



# MINUTES

## Regular Board Meeting

5:30 PM - Wednesday, September 23, 2020  
via Zoom Videoconferencing

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**PRESENT:** Chair Mary Blair-Hoeft, Vice Chair Bree Maki, Board Treasurer Lynn Gorski, Board Clerk Jean Roth, Member Don Leathers, Member Monica Sveen-Ziebell, and Member Tess Arrick-Kruger

**ABSENT:** Member Mike Christensen and Member Jason Marquardt

**EX-OFFICIO:** Steve Sallee

**STAFF:** Amy Grover, Dale Walston

**4:15 PM Personnel Committee Meeting Participants:** Mary Blair-Hoeft, Tess Arrick-Kruger, Monica Sveen-Ziebell, Don Leathers, Bree Maki

**5:00 PM Bylaws Committee Meeting Participants:** Jean Roth, Monica Sveen-Ziebell, Don Leathers, Bree Maki

### 1. CALL TO ORDER - MARY BLAIR-HOEFT

Meeting was called to order at 5:35 PM by Chair Mary Blair-Hoeft. A quorum was declared.

### 2. APPROVAL OF AGENDA

Member Tess Arrick-Kruger made a motion to approve the agenda, with the addition of 5.3.3. Member Bree Maki seconded the motion. Motion passed unanimously.

### 3. HEARING OF REPORTS – INFORMATION

**Program Manager Report.** Amy Grover provided a report and verbal updates on progress and planning for Student Programs, Wellness, Professional Development, Workforce Development, STEM Forward, and Wood Lake Meeting Center.

**Executive Director Report.** Steve Sallee provided a report and verbal updates on the Minnesota Healthcare Consortium's work with Holmes Murphy, the statewide RFP process for medical spending accounts, the upcoming statewide RFP process for health insurance carrier, and SSC's involvement on the Regional COVID Support Team.

### 4. CONSENT AGENDA

Member Monica Sveen-Ziebell made a motion to approve and accept the items on the consent agenda, including minutes of August meeting, August balance sheets and revenue expenses, August bills, MHC Board minutes, and minutes from the September SAC meeting. Member Lynn Gorski seconded the motion. Motion passed unanimously.

## 5. **SPECIFIC AGENDA**

### **Policy**

- This month was the first reading of the updated Bylaws document. The proposed edit adds a new category to our Governing Board, which would be one appointed position who is a resident in our 11 county region, with expertise based on priorities set by the Board of Directors. Potential candidates will be encouraged to apply by written application and then selected and appointed by the current Board members. This position would be in addition to the three Local Government positions, and six School positions. The second reading and action will be taken at the October 28 Board meeting.

### **Personnel**

- Member Monica Sveen-Ziebell made a motion to approve the Gallagher recommendation to bring everyone to the minimum of the pay range for their new band/grade, which includes an increase for Sarah Ness, retroactive to 7/1/20. Member Tess Arrick-Kruger seconded the motion. Motion passed unanimously.
- Member Bree Maki made a motion to approve a rate increase for Alicia Bredesen, Meeting Center Coordinator, retroactive to 9/15/20, when she assumed the role. Member Lynn Gorski seconded the motion. Motion passed unanimously.
- Member Jean Roth made a motion to approve the hiring of a new Administrative Assistant up to 30 hours per (with the potential to increase to 40 hours) through an employment agency. Member Bree Maki seconded the motion. Motion passed unanimously.
- The Board also wanted to acknowledge Donna Dickison for her service to SSC and the Wood Lake Meeting Center and wish her well during her retirement, which began on September 15, 2020.

### **Operations**

- Member Lynn Gorski made a motion to approve the 2020-2021 Board of Directors election schedule, the 2020-2021 Call for Nomination form for the Education category, and the 2020-2021 Call for Nomination form for the Local Government category. Member Monica Sveen-Ziebell seconded the motion. Motion passed unanimously.
- Member Tess Arrick-Kruger made a motion to approve the 2020-2021 Annual Plan. Member Jean Roth seconded the motion. Motion passed unanimously.
- Member Bree Maki made a motion to approve the contract with Holmes, Murphy, and Associates (contingent upon correcting an incorrect date) to provide consulting services related to health insurance pools. Member Jean Roth seconded the motion. Motion passed unanimously.

**6. ADJOURNMENT AND NEXT MEETING DATE**

The next Board meeting date is Wednesday, October 28, 2020, at 5:30 PM.

Member Lynn Gorski made a motion to adjourn the meeting at 6:31 PM. Member Monica Sveen-Ziebell seconded the motion. Motion passed unanimously.

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Jean Roth, Board Clerk

**CALENDAR**

**2020 and 2021 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><u>2020 Meeting Schedule</u></b>	<b><u>2021 Meeting Schedule</u></b>
Wednesday, January 22, 2020 – ANNUAL MTG	Wednesday, January 27, 2021 – ANNUAL MTG
Wednesday, February 26, 2020, 9:00 AM	Wednesday, February 24, 2021
Wednesday, March 25, 2020	Wednesday, March 24, 2021
Wednesday, April 22, 2020	Wednesday, April 28, 2021
Wednesday, May 20, 2020	Wednesday, May 26, 2021
Wednesday, June 24, 2020	Wednesday, June 23, 2021
NO REGULAR MEETING IN JULY	NO REGULAR MEETING IN JULY
JULY, MSC Board Conference, July 8-10, 2020	JULY, MSC Board Conference
Wednesday, August 26, 2020	Wednesday, August 25, 2021
Wednesday, September 23, 2020	Wednesday, September 22, 2021
Wednesday, October 28, 2020	Wednesday, October 27, 2021
Wednesday, November 18, 2020	Wednesday, November 17, 2021
Wednesday, December 16, 2020, 9:00 AM	Wednesday, December 15, 2021

**Minnesota Service Cooperatives (MSC) Board:** Brein Maki and Mike Christensen elected to complete four-year terms on the MSC Board January 1, 2020, through December 31, 2023.

**Cooperative Purchasing Connection (CPC) Board:** Mary Blair-Hoeft

**Minnesota Healthcare Consortium (MHC) Board:** Lynn Gorski

**Finance Committee:** Mike Christensen, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger, Jean Roth

**Personnel Committee:** Monica Sveen-Ziebell, Don Leathers, Brein Maki, Tess Arrick-Kruger, Mary Blair-Hoeft

**Policies/Bylaws Committee:** Don Leathers, Monica Sveen-Ziebell, Jason Marquardt, Jean Roth, Bree Maki

**Canvassing Committee:** Bree Maki and Mary Blair-Hoeft

**Association of Education Service Agencies Conference:** December 2-4, 2020 VIRTUAL

**MN Service Cooperatives Board Conference:** Canceled for 2020