

**Southeast Service Cooperative Board of Directors Meeting**

**5:30 PM, Wednesday, April 24, 2019**

Personnel Committee Meeting at 4:30 PM

**Present:** Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Lynn Gorski, Don Leathers, Brein Maki, Jason Marquardt, Jean Roth, Monica Sveen-Ziebell

**Absent:** Rob Mathias

**Ex-Officio:** Steve Sallee

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

**Call to Order**

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

MOTION: Don Leathers moved, Jason Marquardt seconded to approve the agenda. Motion passed.

**Local Government.** Katie Schmitt, Development and Innovation Specialist, provided statewide and regional updates. She noted that the MSC CCOGA Task Force is working together to define roles, responsibilities, and expectations and announced that through MSC, we will be able to provide one-on-one on-site training for clerks, including but not limited to: budgeting, internal controls, deposit and investment overview, election and special election assistance, competitive bidding, data practices, meeting requirements, licensing and regulations (gambling, liquor, etc.), utility billing, financial services, records retention, and office ergonomics and organization. She also shared updates on our partnership with SE MN Together and highlighted the regional convening focused on Welcoming and Inclusive Communities taking place in Chatfield on April 30. She also noted other programs and services for local government members.

**Executive Director's Report.** Steve Sallee provided a verbal update and shared his report including information about the new Administrative Assistant position, a Facilities Management update, Personnel Committee updates, and Executive Director evaluation timeline review.

**Minnesota Healthcare Consortium Update.** Steve shared that the statewide MHC Executive Directors have been working to redesign and reorganize the structure, since our statewide consultant is leaving. The new structure will consist of teams leveraging talents of staff and regional consultants. Teams include underwriting, finance, marketing, business development, and wellness.

**Indemnity Health Plan Supplemental Coverage Information.** Bill Colopoulos provided an overview of new indemnity health plan supplemental coverages designed to provide extra coverage for accident, critical illness, and/or hospitalization (including maternity). Employees can use the benefit to offset their health plan deductibles and other health care-related out of pocket costs. These benefits are paid directly to employees, are compatible with HSA, are nationally rated, and very cost efficient.

**School Pool Renewal Update.** Bill Colopoulos provided information about the status of the school pool renewal, during this mandatory bid year.

**Consent Agenda**

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MOTION: Monica Sveen-Ziebell moved, Karla Bauer seconded to approve and accept the items on the

consent agenda: March meeting minutes, March balance sheets and revenue expenses, bills, and other finance reports, SAC Meeting Summary. Motion passed.

## **Specific Agenda**

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**Program - Mobile Science Lab.** Amy Grover shared that the Mobile Science Lab will now be supported by the Mayo Clinic Department of Research. They have committed funding and is looking for FTE to support a 3-5 year continuation of the program. Over the summer, we hope to work with Mayo Career Development Specialists to strengthen the program by combining their Virtual Career Program with the MSL program to further connect careers to the classroom experience.

**Personnel - SE/Metro Regional Centers of Excellence Positions.** With 40 new schools to serve in 2019-2020, there are three new open positions for District/School Advocates. Applications are being accepted now with work beginning on 7/1/19.

MOTION: Lynn Gorski moved, Monica Sveen-Ziebell seconded to approve adding three new positions for RCE. Motion passed.

**Personnel - New Administrative/Communication Assistant Position.** We have completed interviews, selected, and offered the position to our top candidate, who has accepted the position, pending final Board approval. Jill Miller comes from Workforce Development, Inc. who served as Executive Secretary since 2015 and will be an ideal fit for SSC. Board communications in the future will come from her.

MOTION: Monica Sveen-Ziebell moved, Karla Bauer seconded to approve hiring of Jill Miller for the Administrative/Communication Assistant, at a \$23.50 per hour starting rate, effective May 1, 2019. Motion passed with Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Lynn Gorski, Don Leathers, Brein Maki, Jean Roth, and Monica Sveen-Ziebell voting in favor, and Jason Marquardt voting against.

## **Operations**

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### **Approval of School Pool Renewal Formula.**

MOTION: Brein Maki moved, Don Leathers seconded to table the approval of the school pool renewal formula until the May 15, 2019 Board of Directors meeting. Motion passed.

### **Video Conference Equipment Replacement.**

MOTION: Lynn Gorski moved, Monica Sveen-Ziebell seconded to approve the quote from Tierney to replace the audio/video conferencing equipment in the Oak Room in the amount of \$22,339.71. Motion passed.

**Executive Director Search Process Evaluation.** Dale Walston and Katie Schmitt presented information on the evaluation process that was recently completed. Input and key questions were placed within the succession planning process to prompt discussion if necessary in the future.

## **Information and Sharing**

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**Program Manager Updates.** Amy Grover provided a written report with updates on Wood Lake Meeting Center, Professional Learning, Student Programs, STEM Forward, Cooperative Purchasing, Facilities Management, and Strategic Priority Updates. Amy shared that STEM Forward welcomed Austin Public Schools, Rushford-Peterson Public Schools, and Wabasha-Kellogg Public Schools.

## Next Meeting and Adjournment

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The May 2019 Board meeting date is Wednesday, May 15, 2019 at 5:30 PM. The Finance Committee will meet at 5:00 PM.

MOTION: Jason Marquardt moved, Don Leathers seconded to adjourn the meeting at 6:30 PM. Motion passed.

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Brein Maki, Clerk

## CALENDAR

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**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.

<b>2019 Meeting Schedule</b>	<b>2020 Meeting Schedule</b>
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
- **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
- **November** – Facilities Management, Wood Lake Meeting Center
- **December** – Marketing, Outreach