

Southeast Service Cooperative Board of Directors Meeting

5:30 PM, Wednesday, November 20, 2019

Policies Committee Meeting at 4:45 PM

Present: Theresa Arrick-Kruger, Mary Blair-Hoeft, Lynn Gorski, Brein Maki, Rob Mathias, Jean Roth, Monica Sveen-Ziebell

Absent: Karla Bauer, Don Leathers, Jason Marquardt

Ex-Officio: Steve Sallee

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

Guest: Karen Olson

Call to Order

Meeting called to order at 5:30 PM by Chair Theresa Arrick-Kruger, who declared a quorum.

MOTION: Rob Mathias moved, Monica Sveen-Ziebell seconded to approve the agenda. Motion passed.

Hearing of Reports

Fiscal Audit 2018-2019 (Abdo, Eick & Meyers). Erin Enstad of Abdo, Eick & Meyers provided the report. The Audit Report will be posted at www.ssc.coop.

MOTION: Mary Blair-Hoeft moved, Jean Roth seconded to accept the 2018-2019 Fiscal Audit. Motion passed.

ICS Consulting, Inc. Update. Karen Olson, ICS Brand Account Representative, provided an update on the ICS partnership with SSC, CCOGA outreach activities, current and potential CCOGA projects, as well as a referendum recap.

Facilities Management Update. Dave Thompson shared updates from the State and the Regional MASMS Conferences, including updates on educational presentations. Mock OSHA inspections are in progress with IEA. Dave announced that the Annual Town Hall has been scheduled for June 11, 2020, from 9 AM to 2 PM. Sarah Miller will be the keynote speaker.

Wood Lake Meeting Center (WLMC) Update. Donna Dickison shared updates from WLMC. WLMC is 111% on budget for revenue for 2019-2020 even with the closure of WLMC during the month of July due to the flood. When we reopened on August 5, all meeting rooms at WLMC were booked for that day. We have several new customers including The Waters on Mayo, Golden Harvest, Periodontal Specialists, and a new branch with Pioneer. Amy Grover provided a report on WLMC activity. Overall, WLMC is under in expense projections and over in revenue projections year to date. Kudos to Donna and Alicia Bredesen on a job well done!

Member Value Reports. Amy Grover shared the finalized 2018-2019 Member Value and Participation Reports. The "Total for All Members" summary report includes a line item for each program and service, and calculates service use, value, and number of participating organizations (member and non-

member). Of note is the fact that there was a total net value to members of \$4,609,329, with a return on investment for the membership fee of 4,398%.

Program Manager Updates. Amy Grover provided a written report with updates on Local Government, Development and Innovation, Student Programs, STEM Forward, Wellness, Marketing and Outreach, Wood Lake Meeting Center, Mobile Science Labs, Professional Learning, and Workforce Development.

- The STEM Forward Fall Educator Forum took place last week, with over 100 people registered. It was well attended, and we received a lot of positive feedback.
- STEM Forward and Twin Cities PBS were awarded a grant to promote computer science education. In conjunction with the grant, Sarah Ness attended the CSforAll training in Virginia alongside two educators from the region.

Executive Director's Report. Steve Sallee shared his report and provided a verbal update on the following.

- Election Nomination Update - Steve shared information about the Local Board Elections. There are two Education Positions, one new 4-year term January 1, 2020 – December 31, 2023 and one 1-year term January 1, 2020 – December 31, 2020. There is one new 4-year term January 1, 2020 – December 31, 2023. We received one Education nomination, David Klatt from Albert Lea School Board, and one Government nomination, Lynn Gorski (incumbent) from the City of Owatonna. Ballots were sent on November 1, and must be received back by Tuesday, December 10. The Canvassing Committee will meet at 4:30 PM on December 11 to open and count ballots prior to the December Board meeting. New Board members will start in January 2020.
- MHC Board Planning Session - Steve reviewed that he and Lynn Gorski attended another planning session with the MHC Board on November 7. Ron White facilitated. The Board talked about the structure of MHC. The structure seems somewhat unclear, and the Board is having discussions on how they might reorganize.
- Site Visits – Steve continues making visits to local government administrators, most recently in the Cities of Albert Lea and Houston, to build awareness for SSC. Steve has had many great visits, and he feels this is time well spent.
- Superintendent Cohort – AASA and MASA Region 1 are collaborating to provide an AASA National Superintendent Certification Program at SSC. Registration is currently open. The MASA Region 1 Committee is meeting in December and may consider setting some tiers for corporate sponsorship.
- Gallagher Study – SSC is going to hire Gallagher to do a compensation study. Gallagher will ask staff to take a Position Analysis Questionnaire (PAQ) based on what their position entails. Gallagher will then rebuild job descriptions and do banding and grading for SSC.

