coordinator](#) - [Resume](#). The motion passed unanimously.

Member Jean Roth made a motion, seconded by Member Mike Christensen, to approve [Kevin Cardille for Career Navigator](#) - [Resume](#). The motion passed unanimously.

#### **Informational.**

The following documents were shared for consideration of approval at next month's board meeting: [Executive Director Evaluation Timeline](#), [Executive Director Goals](#), and [Executive Director Evaluation Tool](#).

#### **Operations.**

Member Monica Sveen-Ziebell made a motion, seconded by Jean Roth, to approve [CNA Contract](#). The motion passed unanimously.

Member Mike Christensen made a motion, seconded by Lynn Gorski, to approve the final [Althing Contract](#). The [Althing](#) Program Overview was also reviewed. The motion passed unanimously.

#### **Other Information Items.**

[May 5, 2021, MHC Board of Directors Minutes](#)

The next regular SSC board meeting date is Wednesday, Sep 22, 2021, at 5:30 PM at SSC.

Member Jean Roth made a motion, seconded by Member Jason Marquardt, to adjourn the meeting at 6:26 PM. The motion passed unanimously.

Respectfully submitted by,  
Jean Roth, Board Clerk

**2021 Meeting Schedule**~~Wednesday, January 27, 2021 – ANNUAL MTG~~~~Wednesday, February 24, 2021~~~~Wednesday, March 24, 2021~~~~Wednesday, April 28, 2021~~~~Wednesday, May 26, 2021~~~~Wednesday, June 23, 2021~~~~JULY, MSC Board Conference – RESCHEDULED~~~~Wednesday, August 25, 2021~~**Wednesday, September 22, 2021**~~Wednesday, October 27, 2021 – CANCELED~~

Wednesday, November 17, 2021 (9:00 AM)

Wednesday, December 15, 2021 (9:00 AM)

**2022 Meeting Schedule**

Wednesday, January 26, 2022 – ANNUAL MTG (9:00 AM)

Wednesday, February 23, 2022 (9:00 AM)

Wednesday, March 23, 2022 (9:00 AM)

Wednesday, April 27, 2022

Wednesday, May 25, 2022

Wednesday, June 22, 2022

Wednesday, August 24, 2022

Wednesday, September 28, 2022

OCTOBER, MSC Board Conference

Wednesday, October 26, 2022

Wednesday, November 16, 2022 (9:00 AM)

Wednesday, December 14, 2022 (9:00 AM)