

Southeast Service Cooperative Board of Directors
February 2017 Regular Board Meeting
5:30 PM, Wednesday, February 22, 2017

Present: Theressa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Carol Cravath, Lynn Gorski, Brian Grudem, Don Leathers, Rob Mathias

Absent: Mike Christensen

Ex-Officio: Suzanne Riley

Staff: Amy Grover, Kari Kubicek, Katie Schmitt, Dale Walston

Call to Order

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

Consent Agenda

MOTION: Rob Mathias moved, Karla Bauer 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. Motion passed. The financial reports reflect the following information: Balance Sheet General Revenue over expense \$22,523, Balance Sheet Insurance Fund revenue over expense \$(226,705), Balance Sheet SEMNET revenue over expense \$8,791, Accounts Receivable \$441,692, Bills and payroll totalling \$695,172.80.

Welcome New Board Member. The Board welcomed Don Leathers from the Austin School Board to the SSC Board. Don was elected to a new Education Category 1 four-year term beginning January 2017.

Meet and Learn. Kari Kubicek and Katie Schmitt shared progress on the PE PD project with Board Members. They indicated that the PE PD team is hard at work to refine the early process steps that are critical to the success of the program – listening to members, creating professional learning opportunities based on needs, members' voice, and then confirming that SSC is on track with those offerings. They have enjoyed connecting with school administrators, site team leaders and teachers throughout January and February to explore areas of need and interest. Kari is expanding the customizable professional development menu and coordinating sessions for spring at SSC's Wood Lake Meeting Center. They continue to research delivery models to meet the challenges of time and travel for members. At the January meeting, the Local Government Advisory Committee provided input on staff development challenges, ideas and ways for the PE PD Team to connect with cities and counties. They will begin member visits for local government in March. Kari and Katie solicited input from the Board members and shared what role they could play to help grow the professional learning program.

How Board Members Can Support SSC's Professional Learning Program. Kari shared that the team is preparing communication materials that will be available to Board members (flyers, PowerPoint presentations, videos, etc.). In addition, Board members are asked to forward announcements about upcoming events to staff and community members, encourage likes and shares on SSC's Facebook site, and to consider inviting SSC staff to local school board meetings to present. Board members shared that having talking points about the return-on-investment in professional learning spending, especially in local government, would be very helpful.

Operations

Board Vacancy – Education Position One-Year Appointment. Suzanne Riley was announce that Bree Maki, who is Senator Franken’s Southern Minnesota Field Representative, and serves on the Lewiston-Altura School Board, has volunteered to fill the one-year vacancy.

MOTION: Tess Arrick-Kruger moved, Don Leathers seconded to appoint Bree Maki of the Lewiston-Altura School Board to fill the vacant term on the SSC Board through December 31, 2017. Motion passed.

Succession Planning Policy – Adoption. Suzanne explained that the proposed Succession Planning policy and procedure was introduced in December for first reading. No revisions have been suggested.

MOTION: Tess Arrick-Kruger moved, Rob Mathias seconded to adopt the proposed Succession Planning policy and procedures effective immediately. Motion passed.

Facilities Management Service. Dale Walston stated that after considering applications for a Health and Safety Specialist, conducting interviews, reviewing member discussions about facilities management, and inviting a proposal from CESA 10, out of Chippewa Falls, Wisconsin, the administrative team has developed a proposal to expand the current Health and Safety Management Assistance program into a more comprehensive Facilities Management Service. Dale shared an outline of the key responsibilities for each component of the services that we plan to offer all SSC member organizations. This expansion will require revising the budget upward with both expenses and revenues, which we expect to generate with additional service options. The Board discussed the staff’s proposal and asked questions, to which Dale and other staff responded.

Mock OSHA Inspection Service – Contract with CESA 10. Dale offered additional details regarding the contract with CESA 10 to conduct mock OSHA inspections and possibly offer additional services through our expanded Facilities Management Service.

MOTION: Don Leathers moved, Brian Grudem seconded to approve a contract with CESA 10 to provide OSHA walk-through services for \$40,000 for services to existing SSC member service users; this contract will be expanded as the square footage of inspection space expands. Motion passed.

Personnel: Hire Facilities Management Specialist. Dale shared that after completing our search, we are pleased to have found the ideal candidate for the SSC’s Facilities Management Specialist, Superintendent David Thompson, who is retiring from Stewartville Schools June 30. Dale pointed out main points of the newly drafted job description for this position, which will replace the current job description for Health and Safety Specialist currently filled by Bob Tweten, who is retiring. We will contract with David for a few days this fiscal year to complete OSHA 101 30-hour training, participate in planning with staff and CESA 10, and shadow Bob Tweten and CESA 10 on mock OSHA inspections.

