

**Southeast Service Cooperative Board of Directors
April 2017 Regular Board Meeting
5:30 PM, Wednesday, April 26, 2017**

Present: Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Carol Cravath, Brian Grudem, Don Leathers, Bree Maki

Absent: Mike Christensen, Lynn Gorski, Rob Mathias

Ex-Officio: Suzanne Riley

Staff: Amy Grover, Katie Schmitt, Dale Walston

Consultants: Bill Colopoulos (by phone)

Call to Order

Meeting called to order at 5:37 PM by Chair Carol Cravath, who declared a quorum.

Consent Agenda

The Board made introductions and welcomed Bree Maki, new SSC Board member representing the Lewiston-Altura School Board.

MOTION: Tess Arrick-Kruger moved, Karla Bauer seconded to approve and accept the items on the consent agenda: Meeting agenda, meeting minutes, Balance Sheets and Revenue Expense-February and March, Bills – February and March, Finance Committee Report, Administrative Advisory Committee Meeting Summary – March and April. Motion passed. The financial reports reflect the following information: Balance Sheet Revenue and Expense February \$7,773, Balance Sheet Revenue and Expense March \$(45,493), Balance Sheet Insurance Fund revenue over expense for February \$(217,627), Balance Sheet Insurance Fund Revenue over expense for March \$104,493, Balance Sheet SEMNET revenue over expense February \$(10,210), Balance Sheet SEMNET revenue over expense March \$(11,593), Accounts Receivable February \$210,286, Accounts Receivable March \$312,539 , Bills and payroll totalling \$591,906 for February, Bills and payroll totalling \$492,012 for March. Motion passed.

Health and Benefits Services

Statewide Development Update. Suzanne Riley provided a summary of the Minnesota Healthcare Coalition (MHC) statewide planning status. The MHC Service Cooperatives awarded SelectAccount a four-year agreement effective January 1, 2018. The MHC Service Cooperative directors and staff are identifying and focusing on areas in programming that will be targeted for service improvements.

School Pool Renewal Process Update. Bill Colopoulos shared information about the HITA renewal process currently underway with SSC school pool members.

Administrative Services

Cooperative Purchasing Connection (CPC) Report. Dale Walston and Sarah Ness provided a written report on the most recent Cooperative Purchasing Connection (CPC) updates. The report included an overview of current potential RFP exploration (stage supplies, equipment, and solutions). New vendors are for the following: Cut

Paper, Electronic Content Management, Carpet & Resilient Flooring, Outdoor Grounds Equipment, Certified Engineered Wood Fiber, Playground Surfacing Materials & Mulch, and Athletic Surfaces: Tracks & Courts.

Facilities Management Service Development Update. Katie Schmitt shared updates about our planning with IEA and CESA 10 and development of the Facilities Management Service for 2017-2018.

Instructional Services

Student Academic Activities. Amy Grover presented updates on behalf of Katie Hartman. The 30th Annual Young Authors, Young Artists Conference is filling up quickly, with 989 students currently registered to attend on May 16-18, 2017 (already 127 more students than last year). She also shared that Thomas York, our region's Spelling Bee winner, is busy studying many practice lists in preparation for the National Spelling Bee coming up on May 30-June 1. Amy directed the Board to the written report with Senior High Knowledge Bowl updates from Kirsten Kuehl.

Professional Development. Amy provided upcoming opportunities for teachers in May and the customized professional development available to schools through SSC and how to access the service. She also passed around an article published in the MSBA Journal about the Mobile Science Lab Top Innovator Award.

RAMSP Meeting Summary. Amy summarized the RAMSP's Executive Committee meeting on April 12, 2017 and the RAMSP Advisory Board meeting on April 26, 2017. Upcoming events were discussed, as well as structure and actionable deliverables for the Executive, Professional Development, and Workforce Development Committees.

Development and Innovation

Katie offered highlights from her monthly report on Professional Development, School Climate and PBIS, AESA Affinity Group Facilitation – Entrepreneurship, Facilities Management, and Local Government Service Development and Other Projects in Development.

Operations

Wood Lake Meeting Center Report. Amy presented the 3rd Quarter Occupancy Report, reviewing data related to current usage, occupancy by room, and yearly comparisons. She also reported on monthly new customers, revenue comparison, and YTD revenue which is 87.5% toward the 2016-2017 annual revenue goal.

Personnel: Committee Planning for 2017-2018 – Committee Update. Suzanne shared that the Committee reviewed information about the current alignment of staff job responsibilities, a draft job description for a proposed new position, and options for benefit plan changes based on our needed cost increase.

Personnel: Resignation and Position Opening – WLMC. Amy announced that Christina Bokusky, who has been with SSC since March 2016, is leaving SSC to continue her career development with a new position at a local wealth management firm. With this change, Amy has worked on realigning WLMC staff responsibilities. Staff have opened the position as part-time with revised responsibilities. Amy distributed the revised job description.

MOTION: Don Leathers moved, Brian Grudem seconded to accept the resignation of Christina Bokusky effective end of day Tuesday, April 21, thank her for her service, and authorize staff to conduct a search for a WLMC Assistant to begin employment as soon as possible. Motion passed.

