

Southeast Service Cooperative Board of Directors

Regular Board Meeting

5:30 PM, Wednesday, December 20, 2017

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

Absent: Lynn Gorski

Ex-Officio: Suzanne Riley

Staff: Amy Grover, Steve Sallee, Katie Schmitt, Dale Walston

Consultant: Bill Colopoulos, Health and Benefits Consultant

Call to Order

Meeting called to order at 5:36 PM by Chair Carol Cravath, who declared a quorum.

Consent Agenda

MOTION: Bree Maki moved, Rob Mathias seconded to approve and accept the items on the consent agenda: Meeting agenda, meeting minutes, Treasurer's and Finance Committee reports, bills, fiscal audit contract 3-year extension, Superintendent Advisory Committee and Local Government Advisory Committee meeting summaries. The financial reports reflect the following information: (October) Balance Sheet General Revenue over expense \$(22,032), Balance Sheet Insurance Fund revenue over expense \$90,732, Balance Sheet SEMNET revenue over expense \$56,934, Accounts Receivable \$374,868, Bills totaling \$333,204.68, and Payroll totaling \$165,921.40. Motion passed.

Finance Committee Report, Superintendents Advisory Committee meeting were presented.

The Election Report was presented by the Canvassing Committee, which counted ballots prior to the meeting. Three education and one government positions are open. Jason Marquardt and Carol Cravath were elected for new 4-year terms January 1, 2018 – December 31, 2021, and Bree Maki for a 1-year position currently filled by Brian Grudem by Board appointment with term ending December 31, 2018. Mary Blair-Hoeft was elected for a new 4-year term January 1, 2018 – December 31, 2021.

The 2016-2017 Annual Report was presented with the final revenue/expense and member value data. This is the report that will be filed with the state and distributed to the membership.

Meet and Learn

SE/Metro Regional Center of Excellence Director Jane Drennan presented to the Board about RCE and her role. Jane presented information about the history and expansion of the Minnesota system of support, as well as recent changes with ESSA. She also reported that we are adding a graduation specialist to the SE/Metro RCE team and will be opening the special education advocate position, as the incumbent is moving into the grad specialist role.

Health and Benefits Services

Local Government Pool Advisory Group. This group met on December 18 to discuss the new Minnesota Healthcare Consortium structure and their future roles and responsibilities. Suzanne Riley and Bill Colopoulos shared an overview of the discussion. Suzanne gave updates about the development of the

Minnesota Healthcare Consortium (MHC), a formal collaboration of seven Service Cooperatives and their health insurance pools, is to achieve a better model of efficiency and risk sharing, exchanging some regional autonomy for increased economies of scale. The MHC is being developed in two initial phases: Phase 1 includes carrier bid and contracting; banking/investment, auditing, financial management, shared/uniform stop loss levels; shared board decision making and policy development. Phase 2 will include greater uniformity in communication, data generation and analysis, wellness, and consumer education. Because there will still be regional pools, SSC will retain some risk and regional Board decision making, some discretion in part of the rating process, collecting and transmitting premiums, wellness programming, and direct group support. The intent is that we maintain service delivery at the grass roots level and strengthen the pooling mechanism with statewide functions. The shared goals are to 1) reduce premium volatility, 2) reduce rate of premium inflation, 3) identify, develop, and implement statewide best practices, and 4) deliver superior services for our members regionally across the state.

Local Government Pool: 2018 Wellness Program Support Guidelines. We established the level of funding at our August meeting at a maximum of \$40,100. The Advisory Group reviewed and recommended the guidelines with revisions for Board approval.

MOTION: Tess Arrick-Kruger moved, Karla Bauer seconded to approve the 2018 Local Government pool health promotion support guidelines as recommended by staff and the Local Government Pool Advisory Committee. Motion passed.

Minnesota Healthcare Consortium Board Report. The MHC Board (Lynn Gorski and Suzanne Riley, SSC representatives) met on December 6 and Suzanne provided an oral report. Among actions taken were the addition of a Board Treasurer position in the joint powers agreement and election of Lynn to this position.

HIPAA Policies: Second Reading. Amy Grover learned that because SSC does not provide healthcare services to patients and will function as a Business Associate versus a Covered Entity, we only need to adopt security policies. She revised the proposed policies to eliminate unnecessary privacy policies.

MOTION: Karla Bauer moved, Don Leathers seconded to adopt the proposed set of HIPAA security policies as amended for second reading. Motion passed.

Development and Innovation

Development and Innovation Report. Katie Schmitt summarized her written report with an overview on current program development activities, which include: Local government – context map and regional trends as well as communications work with the marketing team to improve messaging. The Facilities Management team is reaching out to school districts to discuss the future of FM at SSC.

Administrative Services

Cooperative Purchasing Report. Sarah Ness provided a written report on updates including newly available SMART Finance/Express integration tools, member VOC at four regional Facilities Management Cluster Site Meetings, synthetic turf contracts and CPC analytics comparing Q1FY17 and Q1FY18.

Facilities Management Updates. Katie Schmitt and Dave Thompson are leading our voice-of-customer (VOC) endeavors and are involving Sarah Ness and several other staff to assist with cross-service information gathering and learning from member representatives.

