

Regular Meeting Minutes of the
NATIONAL JOINT POWERS ALLIANCE®
Board of Directors
Tuesday, August 15th, 2017
Conference Room 3
202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:50p.m. with the following members present: Scott Veronen, Ryan Thomas, Barb Neprud, Mary Freeman, Greg Zylka, Sara Nagel and Mike Wilson. Also present were Dean Greising, Chad Coauette, Susan Nanik, Paul Drange, Jon Andres, Ann Dibb, Sarah Speer, Lori Duhn, Kip Hines, Mike Carlson, and Jamie Loken, NJPA staff; Travis Bautz, Scott Erlanson, and Gina Fischer, Consultants.

Mr. Zylka moved, seconded by Ms. Neprud to accept the agenda as amended. Motion carried.

Mr. Thomas moved, seconded by Ms. Nagel to accept the minutes of the Regular Board Meeting held on July 18, 2017. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to accept the minutes of the Special Board Meeting held on August 8, 2017. Motion carried.

Mr. Carlson presented the monthly Financial Reports and budget update.

Ms. Freeman moved, seconded by Mr. Zylka to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #94258 to # 94568. Motion carried.

Ms. Freeman moved, seconded by Ms. Neprud to approve all Wire Transfers #001 to #044. Motion carried.

Ms. Freeman moved, seconded by Ms. Nagel to approve all Wire Transfers – Employee Expense reimbursements #002 to #079. Motion carried.

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

- Updated Membership Agreements Members added July 1-31, 2017

Mr. Greising gave a day in the life of an NJPA employee presentation on his role as Interim Manager of IT Operations and Network Security Engineer.

Ms. Speer shared with the Board a presentation and update on the Branding project.

Mr. Gerbi joined the meeting at 6:40 pm.

Ms. Nanik gave an update on the 2nd floor buildout.

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

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

Mr. Drange gave an update on Regional Programs and Level 4 Facility.

Dr. Coauette gave an update on the Business & Membership Development, Cooperative Contract Purchasing, and Procurement Departments. He also reported on the new and renewed contracts as noted in Appendix A.

Dr. Coauette gave an update on the Legal and Government Relations Departments.

Mr. Veronen moved, seconded by Mr. Gerbi to approve the incentive bonus as recommended by the Metrics Committee for 2016-2017. Motion carried.

Ms. Neprud moved, seconded by Ms. Nagel to approve the Organizational Metric Goals for 2017-2018 as presented. Motion carried.

Mr. Gerbi moved, seconded by Mr. Zylka to accept the resignation of Jonelle Mellstrom, Education Consultant, effective July 26, 2017. Motion carried.

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

- General Counsel/Director of Government Relations
- Membership Development Administrator II

Motion carried.

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

- Lou Wermter, Network Engineer III, effective 7/24/17 and open a Network Engineer II position
- Jamie Case, Contract Administration Specialist, effective 8/14/17 and open an Administrative Specialist III – CP position
- Kip Hines, Marketing and PR Lead, effective 8/14/17 and open a Website Content Specialist position
- Michelle Tautges, Regional Licensing Specialist, effective 8/28/17
- James Voelker, Lead Procurement Analyst, effective 8/28/17
- Mary Klamm, Teacher Recruitment Specialist, effective 9/5/17
- Katie Embree, Student Academics Coordinator, effective 9/11/17

Motion carried.

Ms. Neprud presented the Executive Director Evaluation and Report.

Ms. Nanik gave a staffing update.

Dr. Coauette gave an update on National Cooperative Procurement Partners and Minnesota Service Cooperatives.

Ms. Neprud reported that the Cuyuna Lakes Education Foundation is partnering with the Crosby Chamber of Commerce to host a Business After Hours event at the school. The Creative Café and STEAM programs will be featured. They received matching funds from NJPA's Innovative Classroom Grants. The event is September 28th from 5-7 pm.

Mr. Zylka moved, seconded by Mr. Gerbi to adjourn the meeting at 8:10 p.m. Motion carried.

NJPA PROCUREMENT DEPARTMENT
BOARD ITEMS - August 2017

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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