

Southeast Service Cooperative Board of Directors
Regular Board Meeting
5:30 PM, Wednesday, September 27, 2017

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

Absent: Karla Bauer, Don Leathers

Ex-Officio: Suzanne Riley (via Webinar)

Staff: Amy Grover, Dale Walston, Katie Schmitt

Consultants: Bill Colopoulos

Call to Order

Meeting called to order at 5:28 PM by Chair Carol Cravath, who declared a quorum.

Consent Agenda

MOTION: Rob Mathias moved, Brian Grudem seconded to approve and accept the items on the consent agenda: Meeting agenda, meeting minutes, Balance Sheets and Revenue Expense, Bills, Fund Balance Update Report, Finance Committee Report, Administrative Advisory Committee Meeting Minutes from August and September and MDE External User Access Recertification System Role of Identified Official with Authority. The financial reports reflect the following information: Balance Sheet Revenue and Expense \$38,397, Balance Sheet Insurance Fund Revenue over expense for \$52,067, Balance Sheet SEMNET revenue over expense (\$1,055), Accounts Receivable June \$525,803, bills totaling \$292,419, and payroll totaling \$137,852. Motion passed.

Meet and Learn

Nicole LaChapelle-Strumski, Program Manager – Health & Benefits, Communications. Nicole joined the meeting to discuss her role at SSC, including: Wellness Support, Statewide Health Improvement Partnership (SHIP) Technical Assistance Support, SSC Employee Wellness, and Communications.

Health and Benefits Services

Minnesota Healthcare Consortium (MHC) Board Update – September Meeting, Lynn Gorski. Board Member Lynn Gorski and Suzanne Riley represented us at the first meeting of the MHC Board on September. Lynn briefed the Board and shared the official meeting summary recommended by the MHC Management Committee for approval by the MHC Board at their next meeting on Wednesday, December 6 in Sartell.

MHC/Regional Service Cooperative HIPAA Compliance – Policies Committee. With our transfer in the role of managing of funds and data from our carrier to the MHC, the MHC Management Committee and legal counsel recommend that each Service Cooperative take measures to ensure we are HIPAA compliant in the likely event we handle data that may be construed as private under HIPAA. We must take several steps, including a) conducting risk analysis and remediating deficiencies, including technology and physical data storage, b) appointing a HIPAA privacy and security officer, c) executing business associate agreements with vendors, d) adopting privacy and security policies and developing/instituting procedures, e) conducting privacy training for workforce (staff and consultants), and f) establishing a culture of HIPAA compliance to protect individuals' privacy.

Suzanne, Dale, and Amy are working on this; we must have everything in place before December 31, 2017. We will schedule the Policies Committee to meet and develop a recommendation on policies for first reading at the October meeting, with a goal to act on them at the November Board meeting.

Local Government Health Pool 2018 Plan Process Update. Bill Colopoulos provided an update on the renewal process and progress with group meetings.

Operations

Personnel: Hire Program Manager/Outreach. Amy Grover and an interview team have completed the search for an individual to fill this new position authorized by the Board with the 2017-18 Personnel Committee recommendation and budget. This position will be focused on communications, voice of customers, and outreach. The interview team is recommending Jodi Dettman comes to us from the world of higher education. She spent 14 years as a Recruiter for the Mayo Clinic School of Health Sciences, then as a Transfer Counsellor at UMR, and most recently as the Assistant Director of Admissions for Augsburg College. She is a long-time resident of Rochester, with many connections and relationships that will complement her work for SSC. She is excited about the change and very much looking forward to joining our team.

MOTION: Lynn Gorski moved, Mike Christensen seconded to hire Jodi Dettmann in the full-time position of Program Manager/Outreach effective October 2, 2017 at a salary commensurate with SSC guidelines. Motion passed.

Personnel: Accept Resignation. Due to this work requiring a part-time workload and significant independence in determining when and how to accomplish the objectives, Dave Thompson is resigning his position effective Friday, September 29 and proposes to contract with SSC to give him greater flexibility and independence in accepting projects with other organizations. With Dave's resignation, we will have no staff member prepared nor staff time available to conduct this work. We will redefine the scope of work under a consulting contract. Contracting action is later on the agenda.

MOTION: Rob Mathias moved, Mary Blair-Hoeft seconded to accept the resignation of Dave Thompson effective September 29, 2017. Motion passed.

Personnel: December Holidays Date Change. Suzanne Riley suggested that the Board change our holiday dates to Monday and Tuesday, December 25 and 26. This allows SSC to be open on Friday, December 22 and correspond more closely with winter breaks of many of our member school districts.

MOTION: Brian Grudem moved, Mary Blair-Hoeft seconded to reschedule the December holidays to Monday and Tuesday, December 25 and 26. Motion passed.

2017 Board of Director Election Schedule for January 1, 2018 terms. 2017 Board of Directors Election Schedule for January 1, 2018 terms. Following is the proposed Elections Schedule and Process for Board of Directors positions starting January 1, 2018. Amy Grover distributed the proposed Education Category and Local Government Category Nomination instructions and forms.

