

Southeast Service Cooperative Board of Directors
Regular Board Meeting
5:30 PM, Wednesday, August 23, 2017

Present: Theresa Arrick-Kruger, Karla Bauer, Brian Grudem, Mary Blair-Hoeft, Carol Cravath, Mike Christensen, Lynn Gorski, Don Leathers, Bree Maki, and Rob Mathias

Ex-Officio: Suzanne Riley

Staff: Amy Grover, Dale Walston, Katie Schmitt, Dave Thompson

Consultants: Bill Colopoulos

Call to Order

Meeting called to order at 5:33 PM by Chair Carol Cravath, who declared a quorum.

Consent Agenda

MOTION: Bree Maki moved, Lynn Gorski seconded to approve and accept the items on the consent agenda: Meeting agenda, meeting minutes, Balance Sheets and Revenue Expense, Bills, Fund Balance Update Report, Finance Committee Report, Administrative Advisory Committee Meeting Summary. The financial reports reflect the following information: Balance Sheet Revenue and Expense \$(391,789), Balance Sheet Insurance Fund Revenue over expense for (\$1,321,139), Balance Sheet SEMNET revenue over expense \$12,393, Accounts Receivable June \$337,227, bills and payroll totaling \$603,700. Motion passed.

September meeting date was discussed to decide whether to reschedule.

Meet and Learn

Dave Thompson, SSC Facilities Management Specialist. Dave joined the meeting to discuss his new role at SSC, the service enhancements taking place this year, and shared the Facilities Management Service Guide.

Health and Benefits Services

MHC Statewide Development Update. Board Members Lynn Gorski and Mike Christensen represented SSC at a meeting on July 12. They briefed the Board on the discussion at that meeting relating to planning implementation of the Minnesota Health Care Consortium (MHC) joint powers agreement.

MHC Joint Powers Agreement. Suzanne Riley distributed the final version of the Joint Powers Agreement for the Minnesota Healthcare Consortium. Each party to the agreement will appoint one of their regionally elected Board members who serve concurrently with their term(s) on the regional Service Cooperative Board, at the discretion of the regional board. Lynn Gorski expressed an interest in representing SSC on the MHC Board. Given her experience with both the Local Government and School Health Pools and her career expertise and experience in health insurance and other benefits, the Local Government Health Pool Advisory Committee recommended her as an excellent candidate for this role. The SSC Board can designate a “proxy” or substitute to attend MHC Board meetings if the appointed represented cannot attend.

MOTION: Theresa Arrick-Kruger moved, Brian Grudem seconded to enter into a joint powers agreement of the Minnesota Healthcare Consortium as proposed, effective September 1, 2017. Motion passed.

MOTION: Mike Christensen moved, Don Leathers seconded to appoint Lynn Gorski to represent Southeast Service Cooperative on the MHC Joint Powers Board of Directors, to run concurrently with her term on the SSC

Board of Directors, with her current term expiring on December 31, 2019. Motion passed.

Carrier Contract Award for School and Local Government Health Pools. Suzanne reviewed a summary of the proposed contract terms with BCBSM. The terms of the current School Pool contract will transition September 1, 2018 to the new MHC contract. I recommend the following action:

MOTION: Don Leathers moved, Theresa Arrick-Kruger seconded to approve Southeast Service Cooperative's participation in a multi-Service Cooperative (MN Healthcare Consortium) four-year carrier contract with BCBSM for the SSC Health Insurance Pools beginning January 1, 2018. Motion passed.

School Health Pool – Wellness Programming Support Recommendation. Suzanne reported that a decision on pool support of local wellness programming has been delayed until renewals were completed and the resulting RSR margin reserve was assessed. Dale Walston and Nicole LaChapelle-Strumski updated guidelines for funding and made a recommendation for the total allocation amount.

MOTION: Mary Blair-Hoeft moved, Lynn Gorski seconded to dedicate up to \$40,100 to be allocated to groups using a formula developed by the Executive Director for the purpose of subsidizing local wellness programming pursuant to the 2017-2018 SSC Health Pool Wellness Incentive Program Guide. Motion passed.

