

BOARD OF DIRECTORS' MEETING

January 28, 2026
SWWC – Marshall, MN

Minutes

BOARD PRESENT: Matt Coleman - Chair, Marshall
Jody Bauer – Vice Chair, Tracy
Amanda Lecy - Clerk, Yellow Medicine East
Ben Bothun, Lac qui Parle County
Emily Coequyt, Minneota
Becky Foster, Westbrook/Walnut Grove
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy
Brad Johnson, Superintendent, Renville County West (Ex-Officio)

BOARD ABSENT: Carla Olson – Treasurer, KMS

STAFF PRESENT: Cliff Carmody, Executive Director
Melissa Andree, Qualified Supervising Professional
Hazel Ashbeck, Behavioral Analyst Lead
Kari Bailey, Director of Human Resources
Amber Bruns, Clinical Director of Behavioral Health Services
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance

ITEM 1: **CALL TO ORDER**
Chair Coleman called the meeting to order at 6:30 pm at SWWC – Marshall, MN.

ITEM 2: **INTRODUCTION OF GUESTS/NEW BOARD MEMBER**
Cliff Carmody welcomed new board member Emily Coequyt to the Board and introduced staff guests Amber Bruns, Hazel Ashbeck, and Melissa Andree.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: **AGENDA APPROVAL**
Motion by Nicole Swanson, seconded by Jody Bauer, to approve the agenda as presented. Motion passed unanimously.

ITEM 4: **ORGANIZATION OF THE BOARD**
4.1 Election of Officers
Chair Coleman called for nominations for Chair. Jody Bauer nominated Matt Coleman. Becky Paluch seconded the nomination. Chair Coleman called three times for further nominations; none were made. Matt Coleman was elected for the office of chair by acclamation.

Chair Coleman called for nominations for Vice Chair. Becky Paluch nominated Jody Bauer. Becky Foster seconded the nomination. Chair Coleman called three times for further nominations; none were made. Jody Bauer was elected for the office of vice chair by acclamation.

Chair Coleman called for nominations for Clerk. Jody Bauer nominated Amanda Lecy. Nicole Swanson seconded the nomination. Chair Coleman called three times for further nominations; none were made. Amanda Lecy was elected for the office of clerk by acclamation.

Chair Coleman called for nominations for Treasurer. Chair Coleman nominated Carla Olson. Ben Bothun seconded the nomination. Chair Coleman called three times for further nominations; none were made. Carla Olson was elected for the office of Treasurer by acclamation.

4.2 Designation of Official Newspaper

Motion by Becky Paluch, seconded by Amanda Lecy, to adopt the following resolution:

BE IT RESOLVED, that the Marshall Independent (Marshall) be designated as the official newspaper for 2026. Minutes of the SWWC Service Cooperative Board of Directors meetings will be published on the SWWC Service Cooperative website. A roll call was taken with Directors Coleman, Bauer, Coequyt, Bothun, Foster, Paluch, Swanson, and Lecy voting in favor. Motion passed unanimously.

4.3 Designation Regarding Annual Fiscal Requirements

Motion by Jody Bauer, seconded by Ben Bothun, to adopt the following resolution:

BE IT RESOLVED, that BMO, Marshall, MN; Old National Bank, Marshall, MN; MN School District Liquid Asset Funds Plus (MSBA), St. Peter, MN; and PFM Asset Management, Minneapolis, MN be designated as depositories for monies of this Unit for the period January 1, 2026, through December 31, 2026, and the Treasurer of this Unit is hereby authorized and directed to honor and pay any checks, orders, or warrants when signed by any two of the following: Chairperson, Treasurer, Clerk, and to honor the transfer of funds on deposit of said financial institution when initiated by the Chairperson, Treasurer, Clerk, Executive Director, Director of Finance, Accounting Specialist, or Accounting Technician.

The Board further authorizes the Executive Director or the Director of Finance to name additional depositories such as any other federally insured state banks or thrift institutions as designated in MN Statute 118A.02 subd. 1 and as defined in MN Statute 51A.02 subd.53 as it may deem proper.

A roll call was taken with Directors Coleman, Bauer, Coequyt, Bothun, Foster, Paluch, Swanson, and Lecy voting in favor. Motion passed unanimously.

Motion by Becky Foster, seconded by Nicole Swanson, to adopt the resolution for facsimile signatures as presented. A roll call was taken with Directors Coleman, Bauer, Coequyt, Bothun, Foster, Paluch, Swanson, and Lecy voting in favor. Motion passed unanimously.

