

**Southeast Service Cooperative Board of Directors
January 2017 Annual Organizational Board Meeting
5:30 PM, Tuesday, January 31, 2017**

Present: Karla Bauer, Mary Blair-Hoeft, Mike Christensen, Carol Cravath, Lynn Gorski, Brian Grudem, Rob Mathias

Absent: Theresa Arrick-Kruger, Don Leathers

Ex-Officio: Suzanne Riley

Staff: Amy Grover, Dale Walston

Consultants: Bill Colopoulos

Call to Order

Meeting called to order at 7:34 PM by Chair Carol Cravath, who declared a quorum.

Organizational Items

Welcome New Board Members. Lynn Gorski, Human Resource Director for City of Owatonna, introduced herself. Don Leathers, Board Member at Austin Public Schools, was unable to attend this meeting but was welcomed by the Board of Directors.

Board Vacancy. Carol Cravath shared that Spencer Yohe, who was a write-in candidate from the Caledonia School Board in SSC Board elections, declined the position when he realized our meeting schedule conflicts with his service on the Hiawatha Valley Education District Board. Our second write-in candidate was from the Plainview-Elgin-Millville School Board and also serves on the HVED Board, and there is already P-E-M representation on the SSC Board. Suzanne will request staff to assist in inviting nominations and recruiting a currently active school board member to serve through December 31, 2017, which is the end of the vacant position term.

MOTION: Karla Bauer moved, Mike Christensen seconded to open the vacant SSC Board position and invite nominations of an active school board member from the SSC membership. Motion passed.

Election of Officers for the Year 2017.

Election of Chair. Mike Christensen nominated Carol Cravath for the position of Board Chairperson. Mary Blair-Hoeft seconded the nomination. Mike Christensen moved, Mary Blair-Hoeft seconded to cease nominations and cast a unanimous ballot for Carol Cravath. Motion passed, and **Carol Cravath** was declared **Chairperson**.

Election of Clerk. Mary Blair-Hoeft nominated Brian Grudem for the position of Board Clerk. Lynn Gorski seconded the nomination. Rob Mathias moved, Karla Bauer seconded to cease nominations and cast a unanimous ballot for Brian Grudem. Motion passed, and **Brian Grudem** was declared **Clerk**.

Election of Vice-Chair: Mike Christensen nominated Theresa Arrick-Krueger for the position of Board Vice-Chairperson. Karla Bauer seconded the nomination. Brian Grudem moved, Rob Mathias seconded

to cease nominations and cast a unanimous ballot for Theresa Arrick-Kruger. Motion passed, and **Theresa Arrick-Kruger** was declared **Vice-Chairperson**.

Election of Treasurer: Karla Bauer nominated Mary Blair-Hoeft for the position of Board Treasurer. Brian Grudem seconded the nomination. Mike Christensen moved, Rob Mathias seconded to cease nominations and cast a unanimous ballot for Mary Blair-Hoeft. Motion passed, and **Mary Blair-Hoeft** was declared **Treasurer**.

Committee Appointments. Board members were asked to submit their volunteer forms to the Chair, who will make these appointments at the end of the meeting.

Consent Agenda

MOTION: Mary Blair-Hoeft moved, Brian Grudem seconded to approve and accept the items on the consent agenda: Meeting agenda, meeting minutes, Treasurer's and Finance Committee reports, bills, Administrative Advisory Committee meeting summary, mileage reimbursement rate adjustment, official publication designation, and 2017 and 2018 Board meeting schedules. Motion passed. The financial reports reflect the following information: Balance Sheet General Revenue over expense \$7,018, Balance Sheet Insurance Fund revenue over expense \$(200,889), Balance Sheet SEMNET revenue over expense \$10,574, Accounts Receivable \$357,196, Bills and payroll totalling \$498,717.60.

Operations

Roof Replacement. Dale Walston provided an overview of the roof replacement proposal process, which was led by CPC vendor Tremco representing SSC. The recommendation for the Board was reviewed and the full proposal from Ledegar Roofing was provided.

MOTION: Mary Blair-Hoeft moved, Brian Grudem seconded to award a contract to Ledegar Roofing in the amount of \$162,100 for SSC facility roof replacement. Motion passed.

Development and Innovation. A report from Katie Schmitt featured information on ROCK the HIVE and the Performance Excellence Professional Development project. The report also indicated Katie is exploring options to expand services for Health and Safety, EHSM, referendum studies and support, training (safety, best practices and maintenance), owner's rep services, and project management.

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 \$88,980.50. She added that during December, the team booked 19 new rentals, equating to \$7,805.60 in revenue. In addition, she shared quarterly occupancy and usage data and charts, pointing out trends and internal versus rental usage.

Health and Benefits Services

SelectAccount report on SE and MHC VEBA/HSA Growth. Suzanne Riley shared highlights from the most recent account holder summary report from SelectAccount. Bill Colopoulos provided an overview on the following topics: VEBA investment portfolio, VEBA activity – including IRS change in rules to now allow single covered employees to submit dependent expenses for VEBA reimbursement, HSA activity and historical overall trending.

HITA/ACA Updates. Bill shared a timeline to help districts comply with the Health Insurance Transparency Act (HITA) Request for Proposal bid process.