Consent Agenda

MOTION: Mary Blair-Hoeft moved, Lynn Gorski seconded to approve and accept the items on the consent agenda: October meeting minutes, the adjusted 2019-2020 budget, October balance sheets, fund balance, and revenue expenses, October bills, the Gallagher Master Agreement for Professional Services, and the SAC meeting summary. Motion passed.

Specific Agenda

Policy. First Reading of Federal Grant Management Policies and Procedures Manual. The Policy Committee met today to review the manual to ensure that we are in compliance with Federal law. We will have a second reading in December.

Second Reading and Approval of ByLaws Changes. The document was last updated in 2010. The wording was cleaned up and reorganized.

MOTION: Monica Sveen-Ziebell moved, Jean Roth seconded to approve the ByLaws Changes. Motion passed.

Programs. Acceptance of People's Energy Cooperative Operation Round Grant for SSC Student Programs, \$4,500.

MOTION: Mary Blair-Hoeft moved, Brein Maki seconded to accept \$4,500 from People's Energy Cooperative for SSC Student Programs. Motion passed.

Acceptance of \$3,000 from Southeastern Minnesota Arts Council for YAYA Elementary in May 2020.

MOTION: Mary Blair-Hoeft moved, Lynn Gorski seconded to accept \$3,000 from Southeastern Minnesota Arts Council for YAYA Elementary in May 2020. Motion passed.

Approval to Post 1 Full-time Career Navigator Position. This position will be posted to serve four districts including Stewartville, Kasson-Mantorville, Byron, and Triton.

MOTION: Rob Mathias moved, Monica Sveen-Ziebell seconded to approve the posting of 1 Full-time Career Navigator Position. Motion passed.

Personnel. Rescindment of motion to approve Perry Wilkinson (RCE) stipend for equity work in the RCE.

MOTION: Lynn Gorski moved, Mary Blair-Hoeft seconded to rescind the previous motion to approve Perry Wilkinson (RCE) stipend for equity work in the RCE. Motion passed.

Operations. 2018-2019 Annual Report.

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to approve the 2018-2019 Annual Report. Motion passed.

IBM Sponsorship for PTECH Planning. The Board discussed the MOU with Wendy Shannon to conduct PTECH planning and support over the next 24 weeks, to be paid for with IBM sponsorship.

Next Meeting and Adjournment

The December 2019 Board meeting date is Wednesday, December 11, 2019, at 5:30 PM. The Canvassing Committee will meet at 4:30 PM.

MOTION: Lynn Gorski moved, Jean Roth seconded to adjourn the meeting at 6:51 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 11, 2019	Wednesday, December 16, 2020

- **Minnesota Service Cooperatives (MSC) Board:** 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
- **MN Service Cooperatives Board Conference:** Wednesday-Friday, July 10-12, 2019 in Duluth, MN
- **Association of Education Service Agencies Conference:** December 4-7, 2019 in Phoenix, AZ

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
Superintendent Mike Funk (SAC Rep) and Ed Harris (SAC Rep)
- **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** – Mary Blair-Hoeft, 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** – Student Academics
- **July** – No Meeting
- **August** – Professional Development, Regional Center of Excellence
- **September** – STEM Forward, Cooperative Purchasing
- **October** – Local Government, Development & Innovation
- **November** – Facilities Management, Wood Lake Meeting Center
- **December** – Strategic Planning