Four positions are open this year:

- **Education Positions (3)**
 - Two new 4-year terms January 1, 2018 – December 31, 2021 (incumbents with terms ending 12/31/2017 Carol Cravath and Bree Maki)
 - One 1-year position currently filled by Brian Grudem by Board appointment with term ending December 31, 2018 (Brian is completing a one-year appointment following retirement from his local board).
- **Government Positions (1)**
 - One new 4-year term January 1, 2018 – December 31, 2021 (incumbent Mary Blair-Hoeft with term ending 12/31/2017)

Following is a current roster with the open positions highlighted in bold red print:

Name and Member Agency Term Expires 12/31

CATEGORY 1: Active Education Members (Public School Districts)

| | |
|---|-------------|
| Karla Bauer, Kenyon-Wanamingo | 2019 |
| Mike Christensen, Red Wing | 2018 |
| Carol Cravath, Plainview-Elgin Millville | 2017 |
| Brian Grudem, Zumbrota-Mazeppa | 2018 |
| Don Leathers, Austin | 2020 |
| Rob Mathias, Stewartville | 2020 |
| Bree Maki, Lewiston-Altura | 2017 |

CATEGORY 2: Active Local Government Members

| | |
|--|-------------|
| Theresa Arrick-Kruger, Houston County | 2020 |
| Mary Blair-Hoeft, City of Byron | 2017 |
| Lynn Gorski, City of Owatonna | 2019 |

MOTION: Tess Arrick-Krueger moved, Mike Christensen to establish the amended 2017 election schedule (for 1/1/2018 Board service) as follows:

- a) Nominations to be opened Thursday, September 28, 2017 and close Friday, November 10, 2017.
- b) The ballots will be prepared and sent to local Boards on or about Monday, November 13, 2017.
- c) Election ballots to be received at the Southeast Service Cooperative by Tuesday, December 19, 2017.
- d) Canvassing Committee to meet at 4:30 PM on the day of the regular December Board meeting (scheduled for Wednesday, December 20, 2017).
- e) Elections will be confirmed by the Southeast Service Cooperative Board at its regular December meeting.

Motion passed.

December Board Meeting Date. Originally scheduled for Wednesday, December 27, the December meeting date was changed to Wednesday, December 20.

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

Administrative Services

Cooperative Purchasing Connection Report. A written report was given on the most recent Cooperative Purchasing Connection (CPC) updates.

Facilities Management Service Contracts. This year we have a reduced number of school districts contracting for mock OSHA audits. In addition, we have determined that the paper review of facilities records management compliance should be done by an SSC representative rather than a vendor. We are shifting this deliverable to a contract with Dave Thompson. Dave's contract will involve serving as a Facilities Management Services contract consultant, overseeing the IEA and CESA FM deliverables. CESA FM has agreed to renegotiate their contract with us due to the reduction in sites and square footage to be inspected.

MOTION: Mary Blair-Hoeft moved, Brian Grudem seconded to approve an amendment to SSC's contract with CESA FM for reduced deliverables and fee, for which the maximum will be set at \$25,164. Motion passed.

MOTION: Lynn Gorski moved, Mary Blair-Hoeft seconded to authorize the Executive Director to contract with David Thompson to deliver contract management for the Facilities Management Service for a fee not to exceed \$32,000. Motion passed.

Instructional Services

Professional Development. Kari Kubicek provided a written update on program updates.

RAMSP Meeting Summary. Sarah Ness provided a written update on RAMSP activities. LaCrescent-Hokah Public Schools, Red Wing Public Schools and Southeast Perkins Consortium have joined. The Fall STEM Educator Forum is on November 8.

YAYA Middle School Grant Acceptance. Katie Schmitt has secured a grant from the Carl and Verna Schmidt Foundation to support our YAYA Middle School conference.

MOTION: Mary Blair-Hoeft moved, Tess Arrick-Kruger second to accept a grant for \$5,000 from the Carl and Verna Schmidt Foundation to support the 2018 Young Authors Young Artists (YAYA) Middle School Conference. Motion passed.

Development and Innovation

Development and Innovation Update. Katie Schmitt shared highlights from her written report, including a summary of work that the SSC business units have been doing with Rendement Group and she shared notes from the MSC Task Force on Local Government Services that was held this month.

Information and Communications

Schedule of MSC, CPC and MHC Meetings 2017-2018. A schedule of meetings involving Minnesota Service Cooperative executive directors, board members, staff and consultants was provided.

Executive Director Search

Amy Grover, Tess Arrick-Kruger, and Mary Blair-Hoeft excused themselves from the meeting at this point.

Chair Carol Cravath provided an update on the status of the search. As announced publically, the search committee discussed each of the 41 applicants and offered interviews to the following eight individuals (times and dates for the interviews are also listed, as these are open meetings):

Wednesday, September 27

11:30 - Jamie Skjeveland, Superintendent for Crosby-Ironton Schools

12:45 - Phillip Parrish, Retired Naval Veteran

2:00 - Amy Grover, Director of Planning for SSC

3:15 - Mark Grossklaus, High School Principal for Albert Lea Schools

Thursday, September 28

11:30 - Joe Jezierski, Director of Teaching and Learning for Red Wing Schools

12:45 - Tess Arrick-Kruger, Human Resources and Facilities Director for Houston County

2:00 - Mary Blair-Hoeft, City Administrator for Byron

3:15 - Steve Sallee, Superintendent for St. Louis County Schools

Once the interviews are completed, they will make a decision on who to bring back for a second interview with the Board and Staff (separate interviews) on Thursday, October 12.

Next Meeting and Adjournment

Next regular Board Meeting is scheduled for Wednesday, October 25 at 5:30 PM (preceded by Finance Committee at 5:00 PM).

Also note the following dates for meetings relating to the Executive Director search. Please note that these are all public meetings, per the Open Meeting Law.

- October 12 – Second Interviews with Board and Staff

- Friday, October 13 – Decide on Final Candidates

MOTION: Bree Maki moved, Mike Christensen seconded to adjourn at 6:20 PM. 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 |
| 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 20 - changed from 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.