Motion by Jody Bauer, seconded by Amanda Lecy, to appoint the Executive Director and/or the Director of Finance to perform the duties of the Treasurer between meetings; to appoint the Executive Director, the Director of Finance,

Board Secretary, and Executive Assistant to safeguard the facsimile signature of the clerk and chair and to use them for the signing of checks, warrants, and contracts as authorized by the Board; and to authorize the Executive Director, the Director of Finance, the Accounting Specialist, and the Accounting Technician to order wire transfers between approved financial institutions according to directions from the Executive Director or the Director of Finance. Motion passed unanimously.

4.4 Board Stipends/Mileage

Motion by Ben Bothun, seconded by Becky Foster, to establish 2026 SWWC Board stipend and mileage payments as follows:

Per Diem – Board salary of \$100.00 per month

Insurance Allowances – Dental – Single or Family -- \$40.00/month

Board Meeting Stipend

- \$200.00 per Board Meeting – payable also when board members joins virtually
- \$35 additional stipend paid Board Chair for regular or special Board Meetings attended
- \$15 additional stipend paid Board Clerk for regular or special Board Meetings attended

Board/Committee Meeting Mileage

- Mileage per federal IRS guidelines plus \$.40 per mile “windshield time”.
- “Windshield time” will also be paid Board members riding with another person

Board Committee Meetings (held the same day as regular Board Meetings)

- | | |
|-------------------------|---------|
| • First Hour | \$25.00 |
| • Additional 15 minutes | \$6.00 |
| • Additional 30 minutes | \$12.00 |
| • Additional 45 minutes | \$18.00 |
| • Additional 60 minutes | \$24.00 |

Conferences/Workshops/Meetings/Committee Meetings (held on non-board day)

- \$200.00 per full day (over 4 hours, including travel time) or \$100.00 per half day (less than 4 hours, including travel time) for representing the Board at meetings, conferences, workshops; mileage per federal IRS guidelines; meal reimbursement per SWWC guidelines
- \$200.00 per full day (over 4 hours, including travel time) or \$100.00 per half day (less than 4 hours, including travel time) for serving on regional or state committees on behalf of SWWC if not paid by hosting agency; mileage per federal IRS guidelines if not paid by hosting agency
- Stipend and mileage will not be paid unless a Board member is specifically asked to be a presenter or a representative of the SWWC at SWWC or other meetings unrelated to actual SWWC Board business
- Board members attending MREA will be reimbursed mileage, but will not be paid a stipend; board member's local district will be encouraged to pay MREA dues plus lodging

Motion passed unanimously.

4.5 2026 Board Meeting Dates/Site/Time

Motion by Becky Paluch, seconded by Jody Bauer, to approve Board meeting dates, site, and time for February 2026 through January 2027, beginning at 6:30 pm at SWWC - Marshall as follows:

February 25, 2026	August 26, 2026
March 25, 2026	September 23, 2026
April 22, 2026	October 28, 2026 (ELC Site)
May 27, 2026	November 18, 2026
June 24, 2026	December 16, 2026
July 22, 2026	January 27, 2027

Motion passed unanimously.

4.6 SWWC Legal Counsel

Motion by Amanda Lecy, seconded by Becky Foster, to select Pemberton Law, Kinney & Larson, Ratwik, Roszak, and Maloney, and Squires, Waldspurger & Mace as SWWC legal counsel and authorize the SWWC Board Chairperson, Executive Director, Director of Human Resources, Director of Finance, Senior Director of Special Education, and Chief Technology and Information Officer to contact SWWC's legal counsel as presented. Motion passed unanimously.

4.7 2026 Board Committee Appointments

Board Committees, membership, and vacancies on committees were reviewed. Emily Coequyt volunteered to serve on the Finance Committee. All other assignments will remain the same.

ITEM 5: CONSENT AGENDA APPROVAL

Motion by Amanda Lecy, seconded by Becky Paluch, to approve items on the consent agenda as follows:

5.1 Minutes – December 17, 2025

5.2 Approval of Expenditures

5.3 Services Contracts

- Ortonville Public School – Literacy Lead Services from 1/1/26-6/30/26 - \$10,250.00.
- Red Rock Rural Water Systems – Basic Technology Services - \$260.00; Technology Coordination Services - \$9,360.00; Cybersecurity Services - \$7,400.00 from 7/1/25-6/30/26.