Long-Term Care Program Update. This program is now closed to additional groups. However, employees of groups that have signed on will still be eligible to apply for coverage. Southeast and Northwest are the two Service Cooperatives that elected to offer this program.

Administrative Services

Cooperative Purchasing Connection Report. Sarah Ness provided a written report on the most recent Cooperative Purchasing Connection (CPC) updates. Dale shared a verbal update about the comprehensive food solicitation for the FY19 school year.

Instructional Services

Professional Development Information. Amy Grover introduced the new Professional Learning Catalog on behalf of Kari Kubicek. This is a comprehensive resource outlining the many exciting professional learning opportunities that SSC has lined up for the 2017-2018 school year. These high quality, member-focused solutions have been developed and are being offered based on what SSC heard from members related to needs. Besides the many offerings that SSC is hosting at the Wood Lake Meeting Center, we also offer customizable professional development that brings industry, topic, and content experts onsite to provide staff development before, after, or during the work day.

RAMSP Meeting Summary. Amy provided a brief verbal update based on the RAMSP Advisory Board meeting summary provided by Sarah Ness. She welcomed new participating district LaCrescent-Hokah, overviewed new partnerships and connections, and highlighted the momentum around workforce development.

SE/Metro and Statewide Regional Centers of Excellence Development Update. SE/Metro RCE Director Jane Drennan plans to visit the Board at our October meeting. In the meantime, Suzanne updated the Board about the ongoing expansion and development of RCE support for schools, explaining alignment with ESSA and World's Best Work Force. With changes in the statewide system of support, we will experience increased school improvement support in southeast Minnesota as well as the rest of the state.

Development and Innovation. Katie Schmitt shared highlights from her written report, including updates on the concurrent enrollment legislative appropriation, as well as an upcoming partnership related to behavior analytics!

Operations

Personnel: Program Manager – Outreach Update. Amy Grover provided an updated on the search, selection, and interview process for an individual to fill this new position authorized by the Board with the 2017-2018 Personnel Committee recommendation and budget.

Wood Lake Meeting Center Report. Amy provided a written monthly report for June and July.

Information and Communications

MSC Conference Debrief. Board members expressed appreciation for the opportunity to participate in the conference and spend time getting to know each other better.

AESA Summer Leadership Training Report. Katie Schmitt and Suzanne attended this conference/training session in Providence in July (in conjunction with the summer AESA Council meeting). Amy Grover was unable to attend due to a death in her family. Suzanne shared a written summary of the session learning opportunity. They thanked the Board for this opportunity to network, learn, and refresh our thinking.

MHC and MSC Board Meetings September 6, 2017. A meeting of the MSC Board and a first meeting of the MHC JPA Board have been scheduled for Wednesday, September 6 at NJPA in Staples.

Executive Director Search

Individuals who are considering applying for the position excused themselves from the meeting at this point.

Present: Carol Cravath, Bree Maki, Brian Grudem, Mike Christenson, Rob Mathias, Don Leathers, Karla Bauer, and Lynn Gorski. Staff: Suzanne Riley, Dale Walston. Facilitator Gary Kuphal.

Gary Kuphal reviewed screening process and the interview process and protocols with the Board members and responded to questions. He also reviewed previous discussions of Board members regarding planning and input received about key competencies and preferred leadership styles.

Mr. Kuphal also outlined a process for determining interview questions and asked the Board for input.

Next Meeting and Adjournment

Next regular Board Meeting is scheduled for Wednesday, September 27 at 5:30 PM (preceded by Finance Committee at 5:00 PM).

Also note the following dates for meetings relating to the Executive Director search. Please note that these are all public meetings, per the Open Meeting Law.

- September 14 – Screening Committee Selects Candidates to Interview
- September 27, 28 – Interviews with Interview Committee
- October 12 – Second Interviews with Board and Staff
- Friday, October 13 – Decide on Final Candidates

MOTION: Rob Mathias moved, Karla Bauer seconded to adjourn. 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/location to be set
Wednesday, August 23	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.