

Southeast Service Cooperative Board of Directors Meeting
5:30 PM, Monday, November 19, 2018
Finance Committee met at 5:00 PM preceding the Board Meeting

Present: Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Carol Cravath, Lynn Gorski, Don Leathers, Brein Maki, Jason Marquardt, Rob Mathias

Absent: Mike Christensen

Ex-Officio: Steve Sallee

Staff: Amy Grover, Dale Walston, Bill Colopoulos, Dave Thompson, Alicia Bredesen

Call to Order

Meeting called to order at 5:32 PM by Chair Tess Arrick-Kruger, who declared a quorum.

MOTION: Don Leathers moved, Carol Cravath seconded to approve the agenda. Motion passed.

Hearing of Reports - Information

Health Insurance Update. Bill Colopoulos provide an update on health insurance. The CCOGA renewal process is coming to a close, with the pool looking healthy and very minimal group loss. We are now gearing up for the School pool renewal, which is also looking very positive. 2019 is the mandatory bid year, and we will be supporting schools in this area. In addition, we will be encouraging timely ACA reporting for compliance regulations, as there will be increased enforcement. Bill will be reaching out to provide support for reporting as well.

Facilities Management Consultant Update. Dave Thompson shared the 2018-2019 calendar, and outlined both past and upcoming events. He provided the outline from the recent Chemical Hygiene Officer training and talked about the content. Dave provided updates from the MASMS State Conference and Mock OSHA audits (which are underway). Upcoming opportunities include a Risk Management WebEx Seminar on December 7, and the annual Town Hall Meeting on June 13!

Wood Lake Meeting Center Update. Alicia Bredesen provided an update about the Wood Lake Meeting Center and shared that after just the first quarter of the fiscal year, she and Donna Dickison have already exceeded their 2018-2019 revenue goal for rental fees with 44% of our goal in the bank and 101% booked! Furthermore, the total booked has already significantly exceeded our final revenue total last year, positioning us well for this year!

Program Manager Updates. Amy Grover provided a written summary report with updates for Local Government, Student Programs, Professional Learning, Wood Lake Meeting Center, Cooperative Purchasing, STEM Forward, Facilities Management, Outreach, and Wellness.

Executive Director Report. Steve Sallee shared information about work being done in the areas of superintendent search supports, strategic planning, curriculum software solutions, and internal emergency planning. The Audit Report will be presented at the December 19 meeting, which will start at 5:00 PM prior to the Board Strategic Planning session. Finally, we are doing an evaluation of the

succession planning and hiring process to update and improve the documentation; an electronic survey will be distributed in early December to SSC Board members. Finally, our statewide MHC Consultant, Genie Newville, is retiring at the end of June 2019. A transition plan is being put into place at this time.

Consent Agenda

MOTION: Brein Maki moved, Rob Mathias seconded to approve and accept the items on the consent agenda: October meeting minutes, November Superintendent Advisory Committee meeting minutes, October balance sheets and revenue expenses, bills, and other finance reports. Motion passed.

Specific Agenda

Elections Update. Amy Grover shared information about the Local Board Elections and SSC Elections. There are two open Education positions for new 4-year terms (January 1, 2019 – December 31, 2022). There were no open Local Government positions. We received nominations from Mike Christensen (incumbent) from Red Wing School Board, Jean Roth from Zumbrota-Mazeppa School Board, and Monica Sveen-Ziebell from Plainview-Elgin-Millville School Board. Ballots were sent to Superintendents of SSC Education member districts and completed ballots must be received back to SSC by Tuesday, December 18. Bree Maki and Lynn Gorski comprise the Canvassing Committee and will meet to count votes prior to the December Board meeting.

Board of Directors Self-Assessment Summary. Steve shared and reviewed the results of the Board of Directors Self-Assessment Summary.

Information and Sharing

MHC Renewal Status. The renewal status of the School and CCOGA renewal was reviewed.

Next Meeting and Adjournment

The December 2018 regular Board meeting date is Wednesday, December 19, 2018 at 5:00 PM (30 minutes prior to our normal meeting time). Canvassing Committee will meet at 4:30 PM. There will be no Finance Committee meeting. We will begin with the Audit Report, then a brief business meeting, and conclude with a joint Strategic Planning session with the Admin Team and SAC.

MOTION: Jason Marquardt moved, Cravath Cravath seconded to adjourn the meeting at 6:18 PM. Motion passed.

Brein Maki, Clerk

CALENDAR

2018 and 2019 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>2018 Meeting Schedule</u>	<u>2019 Meeting Schedule</u>
Wednesday, January 24, 2018 - ANNUAL MEETING	Wednesday, January 23, 2019 - ANNUAL MEETING
Wednesday, February 28, 2018	Wednesday, February 27, 2019
Wednesday, March 28, 2018	Wednesday, March 27, 2019
Wednesday, April 18, 2018	Wednesday, April 17 - based on school renewal
Wednesday, May 23, 2018	Wednesday, May 22, 2019
Wednesday, June 27, 2018	Wednesday, June 26, 2019
NO REGULAR MEETING IN JULY	NO REGULAR MEETING IN JULY
JULY 11-13, 2018 MSC Board Conference	JULY 10-12, 2019 MSC Board Conference
Wednesday, August 15, 2018 - THIRD WED to approve Local Govt Pool	Wednesday, August 21, 2019 - THIRD WED to approve Local Govt Pool
Wednesday, September 26, 2018	Wednesday, September 25, 2019
Wednesday, October 24, 2018	Wednesday, October 23, 2019
Monday, November 19, 2018	Wednesday, November 27, 2019 - Alt Nov. 21
Wednesday, December 19, 2018	Wednesday, December 18, 2019 - THIRD WED

- **Minnesota Service Cooperatives (MSC) Board:** Mike Christensen elected at the June 2014 Board meeting to 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:** Nov 28- Dec 1, 2018 in Colorado Springs, CO
- **MN Service Cooperatives Board Conference:** Wednesday-Friday, July 10-12, 2019 in Duluth, MN

2018 Board Committees

- Finance – Karla Bauer, Mike Christensen, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger
- Personnel – Carol Cravath, Rob Mathias, Lynn Gorski, Bree Maki, Tess Arrick-Kruger
- Policies – Carol Cravath, Karla Bauer, Rob Mathias, Jason Marquardt, Bree Maki
- Bylaws – Karla Bauer, Rob Mathias, Mike Christensen, Mary Blair-Hoeft, Don Leathers
- Canvassing – Lynn Gorski, Bree Maki