



MINUTES

Regular Board Meeting

5:30 PM - Wednesday, November 18, 2020
via Zoom Videoconferencing

PRESENT: Chair Mary Blair-Hoeft, Vice Chair Bree Maki, Board Treasurer Lynn Gorski, Board Clerk Jean Roth, Member Tess Arrick-Kruger, Member Mike Christensen, Member Don Leathers, Member Monica Sveen-Ziebell

ABSENT: Member Jason Marquardt

EX-OFFICIO: Steve Sallee

STAFF: Amy Grover, Dale Walston

1. **CALL TO ORDER - MARY BLAIR-HOEFT**

Meeting was called to order at 5:31 PM by Chair Mary Blair-Hoeft. A quorum was declared.

2. **APPROVAL OF AGENDA**

Member Tess Arrick-Kruger made a motion to approve the agenda. Member Mike Christensen seconded the motion. Motion passed unanimously.

3. **HEARING OF REPORTS – INFORMATION**

Fiscal Audit 2019-2020. Erin Enstad of Abdo, Eick, and Meyers provided an overview of the annual financial audit and management letter. There was only one minor finding related to internal controls related to employee credit card transaction reporting and approval. The change in process that resulted in this finding has already been rectified.

Member Monica Sveen-Ziebell made a motion to accept the 2019-2020 Fiscal Audit. Member Bree Maki seconded the motion. Motion passed unanimously.

FutureForward™ Demonstration. Program Manager Sarah Ness (Program Manager), Mike Schnell (Community Engagement Coordinator) and Career Navigators Heather Schutte, Jami Schwickerath, Katie Hendrickson, MaryAnne Smith, and Nick Wobig joined the meeting to provide an overview of FutureForward™, developed by SSC as a talent pipeline development and career connected learning tool. It offers an easy way to support local economic prosperity, set up and track work-based learning experiences, build relationships and connections to regional business and industry, and leverage young people's innovative and diverse ideas. They shared a video (<https://youtu.be/KC2gZh4WB24>), showed a behind-the-scenes demo, shared how it is being used in our region, and encouraged everyone to learn more at www.futureforward.org.

Executive Director Report. Steve Sallee provided a written report and verbal updates. Specifically, he shared that the SSC Board members currently at the end of their terms have each submitted their nomination forms, with no others on the ballot. As such, ballots were not distributed this year to save unnecessary burden and time at member sites. Steve also provided updates related to the Regional COVID-19 Team and SSC's role and responsibilities.

4. CONSENT AGENDA

Member Tess Arrick-Kruger made a motion to approve and accept the items on the consent agenda, including minutes of October meeting, October balance sheets and revenue expenses, October bills, October MHC Board minutes, the 2019-2020 MHC audit, and minutes from the November SAC meeting. Member Mike Christensen seconded the motion. Motion passed unanimously.

5. SPECIFIC AGENDA

Personnel

- Member Monica Sveen-Ziebell made a motion to approve staff increases effective January 1, 2021 as recommended by the Personnel and Finance Committee. Member Lynn Gorski seconded the motion. Motion passed unanimously.
- Member Tess Arrick-Kruger made a motion to extend the employment of Jami Schwickerath, Mike Schnell, MaryAnne Smith, Katie Hendrickson, and Nick Wobig to December 31, 2021 (currently expires June 30, 2021) paid through the Rural Career and Technical Education Consortium grant. Member Jean Roth seconded the motion. Motion passed unanimously.

Operations

- Steve Sallee shared an update on progress toward finding a solution to upgrade our database.

6. ADJOURNMENT AND NEXT MEETING DATE

The next Board meeting date is Wednesday, December 16, 2020, at 5:30 PM (not at 9:00 AM as previously scheduled).

Member Mike Christensen made a motion to adjourn the meeting at 6:37 PM. Member Jean Roth seconded the motion. Motion passed unanimously.

CALENDAR

2020 and 2021 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>2020 Meeting Schedule</u>	<u>2021 Meeting Schedule</u>
Wednesday, January 22, 2020 – ANNUAL MTG	Wednesday, January 27, 2021 – ANNUAL MTG
Wednesday, February 26, 2020, 9:00 AM	Wednesday, February 24, 2021
Wednesday, March 25, 2020	Wednesday, March 24, 2021
Wednesday, April 22, 2020	Wednesday, April 28, 2021
Wednesday, May 20, 2020	Wednesday, May 26, 2021
Wednesday, June 24, 2020	Wednesday, June 23, 2021
NO REGULAR MEETING IN JULY	NO REGULAR MEETING IN JULY
JULY, MSC Board Conference, July 8-10, 2020	JULY, MSC Board Conference
Wednesday, August 26, 2020	Wednesday, August 25, 2021
Wednesday, September 23, 2020	Wednesday, September 22, 2021
Wednesday, October 28, 2020	Wednesday, October 27, 2021
Wednesday, November 18, 2020	Wednesday, November 17, 2021
Wednesday, December 16, 2020	Wednesday, December 15, 2021

Minnesota Service Cooperatives (MSC) Board: Brein Maki and Mike Christensen elected to complete four-year terms on the MSC Board January 1, 2020, through December 31, 2023.

Cooperative Purchasing Connection (CPC) Board: Mary Blair-Hoeft

Minnesota Healthcare Consortium (MHC) Board: Lynn Gorski

Finance Committee: Mike Christensen, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger, Jean Roth

Personnel Committee: Monica Sveen-Ziebell, Don Leathers, Brein Maki, Tess Arrick-Kruger, Mary Blair-Hoeft

Policies/Bylaws Committee: Don Leathers, Monica Sveen-Ziebell, Jason Marquardt, Jean Roth, Bree Maki

Canvassing Committee: Bree Maki and Mary Blair-Hoeft

Association of Education Service Agencies Conference: December 2-4, 2020 VIRTUAL

MN Service Cooperatives Board Conference: Canceled for 2020