

Southeast Service Cooperative Board of Directors Meeting

5:30 PM, Wednesday, December 11, 2019

Canvassing Committee Meeting at 4:30 PM

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

Ex-Officio: Steve Sallee

Staff: Bill Colopoulos, Amy Grover, Nicole LaChapelle-Strumski, Jill Miller, Dale Walston

Call to Order

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

Theresa Arrick-Kruger motioned to amend the agenda as follows: SSC Staff and Board recognitions to be moved to the first items on the agenda. Approval of Kirsten Kuehl's resignation and retirement to be moved to the consent agenda. Approval of the Rural CTE Consortium Grant from the Minnesota Department of Education (MDE) to be added under the specific agenda.

MOTION: Monica Sveen-Ziebell moved, Mary Blair-Hoeft seconded to approve the amended agenda. Motion passed.

Staff Resignation and Recognition. Program Manager, Kirsten Kuehl, will be retiring at the end of December after 37¾ years of employment at SSC. She was recognized for her years of service and received a standing ovation from the Board and SSC Staff.

Board Member Recognitions. The group recognized Karla Bauer and Rob Mathias for their years of service on the Board. They were presented with cards and recognition awards. Board members expressed their thanks and appreciation.

Hearing of Reports

Health Insurance Update. Bill Colopoulos shared that Phase 1 of actuarial study is complete. He will be presenting Phase 1 study findings to the MHC Board next Wednesday, December 18. The MHC Board will receive Phase 2 and 3 reports, along with the completed study in January. Bill plans to share the completed report with the SSC Board at the January Board meeting.

Updated MHC Wellness Dashboards. Nicole LaChapelle-Strumski presented on SSC Wellness Programs including Omada, Learn to Live, ShareCare Fitness Incentive, SmartShopper for the Aware Network, Blue365, and Dr. on Demand. She shared that starting January 1, 2020, participants with Type II diabetes will automatically be put into the Omada Program.

Strategic Priority Progress Report. Steve and Amy Grover shared a report and update on the work we are doing with our three identified strategic priorities of mental health, workforce development, and curriculum supports. In the area of workforce development, we are in the process of hiring four new Career Navigator positions. Interviews are coming up in the next week for three of those positions.

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

- Coordination and planning continues for an upcoming professional development opportunity on the new Minnesota science standards. The first session on February 27th is primarily directed at sixth grade science teachers.
- There is now a short video available on how to register for the *FutureForward* portal. The video is located at www.futureforward.org.
- Katie Schmitt is writing a grant for SE MN Together for Strategic Doing™ training.
- STEM Forward Outstanding Educator Awards winners will be announced tomorrow. The annual Awards Dinner will be held on January 8th at Castle Communities in Rochester. The Board is welcome to join us.

Executive Director's Report. Steve Sallee provided a report and verbal update on the following.

- Special Education Discussions – Steve recently had discussions with area superintendents about the possibility of SSC providing special education services to school districts in our region. Southwest West Central (SWWC) Service Cooperative already offers this service to districts. Plans are underway for Steve and several area superintendents to meet with Cliff Carmody, SWWC Executive Director, to learn more and ask for guidance. Steve is excited at the potential.
- FutureForward Information – Steve asked Board members to help promote *FutureForward* in their areas. He has plans to present *FutureForward* to other Directors in Minnesota in the near future.
- January Organizational Meeting – At the January Board meeting, we will be welcoming a couple of new Board members and providing a list of future meeting dates. The option to hold winter Board meetings in the morning will be brought to the Board in January.
- MHC Board Meeting – Steve, Dale, and Lynn Gorski will be attending an MHC Board meeting next week in Sartell. There is a lot happening around strategic planning and action plans, with more to come.

2019 Board of Directors Election. The Canvassing Committee met on December 11, 2019, prior to the regular Board meeting. For the Education (Category 1) elections, there was one new 4-year term, and David Klatt (from Albert Lea School Board) was declared the elected Board member. For the 1-year open position, write-in candidate, Mike Christensen (from Red Wing School Board) was declared the elected Board member. For the Local Government (Category 2) elections, there was one new 4-year term and Lynn Gorski (from the City of Owatonna) was declared the elected Board member.

Consent Agenda

MOTION: Don Leathers moved, Jason Marquardt seconded to approve and accept the items on the consent agenda: November meeting minutes; Resignation and retirement of Program Manager, Kirsten Kuehl; and Election results. Motion passed.

Specific Agenda

Policy. Second Reading and Approval of Federal Grant Management Policies and Procedures Manual.

The Policy Committee met last month to review the manual to ensure that we are in compliance with Federal law.

MOTION: Rob Mathias moved, Karla Bauer seconded to approve the Federal Grant Management Policies and Procedures Manual. Brein Maki abstained. Motion passed.

Programs. Acceptance and Approval of \$10,000 Donation from Mayo Clinic Health Systems, Designated for SE MN Together Use in 2020.

MOTION: Mary Blair-Hoeft moved, Brein Maki seconded to accept and approve the \$10,000 Donation from Mayo Clinic Health Systems, Designated for SE MN Together Use in 2020. Motion passed.

Acceptance and Approval of \$3 Million, Rural CTE Consortium Grant from the Minnesota Department of Education (MDE).

MOTION: Jason Marquardt moved, Mary Blair-Hoeft seconded to accept and approve the \$3 million, Rural CTE Consortium Grant from MDE. Motion passed.

Personnel. Approval to Post Part-Time Accounting Assistant Position. Last month, the Board approved hiring an Accounting Assistant through a temporary service. Several temporary services posted the position, yet there was only one person who inquired and not a lot of interest. Dale reached out to Kim Swanson, who has done great work for SSC in the past. She is definitely interested in applying for the position. This position will be posted as “open until filled,” and we will encourage Kim to apply.

MOTION: Mary Blair-Hoeft moved, Jean Roth seconded to approve the posting of a Part-Time Accounting Assistant Position. Motion passed.

Operations. Approval of Abdo, Eick & Meyers to Complete Audit Work and Reports for FY20, FY21, and FY22. Abdo, Eick & Meyers is familiar with SSC and does a great job.

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to approve Abdo, Eick & Meyers to Complete Audit Work and Reports for FY20, FY21, and FY22. Motion passed.

Information and Sharing

AESA National Conference Update. Steve, Amy, and Jean Roth provided a brief summary of their experience at the 2019 Conference. All three were pleased by the wealth of information the conference provided.

Next Meeting and Adjournment

The January 2020 Board meeting date is Wednesday, January 22, 2020, at 5:30 PM.

MOTION: Lynn Gorski moved, Mary Blair-Hoeft seconded to adjourn the meeting at 6:53 PM. Motion passed.

Brein Maki, Clerk

CALENDAR

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.

| 2019 Meeting Schedule | 2020 Meeting Schedule |
|---|--|
| 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 11, 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
Superintendents, 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** – Mary Blair-Hoeft, 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