Governance Board Meeting
Thursday, September 10, 2026
Region V Offices
9:30 AM

MINUTES

1. Call to Order

The meeting of the Region V Computer Services Cooperative Governance Board was called to order at 9:28 a.m. by Bob Hasz.

Board Members Present:

- Mr. Matt Schultz – Lanesboro
- Mr. Mark Ristau – Medford
- Mr. Braden Wesley – Lake Crystal Wellcome Memorial
- Mr. Bob Hasz – Kasson-Mantorville
- Ms. Melanie Welsh – Southland
- Ms. Amanda Heilman – Mankato

Members Absent:

- Ms. Sarah Brandt – Owatonna
- Ms. Amy Hafemann – Jordan

2. Adoption of Agenda

The agenda was reviewed by the Board.

Motion: Ms. Heilman moved to approve the agenda as presented.
Second: Mr. Wesley
Motion carried.

3. Approval of FY2026 Audit Report

Jamie Fay from Eide Bailly presented the Region V Computer Services Cooperative FY2026 audit report and reviewed the results with the Board. Questions from the Board were addressed.

Motion: Ms. Welsh moved to approve the FY2026 Audit Report as presented by Eide Bailly.
Second: Mr. Ristau
Motion carried.

4. Election of Officers

The Board conducted its annual election of officers.

a. Chairperson
Ms. Welsh was nominated for Chairperson.
Motion: Moved by Ms. Heilman, seconded by Mr. Hasz to cease nominations and cast a unanimous ballot for Ms. Welsh.
Motion carried.

b. Vice-Chairperson
Mr. Ristau was nominated for Vice-Chairperson.
Motion: Moved by Mr. Hasz, seconded by Mr. Wesley to cease nominations and cast a unanimous ballot for Mr. Ristau.
Motion carried.

c. Secretary-Treasurer
Ms. Heilman was nominated for Secretary-Treasurer.
Motion: Moved by Mr. Schultz, seconded by Ms. Welsh to cease nominations and cast a unanimous ballot for Ms. Heilman.
Motion carried.

5. Approval of May 14, 2026 Minutes

The minutes of the May 14, 2026, Governance Board meeting were reviewed.

Motion: Ms. Heilman moved to approve the May 14, 2026, minutes as presented.
Second: Mr. Hasz
Motion carried.

6. Approval of Bills and Transfers

The Board reviewed the bills and transfers in the amount of $721,714.62 presented for approval.

Motion: Mr. Hasz moved to approve the bills and transfers as presented.
Second: Mr. Wesley
Motion carried.

7. Official Depository of Funds

The Board reviewed the designation of the official depository of Region V funds.

Motion: Mr. Schultz
moved to approve US Bank, Community Bank, First National Bank and MSDLAF as the official depository of funds for Region V Computer Services Cooperative.

Second: Mr. Ristau
Motion carried.

8. Electronic Fund Transfer Delegation

The Board reviewed the annual Electronic Fund Transfer Delegation in accordance with Minnesota Statutes Chapter 471.38, Subd. 3.

Motion: Mr. Wesley moved to approve the Electronic Fund Transfer Delegation as presented.
Second: Ms. Heilman
Motion carried.

9. FY2027 Fees for Other Users

The Board reviewed the proposed FY2027 fees for other users of Region V services.

Motion: Mr. Hasz moved to approve the FY2027 fees for other users as presented.
Second: Ms. Heilman
Motion carried.

10. SMART Systems Development FY2027 Budget

The Board reviewed the proposed FY2027 budget for SMART Systems Development. Discussion included anticipated development needs, priorities, and available funding.

11. FY2027 Expenditures for SMART Systems Development

The Board reviewed the proposed Region V FY2027 expenditures related to SMART Systems Development.

Motion: Mr. Ristau moved to approve the FY2027 Region V expenditures for SMART Systems Development as presented.
Second: Mr. Wesley
Motion carried.

12. FY2027 Financial Data

The Board reviewed the FY2027 financial data and discussed the current financial position and projected revenues and expenditures.

13. Longevity Pay Language Change

The Board reviewed a proposed change to the language regarding longevity pay.

Motion: Mr. Hasz moved to approve the proposed language change to the Region V longevity pay provision.

Second: Mr. Ristau
Motion carried.

14. Executive Director's Report

Executive Director Jill Guhlke updated the Board on Region V operations, staffing, SMART Systems, and district services, highlighting that a sliding-scale penalty fee will now be assessed to school districts that miss the 5-day payroll data submission deadline.

Additional discussion included plans for the next version of SMART Software.

15. Confirm Next Meeting Date and Time

The next Governance Board meeting was confirmed for:

Thursday, December 10, 2026, at 9:30 a.m.
Region V Offices

16. Other Business

No other business was discussed.

