

## **Southeast Service Cooperative Board of Directors Meeting**

**5:30 PM, Wednesday, October 23, 2019**

Personnel Committee Meeting at 3:30 PM

ByLaws Committee Meeting at 4:30 PM

Finance Committee Meeting at 5:00 PM

**Present:** Theresa Arrick-Kruger, Karla Bauer, Lynn Gorski, Don Leathers, Rob Mathias, Jean Roth, Monica Sveen-Ziebell

**Absent:** Mary Blair-Hoeft, Brein Maki, Jason Marquardt

**Ex-Officio:** Steve Sallee

**Staff:** Bill Colopoulos, Amy Grover, Jill Miller, Katie Schmitt, Dale Walston

### **Call to Order**

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Meeting called to order at 5:35 PM by Chair Theresa Arrick-Kruger, who declared a quorum.

Lynn Gorski recommended amending the agenda to remove the approval of job descriptions from the Personnel Committee recommendations.

MOTION: Don Leathers moved, Karla Bauer seconded to approve the amended agenda. Motion passed.

### **Hearing of Reports**

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**Government Pool Renewal Update and Update on Progress with Actuarial Study.** Bill Colopoulos provided an update on health insurance. He shared that he is happy to report that we retained all our groups this year. The government pool is doing well. The position of pool was quite favorable this year. Health insurance survey work began this year with city and county government pools. We have submitted all the data to the actuarial team. They are due to produce their report in November.

**Local Government/Development & Innovation Reports.** Katie Schmitt launched the Creative Edge Community website and Facebook page. Information about the next phase in the development for the Creative Edge Community was shared. The new Leading for Innovation Mastermind will start in November; seven people have been accepted into the program. There is no fee.

**Program Manager Updates.** Amy Grover 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.

Wood Lake Meeting Center booked rentals are well exceeding their goals. Donna Dickison and Alicia Bredesen are doing amazing work! Student Academics is under way. The Young Authors, Young Artists Conference for Middle School is coming up in October. The second day was canceled due to low participation. The students who were registered on Day 2 were all transferred to Day 1, which is now slightly filled over capacity. Knowledge Bowl is off and running! Junior High students return in November and then in December, both Junior and Senior High will be in full swing. Kari Kubicek has been extremely busy with customized professional development. Faculty members are being well utilized. We are doing a lot with our STEM Professional Development due to the implementation of new

changes to physical science standards. There will be big shifts that will need to take place in grades six, seven, and eight. SSC has signed a contract with Southwest West Central (SWWC) Cooperative for SSC faculty member, Angie Ellsworth, to be trained as a PBIS Trainer and facilitate PBIS trainings in our SE Region. Each service cooperative is in the process of signing off on a Joint Powers Agreement for having a staff member participate in the SLEDS Training Network through the Office of Higher Education. SSC will be able to use this in the area of workforce development. We have a new STEM Forward school. Cannon Falls has joined, and we are now up to 36 schools. There should be a few more schools joining STEM Forward soon. *FutureForward* is moving forward. It is live for all employers. We have fifty businesses on board. Amy shared that we have funding from the rural CTE consortium grant to use for *FutureForward*. We are working with Workforce Development, Inc., as well as CEDA to prioritize communities. Nicole LaChapelle-Strumski has been traveling to member groups, presenting on six wellness programs offered through our health pools. Bill noted that we did not need to have a renewal meeting, as there was a lot of early work this year. SE MN Together is hosting two workforce housing convenings in November. SSC has taken the lead on coordination for these events in Northfield on November 6 and in Spring Valley on November 14.

**Executive Director's Report.** Steve Sallee provided a verbal update and shared his report including an Election Nomination Update and information about Strategic Planning and the Policy Committee Meeting.