MOTION: Lynn Gorski moved, Karla Bauer seconded to approve the hiring of David Thompson in the position of Facilities Management Specialist to begin July 17, 2017 at 50% FTE at compensation within the SSC wage and benefit guidelines. Motion passed, with abstention by Rob Mathias.

Development and Innovation. Katie offered highlights from her monthly report, including the fact that she and Suzanne are currently working on promoting a national three-day Systematic Problem Solving and Metric of Urgency session that will be held at SSC in May. She also stated that SSC will provide a new internship program for Cities and Counties. We’ve secured one-time funding to support local

government internships in FY18 and we will contact local government members in late spring regarding the program and how to participate.

Support for Board Members. Katie led the group through an activity focused on determining ways SSC staff members can offer support for SSC Board Members.

Wood Lake Meeting Center Report. Amy Grover shared a report on the business development efforts and current usage figures of the meeting center. She reported the YTD revenue of the meeting center is \$89,074.25. In January, the team booked 17 new rentals, equating to \$4,755.50 in revenue.

Health and Benefits Services

2018 Joint Bid Award for Spending Accounts. Suzanne shared that Mark Kinney, our Benefits attorney, is finalizing negotiations on contract terms.

MOTION: Mary Blair-Hoeft moved, Tess Arrick-Kruger seconded to award a contract for third party administration of spending and VEBA accounts for members of the SSC Health Insurance Pools to SelectAccount effective January 1, 2018. Motion passed.

Statewide MN Healthcare Consortium (MHC) Collaboration – Long Term Planning. Suzanne explained that the Executive Directors of the seven-Service Cooperative consortium and our state consultants Genie Newville and Mark Kinney are meeting weekly to walk through all the elements, barriers, challenges and opportunities of a formalized statewide arrangement. Most recently, MHC discussion has included a conversation with Education Minnesota about our common commitments and priorities in assisting school districts and employees manage healthcare rising costs and insurance.

Administrative Services

Cooperative Purchasing Connection (CPC) Report. Dale provided a report from Sarah Ness on the most recent Cooperative Purchasing Connection (CPC) updates. The report included an overview of current RFP exploration and information on new CP vendors. Items available through these vendors include telescopic seating, indoor/outdoor spectator seating, press boxes, athletic equipment, lockers, and wall mats. Dale also shared information on the upcoming zSpace tour bus visit; which will take place at SSC on Friday, March 3. zSpace allows students to interact with simulated objects in virtual environments.

Cooperative Purchasing – Engineered Wood Fiber (Mulch) Contract. Dale reported on a recent RFQ for playground surfacing materials out for bid.

MOTION: Rob Mathias moved, Mary Blair-Hoeft seconded to award a contract to Crescent Landscape for engineered wood fiber (mulch). Motion passed.

Instructional Services

Concurrent Enrollment Teacher Licensure – Legislative Proposal. Amy and Suzanne shared that the MSC Executive Directors are working with other state organizations, higher education, and our lobbyist Sam Walseth to propose expansion of Northwest 18, a legislatively funded program for Northwest and Lakes Country Service Cooperatives to implement an online credit program for teachers to secure the required credits to teach concurrent enrollment classes. Suzanne stated that we will survey area school districts to assess the need in Southeast MN. She added that Senator Carla Nelson is supporting this bill.

Information and Communications

Legislative Forum. Suzanne shared that 102 people attended the February 4 Legislative Forum, which makes it our best attended forum to date. This number includes the 12 legislators who attended. They were: Steve Drazkowski, Mike Goggin, Barb Haley, Jeremy Miller, Carla Nelson, John Petersburg, Nels Pierson, Jeanne Poppe, Duane Quam, Duane Sauke, David Senjem, and Dan Sparks. Quite a bit of useful feedback was garnered from the session's evaluation and was discussed.

Next Meeting and Adjournment

The next regular Board Meeting is scheduled for **Wednesday, March 15, 2017 at 5:00 PM at SSC (note half-hour earlier start time)**. There will be a new Board member orientation for Don Leathers and Bree Maki on **Wednesday, March 15, 2017 at 3:30 PM at SSC**. The Finance Committee will meet on March 22 by WebEx at 3:00 PM after financial reports are ready.

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

Brian Grudem, Clerk

CALENDAR

2017 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.

Tuesday, January 31, 2017 – ANNUAL MEETING Wednesday, February 22 Wednesday, March 15 – third Wednesday Wednesday, April 26 Wednesday, May 24 Wednesday, June 28 NO MEETING IN JULY, MSC Board Conference in July 2017	Wednesday, August 16 (third Wednesday for local government health pool renewal) Wednesday, September 27 Wednesday, October 25 Wednesday, November 22 - Alternative Date: Tuesday, November 21 Wednesday, December 27 Wednesday, January 24, 2018
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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 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.