

**Southeast Service Cooperative Board of Directors
May 2017 Regular Board Meeting
5:30 PM, Wednesday, May 24, 2017**

Present: Theresa Arrick-Kruger, Mike Christensen, Mary Blair-Hoeft, Carol Cravath, Lynn Gorski, Brian Grudem, Bree Maki

Absent: Karla Bauer, Don Leathers, Rob Mathias

Ex-Officio: Suzanne Riley

Staff: Amy Grover, Katie Schmitt, Dale Walston

Consultants: Bill Colopoulos, Genie Newville

Call to Order

Meeting called to order at 5:29 PM by Chair Carol Cravath, who declared a quorum.

Consent Agenda

MOTION: Mary Blair-Hoeft moved, Brian Grudem seconded to approve and accept the items on the consent agenda: Meeting agenda, meeting minutes, Balance Sheets and Revenue Expense, Bills, Finance Committee Report, Administrative Advisory Committee Meeting Summary. Motion passed. The financial reports reflect the following information: Balance Sheet Revenue and Expense \$(65,692), Balance Sheet Insurance Fund Revenue over expense for \$77,591, Balance Sheet SEMNET revenue over expense \$(12,629), Accounts Receivable March \$389,586, Bills and payroll totalling \$435,880. Motion passed.

Meet and Learn

Katie Hartman, Program Manager – Student Academic Enrichment. Katie Hartman joined the meeting for this portion to share information and updates about SSC’s Student Academic Enrichment programs, including Spelling Bee, Knowledge Bowl, Young Authors Young Artists Conferences, and Science and Nature Conference. She shared statistics about the growth of the programs and SSC member participation information.

Health and Benefits Services

MHC Statewide Development Update. MN Healthcare Consortium Consultant Genie Newville, visited with the Board regarding statewide planning, development, and progress. There will be a discussion meeting on Wednesday, July 12 prior to the MSC Board Conference for MSC Board member representatives, executive directors, and MHC consultants.

MOTION: Tess Arrick-Kruger moved, Mary Blair-Hoeft seconded to appoint Mike Christensen and Lynn Gorski as SSC’s two representatives to attend the statewide MHC meeting on Wednesday, July 12. Motion passed.

HITA Process 2017, School Health Insurance Pool. Bill Colopoulos provided a progress report on local group planning and renewals.

SSC Health & Benefits Consultant Fee. Suzanne recommended extending our current contract with Bill Colopoulos for one additional year.

MOTION: Mary Blair-Hoeft moved, Tess Arrick-Kruger seconded to extend the current contract with Next Generation Benefits Solutions, LLC for one year through June 30, 2019 and establish the consulting fee for the 2017-2018 year at \$167,626 and the fee for the 2018-2019 year ending June 30, 2019 at \$172,655. Motion passed.

Shared Advocate Consultants Contracts. Suzanne recommended new one-year contracts for legislative advocacy at the same shared total for collaborating Service Cooperatives.

MOTION: Mary Blair-Hoeft moved, Mike Christensen seconded to approve contracts for lobbying and legislative advocacy with Capitol Hill Associates for \$8,334 and with National Strategies for \$7,514 for the fiscal year 2017-2018. Motion passed.

Administrative Services

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

CPC Joint Powers Board. Mary Blair-Hoeft, our voting Board representative on the eight-member Service Cooperative Consortium, shared information about the CPC Board teleconference meeting on May 16. The Board received the agendas from the meetings on May 16 and January 11, a list of new CPC contract awards, contract renewals, and Intergovernmental Agreements wishing to use the bid pricing for mobile broadband services.

Facilities Management Service Development Update. Katie Schmitt shared the Facilities Management Service Guide for 2017-2018, which communicates all the changes and expansion in this program/service area.

Instructional Services

Professional Development Information. Kari Kubicek provided written information about upcoming training opportunities in collaboration with the Institute for Personalized Learning of CESA #1 (Jim Rickabaugh team). This includes an introductory day for teachers and administrators on September 28, and two follow-up cohort series for teachers and administrators. The written intent to participate is due by June 2. Amy Grover also noted that a six-session training series designed for Gifted and Talented educators is now outlined on the website.

RAMSP Meeting Minutes. Sarah Ness provided minutes of the Rochester Area Math Science Partnership (RAMSP) Advisory Board meeting on April 26, which includes the structure and actionable deliverables for the Executive, Professional Development, and Workforce Development Committees.

Operations

Policies: Adoption of Nursing Mothers Policy. The Board made a final review of proposed policy introduced at our April meeting.

MOTION: Lynn Gorski moved, Tess Arrick-Kruger seconded to adopt the proposed policy on Break Time for Nursing Mothers as recommended by the Policies Committee. Motion passed.

Personnel: Committee Planning for 2017-2018 – Committee Recommendation. The Committee presented a set of recommendations to the Board for approval. Also reviewed was the updated Employee Benefit Plan as part of the Committee’s recommendation.

