

Minutes
Resource Training and Solutions Board of Directors
June 19, 2018

The Resource Training and Solutions Board of Directors' meeting was called to order at 12:30 p.m. by Ken Anderson, Board Chairperson, on Tuesday, June 19, 2018 at Resource Training and Solutions.

Roll Call: Board members present included Ken Anderson, Jeannette Kester, Nadine Schnettler, Irene Bender, Jan Solarz, Chuck Tryon, Ex Officio Members Mark Schmitz and Dr. Deb Henton, Resource Staff Mark Olsen, Julie Toole, Bethany Drake, Jennifer Morrisette Hesse, and Dan Weir, Insurance Consultant.

Approve Agenda/Minutes/Operational Costs:

A motion was made by Chuck Tryon, seconded by Nadine Schnettler to approve the agenda for the Board of Directors' Meeting for June 19, 2018. Motion carried.

A motion was made by Irene Bender, seconded by Jan Solarz to approve the Board of Directors' Meeting minutes from May 15, 2018. Motion carried.

A motion was made by Jeannette Kester, seconded by Chuck Tryon to approve the operations cost for May 2018 of \$299,562.26 (check numbers 77727 through 77875 with electronic fund transfers represented by vouchers 58032 through 58039, 58141 through 58147, 58149, 58173 through 58180 with voided transactions represented by vouchers 58218 and 58167. Motion carried.

Reports and Presentations:

Marketing and Communications Department: The department shared key positives and key opportunities from the recent marketing audit. Looking ahead Resource will be moving from eight publications down to three per year, generating quality content in a more story like format rather than "what's happening". There will be an increase in electronic communications with the event announcements. All marketing and communications will tie back to our key messaging of responsive, impactful and collaborative.

MSC Conference Information: The MSC Conference is July 11-13, 2018 at Cragun's Resort. Conference agenda provided.

CCOGA Meeting and Proposal:

- Mark Schmitz, Mark Sizer and Paul Brinkman, NESC, attended a meeting of County Administrators. It was a great meeting to listen to what their needs are. The County Administrator's did reinforce their appreciation of increased willingness to assist counties and appreciation of the concept of the service cooperative collaborating to serve CCOGAs.
- Mark Sizer has a proposal with one of our regional counties to do a study on the immense turn over. This study has an 18 month follow through. This is directly meeting

the needs of counties. Mark is also working on another proposal in a different county for a procurement assessment.

New Business

2017-2018 Revised Budget: A motion was made by Jeannette Kester,, seconded by Chuck Tryon to approve a revised 2017-2018 budget of \$514,207 with revenues of \$6,413,419 and expenditures of \$5,899,212. Motion carried.

2018-2019 Budget: A motion was made by Nadine Schnettler, seconded by Jan Solarz to approve a preliminary 2018-2019 budget of \$560,148 with revenues of \$6,376,249 and expenditures of \$5,816,101. Motion carried.

Purchase of Building:

- Purchase price is \$6,676,000. \$6,800,000 has been previously committed.
- The purchase was planned for this fall. Mark Olsen has negotiated to purchase now which saves expenditures and begins generating revenue.

A motion was made by Jeannette Kester, seconded by Jan Solarz to approve the purchase of the building by June 30, 2018. Motion carried

Lean and Efficiencies Process: The Board reviewed the lean and efficiencies brought forward from the Board's Lean and Efficiencies committee. The following are the approved suggestions:

- Restructure/elimination of long-term storage.
- Purchase of building.
- Elimination of the on-site Specialist & Training position due to the restructuring of statewide Cooperative Purchasing.
- Employee benefits adjustments
- Cancellation of the St. Cloud Times.
- Cancellation of St. Cloud Chamber membership.
- Parenting program moving to fee for service with contracted trainer.
- Move Customized Training under the Education Department. Elimination of Sales Specialist & Trainer position for contract coordination.
- Restructure the Health & Safety Department.
- Restructure the Education Department.

A motion was made by Nadine Schnettler, seconded by Irene Bender to approve the lean and efficiency suggestions, with an annual estimated savings of over \$606,394.00 as presented. Motion carried.

