

**Southeast Service Cooperative Board of Directors Meeting**  
**5:30 PM, Wednesday, October 24, 2018**  
**Finance Committee met at 5:00 PM preceding the Board Meeting**

**Present:** Theresa Arrick-Kruger, Karla Bauer, Mike Christensen, Carol Cravath, Lynn Gorski, Don Leathers, Brein Maki, Jason Marquardt, Rob Mathias

**Absent:** Mary Blair-Hoeft

**Ex-Officio:** Steve Sallee

**Staff:** Amy Grover, Dale Walston, Katie Schmitt, Bill Colopoulos

**Call to Order**

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Meeting called to order at 5:34 PM by Chair Tess Arrick-Kruger, who declared a quorum.

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

**Hearing of Reports - Information**

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**CCOGA Pool Renewal Update.** Bill Colopoulos provided an update on the pool renewal.

**Member Value Reports.** Chris Hancock shared the finalized 2017-2018 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 \$4,520,506, with a return on investment for the membership fee of 4,304%.

**Program Manager Updates.** Amy Grover presented the updates for Student Programs, Professional Learning, Woodlake Meeting Center, STEM Forward, Cooperative Purchasing, Facilities Management, Outreach, and Wellness.

**STEM Forward & Cooperative Purchasing.** Sarah Ness, Program Manager, provided updates about her two program areas. Highlights for Coop Purchasing included integration of the Express Online Marketplace into commonly used accounts payable software, expansion of vendors available for local government members, and the fact that there are now 206 contracts available to SSC members. Highlights for STEM Forward included sharing that in less than two year, we have doubled the number of districts and stakeholders. In addition, 156 educators attended the two Educator Forums offered in 2017-2018, and 350 students participated in Manufacturing Week’s industry tours.

**Local Government.** Katie Schmitt, Development and Innovation Specialist, summarized her written report, beginning with accomplishments for FY18 and plans for FY19. She highlighted that she and Steve have made 20 site visits to assess needs and areas of interest with local government members. We have added more relevant content to SSC communications, launched a new Cyber Liability Insurance program, added several new CPC contracts for this sector, and offered an internship program, which covered over \$7K in total intern wages for three counties. Looking forward, Katie noted that she is participating in the statewide group of Service Cooperative representatives looking at solutions, and is acting as a core team member for SE MN Together. Staff will continue to connect with members, add new city and county members, and explore new program and service opportunities.

**Executive Director Report.** Steve Saltee shared the following items:

- **Board Self-Assessment** - Each Board member was asked to complete the annual self-assessment and submit their responses by the end of the meeting. Tess and Steve will summarize and facilitate discussion at the November meeting.
- **Audit Report** - We will have the auditor at the November board meeting to share our FY 17' audit with you.
- **Bring Your Own Curriculum** - Katie Schmitt organized a meeting with (BYOC) Build Your Own Curriculum and we are exploring whether or not it makes sense to bring this to our members. Steve had a couple of districts reach out for curriculum support and this might be a tool that districts would benefit from. We have more meetings coming up and we will continue to evaluate whether or not this makes sense.
- **Superintendent Search Update** - Steve met with MSBA, Gary Kuphal, and Bruce Klaehn and gave an update about their discussion.
- **When Work Works Award** - This is the 9<sup>th</sup> year in a row we've been awarded this prestigious honor. We will send out a press release regarding our award very soon!
- **Election Updates** - We have two open Education positions for new four-year terms. To date, we have received one nomination for Monica Sveen-Ziebell from the Plainview-Elgin-Millville School Board. Deadline for nominations is Friday, November 9.
- **Regional Center of Excellence** - MDE is starting to write the next grant proposal for the funding cycle and Jane Drennan and Steve will be involved in some process improvement and planning.

### **Consent Agenda**

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

### **Specific Agenda**

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**Cooperative Purchasing Connection Joint Powers Board Update.** Steve Saltee presented highlights from the Summary of Executive Director's Recommendations from the CPC Joint Powers Board, regarding a business operations shift from a regional model with statewide support to a statewide model with regional support. The estimated start of this plan would be after January 2019. Details are still being determined; more information will be shared as it becomes available.

**Southeast MN Together Fiscal Sponsorship.** SE MN Together is a loose affiliation of individuals, community advocates, and partner representatives working in a volunteer capacity who desire to carry out charitable activities in the action areas of transit, workforce housing, community design, regional marketing, diversity and inclusion, and other local/regional initiatives and to leverage new opportunities and existing grassroots efforts to advance a regional problem solving approach that builds community capacity. SSC has been asked to serve as fiscal sponsor for the purpose of soliciting and receiving grants, contributions, and other revenues on its own behalf and disbursing such funds to SE MN Together, such as they further SSC's own charitable mission

MOTION: Carol Cravath moved, Don Leathers seconded to approve the Southeast MN Together Fiscal Sponsorship Agreement and verify that SE MN Together's programming furthers the exempt charitable purpose of the Southeast Service Cooperative. Motion passed.

**Bush Foundation Grant.** A job description for a .75 FTE position, as well as a .25 FTE SSC Member Relations and Outreach position, was presented for Board approval, as was the budget for a two-year grant application. The Finance Committee also reviewed.

MOTION: Mike Christensen moved, Don Leathers seconded to approve application to the Bush Foundation and an increase in budget for FY 18 of \$3,812.50, and \$22,875 after that for .25 FTE, office/facility use and communication. Motion passed.

#### **2017 Local Government Settlement Recap.**

MOTION: Rob Mathias moved, Carol Cravath seconded to approve the 2017 Local Government settlement recap. Motion passed.

#### **Personnel**

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**Executive Director Goals and Objectives.** Steve shared his Executive Director goals and objectives for 2018-2019, which were also reviewed by the Personnel Committee.

MOTION: Rob Mathias moved, Carol Cravath seconded to approve the Executive Director's 2018-2019 goals and objectives. Motion passed.

**Regional Workforce Development Liaison Shared Position.** Amy shared that Workforce Development, Inc., the Rochester Area Chamber of Commerce, and Southeast Service Cooperative launched a new shared position to act as a liaison between business and education to promote work-based learning opportunities, promote available workforce development programs and resources in southeast Minnesota, and connect regional businesses to the local talent pipeline. A candidate has been selected following interviews and will be announced publicly very soon.

#### **Operations**

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##### **Technology Services Vendor.**

MOTION: Jason Marquardt moved, Karla Bauer seconded to approve Technology Services RFQ award to Marco Technologies. Motion passed.

**Annual Plan.** Amy reviewed the two-page document that will be sent to members.

MOTION: Carol Cravath moved, Lynn Gorski seconded to approve the 2018-2019 Annual Plan. Motion passed.

##### **Participation Report.**

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

**Board of Directors Self-Assessment.** An assessment was presented that all Board members and will use it to analyze their view of SSC issues including: team culture, decision making, continuous improvement, community, planning, communications, motivation, influence, policy, and Board meetings.

## Information and Sharing

**AESA National Conference Form.** A form was distributed to Board members to complete if they want to attend the AESA National Conference.

## Next Meeting and Adjournment

November 2018 regular Board meeting date is Wednesday, November 19, 2018 at 5:30 PM (preceded by the Finance Committee at 5:00 PM).

MOTION: Jason Marquardt moved, Mike Christensen seconded to adjourn the meeting at 7:17 PM.  
Motion passed.

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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