

BOARD OF DIRECTORS' MEETING

July 22, 2026
SWWC – Marshall, MN

Minutes

BOARD PRESENT: Matt Coleman - Chair, Marshall
Jody Bauer – Vice Chair, Tracy
Amanda Lecy - Clerk, Yellow Medicine East
Carla Olson – Treasurer, KMS
Emily Coequyt, Minneota
Ben Bothun, Lac qui Parle County
Becky Foster, Westbrook/Walnut Grove
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy

STAFF PRESENT: Cliff Carmody, Executive Director
Kari Bailey, Director of Human Resources
Bobbie Carmody, Administrative Assistant
Shelly Maes, SWWC Foundation Executive Director

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**
Cliff Carmody introduced staff guest Shelly Maes.

Chair Coleman read the SWWC Mission and Vision statements.

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

ITEM 4: **CONSENT AGENDA APPROVAL**
Motion by Jody Bauer, seconded by Carla Olson, to approve items on the consent agenda as follows:

4.1 **Minutes – June 24, 2026**

4.2 **Approval of Expenditures**

4.3 **Services Contracts**

- ACGC Public School – School Nursing Services from 7/1/26-6/30/27 - \$92,208.00.

- Burnsville-Eagan-Savage Public School – E-Rate Services from 7/1/26-6/30/27 - \$7,560.00.
- Lynd Public School – Physical Therapist Services from 7/1/26-6/30/27 - \$5,290.00.
- New Ulm Public School – Data Privacy Services from 7/1/26-6/30/27 - \$4,459.22.
- Northfield Public School – SWWC Dues - \$50.00 and Data Privacy Services - \$4,409.40 from 7/1/26-6/30/27.
- Red Rock Rural Water Systems – Basic Technology Services - \$260.00, Technology Coordination - \$9,840.00, and Cybersecurity - \$7,400.00 from 7/1/26-6/30/27.
- Southwest Broadband – SWWC Dues from 7/1/26-6/30/27 - \$25.00 – fee waived WEX member.
- Westbrook/Walnut Grove Schools – RMIC Extended Services from 7/1/26-6/30/27 - \$10,500.00.

4.4 Consultant Contracts

- Abdo – Audit financial statements for the fiscal year ending June 30, 2026 - \$35,500.00.
- Infinitic – To provide online training and resources through its platform of on-demand courses, webinars, and practical resources from July 1, 2026 – June 30, 2027, at a rate of \$.78 per student enrollment the prior year filed with MDE - \$28,526.00.
- Windom Public School – Windom Area School employees will provide routine boiler monitoring and operation services at Winfair Elementary School for up to 20 hours per week. Services shall include daily boiler checks, monitoring and maintaining appropriate chemical levels, changing filters, preparing for annual boiler inspections, and performing minor maintenance necessary to support normal boiler operations from July 1, 2026 – June 30, 2027 - \$33,889.08.

4.5 Personnel List

New Hires:

- Shea Bohlin, Custodian, full-time (Schedule A/Step 4), with fringes, effective 7/01/2026.
- Paula Braaten, Dean of Students, full-time (PS-SB3), with fringes, effective 8/04/2026.
- Chentel Brouwer, Behavior Therapist, full-time (PS-L2BT/Step 4), with fringes, effective 6/30/2026.
- Casie VanEngen, Business Services Specialist, full-time (PS-FY2), with fringes, effective 7/27/2026.

Temporary Hires:

- Ashley Swan, Medical Careers Instructor, without fringes, effective 6/22/2026.

Reinstatements:

- Logan Peterson, Special Education Teacher, 185 days (BA & 5), with fringes, effective 7/01/2026.

Status Changes:

- Penny Bjorklund, Special Education Paraprofessional, Level I to Level II, effective 7/01/2026.
- Tricia Christopher, Education Consultant, 150 days (40MA & 18), with fringes, to 160 days, effective 7/01/2026.
- Lisa Gregoire, Director of New Teacher Center, 215 days (ADMIN 2/Step 13), with fringes, to 225 days, effective 7/01/2026.
- Morgan Litzau, Regional School Nurse Consultant, 170 days (BA & 18), with fringes, to 185 days, effective 7/01/2026.
- Lisa Loosbrock, Business Services Specialist, 246 days (PS-FY2), with fringes, to 260 days, effective 7/01/2026.
- Sara McAdams, BCBA, part-time (PS-BCBA/Step 7), without fringes, to Substitute Behavior Analyst, effective 7/01/2026.
- Allison Musegades, Special Education Paraprofessional, Level I to Level II, effective 7/01/2026.
- Lori Rangaard, Program Success Coach, 150 days (PS-SB1), with fringes, to 185 days, with fringes, effective 7/01/2026.
- Chelsea Wade, Social Skills Teacher, 172 days (30BA & 6), with fringes, to Special Education Teacher, 185 days (30BA & 7), with fringes, effective 7/01/2026.
- Breanna Wagner, Special Education Paraprofessional, Level I to Level II, effective 7/01/2026.

