

Southeast Service Cooperative Board of Directors Meeting

5:30 PM, Wednesday, May 15, 2019

Finance Committee Meeting at 4:30 PM

Present: Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Lynn Gorski, Brein Maki, Rob Mathias, Jean Roth

Absent: Jason Marquardt, Monica Sveen-Ziebell, Don Leathers

Ex-Officio: Steve Sallee

Staff: Dale Walston, Amy Grover, Bill Colopoulos, Jill Miller, Donna Dickison, Alicia Bredesen, Dave Thompson

Call to Order

Meeting called to order at 5:35 PM by Chair Theresa Arrick-Kruger, who declared a quorum.

MOTION: Lynn Gorski moved, Rob Mathias seconded to approve the agenda. Motion passed.

Facilities Management. Dave Thompson provided the Board information on the Long-Term Facilities Maintenance Revenue timeline, the February webinar content (Saving Money Through Commissioning and Recommissioning and Rebate Programs and Case Studies), a list of the districts that Dave has been visiting, and information on the Annual Town Hall meeting on June 13 from 9:00 AM – 1:30 PM.

Wood Lake Meeting Center. Donna Dickison and Alicia Bredesen provided a report and updates on the Wood Lake Meeting Center activity. They far exceeded their goals in both revenue and occupancy, with significant increases since last year. They provide excellent customer service with a 99% satisfaction rate and high repeat customer retention. Bill Colopoulos thanked both Donna and Alicia for their successes and a job well done.

Executive Director's Report. Steve Sallee provided a verbal update and shared his report including information about MHC updates, the Executive Director evaluation timeline review, CPC updates, the Central Region Symposium, and Personnel Committee updates. Steve welcomed Jill Miller, who has officially started as the Administrative and Communication Assistant.

Minnesota Healthcare Consortium Update. A new system is now in place that consists of teams leveraging talents of staff and regional consultants. Dale Walston, Bill Colopoulos, and Nicole LaChapelle-Strumski, are participating on the committees from SSC. At the MHC Board meeting in May, a decision was made to spend time strategic planning when the Board meets in Duluth in July.

Executive Director Evaluation Timeline. As defined in the timeline, Steve met with the Personnel Committee to review the process. Before the June Board meeting, he will send out evaluation sheets to Board members. He will have printed copies of the timeline and a reminder of the process for June. At the August meeting, a summary will be presented to the Board.

Cooperative Purchasing Connection Update. Dale and Steve have been participating in interviews at Resource Training and Solutions. Interviews have been completed, and the top candidate was selected and offered the position. He accepted and started this week. We will have him attend the Town Hall, and Steve will ask him to attend a future Board meeting.

The Central Region Symposium is in the Twin Cities in October. The symposium is for Cooperative Directors in Minnesota, Iowa, and Wisconsin. This will be an opportunity to share ideas on professional development.

Personnel Committee Meeting. This summer, SSC plans to simplify pay range classifications, comparable worth evaluation, pay equity reporting, and compensation planning. After some research, SSC has purchased a plan with PayScale, which will add value, create efficiencies, and benefit SSC with access to compensation experts and comprehensive data tools.

Board Meeting Agenda, Materials, and Reports. Steve recommended a deadline of staff having Board meeting materials finalized and accurate links sent out by the end of day on the Friday before the Board meeting. The deadline will help us be more consistent and efficient.

School Pool Renewal Update. Bill Colopoulos provided information about the status of the school pool renewal, during this mandatory bid year. This year our school pool groups are subject to the mandatory bid law. This law requires each district providing health benefits of 25 or more employees must solicit a minimum of three proposals; one of which must be from PEIP. Renewals are released May 28th. Due to the confidentiality of the sealed bid process, no further details are available at this time. Bill noted that we will have renewals in hand by June Board meeting.

Consent Agenda

MOTION: Mary Blair-Hoeft moved, Karla Bauer seconded to approve and accept the items on the consent agenda: April meeting minutes, April balance sheets and revenue expenses, bills, and other finance reports as well as cash reconciliation and accounts receivable. Motion passed.

Specific Agenda

Programs. Katie Schmitt and Katie Hartman wrote an outstanding proposal and were awarded \$1,500 from the Greater Rochester Arts and Cultural Trust for Student Academics FY20 Young Authors, Young Artists Middle School Conference.

MOTION: Mary Blair-Hoeft moved, Lynn Gorski seconded to accept \$1,500 from the Greater Rochester Arts and Cultural Trust. Motion passed.

Personnel. Lori Mack has resigned her position effective July 1, 2019. Theresa Arrick-Kruger thanked Lori for her seven years of service, both as Literacy Specialist with the Rochester team, and as Advocate with the RCE team.

MOTION: Mary Blair-Hoeft moved, Jean Roth seconded to accept Lori Mack's resignation. Motion passed.

Compensation Planning for 2019-2020. Personnel Committee members Monica Sveen-Ziebell, Rob Mathias, Lynn Gorski, Bree Maki, Tess Arrick-Kruger met with Superintendent representatives Ed Harris and Beth Giese, and staff members Steve Sallee and Amy Grover to discuss recommended changes to compensation packages, including salaries and benefits.

MOTION: Karla Bauer moved, Mary Blair-Hoeft seconded to approve the Personnel Committee's staff compensation recommendation. Motion passed.

School Pool Renewal Formula.

