

Southeast Service Cooperative Board of Directors
October 25, 2017 Regular Board Meeting
5:30 PM, Wednesday, October 25, 2017

Present: Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Mike Christensen, Carol Cravath, Lynn Gorski, Brian Grudem, Brein Maki, Rob Mathias

Absent: Don Leathers

Ex-Officio: Suzanne Riley

Staff: Amy Grover, Katie Schmitt, Dale Walston

Call to Order

Meeting called to order at 5:33 PM by Chair Carol Cravath, who declared a quorum.

Consent Agenda

MOTION: Karla Bauer moved, Mike Christensen 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 \$(23,961), Balance Sheet Insurance Fund revenue over expense \$67,705, Balance Sheet SEMNET revenue over expense \$60,492, Accounts Receivable \$225,002, Bills totaling \$436,739, and Payroll totaling \$163,995. Motion passed.

Meet and Learn. There is no presentation this month. Jane Drennan plans to meet with the Board at the December meeting.

Executive Director Search

Suzanne Riley and the Board thanked Gary Kuphal for facilitating the search for our new Executive Director. Suzanne thanked the Board and staff for their dedication to finding our next chief administrator. The Board received the minutes of the October 20, 2017 special meeting held for the purpose of selecting our new Executive Director. Steve Sallee has been offered and has accepted the position and will officially start January 1, and Suzanne's retirement date will be January 31. Steve will work on transition with Suzanne prior to his official start date. Chair Carol Cravath reported that on behalf of the Board, she has finalized compensation and terms of the contract with Steve, pursuant to the Board's discussion on October 19.

MOTION: Tess Arrick-Kruger moved, Brian Grudem seconded to enter into a contract with Steve Sallee to serve as SSC Executive Director for the period January 1, 2018 through June 30, 2020 pursuant to terms and conditions discussed by the Board and negotiated by Chairwoman Cravath. Motion passed.

MOTION: Rob Mathias moved, Mike Christensen seconded to extend Suzanne's Riley's employment and revise her contract as Executive Director through January 31, 2018. Motion passed.

Health and Benefits Services

Minnesota Healthcare Consortium Development Update. Suzanne Riley shared updates on progress with implementation of the seven Service Cooperative consortium. The next meeting of the MHC Board (Lynn Gorski and Suzanne Riley, SE representatives) is set for Wednesday, December 6 in St. Cloud.

Suzanne explained that while the new arrangement provides for greater uniformity and volume leveraging with statewide processes and collaboration, there will continue to be a level of regional discretion in programming and group support, including planning, ACA, and other technical assistance from SSC's staff and consultant Bill Colopoulos.

Bree Maki left the meeting at this point due to a work commitment.

MHC Operations Cost Sharing. At the September 6 meeting, the MHC Board approved a preliminary budget that includes regional cost sharing and contracting with consultants. Contract counts for calculations of SSC's cost share will be updated at this time and annually.

MOTION: Karla Bauer moved, Lynn Gorski seconded to authorize payment of Southeast Service Cooperative's share of MHC projected and budgeted expense for MHC operations for the ten-month period remaining in FY18 (Sept 2017 – June 2018) for an amount estimated at \$30,000 and for statewide consultants for an amount estimated at \$38,000, both costs to be calculated using the established MHC cost sharing formula. Motion passed.

Local Government Health Pool 2018 Plan Process Update. Bill Colopoulos provided an update about the local government renewal process and progress with group meetings, reporting a high renewal rate.

The Board recognized Bill for 10 years of service to SSC and thanked him for his ongoing education and support for our health insurance pool and other related services.

Development and Innovation

Katie Schmitt provided a written report with an overview on current program development activities, which include: Facilities Management Service Strategic Planning and Member Meetings, Professional Development Member Visits, Student Academics Fund Development, and the Co-Lab: Staff Collaboration Space.

Administrative Services

Cooperative Purchasing Updates. Sarah Ness provided a written report which includes updates on the SMART Finance and Express integration. Thirteen SSC districts have expressed interest to integrate SMART Finance and Express (online marketplace for sixteen CPC vendors) as their sole purchasing pathway. Districts will integrate their systems and train staff this winter so that they will be ready for spring ordering. An update was also given on the Food Bid. Two members, Spring Grove and Glenville-Emmons, joined the FY19 food solicitation. Many districts expressed interest in reviewing the food bid again in four years when pricing in our region is more established. Information was included on new CPC Outdoor Furniture & Site Furnishing vendor – Designline Products Group.

