

Southeast Service Cooperative Board of Directors
Annual Organizational Board Meeting
5:30 PM, Wednesday, January 24, 2018

Present: Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Mike Christensen, Carol Cravath, Lynn Gorski, Jason Marquardt, Brein Maki, Rob Mathias

Absent: Don Leathers

Ex-Officio: Steve Sallee

Staff: Amy Grover, Dale Walston

Consultant: Bill Colopoulos, Health and Benefits Consultant

Call to Order

Meeting called to order at 5:32 PM by Chair Carol Cravath, who declared a quorum.

Organizational Items

New Board member, Jason Marquardt, was welcomed and introduced. Board members and staff introduced themselves. The roster will be updated and distributed at the February meeting.

Election of Officers for the Year 2018. Board members nominated the following:

MOTION: Mary Blair-Hoeft nominated Tess Arrick-Kruger as Chair, Bree Maki seconded nomination. Mary Blair-Hoeft moved, Mike Christensen seconded to cease nomination and cast a unanimous ballot for Tess Arrick-Kruger as Chair. The newly elected Chair will preside over the meeting from this point forward. Motion passed.

MOTION: Mary Blair-Hoeft nominated Bree Maki as Clerk, Mike Christensen seconded nomination. Carol Cravath moved, Mike Christensen seconded to cease nomination and cast a unanimous ballot for Bree Maki as Clerk. The newly elected Clerk will be responsible for reviewing, supplying edits if needed, and signing the minutes of this meeting. Motion passed.

MOTION: Mike Christensen nominated Mary Blair-Hoeft as Vice-Chair, Carol Cravath seconded nomination. Mike Christensen moved, Carol Cravath seconded to cease nomination and cast a unanimous ballot for Mary Blair-Hoeft as Vice-Chair. Motion passed.

MOTION: Carol Cravath nominated Mike Christensen as Treasurer, Mary Blair-Hoeft seconded nomination. Carol Cravath moved, Mary Blair-Hoeft seconded to cease nomination and cast a unanimous ballot for Mike Christensen as Treasurer. Motion passed.

Consent Agenda

MOTION: Mary Blair-Hoeft moved, Carol Cravath seconded to approve and accept the items on the consent agenda: Meeting agenda, meeting minutes, Treasurer's and Finance Committee reports, bills, Superintendent Advisory Committee and Local Government Advisory Committee meeting summaries. The financial reports reflect the following information: (November) Balance Sheet General Revenue over expense \$1,529, Balance Sheet Insurance Fund revenue over expense \$347,441, Balance Sheet SEMNET revenue over expense \$55,852, Accounts Receivable \$160,564, Bills totaling \$365,860.25, and Payroll

totaling \$164,122.87. (December) Balance Sheet General Revenue over expense \$48,415, Balance Sheet Insurance Fund revenue over expense \$147,439, Balance Sheet SEMNET revenue over expense \$47,777, Accounts Receivable \$321,954, Bills totaling \$333,835.43, and Payroll totaling \$164,420.59. MDE IOwa designation, mileage reimbursement rate adjustment, Official publication designation, 2018 and 2019 Board meeting schedule (below) and 2018 Pay Equity report. Motion passed.

<u>2018 Meeting Schedule</u>	<u>2019 Meeting Schedule</u>
Wednesday, January 24, 2018 - ANNUAL MEETING	Wednesday, January 23, 2019 - ANNUAL MEETING
Wednesday, February 28, 2018	Wednesday, February 27
Wednesday, March 28, 2018	Wednesday, March 27
Wednesday, April 18, 2018	Wednesday, April 17 - based on school renewal
Wednesday, May 23, 2018	Wednesday, May 22
Wednesday, June 27, 2018	Wednesday, June 26
NO REGULAR MEETING IN JULY	NO REGULAR MEETING IN JULY
JULY 11-13, MSC Board Conference	JULY, MSC Board Conference
Wednesday, August 15, 2018 - THIRD WED to approve Local Govt Pool	Wednesday, August 21 - THIRD WED to approve Local Govt Pool
Wednesday, September 26	Wednesday, September 25
Wednesday, October 24	Wednesday, October 23
Wednesday, November 28	Wednesday, November 27 - Alt Date: Nov 21
Wednesday, December 19	Wednesday, December 18 - THIRD WED

Operations

2016-17 Member Value Press Release. Amy Grover shared the press release that will be sent to media outlets to provide information to the public about the combined value and savings that SSC provided to its members in 2016-17.

Wood Lake Meeting Center Report. Amy Grover provided a written report. She shared goals about new metrics that the team will be monitoring based on new business development strategies and annual goals. Future reports will include data on occupancy, multi-use renters, and revenue.

