

**Southeast Service Cooperative Board of Directors Meeting**

**5:30 PM, Wednesday, February 27, 2019**

Personnel Committee Meeting at 4:00 PM

Finance Committee Meeting at 5:00 PM

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

**Absent:** Karla Bauer, Rob Mathias

**Ex-Officio:** Steve Sallee

**Staff:** Amy Grover, Dale Walston, Nicole LaChapelle-Strumski, Kari Kubicek

**Call to Order**

---

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

MOTION: Mary Blair-Hoeft moved, Jason Marquardt seconded to approve the agenda. Motion passed.

**Insurance Report.** Bill Colopoulos provided an update on the 2017-2018 school pool self-insured policy year settlement recap, including actual-to-expected claims ratio, rate stabilization reserve, margin returns, stop loss claims, and incurred by not reported reserve.

**Executive Director's Report.** Steve Sallee provided a verbal update and shared his report including information about the superintendent search contract with MSBA and Build Your Own Curriculum contract with SSG. Personnel Committee updates related to progress on his individual goals and performance bonuses for staff. Finally, MHC structure and leadership moving forward were discussed.

**Health and Wellness Report.** Nicole LaChapelle-Strumski provided updates on the Health and Wellness program. She outlined the four new programs available for pool members. Vitals SmartShopper and Omada are available for both schools and local government pool members. ShareCare and Learn to Live are currently available for local government pool members and will launch for school pool members in September. Related to wellness funding, we have seen 20% higher usage for school groups. This year, undistributed wellness dollars were made available through a competitive grant application. There is a Wellness Forum on March 28 and a New Program Session on March 1. Nicole continues her SHIP support for 13 counties. Finally, she provided some statistics on the annual Member Walking Challenge.

**Professional Development.** Kari Kubicek provided updates on the Professional Development program. Current regional offerings include our Office Professional Academy, which includes both a webinar series and five upcoming 2-hour face-to-face workshops between March and June. Common Sense Leadership is a full-day face-to-face workshop being offered on April 16. All of these are open to participants from any sector. She also mentioned upcoming Cultural Competency, Suicide Prevention, and Section 504 trainings scheduled for this spring. Next, she shared the list of SSC faculty that are under contract and available to provide customized professional development onsite.

**Consent Agenda**

---

MOTION: Mary Blair-Hoeft moved, Brein Maki seconded to approve and accept the items on the consent agenda: January meeting minutes, January balance sheets and revenue expenses, bills, and other finance reports, SSC – MSBA Contract for Superintendent Searches, SSG – SSC Contract for curriculum support (Build Your Own Curriculum) and supporting documents. Motion passed.

## **Specific Agenda**

---

### **Health and Benefits.**

MOTION: Jason Marquardt moved, Lynn Gorski seconded to approve the 2017-18 School Pool Self-Insured Policy Settlement Recap Document. Motion passed.

**Progress Update on Executive Director Goals.** Steve shared his report.

**Program Manager Updates.** A written summary report was provided with updates for Local Government, Student Programs, Professional Learning, Wood Lake Meeting Center, Cooperative Purchasing, STEM Forward, Facilities Management, Outreach, and Wellness.

### **Operations.**

MOTION: Lynn Gorski moved, Monica Sveen-Ziebell seconded to award the SSC Banking RFP to US Bank and designate US Bank as a depository for SSC funds. Motion passed.

MOTION: Mary Blair-Hoeft moved, Jason Marquardt seconded to approve the proposed payroll system change. Motion passed.

## **Next Meeting and Adjournment**

---

The March 2019 Board meeting date is Wednesday, March 27, 2019 at 5:30 PM. The Finance Committee will meet at 5:00 PM.

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to adjourn the meeting at 6:54 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.

<b><u>2019 Meeting Schedule</u></b>	<b><u>2020 Meeting Schedule</u></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