Cooperative Purchasing Connection (CPC) Board Report. Mary Blair-Hoeft and Suzanne reported on the October 17 Board teleconference and announced that CPC and NJPA are finalizing a collaboration agreement that will make available to members significantly more vendor and product options at volume discounted pricing.

Instructional Services

Professional Learning Updates. Kari Kubicek provided a written report which outlines voice of customer activities and member visits with staff and/or administrative team to gain input on professional learning interests. The information collected during this next month will assist in planning professional learning

offerings for the remainder of the year. A revised catalog will be distributed the first week of December promoting the winter/spring offerings.

Rochester Area Math Science Partnership Updates. Sarah Ness provided a written report sharing that four new participants have joined RAMSP this past month: Albert Lea Public Schools, LeRoy-Ostrander Public Schools, Southland Public Schools, and Zumbrota-Mazeppa Public Schools. The report also includes updates on the Workforce Development Committee and Manufacturing Week. The Fall STEM Educator Forum is November 8 from 4:00-8:00 PM. A \$10,000 grant from IBM to support their Teacher Advisor with Watson program has been submitted.

YAYA Middle School Grant Acceptance. Katie Schmitt has secured another sponsorship grant to support our YAYA Middle School conference. Including this donation, we have secured \$7,500 in grants to support SSC in adding an additional day to the conference.

MOTION: Mike Christensen moved, Mary Blair-Hoeft seconded to accept a grant for \$1,000 from Mutual Think Bank to support the 2018 Young Authors Young Artists (YAYA) Middle School Conference. Motion passed.

Operations

Annual Plan 2017-2018. Amy shared highlights from SSC's Annual Plan.

MOTION: Brian Grudem moved, Mike Christensen seconded to adopt the 2017-2018 Annual Plan. Motion passed.

Executive Director Performance Review. Each year the Board completes a performance review survey to give the Executive Director feedback. Each Board member independently completed the form and gave it to Chairwoman Carol to review with Suzanne Riley and summarize at the November meeting.

Board Self-Assessment. Each year the Board completes a self-assessment in October each year. Each Board member independently completed the form and gave it to Chairwoman Carol, who will summarize with Suzanne to facilitate discussion at our November meeting.

2017 Board of Directors Election – Nomination Update. Amy Grover reported on the nominations received thus far: Bree Maki from Lewiston-Altura Public Schools, Jason Marquardt from Mabel-Canton Public Schools, and we anticipate receiving one for Carol Cravath from Plainview-Elgin-Millville Public Schools. Interest has been expressed by a board member from South Country Health Alliance as well. Two new 4-year education terms, one 1-year education term, and one new 4-year local government term are open for election. Nomination forms are due to SSC by November 10, 2017.

Wood Lake Meeting Center Report. Amy Grover provided a written report outlining comparison occupancy and usage data, as well as the quarterly occupancy charts. WLMC is on track to meet its revenue and customer service goals for 2017-2018.

Board Stipend for Representing SSC – Teleconference Meetings. With our increasing collaboration at the statewide level, the CPC, MHC, and MSC Boards have board member representation from each region. Efforts to attain efficiency involve conducting some meetings of these boards as teleconference sessions. Teleconference sessions don't require travel time; thus the meeting lengths are shorter; most of these meetings range from a half hour to two hours.

MOTION: Tess Arrick-Kruger moved, Mary Blair-Hoeft seconded to establish a Board meeting stipend of \$50 for representing SSC at meetings conducted by teleconference, and if such meetings exceed two

hours, the meeting stipend will be paid at the half-day or full-day established rates based on meeting length. Motion passed.

Information and Communications

AESA Council and Legislative Report. This September Cliff Carmody and Suzanne represented Minnesota in legislative visits in Washington DC. Suzanne provided a set of position papers that were shared with staffers of Senator Al Franken and Representatives Tim Walz and Collin Peterson. The last paper is an article by Bill Colopoulos on issues with the health insurance single payer concept.

Suzanne's replacement on the AESA Executive Council has been appointed. Jeremy Kovash will assume this position effective January 1, 2018.

Next Meeting and Adjournment

MOTION: Rob Mathias moved, Karla Bauer seconded to reschedule the November 2017 regular Board meeting date to Tuesday, November 21 at 5:30 PM (preceded by Finance Committee at 5:00 PM). Motion passed.

MOTION: Rob Mathias moved, Karla Bauer seconded to adjourn the meeting. Motion passed.

Brian Grudem, Clerk

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
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 nd Interviews)	Wednesday, October 24
Friday, October 13 – Exec Dir Candidate Review	Wednesday, November 28
Thursday, October 19 – Exec Dir (3 rd 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.
- 2018: November 26 – 28, Broadmoor Hotel, Colorado Springs, Colorado