



# MINUTES

## Regular Board Meeting

5:30 PM - Wednesday, August 26, 2020  
via Zoom Videoconferencing

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

**ABSENT:** Member Don Leathers

**EX-OFFICIO:** Steve Sallee

**STAFF:** Amy Grover, Dale Walston, Bill Colopoulos, Jeff Aamot

**5:00 PM Finance Committee Meeting Participants:** Tess Arrick-Kruger, Jean Roth, Mary Blair-Hoeft, Mike Christensen, and Lynn Gorski

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

Meeting was called to order at 5:32 PM by Chair Mary Blair-Hoeft. A quorum was declared.

### 2. **APPROVAL OF AGENDA**

Member Jason Marquardt made a motion to approve the agenda. Member Jean Roth seconded the motion. Motion passed unanimously.

### 3. **HEARING OF REPORTS – INFORMATION**

**Gallagher Presentation.** Mike Verdoorn, Greg Mangold, and Meghan Olson from Gallagher Human Resources Compensation and Consulting Practice provided an overview of the process used to conduct a job evaluation and compensation study recently completed for all SSC staff. This included analysis of all job descriptions, updated decision band method ratings to maintain internal pay equity, completion of market data research, development of salary structure (min/mid/max pay ranges) to maintain external pay equity, and recommendations for implementation and ongoing administration.

**Regional Center of Excellence Update.** Jeff Aamot, RCE Director, provided an overview of growth and changes within the RCE staff. There have been several transitions of roles within their team of 15. Jeff has been hired as Director, Perry and Melanie now serve as Education System Specialists, Joe serves as a School Climate Support Specialist, and Jennie and Raymond have been hired as new School Advocates. Our regional team is very diverse, with six People of Color on staff.

**Program Manager Report.** Amy Grover provided a report and verbal updates on progress and planning for Student Programs, Wellness, Professional Development, Workforce

Development, and STEM Forward, all of which are pivoting delivery options due to COVID-19. We also discussed and answered questions about our timeline and criteria used to make decisions related to re-opening of the Wood Lake Meeting Center.

**Executive Director Report.** Steve Sallee provided a report and verbal updates on SSC staff training related to diversity, equity, and inclusion as well as MDE/MDH distribution of PPE equipment through the Service Cooperatives, staffing updates, and options for the existing Board vacancy.

**4. CONSENT AGENDA**

Member Lynn Gorski made a motion to approve and accept the items on the consent agenda, including minutes of June meeting, June and July balance sheets and revenue expenses, June and July bills, City of Red Wing membership, June 3 MHC Board minutes, SMEC Memorandum of Understanding, and approval of shift in unrestricted fund balance for STEM Forward and Mobile Science Lab. Member Tess Arrick-Kruger seconded the motion. Motion passed unanimously.

**5. SPECIFIC AGENDA**

**Programs**

Member Monica Sveen-Ziebell made a motion to accept the CCOGA Pool Renewal, which includes the group formulas for both small and large groups. Member Bree Maki seconded the motion. Motion passed unanimously.

Member Mike Christensen made a motion to accept a \$40,000 grant from the Otto Bremer Fund to help support a Career Navigator position and FutureForward™ portal customizations. Member Tess Arrick-Kruger seconded the motion. Motion passed unanimously.

Member Mike Christensen made a motion to accept a \$3,000 grant from the Greater Rochester Advocates for Universities and Colleges (GRAUC) for work on FutureForward™ with our K-12 schools, college partners and community businesses.. Member Bree Maki seconded the motion. Motion passed unanimously.

**Personnel**

Member Jean Roth made a motion to move Heather Schutte, SMEC Career Navigator from a 0.70 FTE to a 0.85 FTE with the addition of a school district to her SMEC group, effective September 1, 2020 and increasing her hourly rate from \$21.00 per hour to a salaried exempt position of \$46,750, effective July 1, 2020. Member Tess Arrick-Kruger seconded the motion. Motion passed unanimously.

Member Monica Sveen-Ziebell made a motion to approve the hiring of Nick Wobig as Career Navigator, effective August 3, 2020, approve the official start date for MaryAnne Smith and

Katie Hendrickson as July 16, 2020. Member Bree Maki seconded the motion. Motion passed unanimously.

Member Jean Roth made a motion to approve the hiring of Raymond Blackledge as RCE Advocate, effective August 1, 2020. Member Mike Christensen seconded the motion. Motion passed unanimously.

### **Operations**

Member Tess Arrick-Kruger made a motion to approve the SSC Wage Guidelines and Personnel Band, Grade, and Title changes. Member Mike Christensen seconded the motion. Motion passed unanimously.

## **6. ADJOURNMENT AND NEXT MEETING DATE**

The next Board meeting date is Wednesday, September 23, 2020, at 5:30 PM.

Member Mike Christensen made a motion to adjourn the meeting at 6:58 PM. Member Jean Roth seconded the motion. Motion Passed unanimously.

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Jean Roth, Board Clerk

## **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.

<b><u>2020 Meeting Schedule</u></b>	<b><u>2021 Meeting Schedule</u></b>
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, 9:00 AM	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 2-5, 2020, in Orlando, FL

**MN Service Cooperatives Board Conference:** Canceled for 2020