MOTION: Tess Arrick-Kruger moved, Lynn Gorski seconded to accept and approve the recommendation of the Personnel Committee for 2017-2018 employee compensation, including wages and benefits, the employee benefit plan document, the Executive Director’s compensation, Executive Director’s retirement notice, and succession planning. Motion passed.

Personnel: Resignation and Position Opening – RCE. Suzanne announced that Bryan Scherr, Regional Center of Excellence Advocate and Math Specialist, is leaving the Southeast/Metro RCE for an administrative position in a school district in the metro area.

MOTION: Bree Maki moved, Brian Grudem seconded to accept the resignation of Bryan Scherr effective end of day Friday, June 30, thank him for his service, and authorize staff to immediately conduct a search for an RCE Advocate/Math Specialist to begin employment on or before July 1, 2017. Motion passed.

Personnel: Hire Organizational Assistant. Amy reported that the duties of Wood Lake Meeting assistance and organizational assistance previously carried out by Sue Haddad and Christina Bokusky are being combined into one full-time position.

MOTION: Mike Christensen moved, Mary Blair-Hoeft seconded to hire Alicia Bredesen in the full-time position of Organizational Assistant effective on Friday, June 2 at compensation commensurate with the SSC guidelines. Motion passed.

Superintendents Advisory Committee – New Two-Year Term Appointments. The Board was provided with a current roster of Board, SAC and LGAC members. In May each year there is discussion with the SAC about the expiration of current terms and appointment of representatives in new two-year terms. Terms that are expiring June 30, 2017 are currently held by the following superintendents:

- Area 1 – Rachel Udstuen
- Area 2 – Mark Matuska
- Area 2 – Dave Thompson is retiring June 30, leaving this term vacant (6/30/2018)
- Area 3 – Jeff Apse
- Area 4 – Beth Giese
- At Large – Mike Funk

MOTION: Mike Christensen moved, Mary Blair-Hoeft seconded to appoint the following individuals to serve new two-year terms on the Superintendents Advisory Committee beginning July 1, 2017 through June 30, 2019: Jeff Apse, Rachel Udstuen, Beth Giese, Mark Matuska, Mike Funk; and the appointment of Belinda Selfors to fill the vacant term (David Thompson retirement) through June 20, 2018. Motion passed.

Wood Lake Meeting Center Report. Amy provided a written monthly report reviewing new customers, revenue comparison, and YTD revenue which is 87.5% toward the 2016-2017 annual revenue goal.

Budget Planning for 2017-2018. Dale Walston reported on progress of planning for 2017-2018. The budget will be reviewed with the Board for approval at the June meeting.

Executive Director Contract and Succession Planning. Suzanne discussed planning for her retirement effective December 31, 2017 with the Board and the search for the next executive director. SSC’s succession planning policy was referenced. Per the Personnel Committee’s recommendation and Board approval, Gary Kuphal,

retired superintendent and consultant for the SSC ACCESS service, will be contracted to facilitate the Executive Director search and hiring process and will initiate the process.

Development and Innovation

Development and Innovation Report. Katie Schmitt referred to her written report, which highlights her work with new PD opportunities, including a partnership with Dr. Sood for Resiliency Training, a Behavior Conference, and a Diversity Summit. Katie announced Katy Bagniewski, the new intern, who will be working on communications including designing our 2017-18 program catalog. The report also outlines the new Internship Program for local governments. The next Local Government Advisory Committee meeting is June 22.

Information and Communications

Cyber Liability Insurance. Suzanne mentioned that the Minnesota Service Cooperatives are finalizing research, proposals, and preparation to enter into a broker arrangement to offer cyber liability insurance for member organizations.

Quarterly Connections Newsletter. The latest issue was recently distributed and is posted on the SSC website.

When Work Works Award 2017. Suzanne reported on behalf of Nicole LaChapelle-Strumski, who submitted our application and represented SSC at the recent awards banquet, and the rest of the staff that we have once again been awarded the When Work Works Award. This is our eighth award with this national recognition. Suzanne stated that this honor is a reflection of the Board of Directors' commitment to flexibility in the workplace, a highly valued aspect of SSC employment.

Board Sharing. New initiatives, opportunities, and challenges in our organizations were shared.

Next Meeting and Adjournment

The next regular Board Meeting is scheduled for **Wednesday, June 28, 2017 at 5:30 PM at SSC**. The June Finance Committee will again meet early to review 2017-2018 budget **at 4:30 PM**, preceding the regular Board meeting.

MOTION: Tess Arrick-Kruger moved, Bree Maki seconded to adjourn the meeting at 7:37 PM. Motion passed.

Brian Grudem, Clerk

The meeting calendar follows on the 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
Wed – Fri, July 12 – 14, MSC Board Conference	JULY, MSC Board Conference – Dates/location to be set
Wednesday, August 16 - THIRD WED to approve Local Govt Pool	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.