Benefits and Salary: A motion was made by Nadine Schnettler, seconded by Chuck Tryon to approve benefit adjustments, DBM rating and salary increases as presented by the Executive Committee. Motion carried.

Wellness Alliance Administrative Fees:

A motion was made by Nadine Schnettler, seconded by Irene Bender to approve the following: As part of the agreement for Wellness Alliance service, there is an administrative fee charge in the amount of \$5.00 per employee per month who is enrolled in the Employer's group health plan. Transfer \$100,515.00 from School Fiduciary Fund to the general account. Motion carried.

A motion was made by Nadine Schnettler, seconded by Chuck Tryon to approve the following: As part of the agreement for Wellness Alliance service, there is an administrative fee charge in the amount of \$5.00 per employee per month who is enrolled in the Employer's group health plan. Transfer \$45,000.00 from excess CCOGA Fiduciary Fund to the general account. Motion carried.

Easecentral Administrative Fees:

A motion was made by Jan Solarz, seconded by Jeannette Kester to approve the following: As part of the agreement for Benefits Administration, there is an administrative fee charge in the amount of \$2.50 per employee per month for the program. Transfer \$84,850.00 from the School Fiduciary Fund to the general fund.

| | |
|-------------------------|-------------|
| North Branch | -\$6465.00 |
| St. Michael-Albertville | \$32,360.00 |
| Buffalo | \$21,090.00 |
| Howard Lake Waverly | \$1545.00 |
| Watertown-Mayer | \$1850.00 |
| Sartell | \$15,630.00 |
| Sauk rapids-Rice | \$18,840.00 |

Motion carried.

A motion was made by Irene Bender, seconded by Jan Solarz to approve the following: As part of the agreement for Benefits Administration, there is an administrative fee charge in the amount of \$2.50 per employee per month for the program. Transfer \$110.00 from the general account to the CCOGA Fiduciary Fund.

| | |
|--------------------|------------|
| Wadena County | \$3265.00 |
| Mille Lacs Country | -\$3375.00 |

Motion carried.

School Pool Advisory Committee: Resource Wellness Program: Fiscal year 2018-19 - The Worksite Wellness Program includes \$1,000 base/\$10.75 per contract for schools; will simplify the paperwork process; provide strategic planning tools to all wellness committees and create Wellness Coordinator Networks.

A motion was made by Irene Bender, seconded by Jan Solarz to approve the Resource Wellness Program recommendations from the School Pool Advisory Committee. Motion carried.

School Insurance Pool:

School 2018/19 Pool Minimum and Maximum Options: The Advisory Committee approved Option 1.

| Options | Minimum | Maximum | Pool Funding |
|---------|---------|---------|--------------|
| 1 | 4.9% | 29.9% | \$2,486,826 |
| 2 | 4.8% | 30.4% | \$2,488,556 |
| 3 | 4.7% | 30.9% | \$2,477,918 |

A motion was made by Nadine Schnettler, seconded by Chuck Tryon to approve the above listed recommendations from the School Pool Advisory Committee. Motion carried.

Renewal and Approval of Agreements with Advocates

Capitol Hill Associates, Sam Walseth

A motion was made by Jan Solarz, seconded by Jeannette Kester to approve the Service Provider Agreement between Capitol Hill Associates(Sam Walseth and others) and Resource Training and Solution for lobbying work and services from July 1, 2018 – June 30, 2019, with compensation to Capitol Hill Associates of \$10,992 made in equal, monthly installments. Motion carried.

National Strategies, Inc., Roger Moe

A motion was made by Irene Bender, seconded by Chuck Tryon to approve the Service Provider Agreement between National Strategies (Roger Moe) and Resource Training and Solutions for lobbying work and services from July 1, 2018 – June 30, 2019, with compensation to Capitol Hill Associates of \$9596 made in equal, quarterly installments. Motion carried.

Adjournment

A motion was made by Chuck Tryon, seconded by Nadine Schnettler to adjourn the meeting. Motion carried.