Other Assignments:

- Sarah Neu, Student Success Coach, effective 2026-2027.

Stipends:

- Stephanie Almjeld, Fieldwork Supervision Stipend, effective 2025-2026.
- Melissa Andree, Program Lead Stipend, effective 2026-2027.
- Sara Bauler, RBT Certification Stipend, effective 2026-2027.
- David Berner, Program Lead Stipend, effective 2026-2027.
- Luke Bothun, Leadership Stipend, effective 2026-2027.
- Breeana Braegelman, Leadership Stipend, effective 2026-2027.
- Mike Carter, Mentor Stipend, effective 2025-2026 and Program Lead Stipend, effective 2026-2027.
- Jill Cihak, Program Lead Stipend, effective 2026-2027.
- Paige Clausen, RBT Certification Stipend, effective 2026-2027.
- Kayla DeJong, Leadership Stipend, effective 2026-2027.
- Mackenzie Erickson, Leadership Stipend, effective 2026-2027.
- Christina Garcia, RBT Certification Stipend, effective 2026-2027.
- Adam Gregory, Administrative License Stipend, effective 2026-2027.
- Randi Harlow, RBT Certification Stipend, effective 2026-2027.
- Baylee Maggi, RBT Certification Stipend, effective 2026-2027.
- Hannah Manche, RBT Certification Stipend, effective 2026-2027.
- Justin McGuinness, Administrative License Stipend, effective 2026-2027.
- Karie Novak, Leadership Stipend, effective 2026-2027.
- Kendra Olson, RBT Certification Stipend, effective 2026-2027.
- Courtney Opbroek, RBT Certification Stipend, effective 2026-2027.
- Amy Pahl, Administrative License Stipend, effective 2026-2027.
- Lisa Paplow, MARRS Coordinator Stipend, effective 2026-2027.
- Heather Rieger, Program Lead Stipend, effective 2026-2027.
- Tori Riggelman, RBT Certification Stipend, effective 2026-2027.

- Alicia Roelike, Mentor Stipend, effective 2025-2026.
- Michaela Schlenner, RBT Certification Stipend, effective 2026-2027.
- Samuel Schroeder, Administrative License Stipend, effective 2026-2027.
- Kaye Squires, Leadership Stipend, effective 2026-2027.
- Hannah Storm, Administrative License Stipend, effective 2026-2027.
- Abbigale Thomas, RBT Certification Stipend, effective 2026-2027.
- Brittney Thompson, MTSS Teamwork Stipend, effective 2025-2026.
- Katrina Vansickle, RBT Certification Stipend, effective 2026-2027.
- Colleen Weis, Program Lead Stipend, effective 2026-2027.

Resignations/Terminations:

- Alison Dickinson, Behavior Analyst, effective 7/17/2026.
- Heidi Hennen, Business Services Specialist, effective 7/24/2026.
- Azariah Sampson, BTA, effective 7/07/2026.

4.6 Purchasing Card Program Cardholder Authorization

Approve the Purchasing Card Program Cardholders and authorize the Executive Director and/or the Director of Finance to designate which employees shall be issued a P-Card and are authorized to make purchases on behalf of the agency with the card as presented.

Motion passed unanimously.

ITEM 5: SWWC FOUNDATION REPORT

Shelly Maes provided a SWWC Foundation report on purpose of the Foundation; support of Regional Student Conferences, Regional Career Exploration Events, Regional Student Competitions, and Regional Student Programs; funds raised by program; and total program investments since 2017.

ITEM 6: ACTION ITEMS

6.1 26-27 SWWC Employee Manual

Motion by Amanda Lecy, seconded by Jody Bauer, to approve the 2026-27 Employee Manual as presented. Motion passed unanimously.

6.2 26-27 Student Handbooks

Motion by Becky Foster, seconded by Nicole Swanson, to approve the 2026-27 Student Handbooks for ALC's – Glencoe, Pipestone, Windom; ELC's – Cosmos, Marshall, Montevideo, New London, Pipestone, Windom; STARRS Online Academy; and Project SEARCH – Marshall, Worthington as presented. Motion passed unanimously.

