

**Southeast Service Cooperative Board of Directors**

**November 21, 2017 Regular Board Meeting**

**5:30 PM, Tuesday, November 21, 2017**

**Present:** Karla Bauer, Mary Blair-Hoeft, Mike Christensen, Carol Cravath, Lynn Gorski (by phone), Brian Grudem, Brein Maki, Rob Mathias

**Absent:** Theresa Arrick-Kruger, Don Leathers

**Ex-Officio:** Suzanne Riley

**Staff:** Amy Grover, Dale Walston

**Consultant:** Bill Colopoulos, Health and Benefits Consultant

**Call to Order**

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Meeting called to order at 5:30 PM by Chair Carol Cravath, who declared a quorum.

**Consent Agenda**

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MOTION: Mike Christensen 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, fiscal audit contract 3-year extension, Superintendent Advisory Committee and Local Government Advisory Committee meeting summaries. The financial reports reflect the following information: Balance Sheet General Revenue over expense \$(24,343), Balance Sheet Insurance Fund revenue over expense \$260,836, Balance Sheet SEMNET revenue over expense \$58,261, Accounts Receivable \$278,534, Bills totaling \$332,221, and Payroll totaling \$163,116. Motion passed.

**Fiscal Audit 2016-17**

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Kyle Meyers of Abdo, Eick & Meyers presented the audit report; there were no adverse findings.

MOTION: Karla Bauer moved, Mike Christensen seconded to accept the 2016-2017 fiscal audit report. Motion passed.

**Meet and Learn**

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There is no presentation this month. SE/Metro Regional Center of Excellence Director, Jane Drennan, plans to visit the Board at the December meeting.

**Health and Benefits Services**

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**Minnesota Healthcare Consortium Development Update.** The MHC Board (Lynn Gorski and Suzanne Riley, SSC representatives) met by teleconference on November 1 to award the banking/investment contract to Public Financial Management (PFM), which includes services of MSDLAF and US Bank. A summary of that meeting was provided. The MHC Board meets next in Sartell on December 6.

**Updates by Bill Colopoulos.** Bill provided an update on the Local Government renewal process and progress with group meetings. He also discussed planning for an annual school pool meeting and work in development of quarterly claims updates for group coordinators.

**Local Government Health Pool: Group Withdrawal.** With renewals of groups in the pool almost 100% complete, three groups have notified us they will withdraw due to lower quotes from PEIP.

MOTION: Karla Bauer moved, Mike Christensen seconded to accept the withdrawal of South Country Health Alliance group, City of Lewiston, and City of Spring Grove from the Local Government Health Pool effective January 1, 2018. Motion passed.

**HIPAA Policies: First Reading.** Amy Grover has been working diligently with Compliance Group to conduct all the steps toward achieving HIPAA compliance. Along with the other Service Cooperatives in the MN Healthcare Consortium, SSC is required to be HIPAA compliant. Amy reported on progress and introduced a set of security and privacy policies for first reading. Board members should plan to review these over the next few weeks and be prepared to act on them as a whole at our December 20 meeting. Any questions should be directed to Amy by phone or email prior to that meeting.

MOTION: Rob Mathias moved, Brian Grudem seconded to accept the proposed set of HIPAA policies for first reading. Motion passed.

### **Development and Innovation**

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**Development and Innovation Report.** Katie Schmitt provided a written report with an overview on current program development activities, which include: collaboration with MSC on services and solutions for local government, Facilities Management regional meetings in December and the remodeling of the Co-Lab: Staff Collaboration Space.

### **Administrative Services**

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**Cooperative Purchasing Report.** Sarah Ness provided a written report on partnerships, current discount from Really Good Stuff, Fleet GPS and Telematics bid award and food update. The report also provided a comparison of CPC for quarter 1 for FY17 and FY18. Suzanne shared an update on the partnership between NJPA and the Cooperative Purchasing Connection (eight Service Cooperatives), which will give members access to new national contracts.

**Facilities Management Updates.** Suzanne gave an update on the cluster meetings that Dave Thompson and Katie Schmitt organized that have been held so far. Also, Dave met with the CESA 10 FM staff to review the process and written reports for this year's mock OSHA inspections.