5.4 Consultant Contracts

- Southern Plains Education Cooperative – Speech Language Pathology Services from April 7, 2026, to the completion of the 2025-26 school year. The amount invoiced will be actual salary and fringe benefits + 10% administrative fee – estimated at \$21,258.31 + 10% administrative fee.

5.5 Personnel List

New Hires:

- Alicia Lopez, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 1/15/2026.

- Catherine Luck, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 1/05/2026.
- Dawn Waskosky, Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 1/21/2026.

Status Changes:

- Stephen Derenge, Special Education Paraprofessional, full-time (Schedule A-L2/Step 7), with fringes, to Substitute Paraprofessional, \$20.00/hour, effective 1/12/2026.
- Dellynn Monson, Administrative Assistant, full-time (Schedule B/Step 10), with fringes, to Medical Assistance Billing and Compliance Specialist, full-time (PS-FY2), with fringes, effective 1/01/2026.
- Kimberly Schlueter, Special Education Paraprofessional, part-time (Schedule AL2/ Step 6), without fringes, to full-time (Schedule A-L2/Step 6), with fringes, effective 1/12/2026.
- Natali Sigala, BCaBA, full-time (PS–BCaBA/Step 2), with fringes, to Behavior Analyst, full-time (PS-BCBA/Step 1), with fringes, effective 1/05/2026.

Individual Contract:

- Josh Sumption, Chief Technology & Information Officer, July 1, 2025-June 30, 2027.

Long-Term Substitute:

- Kenya Duroe, Long-Term Substitute COTA, 1/09/2026 – 1/23/2026.

Substitutes:

- Benjamin Mulder, Substitute Teacher, effective 2025-2026.
- Elise Schoer, Substitute Teacher, effective 2025-2026.

Resignations/Terminations:

- Kathryn Knutson, Speech Language Pathologist, effective 6/09/2026.
- Holly Nixon, Special Education Paraprofessional, effective 1/16/2026.
- Jada Preacely, Special Education Paraprofessional, effective 12/19/2025.

5.6 Acceptance of Grants

- CTE Consortium Grant – grant through MN Service Cooperatives to rebuild career and technical education in southwest and west central MN from October 1, 2025 – June 30, 2027 - \$742,000.00.
- PACT for Families Collaborative Discretionary Grant – grant through PACT for Families Collaborative to provide children with mental health services before they reach crisis (early intervention) from January 1, 2026 – December 31, 2026 - \$5,000.00.

Motion passed unanimously.

ITEM 6: STAFF PRESENTATION – BEHAVIORAL HEALTH SERVICES

Amber Bruns, Hazel Ashbeck, and Melissa Andree provided a presentation on Behavioral Health Services which included information on objectives, current staffing, 25-26 department changes, transition and interpretation services, mental health services, licensed school nursing services, health services – ELCs, spot vision screener, opioid grant, CERP grant, third party billing support, school crisis response team, behavior analytic services, PBIS, The READY Clinics, what's ahead, and request to board members to reach out to businesses to serve as a Give to the Max Day match sponsor.

ITEM 7: BOARD POLICIES – 1ST READING AND ADOPTION

Motion by Becky Paluch, seconded by Becky Foster, to adopt the following Board Policies:

- 101.1 Name of the Service Cooperative
- 103 Complaints – Students, Employees, Parents, Other Persons
- 103 Addend READY Clinic
- Feedback
- 201 Legal Status of SWWC Board
- 202 SWWC Board Officers
- 203 Operation of the SWWC Board – Governing Rules
- 203.1 SWWC Board Procedures; Rules of Order
- 203.2 Order of the Regular SWWC Board Meeting
- 203.5 SWWC Board Meeting Agenda
- 203.6 Consent Agendas
- 204 SWWC Board Meeting Minutes
- 205 Open Meetings and Closed Meetings
- 206 Public Participation in SWWC Board Meetings/Complaints about Persons at
SWWC Board Meetings and Data Privacy Considerations
- 208 Development, Adoption and Implementation of Policies
- 209 Code of Ethics
- 210 Conflict of Interest – SWWC Board Members
- 211 Criminal or Civil Action
- 212 SWWC Board Member Development
- 213 SWWC Board Committees
- 214 Out-of-State Travel by SWWC Board Members
- 401 Equal Employment Opportunity
- 402 Disability Non-Discrimination
- 403 Discipline, Suspension, and Dismissal of Employees
- 405 Veterans Preference; Hiring
- 407 Employee Right-to-Know: Exposure to Hazardous Substances
- 408 Subpoena of Employee
- 409 Employee Publications, Instructional Materials, Interventions, etc.
- 420 Students and Employees with Sexually Transmitted Infections and
Diseases and Certain Other Communicable Disease and Infectious
Conditions
- 422 Policies Incorporated by Reference
- 423 Employee-Student Relationships
- 427 Workload Limits for Certain Special Education Teachers
- 450 Resolution on Authorization to Hire
- 452 Delegation of Authority to Discharge Non-Licensed Staff and Personnel
- 453 Intimate/Personal Care Policy
- 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
- 705 Investments
- 706 Acceptance of Gifts
- 750 Use of Group Employee Benefits Program Funds and Administrative Fees

Motion passed unanimously.