6.3 Ridgewater Lease Agreement

Motion by Ben Bothun, seconded by Becky Paluch, to approve the lease agreement with the State of Minnesota for rental space at Ridgewater College at 2 Century Avenue Southeast – Hutchinson, MN from July 1, 2026 – June 30, 2028, for a total cost of \$3,315.24. Motion passed unanimously.

6.4 SWWC-ELC-Cosmos Purchase Agreement Resolution

Motion by Nicole Swanson, seconded by Ben Bothun, to approve the following resolution:

WHEREAS, that Southwest West Central Cooperative ("SWWC") discussed the purchase of ACGC South Elementary Building, 320 North Saturn Street, Cosmos, MN, Meeker County, consisting of tax parcel no. 21-0100001 and approximately

20.74 acres (collectively the “Property”) from Independent School District N. 2396 (“District 2396”).

BE IT RESOLVED, that Southwest West Central Cooperative SWWC has approved the purchase of ACGC South Elementary Building, 320 North Saturn Street, Cosmos, MN, Meeker County, consisting of tax parcel no. 21-0100001 and approximately 20.74 acres (collectively the “Property”) from Independent School District N. 2396 (“District 2396”).

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute § 16A.695 Subd. 3 and §§ 5.02(a) and 5.02 (d) of the Fourth Order Amending Order of Commissioner of Finance Relating to Use and Sale of State Bond Financed Property dated July 30, 2012 (“Commissioner’s Order”), SWWC as a public agency has determined it needs the Property for its regional educational governmental program designed for autistic students, emotionally or behaviorally disturbed students, and other students with specific educational needs.

BE IT FURTHER RESOLVED, that SWWC acknowledges and agrees that it will be subject to the Declaration recorded on this Property pursuant to Minnesota Statute § 16A.695 Subd. 3 and §§ 5.02(a) and 5.02 (d) of the Fourth Order Amending Order of Commissioner of Finance Relating to Use and Sale of State Bond Financed Property dated July 30, 2012, that as a purchasing Public Entity it “needs the Property for one of its governmental programs”.

BE IT FURTHER RESOLVED, that SWWC is hereby authorized to purchase the Property pursuant to the terms of the Commercial Purchase Agreement attached as Exhibit A and subject to approval by Minnesota Management and Budget.

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

6.5 Just for Kix Sublease

Motion by Jody Bauer, seconded by Amanda Lecy, to approve the sublease between SWWC and Just for Kix for space at ELC-Marshall from September 8, 2026 – May 9, 2027, at a rate of \$700.00 per month. Motion passed unanimously.

ITEM 7: BOARD POLICY REVIEW

7.1 Board Policies – 1st Reading

The following Board Policies were presented for a first reading:

- 406/406 Form – Public and Private Personnel Data and Form
- 417 – Chemical Use and Abuse
- 418 – Drug-Free Workplace
- 506 – Student Discipline
- 536/536 Form – Therapy Dogs in Schools

7.2 Board Policies – 1st Reading and Adoption

Motion by Becky Paluch, seconded by Becky Foster to adopt the following board policies as presented:

- 404.1 - Authorized Drivers
- 410 - Family and Medical Leave Policy
- 412 - Expense Reimbursement
- 413 - Harassment and Violence

- 414/414 Form - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 414/Addendum – The READY Clinic
- 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- 424 - License Status
- 455 - HIPAA Privacy Policies and Procedures
- 514 - Bullying Prohibition
- 524 - Internet, Technology, and Cellphone Acceptable Use, Safety, and Data Privacy Policy
- 751 - HIPAA Security Policies

Motion passed unanimously.

ITEM 8: MONTHLY ADMINISTRATIVE REPORT

8.1 Director of Finance

Cliff Carmody provided the monthly financial report on behalf of Tegan Gillund for the month ending June 30, 2026, with 85.8% of revenues collected and 95.4% expended. Updates were also provided on Cyber Liability Insurance with SWWC staying with the current carrier Tokie Marine at an annual cost of \$30,425.65, FY26 final grant reimbursement requests submissions, and adding leases to the lease levy portal for approvals of new and updated leases.

8.1.1 Quarterly Investment Report

An update was provided on the quarterly investment portfolio performance earnings and benchmarks as of June 30, 2026.