- Election Nomination Update - There are two Education positions and one Government position open on the Board. We currently have one Education nomination and one Government nomination. Steve encouraged Board members to send interested people our way. The deadline for nominations is Thursday, October 31, 2019.
- Strategic Planning - Steve reviewed that there was a very comprehensive strategic planning session last December. Since we just did it a year ago, we are planning to bring the Board an update on the three identified strategic priorities of mental health, workforce development, and curriculum supports at the December meeting. We will report on the progress we have made and answer any questions.
- Policy Committee Meeting – We will be meeting in November with the goal of bringing SSC policies up-to-date.
- iCompass/Diligent Board Platform – On November 4<sup>th</sup>, Amy and Jill Miller will be attending a kick-off training session. We will plan to roll out the training to Board members in January after new Board members are on board.

## **Consent Agenda**

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MOTION: Monica Sveen-Ziebell moved, Rob Mathias seconded to approve and accept the items on the consent agenda: September meeting minutes, September balance sheets, fund balance, and revenue expenses, September bills, and the SAC meeting summary. Motion passed.

## **Specific Agenda**

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**Policy. First Reading of ByLaws Changes.** Board members were provided with a written copy. The document was last updated in 2010. We will have a second reading in November.

## **Personnel. Approval of Executive Director Contract for 2020-2023.**

MOTION: Lynn Gorski moved, Karla Bauer seconded to approve the Executive Director Contract for 2020-2023. Motion passed.

**Approval to Hire a Temporary Accounting Assistant at an estimated annual cost of \$30,000.** This position will not be an employee of SCC, but rather hired through a temporary service.

MOTION: Rob Mathias moved, Jean Roth seconded to approve the hiring of a Temporary Accounting Assistant at an estimated annual cost of \$30,000. Motion passed.

**Approval to Post 2-3 Full-time Career Navigator Positions & 1 Full-time CTE Collaboration Specialist.**

We are hoping to get two Career Navigator positions posted and in place as soon as possible. Two Career Navigator positions will be posted to serve seven districts in far Southeast Minnesota and a third Career Navigator position to serve four other districts.

MOTION: Monica Sveen-Ziebell moved, Jean Roth seconded to approve the posting of 2-3 Full-time Career Navigator Positions & 1 Full-time CTE Collaboration Specialist. Motion passed.

**Approval to Hire Advocate (RCE), Jane Stevenson, effective October 28, 2019.**

MOTION: Rob Mathias moved, Lynn Gorski seconded to approve the hiring of Advocate (RCE), Jane Stevenson, effective October 28, 2019. Motion passed.

**Approval of Dave Thompson's Consultant Agreement.** The agreement runs through June 30, 2021.

MOTION: Karla Bauer moved, Don Leathers seconded to approve Dave Thompson's Consultant Agreement prorated from October 23, 2019, forward. Motion passed with Theresa Arrick-Kruger, Karla Bauer, Lynn Gorski, Don Leathers, Jean Roth, and Monica Sveen-Ziebell voting in favor; Rob Mathias voting against.

**Approval of Perry Wilkinson (RCE) stipend for equity work in the RCE.**

MOTION: Rob Mathias moved, Jean Roth seconded to approve the Perry Wilkinson (RCE) stipend for equity work in the RCE. Motion passed. The Board directed SSC Leadership Staff to create a caveat on how we determine stipends.

**Staff Survey Results.** Overall, the survey was very positive, with 100 percent participation. The results will be shared with staff their upcoming meeting.

**Operations. MHC Strategic Planning Update.** Steve, Dale Walston, and Bill attended the MHC Strategic Planning Conference in Ottertail, Minnesota. They brought in Ron White, who facilitated the two-day meeting. It was very engaging. Four main objectives were chosen. Attendees came up with 100 obstacles and developed 53 action plans to focus on the obstacles. Everyone was assigned to action plans and given a deadline.

### **Next Meeting and Adjournment**

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The November 2019 Board meeting date is Wednesday, November 20, 2019, at 5:30 PM. The Policies Committee will meet at 4:00 PM. The Finance Committee will meet at 5:00 PM.

MOTION: Jean Roth moved, Don Leathers seconded to adjourn the meeting at 6:46 PM. Motion passed.

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Brein Maki, Clerk

## CALENDAR

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**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.

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