Personnel: Resignation – Organizational Assistant. Dale announced that Sue Haddad has given notice with her last day May 10. She has indicated she is looking for something other than an office job and will be living away

from Rochester for the summer. Dale will discuss this and options for filling this position as a temporary, part-to full-time arrangement. We have begun work on transitioning to the new software and anticipate that in a year this position will not be needed for accounting support, although other duties in this position will continue.

MOTION: Mary Blair-Hoeft moved, Tess Arrick-Kruger seconded to accept the resignation of Sue Haddad effective end of day Thursday, May 11, thank her for her service, and authorize staff to conduct a search for an organizational assistant in a temporary arrangement to start as soon as possible. Motion passed.

Policies: Introduction of Proposed New Policy. The Policies Committee is considering a new policy to document SSC's support of break time for nursing mothers, introduced by SSC's Nicole LaChapelle-Strumski. The SHIP program encourages employers to adopt a Breastfeeding Friendly Workplace policy and will publicly recognize employers who have such a policy if the policy is in place before August 15.

MOTION: Tess Arrick-Kruger moved, Don Leathers seconded to accept the introduction of a proposed new policy on Break Time for Nursing Mothers as presented by the Policies Committee. Motion passed.

MN Service Cooperatives – Board Conference and Southeast Outstanding Service Award. Suzanne distributed the guide for naming our 2017 Southeast Service Cooperative Outstanding Service Award honoree. The most recent three recipients were asked to serve as the selection committee (Tess Kruger, retired Superintendent Bruce Klaehn, and Carol Cravath). A nomination was submitted to the selection committee for Suzanne Riley, SSC Executive Director. This was submitted on behalf of the Superintendent Advisory Committee, the SSC Board of Directors, and all of the SSC staff, and the committee selected her.

MOTION: Karla Bauer moved, Mary Blair-Hoeft seconded to honor Suzanne Riley with the 2017 Southeast Service Cooperative Outstanding Service Award. Motion passed. The award will be presented at the July 12-14 MSC Board Conference.

Suzanne requested Board members to complete their room reservations and submit them to her before the May 24 Board meeting to meet the Conference deadline.

Support for Board Members – Membership and Services. Katie presented a list of Board ideas for outreach and will send out a survey by email to ask for help with prioritization of ideas.

Budget Planning for 2017-2018 – Membership & Service Fees. Dale Walston reviewed the proposed chart of fees for the 2017-2018 year. The only changes are modest increases in membership fees and the Facilities Management Service.

MOTION: Mary Blair-Hoeft moved, Don Leathers seconded to approve the 2017-2018 membership and service fees as proposed. Motion passed.

Strategic Planning for 2017-2018. Amy discussed preparations for organization strategic planning for the coming year, which will focus on implementing and improving processes for voice of customer, marketing and communications, and product strategy, based on the learnings from our PD redesign.

Information and Communications

AESA (Association of Education Service Agencies) – Council and Women's Network. Amy and Suzanne discussed the fourth annual Women's Network in which they were participated. Suzanne distributed a briefing on national planning and activities that included updates from the AESA Council meetings. She also shared

that Amy will facilitate the national affinity group related to marketing and communications, and Katie will facilitate the national affinity group related to non-profit entrepreneurship.

Board Sharing. New initiatives, opportunities, and challenges in our organizations were shared. Suzanne Riley briefly discussed SSC leadership succession planning.

Next Meeting and Adjournment

The next regular Board Meeting is scheduled for **Wednesday, May 24, 2017 at 5:30 PM at SSC**. The May Finance Committee will meet **at 5:00 PM**, preceding Board meeting.

MOTION: Bree Maki moved, Mary Blair-Hoeft seconded to adjourn the meeting. Motion passed.

Brian Grudem, Clerk

CALENDAR

2017 and 2018 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.

2017 Meeting Schedule	2018 Meeting Schedule
Wednesday, January 31, 2017 Annual Meeting	Wednesday, January 24, 2018 Annual Meeting
Wednesday, February 22	Wednesday, February 28, 2018
Wednesday, March 15	Wednesday, March 28, 2018
Wednesday, April 26	Wednesday, April 18, 2018
Wednesday, May 24	Wednesday, May 23, 2018
Wednesday, June 28	Wednesday, June 27, 2018
NO REGULAR MEETING IN JULY	NO REGULAR MEETING IN JULY
Wed – Fri, July 12 – 14, MSC Board Conference	JULY, MSC Board Conference – Dates and location to be set
Wednesday, August 16 - THIRD WED to approve Local Govt Pool	Wednesday, August 15, 2018 - THIRD WED to approve Local Govt Pool
Wednesday, September 27	Wednesday, September 26
Wednesday, October 25	Wednesday, October 24
Wednesday, November 22 - Alternative Date: Tuesday, November 21	Wednesday, November 28
Wednesday, December 27	Wednesday, December 26

MSC 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.
- Next meeting to be scheduled for a time/place during the 2017 MSC Board conference. The Board also moved to hold a meeting in September at NJPA in Staples.

MN Service Cooperatives Board Conference 2017 – Breezy Point, Brainerd, July 12-13-14, 2017

Association of Education Service Agencies Conference – November 29 – December 2, 2017 in San Antonio.