

Southeast Service Cooperative Board of Directors
Regular Board Meeting
5:30 PM, Wednesday, June 28, 2017

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

Absent: Brian Grudem, Karla Bauer

Ex-Officio: Suzanne Riley

Staff: Amy Grover, Dale Walston

Consultants: Bill Colopoulos

Call to Order

Meeting called to order at 5:28 PM by Chair Carol Cravath, who declared a quorum and named Rob Mathias as Clerk Pro Tem.

Consent Agenda

MOTION: Don Leathers moved, Mary Blair-Hoeft seconded to approve and accept the items on the consent agenda: Meeting agenda, meeting minutes, balance sheets and revenue/expense report, bills, Finance Committee report from Director of Operations, Administrative Advisory Committee meeting summary, request to Rochester Area Foundation. Motion passed. The financial reports reflect the following information: Balance Sheet Revenue and Expense \$(56,427), Balance Sheet Insurance Fund Revenue over expense for \$337,765, Balance Sheet SEMNET revenue over expense \$(6,060), Accounts Receivable May \$224,048, Bills and payroll totaling \$623,638. Scheduled special Board meeting Thursday, July 6 to discuss Executive Director search, and rescheduled August 16 Board meeting to August 23. Motion passed.

Meet and Learn

Donna Dickison, WLMC Coordinator and Alicia Bredesen, Organizational Assistant. Donna and Alicia joined the meeting for this portion to share information and updates about the Wood Lake Meeting Center.

Health and Benefits Services

MHC Statewide Development Update. The Executive Directors of our consortium unanimously recommended the draft joint powers agreement for introduction and discussion at regional Board meetings and for discussion at the consortium meeting on Wednesday, July 12, at which Board Members Lynn Gorski and Mike Christensen and Executive Director Suzanne Riley will represent SSC. This proposed JPA represents a phase one step of the consortium formal organization and structure, including 1) joint purchase of a \$500,000 stop loss coverage arrangement with BCBSM, and 2) entering into one statewide carrier contract, involving restructured, single-entity financial management, accounting, and reporting to the seven MHC Service Cooperatives and their 14 Local Government and School Health Pools' groups.

Local Government Pool 2016 Settlement. Suzanne Riley and Bill Colopoulos presented the settlement report to the Board.

MOTION: Mary Blair-Hoeft moved, Rob Mathias seconded to accept the settlement report for the 2016 Local Government Health Insurance Pool, and, pursuant to SSC policy on management of the Health Insurance Pools, credit calculated excess claims fund for eligible groups as outlined in the settlement document. Motion passed.

State Health/Benefits Consultant Contract and Benefits Attorney Shared Fee Approval. Suzanne noted that the contracts with Genie Newville and Mark Kinney are previously Board approved multi-year agreements, with annual calculation of regional shares based on our formula of 50% total split equally and 50% split proportionate to total contracts per region.

MOTION: Theresa Arrick-Kruger moved, Lynn Gorski seconded to approve SSC's share of MHC consultant fees based on the MHC formula, estimated at \$41,398 for MHC consultant Genie Newville and \$27,052 for MHC benefits attorney Kinney & Larson LLP for the fiscal year 2017-2018. Motion passed.

School Health Pool Group Renewals Update and Withdrawals. Bill Colopoulos and Suzanne Riley discussed the progress of School Pool renewals, HITA, PEIP program solicitation, and subsequent group withdrawals.

MOTION: Mike Christensen moved, Lynn Gorski seconded to accept the notices of the following school districts for withdrawal from the SSC School Health Insurance Pool effective September 1, 2017: Spring Grove, Goodhue, Pine Island, Cannon Falls, Fillmore Central (teacher sub-group only), Lake City, and St. Charles. Motion passed.

Administrative Services

Cooperative Purchasing Connection Report. Sarah Ness provided a written report on the most recent Cooperative Purchasing Connection (CPC) updates.

ACCESS Contract Renewals. Suzanne recommended that SSC continue its arrangement with Gary Kuphal and Bruce Klaehn to offer various advisory and facilitation services in 2017-18 through this program. In addition to consulting, Bruce will a leadership training session at SSC and Gary will offer a succession planning session for SSC member organizations this fiscal year.

MOTION: Mary Blair-Hoeft moved, Mike Christensen seconded to approve extension of the current contracts with Gary Kuphal and Bruce Klaehn for one year through June 30, 2018. Motion passed.

