

## Southeast Service Cooperative Board of Directors Meeting

5:30 PM, Wednesday, August 28, 2019

Finance Committee Meeting at 5:00PM

**Present:** Theresa Arrick-Kruger, Karla Bauer, Lynn Gorski, Don Leathers, Brein Maki, Rob Mathias, Jean Roth

**Absent:** Mary Blair-Hoeft, Jason Marquardt, Monica Sveen-Ziebell

**Ex-Officio:** Steve Sallee

**Staff:** Bill Colopoulos, Jane Drennan, Amy Grover, Kari Kubicek, Sarah Ness, Dale Walston, Jill Miller

**SSC Faculty:** Angie Ellsworth

### **Call to Order**

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Meeting called to order at 5:40 PM by Chair Theresa Arrick-Kruger, who declared a quorum.

Steve Sallee requested a change in the order of agenda items to accommodate Board member time constraints.

MOTION: Chair Theresa Arrick-Kruger moved to approve the agenda. Motion passed.

### **Consent Agenda**

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MOTION: Don Leathers moved, Lynn Gorski seconded to approve and accept the items on the consent agenda: June meeting minutes, June balance sheets, fund balance, and revenue expenses, June bills, SAC meeting summary, SSC staffing change, SAC member appointments to the Personnel Committee, official Grant Award Notification for Regional Centers of Excellence Grant, and SMEC Memorandum of Understanding. Motion passed.

### **Specific Agenda**

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**Programs. Approval of CCOGA Pool Renewal.** Bill Colopoulos reviewed the CCOGA Formula Committee's proposals and recommendations from the meeting on July 29, 2019. Individual group renewal meetings have been scheduled beginning the week of September 2, 2019. The annual pool meeting is scheduled on October 28, 2019, at WLMC. This meeting will focus on overall pool performance.

MOTION: Rob Mathias moved, Jean Roth seconded to approve the recommendation as proposed by the Formula Committee. Motion passed.

**Approval of 2018 Settlement Recap.** Dale recapped the 2018 Local Government Pool Self-Insured Policy Year Settlement including the Settlement Summary, Rate Stabilization Reserve Summary, Group Margin Returns, Stop Loss Summary, and Incurred But Not Reported (IBNR) Reserve Summary.

MOTION: Karla Bauer moved, Jean Roth second to approve the 2018 Settlement Recap. Motion passed.

**Personnel. Approval of Hiring New Career Navigator.** We have completed interviews, selected, and offered the position to our top candidate, Heather Schutte, who has accepted the position, pending final Board approval. This is a shared position funded by Grand Meadow Schools, LeRoy-Ostrander Schools, Lyle Schools, Southland Schools, and the Southern Minnesota Education Consortium (SMEC) and partially subsidized with grant funding. Heather was hired through the SSC but will be housed and working within these five schools and communities.

MOTION: Lynn Gorski moved, Brein Maki seconded to approve the hiring of Heather Schutte for the Career Navigator position. Motion passed.

**Operations. Approval of Executive Director Evaluation Summary.** Steve had a good meeting with the Personnel Committee and has forwarded a summary of the evaluation to Board members. Don Leathers expressed that Steve has done a great job!

MOTION: Don Leathers moved, Jean Roth seconded to accept the Executive Director Evaluation Summary. Motion passed.

### **Approval of Second Reading of SSC/WLMC Emergency Preparedness Document.**

MOTION: Lynn Gorski moved, Rob Mathias seconded to approve the Second Reading of the SSC/WLMC Emergency Preparedness Document. Motion passed.

### **Hearing of Reports**

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**Mental Health/National Conference Update.** Angie Ellsworth, SSC Faculty, provided updates on the mental health and the national conference. Feedback from schools confirms that there is an overwhelming need for support and resources to meet students where they are at. A part of what she does is educational behavior support systems. One of the areas that Angie is working in is short and long term follow up through observation, coaching, and team facilitation. She is also exploring the needs of local government and the need for mental health and wellness supports. Angie reflected on the Human Centered Design Thinking Conference she attended in Boston. The focus was on equity in our schools. Angie appreciated being able to attend the conference. Lynn Gorski thanked Angie for the great work she is doing!

**SE/Metro Regional Center of Excellence Report.** Jane Drennan, Director, presented information about SE/Metro Regional Center of Excellence. She shared that her team of school advocates has grown by six, three due to resignations and three new positions. Jane is excited about the new advocates who are highly engaged in doing equity work! They have just finished Year 1 of the ESSA identification and now entering Year 2. Steve gave kudos to Jane and her dedicated staff for their great work!

