

Regular Meeting Minutes of the  
NATIONAL JOINT POWERS ALLIANCE®  
Board of Directors  
Tuesday, February 20, 2018  
Conference Room 3 & 4  
202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the meeting to order at 6:13 p.m. with the following Board members present: Mike Wilson, Ryan Thomas, Scott Veronen, Barb Neprud, Sharon Thiel, and Mark Gerbi. Also present was Chris Lindholm, Pequot Lakes School District, Ex-Officio; and Chad Coauette, Susan Nanik, Jeremy Schwartz, Paul Drange, Marcus Miller, Travis Bautz, Mike Carlson, Jamie Loken, Rebecca Cromwell, Dean Greising, Jackie Bruns and Danielle Wadsworth, staff.

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

Mr. Veronen moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on January 16, 2018. Motion carried.

Mr. Carlson presented the monthly Financial Reports and a year-to-date budget update.

Mr. Gerbi moved, seconded by Mr. Thomas to approve the Resolution of Signed Authority as presented. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #96037 to #96281. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve all Wire Transfers #179 to #197. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to approve all Wire Transfers-Employee Expense reimbursements #554 to #628. Motion carried.

Mr. Thomas moved, seconded by Mr. Gerbi to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added January 1-31, 2018

Motion carried.

Ms. Bruns gave a day in the life of an NJPA employee presentation on her role as an Education Consultant.

Mr. Drange gave an update on Regional Programs.

Ms. Nanik gave an update on the Facilities and Human Resources Departments.

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

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

Mr. Miller gave an update on the Legal and Government Relations Department.

Mr. Schwartz gave an update on the Operations and Procurement Department and an update on the contracts awarded in January as noted in Appendix A.

Mr. Bautz gave an update on the Marketing Department.

Kristi Hastings, Pemberton Law, joined the meeting at 7:18pm.

Mr. Thomas moved, seconded by Ms. Neprud to approve the Executive Director recommendations for FY 2018-2019 as presented. Motion carried with Ms. Neprud, Mr. Wilson, Mr. Gerbi, Mr. Thomas and Ms. Thiel voting in favor, and Mr. Veronen voting against.

Mr. Veronen moved, seconded by Ms. Neprud to approve the Resolution to Amend Minutes as presented. Motion carried.

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

Ms. Neprud moved, seconded by Mr. Gerbi to approve opening the following positions:

- Education Consultant
- Procurement Analyst II

Motion carried.

Mr. Thomas moved, seconded by Mr. Gerbi to approve new job descriptions for FY 18-19 and open the following positions:

- Career and College Readiness Supervisor
- Education Consultant-Alternative Career Pathways
- Education Consultant-AVID
- Education Consultant-Metier
- Education Consultant Supervisor

Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve hiring:

- Al Carlson, Insurance Contract Administrator, effective February 12, 2018
- Amy Warnberg, Administrative Specialist I-Front Desk/Receptionist, effective February 26, 2018
- Torey Broback, Membership Development Administrator II, effective March 5, 2018

Motion carried.

Mr. Thomas moved, seconded by Mr. Gerbi to approve the Seniority/Anniversary List. Motion carried.

Ms. Nanik gave the staffing update.

Ms. Neprud moved, seconded by Mr. Veronen to close the meeting pursuant to Minnesota Statutes § 13D.05 for preliminary consideration of allegations against an individual subject to the board's authority. Motion carried.

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

Mr. Veronen moved, seconded by Ms. Neprud to discipline the employee identified in the confidential exhibit as presented. Motion carried unanimously.

Mr. Wilson reviewed the National Conference dates along with other meeting dates.

Mr. Gerbi moved, seconded by Ms. Thiel to adjourn the meeting at 8:38 p.m. Motion carried.

**APPENDIX A**

**NJPA PROCUREMENT DEPARTMENT  
BOARD ITEMS - February 2018**

**CONSENT AGENDA  
ITEMS**

Requesting Board permission to Solicit the following categories:

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Requesting Board permission to Re-Solicit the following categories:

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<b>NEW CONTRACT</b>		
The Multi-Unit Group	112917-MUG	"Food Products and Distribution with Related Equipment, Supplies and Services"
US Foods, Inc.	112917-USF	"Food Products and Distribution with Related Equipment, Supplies and Services"
Caterpillar Inc.	120617-CAT	"Electrical Energy Power Generation with Related Parts, Supplies and Services"
Cummins Inc.	120617-CMM	"Electrical Energy Power Generation with Related Parts, Supplies and Services"
Kohler Power Systems	120617-KOH	"Electrical Energy Power Generation with Related Parts, Supplies and Services"
<b>New eziQC Contracts</b>		
<b>State of Ohio - Greater Cincinnati/Dayton Area</b>		
The Lusk Group	OHGCDAGCOMA-013018-LUS	
F.H. Paschen, S.N. Nielsen & Assoc. LLC	OHGCDAGCOMB-013018-FHP	
Perkins / Carmack Construction, LLC	OHGCDAGCOMC-013018-PCC	
Custom Controls Group	OHGCDAGCOMD-013018-CCG	
Universal Contracting Corporation	OHGCDAGCOME-013018-UCC	
The Lusk Group	OHGCDAEOMA-013018-LUS	
Whalen Electric LLC	OHGCDAEOMB-013018-WHE	
No award	OHGCDAEOMC-013018	
The Lusk Group	OHGCDAHVOMA-013018-LUS	
Custom Controls Group	OHGCDAHVOMB-013018-CCG	
No award	OHGCDAHVOMC-013018	
The Lusk Group	OHGCDAROMA-013018-LUS	
Custom Controls Group	OHGCDAROMB-013018-CCG	
Westside Paving & Excavating Inc.	OHGCDAAPOMA-013018-WPE	
No award	OHGCDAAPOMB-013018	
The Lusk Group	OHGCDACOMA-013018-LUS	
Perkins / Carmack Construction, LLC	OHGCDACOMB-013018-PCC	
Westside Paving & Excavating Inc.	OHGCDAWUIOMA-013018-WPE	
No award	OHGCDAWUIOMB-013018	
<b>CONTRACT EXTENSIONS</b>		
VT LeeBoy, Inc.	113012-VTL	
<b>5th YEAR RENEWALS</b>		
<b>eziQC RENEWALS</b>		
FHP Tectonics Corp.	VA02NGC-021417-FTC	
Harrisonburg Construction Co., Inc.	VA02HGC-021417-HAR	
The Matthews Group	VA01NGC-021417-TMG	
The Wilson Group	KS02A-031516-TWG	
The Wilson Group	KS01C-031516-TWG	
Vazquez Commercial Contracting, LLC	KS01B-031516-VCC	