### **Instructional Services**

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**Professional Learning Report.** Kari Kubicek provided a written report which highlighted voice of customer activities and member visits with staff and/or administrative team to gain input on professional learning interests. Kari, Jodi Dettmann, and Katie Schmitt are contacting individuals at districts of whom they have worked with this past year to gain feedback and requesting them to distribute an electronic feedback survey to their teachers. Amy introduced a new three-part workshop called Racial Justice Series: Promoting Community Conversations, which SSC will offer in collaboration with the YMCA Mankato. Finally, Katie Schmitt has secured a donation of \$500 from Kwik Trip for gift cards to be used as random prize drawing for teacher appreciation and outreach by the Professional Development team.

MOTION: Mike Christensen moved, Brian Grudem seconded to accept a donation of \$500 from Kwik Trip for teacher appreciation prize drawings through the SSC Professional Development Program. Motion passed.

**Rochester Area Math Science Partnership Report.** Sarah Ness provided a written report which focused on the Fall STEM Educator Forum on November 8 and the Teacher Advisor Grant (a \$10,000 grant through the Collaborative for Learning and Community) to educate, register and train regional K-5 math

educators. RAMSP is accepting nominations for the Outstanding Educator Award until November 30. Workforce Development Committee updates will be presented as well as information on the Rochester Area Chamber Foundation's STEAM Summit.

Lynn Gorski disconnected from the meeting teleconference at this time.

**China-US Program Exploration.** Suzanne shared information about our exploration of coordinating a program in Minnesota through Annie Wu, director of international project development of NVTCN Foreign Teacher Training Centre, affiliated with Zhangjiagang Education Department in Suzhou area, China. They will meet with Annie again in December and will report back to the Board.

## **Operations**

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**Board of Directors Elections Process Update.** Amy Grover reported on the nominations received thus far. Two new 4-year education terms, one 1-year education term, and one new 4-year local government term are open for election. We have received nominations for Bree Maki from Lewiston-Altura Public Schools, Jason Marquardt from Mabel-Canton Public Schools, and Carol Cravath from Plainview-Elgin-Millville Public Schools. Ballots have been mailed and are due to SSC by December 19, 2017. Because we had not received a nomination for the local government opening by the deadline, Chairwoman Cravath authorized staff to extend the nomination deadline and a communication was sent to Local Government members immediately. Since then, we received a nomination for Mary Blair-Hoeft from City of Byron.

MOTION: Karla Bauer moved, Rob Mathias seconded to extend the deadline for nomination for the new Local Government term to Wednesday, November 29 and extend the balloting deadline to Wednesday, December 27, after which the Canvassing Committee will count ballots and announce the elected candidate for this position. Motion passed.

**Personnel: Open RCE Graduation Support Specialist/School Advocate Position.** One of the new charges of the Every Student Succeeds Act (ESSA) is that the MDE statewide system of support will assist schools and districts in the areas of graduation support, principal development and district leadership. When Jane Drennan visits with the Board at the December meeting, she'll talk about these new responsibilities and how they are being addressed through the Regional Centers of Excellence. The MDE is promoting collaboration between the RCE teams and the Service Cooperative professional development staff, and we are exploring the implementation of a School Principals cohort as a collaborative effort.

As the six Centers gear up for these new responsibilities, staff are being added. With the high number of metro area high schools and several in southeast expected to be served by the SE/Metro RCE, we will be adding a graduation specialist/school advocate position. Document 74 is a description of this position.

MOTION: Mike Christensen moved, Karla Bauer seconded to authorize the Executive Director and RCE Director to conduct a search and selection process and fill the position as soon as possible. Motion passed.

**New Executive Director Onboarding Progress Report.** Suzanne updated the Board on work with Steve Sallee to prepare for his January 1 official start, as well as planning for orientation and learning with staff when he is here in December.

**Executive Director Performance Review.** A summary of responses was shared by Chair Cravath.

**Board Self-Assessment.** A summary of responses was shared by Chair Cravath.

**Wood Lake Meeting Center Report.** Amy Grover provided a written report outlining monthly comparison occupancy and usage data.

**Next Meeting and Adjournment**

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The December 2017 regular Board meeting date is Wednesday, December 20 at 5:30 PM (preceded by the Canvassing Committee at 4:30 PM and the Finance Committee at 5:00 PM).

MOTION: Rob Mathias moved, Brian Grudem seconded to adjourn the meeting. Motion passed.

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Brian Grudem, Clerk

## CALENDAR

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**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.

<b>2017 Meeting Schedule</b>	<b>2018 Meeting Schedule</b>
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 <sup>nd</sup> Interviews)	Wednesday, October 24
Friday, October 13 – Exec Dir Candidate Review	Wednesday, November 28
Thursday, October 19 – Exec Dir (3 <sup>rd</sup> 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