**Professional Development Report.** Kari Kubicek, Program Manager, provided updates on the Professional Development Program. She shared a list of SSC faculty who are under contract and available to provide customized professional development. Requests for customized professional development at member sites continue to come in, the majority being related to mental health and behavioral management provided by SSC faculty member, Angie Ellsworth. There has been fantastic feedback on this service. Districts are also reaching out to SSC to provide Cultural Competency training to support their teachers in meeting the new relicensure requirement. Angie is in high demand, as these are her areas of expertise. Other SSC faculty members are available to cover other subjects required for relicensure. SSC is currently looking to build faculty in city-county government and in the small business world. We are always looking for faculty member referrals. Several regional learning opportunities are scheduled to take place at the Wood Lake Meeting Center (WLMC) in the next several months. These include an Instructional Coaching Network, a 9 Essential Skills for the Love and Logic

Classroom™ series, a Love and Logic: Adults Supporting Youth with Challenging Past™ (Trauma Informed Care) series, a Leading through Communication in Times of Crisis session, a full day devoted to cybersecurity including a morning session covering legal issues involving school technology and an afternoon session covering life skills and preparedness as they relate to cyber security. Other offerings will include Cultural Competency session(s), an anxiety series, a session facilitated by Angie Ellsworth based on the knowledge she gained during her recent experience at the Equity-Centered Design Thinking and Innovative Mindsets Institute in early August. There will also be some STEM and STEAM offerings as well. Steve Sallee and Kari are going out to meet with new superintendents and local government administrators in the region this fall, and she will be sharing information on the customized professional development that is available to them.

**FutureForward Demonstration/Presentation.** Sarah Ness, Program Manager, provided a demonstration on the new *FutureForward* web-based portal. Voice of customer feedback was collected from SSC members and organizations in SE Minnesota to understand what was not working in the career connected pipeline. SSC found that career connectivity relationships are missing. To help mitigate barriers, SSC looked for resources to connect employers, educators, and students with career connected learning experiences. SSC negotiated an agreement to develop a 2.0 model. The web-based portal is [www.futureforward.org](http://www.futureforward.org). Sarah talked about the features, value, and pricing model for *FutureForward*. Sarah reviewed the functionality of the portal and shared data and metrics that can be collected. The business component has been launched. The educator component is on the brink of being launched this fall. Eventually, SSC is hoping to expand *FutureForward* into other cooperatives. Steve gives both Amy Grove and Sarah a lot of credit for their vision and making *FutureForward* a reality.

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

**Executive Director's Report.** Steve Sallee provided a verbal update and shared his report including information about MSC Summer Conference and AESA National Conference, Director Goals, and Flood Update.

Director Goals. Steve shared an updated Executive Director Evaluation Timeline handout. Steve met with the Personnel Committee in July. It went well and he received a lot of positive feedback. The biggest challenge this past year was the change in leadership style. His leadership style empowers staff to do their job and to build off the talent and strengths they have. Steve feels it is of great importance for SSC to stay financially sound and member focused. He believes the next big idea is *FutureForward*. Tess shared that the Personnel Committee meeting was very engaging with a lot of brainstorming and good discussion. She thanked Steve for the great year we have had!

Flood Update. Steve talked briefly about the flood at SSC. Amy recognized Dale and Steve for the tremendous leadership they showed during the flood. Steve communicated well, while Dale put things into action immediately.

MSC Summer Conference and AESA National Conference. The theme of the AESA National Conference was collective impact. Attendees were given multiple examples, in addition to discussion time. Amy shared that this is the perfect framework for SE MN Together to take the lead and apply some of those foundational pieces of the collective impact model. Steve talked about the Flint, Michigan Water Crisis; he liked this one. An ESA in Flint brought in all the stakeholders and is now working to build the school district back again. There were a lot of good conversations. Rob Mathias, Jean Roth, and Don Leathers, in addition to SSC staff attended the MSC Board Conference in Duluth. Steve spoke briefly about the keynote speakers.

## Next Meeting and Adjournment

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The September 2019 Board meeting date is Wednesday, September 25, 2019, at 5:30 PM. The Personnel Committee will meet at 4:00 PM. The Finance Committee will meet at 5:00 PM.

MOTION: Brien Maki moved, Lynn Gorski seconded to adjourn the meeting at 7:41 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:** 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** – Lynn Gorski, 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