ITEM 8: ACTION ITEMS

8.1 Acceptance of Gifts/Donations

Motion by Jody Bauer, seconded by Amanda Lecy, to adopt the following resolution accepting gifts/donations:

WHEREAS, Board Policy 706 establishes guidelines for the acceptance of gifts or donations to the Agency;

WHEREAS, Minnesota Statute 465.03 states the Board of Directors may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, that on January 28, 2026, the Board of Directors of Southwest West Central Service Cooperative, ISD 0991, accepts with appreciation the following gifts/donations received by the Agency:

- Peace Lutheran Church Men's Group – The READY Clinics - \$200.00

A roll call vote was taken with Directors Coleman, Lecy, Coequyt, Bothun, Foster, Paluch, Swanson, Bauer voting in favor. Motion passed unanimously.

8.2 Rapp Strategies, Inc. Agreement

Motion by Becky Paluch, seconded by Jody Bauer, to approve entering into an agreement with Rapp Technologies, Inc. to provide strategic counsel and communication services to SWWC members. Motion passed unanimously.

ITEM 9: MONTHLY ADMINISTRATIVE REPORT

9.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ending December 31, 2025, with 40.4% of revenues collected and 44.9% expended. Updates were also provided on status of FY26 revised budget review, 2026-27 contracts will be sent out in February, Quarter 4 WEX revenue share payments, W2 processing, payroll adjustments for MN Paid Leave applications, 1099 reporting, and standard operating procedures for Third Party billing.

9.1.1 Quarterly Investment Report

An update was provided on the quarterly investment report as of 12.31.25 on market updates and account summary.

9.2 Director of Human Resources

Kari Bailey reported on SWWC vacancies, new special education teacher hire at ELC-Cosmos, 2026-27 staffing process, Business Tour Day, Dakota State University Job Fair, and MN Paid Leave applications submitted.

9.3 Executive Director

Cliff Carmody reported on the upcoming legislative session, MASA Day at the Capitol, ICE activity in school communities and increase in online school enrollments, David Berner's AI presentation at the Future in Education Technology Conference, 26-27 contract season and meetings with new/newer superintendents, status of class action lawsuit claim of potential data breach, MSC Board Conference scheduled on July 8-10 in Duluth, MHC reserves planning, and Windom facility, LTFM, and ownership planning.

ITEM 10: FINANCE COMMITTEE REPORT

10.1 FY27 Dues & Fees

Motion by Matt Coleman, seconded by Nicole Swanson, to approve FY27 Dues and Fees as presented with an overall average fee increase of 6.4%. Motion passed unanimously.

10.2 Fund Balance Assignments

Motion by Ben Bothun, seconded by Amanda Lecy, to approve fund balance assignments as follows:

- Fund 13 Mid-Year Pool Reserves -\$300,000
- Fund 13 January Pool Reserves -\$1,700,000
- Fund 14 Unassigned Insurance Pool Reserves +\$2,000,000

Motion passed unanimously.

ITEM 11: PERSONNEL COMMITTEE REPORT

11.1 2026-28 CEA Tentative Settlement

Motion by Jody Bauer, seconded by Becky Foster, to approve the 2026-28 CEA Tentative Settlement of per FTE increase of \$6,506.87 as presented. Motion passed unanimously.

ITEM 12: MSC/MHC/CPC BOARD MEETING UPDATES

Updates from statewide MSC/MHC/CPC board meetings were provided. MSC updates included legislative activities. CPC updates included first quarter budget, new vendors, renewals, and CCOGA and Technology contracts. MHC updates included investment portfolio, medical savings account RFP with WEX being awarded, January 1 renewals and losses, and large group reserve balances.

ITEM 13: OPEN FORUM/CLOSING REMARKS

No comments were made.

ITEM 14: OTHER

Chair Coleman adjourned the meeting at 8:32 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, February 25, 2026, beginning at 6:30 pm at SWWC - Marshall, MN.