



MINUTES

Regular Board Meeting

5:30 PM - Wednesday, June 24, 2020
via Zoom Videoconferencing

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

ABSENT:

EX-OFFICIO: Steve Sallee

STAFF: Amy Grover, Dale Walston

1. CALL TO ORDER - MARY BLAIR-HOEFT

Meeting was called to order at 5:31 PM by Chair Mary Blair-Hoeft. A quorum was declared.

2. APPROVAL OF AGENDA

Member Mike Christensen made a motion to approve the agenda. Member Monica Sveen-Ziebell seconded the motion. Motion Passed unanimously.

3. HEARING OF REPORTS – INFORMATION

Program Manager Report. Amy Grover provided a report and verbal updates on STEM Forward's work to transition the management of STEM Village to Dover-Eyota Public Schools. She highlighted that groups are currently preparing their applications for the local government wellness programming mini-grants. She shared that both the virtual Principal Networking Forum and MASA Region 1 Spring training were held on June 10 and were well-attended, as was the Facilities Town Hall on June 11.

Executive Director Report. Steve Sallee provided a report and verbal updates on the Executive Director evaluation process timeline and school health insurance pool renewal status. He shared that staff is doing research about creating a shared Equity Coach position, and Board members encouraged us to move forward with the Equity Coach job opening as soon as possible. Finally, he provided some updates on staffing.

4. CONSENT AGENDA

Member Mike Christensen made a motion to approve and accept the items on the consent agenda: May meeting minutes, May balance sheets, May revenue and expenses, May bills, and continued terms for SAC members Matt Schultz, Belinda Selfors, Ed Harris, Cherie

Johnson, Karsten Anderson, and Jeff Elstad. Member Jean Roth seconded the motion. Motion passed unanimously.

5. **SPECIFIC AGENDA**

Programs

Member Lynn Gorski made a motion to accept the CCOGA Insurance Settlement and approve margin returns to City of Harmony in the amount of \$2,224, HRA of Austin in the amount of \$13,417, and Mower County SWCD in the amount of \$9,162 for the 2019 policy year. Member Mike Christensen seconded the motion. Motion Passed unanimously.

Personnel

Member Mike Christensen made a motion to accept the resignation of Jill Miller, Administrative Assistant, effective June 5, 2020. Member Monica Sveen-Ziebell seconded the motion. Motion Passed unanimously.

Member Jean Roth made a motion to accept the resignation of Lisa Chellew, Career Navigator, effective no later than August 15, 2020. Member Bree Maki seconded the motion. Motion Passed unanimously.

Member Jean Roth made a motion to approve the elimination of the Development and Innovation Specialist position, effective July 1, 2020. Member Mike Christensen seconded the motion. Motion Passed unanimously.

Member Tess Arrick-Kruger made a motion to accept the retirement of Donna Dickison, Meeting Center Coordinator, effective September 15, 2020, with an acknowledgement of her incredible service. Member Mike Christensen seconded the motion. Motion Passed unanimously.

Member Bree Maki made a motion to move Alicia Bredesen from Organizational Assistant to Meeting Center Coordinator, effective September 15, 2020. Member Don Leathers seconded the motion. Motion Passed unanimously.

Member Monica Sveen-Ziebell made a motion to approve the hiring of MaryAnne Smith and Katie Hendrickson as Career Navigators, effective July 8, 2020. Member Don Leathers seconded the motion. Motion Passed unanimously.

Member Tess Arrick-Kruger made a motion to approve assignment changes for Melanie Lawrence-Smith from Advocate to Education System Specialist and Joe Jezierski from Advocate to Climate Specialist. Member Jean Roth seconded the motion. Motion Passed unanimously.

Member Jean Roth made a motion to approve the posting of two RCE Advocate position openings. Member Don Leathers seconded the motion. Motion Passed unanimously.

Member Bree Maki made a motion to approve the hiring of Jennifer Bordonaro as RCE Advocate, effective July 1, 2020. Member Mike Christensen seconded the motion. Motion Passed unanimously.

Member Mike Christensen made a motion to accept the RCE staff salaries for 2020-2021 as approved by the Minnesota Department of Education. Member Monica Sveen-Ziebell seconded the motion. Motion Passed unanimously.

Member Mike Christensen made a motion to approve a salary freeze (0% increase) for the Executive Director for the 2020-2021 fiscal year based on mutual agreement. Member Done Leathers seconded the motion. Motion Passed unanimously.

Operations

Member Don Leathers made a motion to approve the SSC Employee Benefits Plan for 2020-2021. Member Mike Christensen seconded the motion. Motion Passed unanimously.

Member Mike Christensen made a motion to approve the adjusted vacation accrual schedule. Member Don Leathers seconded the motion. Motion Passed unanimously.

Member Tess Arrick-Kruger made a motion to approve the 2020-2021 budget. Member Jean Roth seconded the motion. Motion Passed unanimously.

6. ADJOURNMENT AND NEXT MEETING DATE

There is NO regular Board meeting in July, and the MSC Board Conference was canceled due to COVID-19. The August 2020 Board meeting date is Wednesday, August 26, 2020, at 5:30 PM.

Member Mike Christensen made a motion to adjourn the meeting at 6:25 PM. Member Jean Roth seconded the motion. Motion Passed unanimously.

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.

<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, May 20, 2020 Wednesday, June 24, 2020 NO REGULAR MEETING IN JULY JULY, MSC Board Conference, July 8-10, 2020 Wednesday, August 26, 2020 Wednesday, September 23, 2020 Wednesday, October 28, 2020 Wednesday, November 18, 2020 Wednesday, December 16, 2020, 9:00 AM	Wednesday, April 28, 2021 Wednesday, May 26, 2021 Wednesday, June 23, 2021 NO REGULAR MEETING IN JULY JULY, MSC Board Conference Wednesday, August 25, 2021 Wednesday, September 22, 2021 Wednesday, October 27, 2021 Wednesday, November 17, 2021 Wednesday, December 15, 2021
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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