

Regular Meeting Minutes of the
NATIONAL JOINT POWERS ALLIANCE®
Board of Directors
Tuesday, May 15, 2018
Conference Room 3 & 4
202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:45p.m. with the following members present: Barb Neprud, Mark Gerbi, Sharon Thiel, Scott Veronen, Sara Nagel, Greg Zylka, Ryan Thomas, and Mike Wilson. Simoine Bolin, Mid State Education District, was present. Also present were Jon Radermacher, City of Little Falls and Chris Lindholm, Pequot Lakes School District, Ex-Officios; Chad Coauette, Susan Nanik, Marcus Miller, Paul Drange, Mike Carlson, Jamie Loken, Travis Bautz, Sarah Speer, BreAnne Tollefson, and Danielle Wadsworth, NJPA staff.

Mr. Gerbi moved, seconded by Mr. Thomas to accept the agenda as amended. Motion carried.

Ms. Nagel moved, seconded by Mr. Zylka to accept the minutes of the Annual Board Retreat and Regular Board Meeting held on April 11-12, 2018. Motion carried.

Mr. Carlson presented the monthly Financial Reports.

Ms. Bolin presented on the Setting IV Special Education Facility for Mid State Education District.

Ms. Neprud moved, seconded by Ms. Thiel to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #90374 to #90683. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve all Wire Transfers #247 to #268. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #830 to #920. Motion carried.

Ms. Nagel moved, seconded by Ms. Neprud to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added April 1-30, 2018
- Permission to solicit the following categories:
 - Recycling & Repurposing Systems, Equipment and Accessories with Related Parts and Services
 - Wireless Technology Infrastructure Consultative Services

Motion carried.

Ms. Tollefson gave a day in the life of an NJPA employee presentation on her role as an Administrative Specialist for the Education Solutions Department.

Mr. Drange gave an update on Regional Programs including the status of the Children's Museum.

Ms. Nanik gave an update on the Facilities and HR Departments.

Mr. Carlson gave an update on the Finance and Risk Management Departments and provided a budget update.

Mr. Loken gave an update on the Information Communication Technology Department.

Mr. Miller gave an update on the Government Relations/General Counsel Departments.

Dr. Coauette on behalf of Mr. Schwartz gave an update on the Operations and Procurement Departments and an update on the contracts awarded in April as noted in Appendix A.

Mr. Bautz gave an update on the Marketing and Membership Departments.

- Ms. Speer presented a branding update

Ms. Thiel moved, seconded by Mr. Zylka to approve the following Board Policies:

- Long-Term Financial Planning Policy
- Enterprise Cooperative Purchasing Fund Reserve Policy

Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve the Joint Powers Construction Grant and Services Agreement. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve the SFY2019 Application for Special Education Funds Statement of Assurances. Motion carried.

Mr. Zylka moved, seconded by Ms. Thiel to ratify the Region Five Service Cooperative By-Laws Eleventh Amendment. Motion carried.

Mr. Veronen moved, seconded by Ms. Nagel to approve the Minutes of the Organizational Meeting held February 20th, 2018. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve name change to Sourcewell on all accounts and documents with First International Bank & Trust. Motion carried.

Ms. Nagel moved, seconded by Mr. Veronen to close the meeting pursuant to Minnesota Statutes § 13D.05 Subd. 3 (c) for the purpose of developing an offer for the purchase of real estate. Motion carried.

Mr. Zylka moved, seconded by Ms. Neprud to re-open the Regular Meeting. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to authorize staff to acquire identified lots. Motion carried unanimously.

Ms. Neprud moved, seconded by Ms. Nagel to accept the following resignations:

- Benjamin Plante, Collaborative Service Worker, effective June 1, 2018
- Rynell Schock, Senior Education Consultant, effective June 30, 2018

Motion carried.

Mr. Thomas moved, seconded by Mr. Zylka to open the following positions:

- Collaborative Service Worker
- Contract Administrative Specialist

Motion carried.

Ms. Thiel moved, seconded by Mr. Gerbi to approve the job descriptions and open positions for the following:

- Marketing Multimedia and Presentation Specialist
- Marketing Multimedia Production Coordinator
- Contract Administration Supervisor

Ms. Neprud moved, seconded by Mr. Zylka to approve additional contract days for current FY 17-18 for the following:

- Tami Bennett, Education Consultant, 14 additional days
- Kevin Lund, O&M Consultant, 6 additional days

Motion carried.

Ms. Nagel moved, seconded by Mr. Thomas to approve hiring:

- Scott Saehr, Regional Solutions Specialist, effective May 28, 2018
- Jolene Ross, Marketing Campaign Specialist, effective May 29, 2018
- Alissa Erdrich, Regional Licensing Specialist, effective May 29, 2018
- Tami Martin, College & Career Readiness Supervisor, effective July 1, 2018
- Kevin Votaw, Metier Education Consultant, effective July 1, 2018
- Jordan Herman, Metier Education Consultant, effective July 1, 2018

Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave an update on TIES, MSC, and National Cooperative Procurement Partners.

Mr. Zylka moved, seconded by Ms. Thiel to adjourn the meeting at 8:17 p.m. Motion carried.