Instructional Services

Professional Learning Report. Kari Kubicek provided a written report highlighting the upcoming sessions, scheduled based on information gleaned through input from members, a November work session with Rendement, and the focus on off-site learning opportunities, PLC Teacher and Leader Cohorts sessions, and customized training at several sites in the region. Kari attended this year's AESA National Conference and reflected on several highlights, sessions, and networking.

Rochester Area Math Science Partnership Report. Sarah Ness provided a written report focusing on: STEM Village and the presentation by Dr. Margaret Hoody, Interim Director and the Outstanding Educator Award & Annual Dinner on January 17, 2018 that will honor 2017 RAMSP Outstanding Educators of the Year Kristen Seeger (Albert Lea Schools) and Shannon Johnson (Zumbrota-Mazeppa Schools). Workforce Development Committee updates included the continuing work on a grants concept paper and training with MDE to learn more about the tools. Capturing Imagination & Building Skills took place November 29-30 and Sarah commented on the focus on ways to create meaningful learning experiences for youth.

RAMSP Funding – Grant and Contract. As mentioned by Sarah Ness in her November report to the Board, recently IBM provided a grant of \$10,000 to our non-profit CLC (Collaborative for Learning & Community) to educate, register, and train regional K-5 math educators on the free IBM developed tool Teacher Advisor with Watson. Amy drafted a contract between the CLC and SSC for SSC staff to administer this grant and coordinate activities on behalf of RAMSP.

MOTION: Tess Arrick-Kruger moved, Brian Grudem seconded to approve the proposed contract between the Collaborative for Learning and Community and SSC to cover costs to administer and coordinate teacher training and use of the Teacher Advisor with Watson tool. Motion passed.

In addition, IBM has contributed a member fee to RAMSP in the form of a grant.

MOTION: Mary Blair-Hoeft moved, Mike Christensen seconded to approve to accept a \$1,000 grant from IBM for RAMSP 2017-18 membership. Motion passed.

Operations

Personnel: RCE Graduation Support Specialist/School Advocate and RCE Special Education Specialist/School Advocate Positions. Suzanne provided updates on a staffing shift and open position.

MOTION: Mary Blair-Hoeft moved, Tess Arrick-Kruger seconded to approve a lateral position change for Sonia Smith from Special Education Specialist to Graduation Specialist/Advocate and open the position of SE/Metro RCE Special Education Specialist/Advocate, directing staff to conduct an immediate search and hiring process. Motion passed.

Member Value Reports 2016-2017. Chris Hancock once again combined value and participation data at the cooperative/regional level as well as the individual district/agency level into our annual member usage and value reports. Dale Walston explained that the information is provided to help members review the value each organization experienced from membership and services and think about additional ways to maximize membership. The report contains these sections: 1) services used, followed by 2) other services to consider; 3) vendors accessed through Cooperative Purchasing, followed by 4) other vendors with discounts available; and 5) a list of training staff received through SSC.

Wood Lake Meeting Center Report. Amy Grover provided a written report outlining monthly comparison occupancy and usage data from the last four years.

Information and Communications

AESA Conference Debrief. Attendees Carol Cravath, Mary Blair-Hoeft, Steve Sallee, Katie Schmitt, Dale Walston, Suzanne Riley, and Amy Grover gave an oral report with highlights about our learning and experiences at this year's conference, which was focused on Equity, Inclusion, and Social Justice. After retirement, Suzanne will serve on the AESA Foundation Board of Directors.

January 23 Retirement Open House – Clarification. The open house on January 23 will not include a cash bar as stated in the email invitation. The Board scheduled a dinner for Suzanne following the open house at Five West as a thank you for her service. Board members should RSVP to Carol Cravath by Friday, January 19.

A Message from Steve Sallee. Incoming Executive Director, Steve Sallee, has been able to be on site since mid-December. He has appreciated the time with Suzanne for training and learning. He has completed his insurance licensure training and passed the exam. Steve shared that he has been able to visit Rochester, St. Charles, Austin, and Red Wing for Facilities Management meetings and plans to visit local Board/Council meetings as invited. He will be setting up one-on-one meetings with each staff member and with each Board member in the next few weeks.

Thank You to Brian Grudem. The Board and staff extended a thank you to Brian Grudem for his service on the Board since 2011.

Next Meeting and Adjournment

The January 2018 regular Board meeting date is Wednesday, January 24 at 5:30 PM (preceded by the Finance Committee at 5:00 PM). This is the annual organizational meeting, during which we will elect officers and the Chair will appoint Board members to committees. Steve will schedule Board orientation for newly elected Board Jason Marquardt for 3:30, preceding the Finance Committee.

MOTION: Tess Arrick-Kruger moved, Brian Grudem seconded to adjourn the meeting. Motion passed.

Brian Grudem, Clerk

Meeting calendar on next page

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
July 12–14, MSC Board Conference	July 11-13, MSC Board Conference
Wednesday, August 16	Wednesday, August 15, 2018
Wednesday, September 27	Wednesday, September 26
Thursday, October 12 – Exec Dir (2 nd Interviews)	Wednesday, October 24
Friday, October 13 – Exec Dir Candidate Review	Wednesday, November 28
Thursday, October 19 – Exec Dir (3 rd Interviews)	Wednesday, December 26
Wednesday, October 25	
Tuesday, November 21 – changed from 11/22	
Wednesday, December 20 – changed from 12/27	

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