Facilities Management Service Updates. Dale Walston and Suzanne Riley referred to an updated guide for members outlining SSC's expanded Facilities Management Services, which more clearly distinguishes the roles of these three service resources: Dave Thompson will serve as a member advocate, including organizing training, assist administrators regarding OSHA and other regulations compliance, and guidance in capitalizing on SSC volume purchasing discounts for facility related products and services; CESA 10 (CESA-FM) will conduct mock OSHA inspections; and IEA will continue to offer numerous services relating to environmental health and safety management in planning, testing, managing hazardous substances, and project management.

Instructional Services

Accept Grant. Thanks to Katie Schmitt for submitting an application for funding for Middle School YAYA.

MOTION: Mary Blair-Hoeft moved, Mike Christensen seconded to accept a grant for \$1,500 from the Greater Rochester Arts and Cultural Trust for the 2017-2018 middle school Young Authors, Young Artists conference. Motion passed.

Professional Development Information. Information regarding upcoming events was provided by Kari Kubicek. Noted were several events that may appeal to all member organizations: 1) Enhancing Workplace Culture, 2) Effective Boards: Working Together to Create Meaningful Impact, and 3) Common Sense Leadership. A full calendar of Professional Development opportunities for 2017-2018 will be distributed in August. Amy Grover provided new information about the service SSC offers to member key stakeholders to use a human-centered design model of strategic planning. A summary of recent RAMSP meetings highlighted information about member recruitment, as well as RAMSP Professional Development and Workforce Development Committee updates. Goodhue County Education District has joined RAMSP.

Operations

Personnel: Regional Center of Excellence (RCE). Suzanne Riley briefed the Board on staffing changes in the team. Scott Fitzsimonds, Regional Center of Excellence Data Specialist, is transferring from the Southeast/Metro RCE to the Central Lakes RCE. SE/Metro RCE Director Jane Drennan has analyzed team positions and expertise and subsequently reassigned Perry Wilkinson from Math/Equity to Data/Equity Specialist. We adjusted our search to fill this position and the position Bryan Scherr left (for an administrative position in a school district). She stated that the search team is recommending two well qualified candidates to serve as Math Specialists.

MOTION: Theresa Arrick-Kruger moved, Don Leathers seconded to hire Carolyn Olijnek in the position of SE/Metro RCE Math Specialist/Advocate effective July 10, 2017 at a salary commensurate with SSC guidelines and RCE statewide compensation comparables. Motion passed.

MOTION: Lynn Gorski moved, Don Leathers seconded to accept the resignation of Scott Fitzsimonds effective end of day July 3, 2017 and thank him for his service. Motion passed.

MOTION: Mike Christensen moved, Rob Mathias seconded to hire Erik Durand in the position of SE/Metro RCE Math Specialist/Advocate effective July 19, 2017 at a salary commensurate with SSC guidelines and RCE statewide compensation comparables. Motion passed.

Associate Membership Application – Rochester Arts & Sciences Academy. Thanks to Amy Grover for meeting with RASA and identifying needs that could be met through membership in SSC.

MOTION: Rob Mathias moved, Mary Blair-Hoeft seconded to approve Associate Membership of Rochester Arts & Sciences Academy effective July 1, 2017. Motion passed.

Superintendents Advisory Committee Appointment. With John McDonald's retirement from Kingsland and thus the Superintendents Advisory Committee, we have received suggestions from the other SAC members for a person to fill this spot.

MOTION: Bree Maki moved, Mike Christensen to appoint Superintendent Matt Schultz, Lanesboro, to the Superintendents Advisory Committee beginning July 1, 2017. Motion passed.

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

Budget 2017-2018. Dale and Finance Committee Members introduced the 2017-2018 organizational budget for Board adoption and responded to Board questions.

MOTION: Rob Mathias moved, Mary Blair-Hoeft seconded to approve the proposed 2017-2018 budget. Motion passed.

Update on Executive Director Search Process. Chair Carol Cravath briefly reviewed the timelines and process for the Executive Director search being facilitated by Gary Kuphal.

Next Meeting and Adjournment

As noted in the Consent Agenda, the Board scheduled a special meeting on **Thursday, July 6 at 5:00 PM at SSC** to meet with Executive Director Search Facilitator Gary Kuphal. Next regular Board Meeting is scheduled for **Wednesday, August 23** (note approved date change).

MOTION: Lynn Gorski moved, Theresa Arrick-Kruger seconded to adjourn. Motion passed.

Rob Mathias, Clerk Pro Tem

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.