

Southeast Service Cooperative Board of Directors Meeting

5:30 PM, Wednesday, January 22, 2020

New Board Member Orientation at 4:30 PM

Present: Mike Christensen, Mary Blair-Hoeft, Lynn Gorski (via teleconference), Dave Klatt, Don Leathers, Brein Maki, Jason Marquardt (via teleconference)

Absent: Theresa Arrick-Kruger, Jean Roth, Monica Sveen-Ziebell

Ex-Officio: Steve Sallee

Staff: Alicia Bredesen, Bill Colopoulos, Jill Miller, Dale Walston

Guest: Charly Ann Bredesen

Call to Order

Meeting called to order at 5:41 PM by Acting Vice-Chair, Mary Blair-Hoeft, who declared a quorum. Charly Ann Bredesen led the Board in the Pledge of Allegiance. Charly Ann was presented with a Certificate of Achievement for a job well done!

Health Insurance Update. Bill Colopoulos reviewed that the MHC Advisory Committee met this morning to discuss beginning the framework for a statewide pool for small groups, between 2-50 contracts/employees on a plan. This would apply to both CCOGA and school small groups. The committee is still working on timelines. They will present this to the MHC Board for approval on February 5, 2020. This will affect 14% of membership. A lot to work from a logistical standpoint.

New Board members Mike Christensen (Red Wing School Board) and Dave Klatt (Albert Lea School Board) were welcomed. We also acknowledged returning Board member, Lynn Gorski (City of Owatonna).

iCompass Training. Jill Miller shared a video and provided training to the Board on AgendaNotes, the new agenda and meeting management software.

Election of Officers.

Board Chair

MOTION: Brein Maki moved to nominate Mary Blair-Hoeft for Board Chair, Dave Klatt seconded. There being no further nominees, a unanimous ballot was cast for Mary Blair-Hoeft for Board Chair. Motion passed.

Board Vice-Chair

MOTION: Lynn Gorski moved to nominate Brein Maki for Board Vice-Chair, Mike Christensen seconded. There being no further nominees, a unanimous ballot was cast for Brein Maki for Board Vice-Chair. Motion passed.

Board Treasurer

MOTION: Mike Christensen moved to nominate Lynn Gorski for Board Treasurer, Bree Maki seconded. There being no further nominees, a unanimous ballot was cast for Lynn Gorski for Board Treasurer. Motion passed.

Board Clerk

MOTION: Brein Maki moved to nominate Jean Roth for Board Clerk, Mike Christensen seconded. There being no further nominees, a unanimous ballot was cast for Jean Roth for Board Clerk. Motion passed.

The New Chair appointed committees as follows:

Finance Committee

Mike Christensen, Lynn Gorski, Mary Blair-Hoeft, Theresa Arrick-Kruger, Dave Klatt

Personnel Committee

Monica Sveen-Ziebell, Don Leathers, Mary Blair-Hoeft, Brein Maki, Theresa Arrick-Kruger

Policies/Bylaws Committee

Don Leathers, Jason Marquardt, Monica Sveen-Ziebell, Jean Roth, Brein Maki

MOTION: Bree Maki moved, Don Leathers seconded to combine the Policies and Bylaws Committees into one, the Policies/Bylaws Committee. Motion passed.

Canvassing Committee

Bree Maki, Mary Blair-Hoeft

MOTION: Mike Christensen moved, Dave Klatt seconded to approve the Committee appointments. Motion passed.

The New Chair appointed MSC, CPC, and MHC Board members as follows:

MSC Board Brein Maki, Mike Christensen

CPC Board Mary Blair-Hoeft

MHC Board Lynn Gorski

MOTION: Mike Christensen moved, Don Leathers seconded to approve the MSC/CPC/MHC Board appointments. Motion passed.

Approval of Agenda

MOTION: Don Leathers moved, Mike Christensen seconded to approve the agenda. Motion passed.

Hearing of Reports

Program Manager Updates. Steve Sallee 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.

Highlights:

- Workforce Development – Sarah Ness – There is great work being done in regards to Workforce Development. With rural CTE funding, SSC has hired three new Career Navigators. They will be

joining Sarah Ness and Heather Schutte on a collaborative approach to career-connected learning support for our Southeast Minnesota communities.

- STEM Forward – Sarah Ness – STEM Forward celebrated nine Outstanding Educators at the January 8th Outstanding Educator Awards & Annual Dinner. This event welcomed over 70 attendees from SSC’s Board of Directors, local legislators from both the Minnesota House of Representative and the Senate, local chambers of commerce and their board members, educators, family, friends, and active partners in STEM Forward.

Executive Director’s Report. Steve 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 a team of twelve educators from Southeast Minnesota to meet with Cliff Carmody, SWWC Executive Director, on Monday, February 3, 2020, in Mankato. The goal is to learn more and ask for guidance. SSC has no intention to compete with schools for special education. We are only looking to see if there are supports that we can offer. Steve is excited at the potential.
- FutureForward Information – Steve asked Board members to continue to help promote FutureForward in their areas. FutureForward is moving forward quickly. The recently hired Career Navigators will help in this area.
- Gallagher Update and PDQ Process – SSC has hired Gallagher to do a compensation study. Staff were asked to take a Position Analysis Questionnaire (PAQ) based on what their position entails. Everything was submitted this week to Gallagher. Gallagher will now rebuild job descriptions and do banding and grading for SSC.

Consent Agenda

MOTION: Jason Marquardt moved, Don Leathers seconded to approve and accept the items on the consent agenda: December 2019 Board Meeting Minutes; November and December Balance Sheets; November and December Revenue/Expenses; November and December Bills; January Superintendent Advisory Committee Meeting Summary; Mileage Reimbursement Rate Change to \$0.575, Effective January 1, 2020; 2020 Board Meeting Presentation Schedule; Designation of Depositor: US Bank, Minnesota School District Liquid Asset Fund (MSDLAF), Wells Fargo Investments. Motion passed.