Long Term Care Program Update. Suzanne gave a brief overview of Long Term Care Insurance. She explained this will be a voluntary option offered to our members and staff of SSC, but will be billed directly to the individual, and not restricted to Health Pool groups. There has been high interest and enrollment with the start of the program.

Statewide MN Healthcare Consortium Collaboration – Long Term Planning. Suzanne shared that at the May 2016 meeting, the SSC Board passed a motion to allocate funding to share in costs for Minnesota Healthcare Consortium (MHC) statewide collaboration planning and development. The MHC executives didn't set an amount at that time. The past month, with guidance and facilitation by Genie Newville, we have established a direction and an estimate of expenses for actuarial, legal, and marketing studies. Suzanne briefed the Board on estimated costs, expenditures, and sharing of costs. The work will extend beyond the 2016-2017 year.

MOTION: Mike Christensen moved, Mary Blair-Hoeft seconded to authorize the Executive Director to dedicate up to \$75,000 of health insurance reserves and/or operating funds to contribute toward shared statewide collaboration design planning and development. Motion passed.

Administrative Services

Cooperative Purchasing Connection (CPC) Report. Dale offered an overview of updates from the written report provided by Sarah Ness. The report included information on the CPC Toolkit development. The first toolkit, for athletic and facility upgrades, is scheduled to be completed for distribution to SSC members in March. The toolkits will include resources for Members regarding project inception through execution, lessons learned, and key takeaways.

Cooperative Purchasing Connection (CPC) JPA Board Report. SSC Board Member Mary Blair-Hoeft represents SSC on this Board. She reviewed a report by Lakes Country Service Cooperative, which manages the CPC operations and marketing.

Instructional Services

Professional Development. A written report was provided by Kari Kubicek. The report included updates on the Professional Development program, including options now available for customized learning opportunities for schools, as well as trainings being held at SSC and at cluster sites in the region.

RAMSP News & Announcements. Amy stated that the transfer of assets is complete and the paperwork has been submitted to dissolve RAMSP as an independent non-profit. SSC hosted the Annual Dinner on January 18 and presented the Outstanding Educator Award to the teaching team of Aaron Davis and Chris Otterness from Kasson-Mantorville High School Industrial Arts program. Plans for future programming, staffing needs, and budget allocations are currently being discussed with the RAMSP Advisory Committee (formerly the RAMSP Board of Directors).

Information and Communications

Board Sharing. New initiatives, opportunities, challenges in our organizations.

Minnesota Service Cooperatives (MSC) Board Meeting – January 2017. SSC Board Members Mary Blair-Hoeft and Mike Christensen represented SSC at this meeting on January 11. Mike was re-elected Secretary-Treasurer. Mike and Mary shared highlights of the meeting with the group.

SSC Value to Members Press Release. A press release that was distributed by Suzanne on December 30, 2016 regarding the benefit/value of SSC membership based on 2015-2016 usage was shared.

Legislative Forum. Suzanne indicated that the February 4 session currently has a record-setting 12 Legislators attending and almost 100 participants registered.

Next Meeting and Adjournment

The next regular Board Meeting is scheduled for **Wednesday, February 22, 2017 at 5:30 PM at SSC**. Finance Committee meeting at 5:00 PM, preceding Board meeting.

Committee Appointments for 2017

Chairperson Cravath made the following committee appointments:

- **Finance Committee:** Carol Cravath, Mary Blair-Hoeft, Tess Arrick-Kruger, Brian Grudem, Lynn Gorski
- **Personnel Committee:** Carol Cravath, Mary Blair-Hoeft, Tess Arrick-Kruger, Lynn Gorski, Beth Giese (SAC), Ed Harris (SAC)
- **Policies Committee:** Brian Grudem, Mike Christensen, Karla Bauer, Tess Arrick-Kruger, Rob Mathias, Don Leathers
- **By-Laws Committee:** Mike Christensen, Karla Bauer, Rob Mathias, Don Leathers, (appointee to be named)
- **Canvassing Committee:** Brian Grudem, Lynn Gorski

MOTION: Mary Blair-Hoeft moved, Karla Bauer seconded to adjourn the meeting. Meeting was adjourned at 6:53 PM. Motion passed.

Brian Grudem, Clerk

Meeting calendar follows 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

Tuesday, January 31, 2017 (rescheduled from 1/25/2017 due to weather conditions)

Wednesday, February 22

Wednesday, March 15 to meet school health pool renewal HITA timeline requirements

Wednesday, April 26

Wednesday, May 24

Wednesday, June 28

NO REGULAR MEETING IN JULY

Wed – Fri, July 12 – 14, MSC Board Conference

Wednesday, August 16 - THIRD WED to approve Local Govt Pool

Wednesday, September 27

Wednesday, October 25

Wednesday, November 22 - Alternative Date: Tuesday, November 21

Wednesday, December 27

2018 Meeting Schedule

Wednesday, January 24, 2018

Wednesday, February 28, 2018

Wednesday, March 28, 2018

Wednesday, April 18, 2018

Wednesday, May 23, 2018

Wednesday, June 27, 2018

NO REGULAR MEETING IN JULY

JULY, MSC Board Conference – Dates and location to be set

Wednesday, August 15, 2018 - THIRD WED to approve Local Govt Pool

Wednesday, September 26

Wednesday, October 24

Wednesday, November 28

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 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.