8.2 Director of Human Resources

Kari Bailey reported SWWC has 6.0 FTE vacancies and 33 new hires for 26-27 with ten being internal transfers and the remaining new; a Dean of Students has been hired for ELC-Windom; MN Department of Human Rights mediation is scheduled in early August; MN Paid Leave rates will be released with mid-year data indicating 75,000 Minnesotans approved paying out \$598 million; New Employee Orientation is scheduled on August 4; Fall Inservice is scheduled on August 20; Program Specialist negotiations continue; DSS negotiations will begin in August; and an EdMN & Pemberton training is scheduled the end of August with local union leadership and the SWWC Administrative Council.

8.3 Executive Director

Cliff Carmody reported due to Brad Johnson no longer in the region, a new ex-officio superintendent representative to the Board will need to be selected; The READY Clinic Marshall DHS appeal was approved; attendance at the AESA Summer Leadership Conference; Executive Leadership Team Retreat was held; ELC New London, Agency Administration, and Pipestone bond proceeds will be used on future facility debt payments; education strategies to members regarding the use of Long Term Facility Maintenance revenue for future facility maintenance continue; summer capital improvement projects are completed; and ideas for the SWWC Annual Meeting presentation continue to be pursued.

ITEM 9: FINANCE COMMITTEE REPORT

9.1 Insurance Reserves Resolutions

The proposed SWWC Capital Call Response Plan was reviewed and included a capital reserve fund balance minimum of \$3,776,000, operating fund balance minimum of \$500,000, rate retention/buy down fund balance minimum of \$5,000,000, and total Risk Management fund balance of \$9,776,00. Balances will

be reviewed annually each January to maintain minimum amounts with any overages during the annual review to be transferred to the General Fund.

Motion by Ben Bothun, seconded by Jody Bauer, to adopt the Resolution of Southwest/West Central Service Cooperative (SWWC) Adopting Capital Call Preparedness Standard and Affirming Commitment to MHC Joint Powers Framework as follows:

WHEREAS, SWWC ("SC") is a Party to the Minnesota Healthcare Consortium ("MHC") Joint Powers Agreement, and the SC's governing board serves as the Joint Powers Governing Board under the SC's regional Joint Powers Agreement (the "Regional JPA");

WHEREAS, the MHC Board has established a capital call preparedness standard requiring each Party to maintain financial capacity equal to its proportional share of the actuarially recommended aggregate, with this SC's proportional share equal to \$3,776,000;

WHEREAS, the SC's governing board has reviewed the standard, the Capital Call Response Plan requirement, and the recognition and several liability provisions adopted by the MHC Board;

WHEREAS, the SC's governing board has reviewed the SC's Capital Call Response Plan, attached as Exhibit 1, which identifies the sources of funds within the SC's own resources that the SC would access to meet its proportional share of a capital call;

WHEREAS, Section 4.2.3 of the Regional JPA authorizes the governing board to determine the minimum amount of funds needed for risk management and rate stabilization;

NOW, THEREFORE, BE IT RESOLVED that the Board of SWWC, acting as the Joint Powers Governing Board:

1. Adopts and acknowledges the capital call preparedness standard established by the MHC Board and determines, under Section 4.2.3 of the Regional JPA, that the SC's proportional share of \$3,776,000 is the minimum amount of funds needed for risk management and rate stabilization.
2. Affirms its commitment to the joint powers framework established by the MHC Joint Powers Agreement and Bylaws, including the SC's capital call obligations as they may arise.
3. Commits to maintaining and annually updating a Capital Call Response Plan identifying the sources of funds within the SC's own resources that the SC would access to meet its proportional share of a capital call, which Plan shall not rely on interparty loans or the resources of any other Party.
4. Approves the SC's Capital Call Response Plan attached as Exhibit 1, confirms that the Plan identifies sources of funds within the SC's own resources sufficient to meet its proportional share of a capital call, and confirms that the Plan does not rely on interparty loans or the resources of any other Party. Approval of the Plan under this resolution does not designate any cash, cash equivalent, or other resource identified in the Plan as committed reserves or as minimum required reserves, and does not restrict or recharacterize any such resource, unless the SC

separately makes that designation through the Plan and adopts the Resolution Recognizing Minimum Required Reserves and Releasing Excess Reserves.

5. Recognizes that the SC is severally responsible for its own proportional share of any External Obligation, that it is not responsible for the share of any other Party, and that no other Party is responsible for its share.

6. Recognizes that, if a capital call cannot be met from current resources, the SC will work with MHC through the existing mechanisms on terms determined by the MHC Board.