Specific Agenda

Programs. Acceptance and Approval of \$3,000 from Southeastern Minnesota Arts Council (SEMAC) for Student Academics.

MOTION: Mike Christensen moved, Dave Klatt seconded to accept and approve \$3,000 from Southeastern Minnesota Arts Council (SEMAC) for Student Academics. Motion passed.

Personnel. Approval to Hire Three Career Navigators and One Accounting Assistant.

- Jami Schwickerath, Career Navigator (Stewartville, Kasson-Mantorville, Byron, Triton) Effective January 20, 2020, through June 30, 2021.
- Dylan Mackey, Career Navigator (Cannon Falls, Pine Island, Zumbrota-Mazeppa, and Goodhue County Education District) Effective January 20, 2020, through June 30, 2021.
- Lisa Chellew, Career Navigator (Caledonia, LaCrescent-Hokah, Lewiston-Altura, Mabel-Canton, Rushford-Peterson, Spring Grove, and Houston) Effective January 20, 2020, through June 30, 2021.
- Kim Swanson, Accounting Assistant, Effective February 4, 2020.

MOTION: Brein Maki moved, Mike Christensen seconded to approve the hiring of three Career Navigators and One Accounting Assistant. Motion passed.

Approval of Resignation of Dave Thompson, SSC Facilities Management Specialist, Effective January 3, 2020. He accepted a position at Kenyon-Wanamingo as the interim superintendent. Steve will be exploring ways we could internally help support the Facilities Management position.

MOTION: Mike Christensen moved, Don Leathers seconded to approve the resignation of Dave Thompson, SSC Facilities Management Specialist, effective January 3, 2020. Motion passed.

Operations. Approval of Contract for City of Dodge Center to Join CCOGA Effective February 1, 2020.

MOTION: Mike Christensen moved, Dave Klatt seconded to approve the contract for City of Dodge Center to join CCOGA effective February 1, 2020. Motion passed.

Approval of 2020-2021 Board Meeting Schedule. The Board discussed the newly presented schedule of Board meetings and the possibility of moving the Board meeting time to 9:00 AM during winter months. The Board decided to try the 9:00 AM time for February of 2020 and December of 2020. They will re-evaluate this in one year.

MOTION: Brein Maki moved, Don Leathers seconded to approve the 2020-2021 Board Meeting Schedule. Motion passed.

Approval to Designate Steve Sallee as MDE External User Access Recertification System Role of Identified Official with Authority (IOWA)

Designation of Identified Official with Authority for the MDE External User Access Recertification System
The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Steve Sallee to act as the Identified Official with Authority (IOWA) Region 10-Southeast Service Coop 0921-83.

MOTION: Jason Marquardt moved, Mike Christensen seconded to authorize Steve Sallee to act as the Identified Official with Authority (IOWA) Region 10-Southeast Service Coop 0921-83. The motion passed with Mike Christensen, Mary Blair-Hoeft, Dave Klatt, Don Leathers, Brein Maki, Jason Marquardt voting in favor and 0 voting against; Theresa Arrick-Kruger, Lynn Gorski, Jean Roth and Monica Sveen Ziebell, absent for vote.

Information and Sharing

MHC JPA Board of Directors Meeting Minutes, December 18, 2019. Lynn and Steve attended this meeting. Minutes were provided.

MHC Audit Information - 2017-2018 and 2018-2019. Two audit reports were provided; informational.

SSC Foundation Financial Statement – 2019. Informational.

Lisa Reicks Proposal and Contract. As part of our strategic planning, we have entered into an agreement with LR Associates. Lisa will provide assistance with developing revenue-generating workforce development solutions. SSC has agreed to Phase 1 and will re-evaluate after Phase 1. SSC is funding this with the use of Otto Bremer grant resources. Steve has two-hour meeting planned with Lisa on Monday, January 27th.

Next Meeting and Adjournment

The February 2020 Board meeting date is Wednesday, February 26, 2020, at 9:00 AM. The Finance Committee will meet at 8:30 AM. Jill will send out calendar invites.

MOTION: Brein Maki moved, Mike Christensen seconded adjourn the meeting at 6:54 PM. Motion passed.

Jean Roth, 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.

<u>2020 Meeting Schedule</u>	<u>2021 Meeting Schedule</u>
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 elected at the January 2020 Board meeting to complete a four-year term on the MSC Board January 1, 2020, through December 31, 2023. Mike Christensen elected at the January 2020 Board meeting to a four-year term 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
- **Association of Education Service Agencies Conference:** December 2-5, 2020, in Orlando, FL
- **MN Service Cooperatives Board Conference:** July 8-10, 2020, in Alexandria, MN

2020 Board Committees

- **Finance** – Mike Christensen, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger, Dave Klatt
- **Personnel** – Monica Sveen-Ziebell, Don Leathers, Brein Maki, Tess Arrick-Kruger, Mary Blair-Hoeft
- **Policies/Bylaws** – Don Leathers, Monica Sveen-Ziebell, Jason Marquardt, Jean Roth, Bree Maki
- **Canvassing** – Bree Maki and Mary Blair-Hoeft

2020 Staff Presentation Schedule

January – Annual Meeting

February – Wellness, Professional Development

March – STEM Forward, Workforce Development

April – Local Government/Development & Innovation

May – Facilities Management, Wood Lake Meeting Center

June – Professional Development

July – No Meeting

August – Student Academics, Regional Center of Excellence

September – STEM Forward, Workforce Development

October – Local Government/Development & Innovation

November – Facilities Management, Wood Lake Meeting Center

December – TBD