Health and Benefits Services

SelectAccount Report on MHC VEBA/HSA Growth. A written report was provided outlining the count of contracts, VEBA balance, HSA balance, average balance, and investment totals.

SSC Health and Benefits Consultant Contract Extension. As we continue MHC extensive development, we are tapping the internal expertise of regional consultant and staff as much as possible. Bill Colopoulos has been contracted to provide particular expertise in areas such as rating development, marketing and data analysis. To ensure that we retain our arrangement as Bill's primary client with top priority, his contract will be extended for another year under the same terms and the same compensation in 2019-20 as was set for 2018-19.

MOTION: Carol Cravath moved, Rob Mathias seconded to extend the current contract with health and benefits consultant Next Generation Benefits Solutions, LLC (Bill Colopoulos) under the same terms and conditions, with the 2019-20 compensation at the same level as 2018-19. Motion passed.

Administrative Services

Cooperative Purchasing Report. Sarah Ness provided a written report highlighting that CPC is now able to offer selected NJPA contracts along with our list of contracts. We've partnered with NJPA to select contracts that complement CPC solicited contracts and NJPA will be using select CPC contracts in their region. This gives members more buying power and more choice in the contracts available. Plus, all of the contracts have been awarded through the required competitive process.

Instructional Services

Professional Learning Report. Kari Kubicek provided a written report highlighting the upcoming sessions. Amy shared successes from our new Customized Learning service and additions of faculty members. Goals and metrics for growth of this area are being developed.

Rochester Area Math Science Partnership News & Announcements. Sarah Ness provided a written report focusing on: a recap of the Outstanding Educator Award Dinner on January 17, 2018 and the call for Session Facilitators for the Spring Educator Forum on April 11.

RAMSP: United Way Grant Acceptance. We are pleased to announce that Amy and Sarah have secured an additional \$3,500 grant from the United Way to support our RAMSP work with IBM.

MOTION: Mary Blair-Hoeft moved, Karla Bauer seconded to accept a grant from the Olmsted County United Way in the amount of \$3,500 to support the RAMSP project with IBM. Motion passed.

Information and Communications

Minnesota Service Cooperatives (MSC) Board Meeting – January 2018. Mike Christensen shared information about the launch of the new MSC Cyber Liability Insurance program.

Legislative Forum. Please join us Saturday, February 10 Legislative Forum from 7:30-11:30 am.

Committee appointments were announced by the Chair:

- Finance – Karla Bauer, Mike Christensen, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger
- Personnel – Carol Cravath, Rob Mathias, Lynn Gorski, Bree Maki, Tess Arrick-Kruger
- Policies – Carol Cravath, Karla Bauer, Rob Mathias, Jason Marquardt, Bree Maki
- Bylaws – Karla Bauer, Rob Mathias, Mike Christensen, Mary Blair-Hoeft, Don Leathers
- Canvassing – Lynn Gorski, Bree Maki

Next Meeting and Adjournment

The February 2018 regular Board meeting date is Wednesday, February 28 at 5:30 PM (preceded by the Finance Committee at 5:00 PM).

MOTION: Carol Cravath moved, Rob Mathias seconded to adjourn the meeting. Motion passed.

Bree Maki, Clerk

CALENDAR

2018 and 2019 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.

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MSC (MN Service Cooperatives) Board Meetings: Mike Christensen elected at the June 2014 Board meeting to 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. Meeting dates:

- Wednesday, January 10, 2018, Time 3:00 – 4:30 PM, Minneapolis, location TBD
- July 2018 – Time/Date to be determined, in conjunction with MSC Board Conference

MN Service Cooperatives Board Conference 2018

Wednesday-Friday, July 11 – 13 at Cragun's Resort, Brainerd

CPC Board (Cooperative Purchasing Connection): Mary Blair-Hoeft, SSC Representative

- Tuesday, October 17 Teleconference
- Wednesday, January 10, 2018 in conjunction with MSBA Leadership Conference, Minneapolis Convention Center. Meeting time and location - TBD

MHC Board (Minnesota Healthcare Consortium): Lynn Gorski and Suzanne Riley

- Wednesday, November 1, Time 11:00 AM Teleconference
- Wednesday, December 6, 2017, Time 3:30 – 5:30 PM at Resource Trg & Solutions, Sartell
- Wednesday, May 2, 2018, Time 3:30 – 5:30 PM at Resource Trg & Solutions, Sartell
- Wednesday, July 11, 2018, Time 3:30 – 5:30 PM, Cragun's Resort

Association of Education Service Agencies Conference

- 2017: November 29 – December 2 in San Antonio, Texas
- 2018: November 28 – December 1, Colorado Springs, Colorado