MOTION: Rob Mathias moved, Brien Maki seconded to approve the recommendation of staff, local and state-wide consultants for the September 1, 2019, school pool renewal strategy resulting in a maximum increase of +12.5% and a minimum of 5.0% with a projected RSR margin buy down pledge of \$1,155,911 subject to additional staff recommendations approved by the Executive Director. Motion passed.

Approval of IEA/SSC Change Order.

MOTION: Lynn Gorski moved, Bree Maki seconded to approve the change order. Motion passed.

Approval of Membership Fees for 2019-2020.

MOTION: Mary Blair-Hoeft moved, Rob Mathias seconded to approve membership fees for 2019-2020. Motion passed.

Approval of the “MSC Outstanding Service Award” Recipient. By a unanimous vote, Amy Grover, Director of Planning, was chosen as the recipient of the 2019 Minnesota Service Cooperative’s Outstanding Service Award. She has worked at SSC for 15 years. Board members applauded Amy for her outstanding contributions and leadership at SSC.

MOTION: Jean Roth moved, Lynn Gorski seconded to approve Amy Grover as this year’s MSC Outstanding Service Award recipient. Motion passed.

Information and Sharing

Program Manager Updates. Program Managers provided a written report with updates on Local Government, Development and Innovation, Wood Lake Meeting Center, Professional Learning, Student Programs, STEM Forward, Cooperative Purchasing, and Workforce Development. There were also Strategic Priority Updates: Workforce Development, Mental Health and Curriculum Supports.

Highlights include that Katie Schmitt is leading two new pilot programs this summer. Kari Kubicek is finalizing the panel for the June 12th Principal Networking Forum to talk about best practices in mental health support. Katie Hartman has over 1,000+ students eager and excited to work with our professional presenters at the 32nd Annual Young Authors Young Artists Elementary Conference next week. Sarah had over 100 registered attendees at the STEM Forward Spring Educator Forum. This beat their all-time attendance record. A special thanks to Bree Maki for inviting Steve, Amy, and Kari to be a part of a mental health round table convened by U.S. Senator Tina Smith. Senator Smith recently re-introduced the *Mental Health Services for Students Act*.

Next Meeting and Adjournment

The June 2019 Board meeting date is Wednesday, June 26, 2019 at 5:30 PM. The Finance Committee will meet at 4:30 PM, a half-hour earlier for budget discussions.

MOTION: Lynn Gorski moved, Karla Bauer seconded to adjourn the meeting at 6:50 PM. Motion passed.

Brein Maki, Clerk

CALENDAR

2019 and 2020 Board Meeting Schedule – Meetings are located in the Wood Lake Meeting Center at Southeast Service Cooperative and start at 5:30 PM unless otherwise noted.

<u>2019 Meeting Schedule</u>	<u>2020 Meeting Schedule</u>
Wednesday, January 23, 2019 - ANNUAL MTG	Wednesday, January 22, 2020 – ANNUAL MTG
Wednesday, February 27, 2019	Wednesday, February 26, 2020
Wednesday, March 27, 2019	Wednesday, March 25, 2020
Wednesday, April 24, 2019	Wednesday, April 22, 2020
Wednesday, May 15, 2019	Wednesday, May 20, 2020
Wednesday, June 26, 2019	Wednesday, June 24, 2020
NO REGULAR MEETING IN JULY	NO REGULAR MEETING IN JULY
JULY 10-12, 2019 MSC Board Conference, Duluth	JULY, MSC Board Conference
Wednesday, August 28, 2019	Wednesday, August 26, 2020
Wednesday, September 25, 2019	Wednesday, September 23, 2020
Wednesday, October 23, 2019	Wednesday, October 28, 2020
Wednesday, November 20, 2019	Wednesday, November 18, 2020
Wednesday, December 18, 2019	Wednesday, December 16, 2020

- **Minnesota Service Cooperatives (MSC) Board:** Karla Bauer elected at the January 2019 Board meeting to complete a four-year term on the MSC Board July 1, 2014 through June 30, 2018. **Mary Blair-Hoeft** elected at the June 2015 Board meeting to a four-year term on the MSC Board July 10, 2015 through June 30, 2019.
- **Cooperative Purchasing Connection (CPC) Board:** Mary Blair-Hoeft
- **Minnesota Healthcare Consortium (MHC) Board:** Lynn Gorski
- **Association of Education Service Agencies Conference:** December 4-7, 2019 in Phoenix, AZ
MN Service Cooperatives Board Conference: Wednesday-Friday, July 10-12, 2019 in Duluth, MN

2019 Board Committees

- **Finance** – Karla Bauer, Jean Roth, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger
- **Personnel** – Monica Sveen-Ziebell, Rob Mathias, Lynn Gorski, Bree Maki, Tess Arrick-Kruger
- **Policies** – Monica Sveen-Ziebell, Karla Bauer, Rob Mathias, Jason Marquardt, Bree Maki
- **Bylaws** – Karla Bauer, Rob Mathias, Jean Roth, Mary Blair-Hoeft, Don Leathers
- **Canvassing** – Lynn Gorski, Bree Maki

2019 Staff Presentation Schedule

- **January** – Annual Meeting
- **February** – Wellness, Professional Development
- **March** – STEM Forward, Cooperative Purchasing
- **April** – Local Government, Development & Innovation
- **May** – Facilities Management, Wood Lake Meeting Center
- **June** – Professional Development
- **July** – No Meeting
- **August** – Student Activities, Regional Center of Excellence
- **September** – STEM Forward, Cooperative Purchasing
- **October** – Local Government, Development & Innovation
- **November** – Facilities Management, Wood Lake Meeting Center
- **December** – Strategic Planning