7. Recognizes that adoption of this resolution is intended as a gesture of good faith and that the MHC Board has indicated it will treat adoption as a material factor in determining the timelines and terms applied if retention of distributions or interparty loan repayment is later used to address a capital call with respect to the SC.

8. Authorizes the SC's executive director to communicate this resolution and the SC's Capital Call Response Plan to the MHC Board.

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

Motion by Ben Bothun, seconded by Jody Bauer, to adopt the Resolution of Southwest/West Central Service Cooperative (SWWC) Recognizing Minimum Required Reserves and Releasing Excess Reserves from Program Fund Status as follows:

WHEREAS, SWWC ("SC") is a Party to the Minnesota Healthcare Consortium ("MHC") Joint Powers Agreement, and the SC's governing board serves as the Joint Powers Governing Board under the SC's regional Joint Powers Agreement (the "Regional JPA");

WHEREAS, by separate resolution the SC has adopted the capital call preparedness standard established by the MHC Board and determined that its proportional share of \$3,776,000 is the minimum amount of funds needed for risk management and rate stabilization under Section 4.2.3 of the Regional JPA;

WHEREAS, the SC's Capital Call Response Plan affirmatively designates cash, cash equivalents, or other liquid investments in the amount of \$3,776,000 as committed reserves that fully satisfy the SC's proportional share, and the MHC Board's standard provides that those designated amounts are recognized as the SC's minimum required reserves committed to the joint powers arrangement;

WHEREAS, Section 2 of the Regional JPA defines "Program Funds" as monies, reserves, excesses, or other amounts held and administered in accordance with Section 6, with the necessary implication that amounts not required to be held under Section 6 are not Program Funds;

WHEREAS, MHC Policy 120, as amended, provides that reserves held by a Party in excess of the amount required to satisfy its proportional share are not required Program Funds and may be applied to other lawful public purposes;

WHEREAS, this SC currently holds regional reserves of \$23,706,204, of which \$9,776,000 is recognized as the SC's minimum required reserves and the balance of \$13,930,204 is in excess of the SC's proportional share;

WHEREAS, no current or former participant in the SC's regional pool has any claim to amounts released from Program Fund status, as Sections 5.6.3 and 6.4 of the Regional JPA categorically bar such claims;

NOW, THEREFORE, BE IT RESOLVED that the Board of SWWC, acting as the Joint Powers Governing Board:

1. Confirms that the SC's Capital Call Response Plan affirmatively designates cash, cash equivalents, or other liquid investments in the amount of \$3,776,000 as committed reserves that fully satisfy the SC's proportional share, and that those amounts are recognized as the SC's minimum required reserves committed to the joint powers arrangement and remain Program Funds held and administered under Section 6 of the Regional JPA.
2. Determines that regional reserves held by the SC in excess of the recognized minimum required reserves, in the amount of \$13,930,204, are not required to be held as Program Funds under Section 6 of the Regional JPA.
3. Releases from Program Fund status the amount of \$13,930,204, which reverts to the general funds of the SC and is available for lawful public purposes consistent with Minn. Stat. § 123A.21.
4. Confirms that no current or former participant has any claim to the released amounts.
5. Confirms that this resolution does not affect the SC's obligation to maintain its recognized minimum required reserves, to participate in internal capital calls, or to meet its several share of any External Obligation.
6. Directs the SC's executive director and finance officer to implement this resolution, including by updating the SC's financial records to reflect the recognized minimum required reserves and the released excess amounts, and to provide notice of this resolution to the MHC Board.

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

ITEM 10: MHC/CPC/MSC BOARD MEETING UPDATES

Chair Coleman thanked the Board for nominating him for the MN Service Cooperatives Outstanding Service Award.

An update from the recent Cooperative Purchasing Connection Board meeting was provided on new contracts and vendors.

An update from the recent MN Healthcare Consortium Board meeting was provided on reserve policy and transfer, Medica presentation, Mid-Year Renewal enrollment numbers, and January 1 Renewal presentation.

An update from the recent MN Service Cooperatives Board meeting was provided on 26-27 budget, Joint Powers Agreement with MDE, and MN Kids Rise Campaign.

ITEM 11: OPEN FORUM/CLOSING REMARKS

It was noted the October board meeting will be held at an ELC site yet to be determined.

ITEM 12: OTHER

Chair Coleman adjourned the meeting at 7:34 pm. The next meeting of the SWWC Board of Directors is scheduled for Wednesday, August 26, 2026, beginning at 6:30 pm at SWWC - Marshall, MN.