17. Adjournment

Motion: Ms. Welsh moved to adjourn the meeting.
Second: Mr. Schultz
Motion carried.

The meeting was adjourned at 10:32.

Respectfully submitted,

_____

Secretary Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, May 14, 2026

REGION V OFFICE, MANKATO, MN

MINUTES

Attendees

- Ms. Sarah Brandt, Owatonna
- Ms. Amy Hafemann, Jordan
- Mr. Bob Hasz, Kasson-Mantorville (Chairperson)
- Ms. Amanda Heilman, Mankato
- Ms. Gwen Porter, Lewiston-Altura
- Ms. Melanie Welsh, Southland
- Ms. Jill Guhlke, Executive Director (Attendee)

---

1. Call to Order
   Chairperson Bob Hasz called the meeting to order at 9:30 AM.

---

2. Adopt the Agenda
   Motion: To adopt the agenda as presented.
   Made by: Ms. Heilman
   Seconded by: Ms. Welsh
   Result: Motion carried.

---

3. Approve the February 12, 2026, Minutes
   Motion: To approve the February 12, 2026, meeting minutes.
   Made by: Ms. Hafemann
   Seconded by: Ms. Heilman
   Result: Motion carried.

---

4. Approve the Bills and Transfers
   Motion: To approve the bills and transfers as submitted.
   Made by: Ms. Welsh
   Seconded by: Ms. Porter
   Result: Motion carried.

---

5. Approve District Category Listing
   Motion: To approve the district category listing as presented.
   Made by: Ms. Hafemann
   Seconded by: Ms. Heilman
   Result: Motion carried.

---

6. Certify Election Candidates
   Motion: To certify the election candidates as presented.
   Made by: Ms. Porter
   Seconded by: Ms. Brandt
   Result: Motion carried.

---

7. Approve Resolution to Designate the Identified Official with Authority for the Education Identity Access Management System
   Motion: To approve the resolution designating the identified official with authority for the Education Identity Access Management system.
   Made by: Ms. Welsh
   Seconded by: Ms. Hafemann
   Result: Motion carried.

---

8. Adopt Resolution for Payment of Claims for FY2027
   Motion: To adopt the resolution for payment of claims for FY2027.
   Made by: Ms. Heilman
   Seconded by: Ms. Hafemann
   Result: Motion carried.

---

9. Personnel Committee Recommendations for FY2027
   The Board reviewed the Personnel Committee recommendations for FY2027, including insurance renewal rates, FY2027 holidays and pay dates, FY2027 and FY2028 salaries and Executive Director contract, and longevity changes to the wage and benefits guideline and the AI use policy.

Motion: To approve the Personnel Committee recommendations as presented.
Made by: Ms. Hafemann
Seconded by: Ms. Heilman
Result: Motion carried.

---

10. Approve FY2026 Revised Budget
    Motion: To approve the FY2026 revised budget.
    Made by: Ms. Porter
    Seconded by: Ms. Brandt
    Result: Motion carried.

---

11. Review FY2027 Tech Budget
    Jamie Unke reviewed the FY2027 technology budget.
    No action required.

---

12. Approve FY2027 Proposed Budget
    Motion: To approve the FY2027 proposed budget.
    Made by: Ms. Porter
    Seconded by: Ms. Welsh
    Result: Motion carried.

---

13. Informational Review of SWWC Contract, Joint Powers and Medica Agreement with SCSC
    The Board received an informational review of the SWWC contract, Joint Powers agreement, cleaning contract with Brooke Vogel and Medica agreement with SCSC.
    No action required.

---

14. Approve the FY2027 Meeting Schedule
    Motion: To approve the FY2027 meeting schedule as presented.
    Made by: Ms. Brandt
    Seconded by: Ms. Hafemann
    Result: Motion carried.

---

15. Executive Director's Report
    Executive Director Jill Guhlke provided updates on organizational operations, regional initiatives, and ongoing projects.

---

16. Confirm Next Meeting Date and Time
    The next meeting will be held on:
    Thursday, September 10, 2026.

---

17. Other Business
    No additional business was presented.

---

18. Adjournment
    Motion: To adjourn the meeting.
    Made by: Ms. Heilman
    Seconded by: Ms. Welsh
    Result: Motion carried.

Meeting adjourned at 10:50AM

Respectfully Submitted,

_____
Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 12, 2026

REGION V OFFICE, MANKATO, MN

MINUTES

Attendees

- Ms. Sarah Brandt, Owatonna
- Mr. Bob Hasz, Kasson-Mantorville (Chairperson)
- Ms. Amanda Heilman, Mankato
- Ms. Melanie Welsh, Southland
- Mr. Braden Wesley, Lake Crystal Wellcome Memorial
- Ms. Jill Guhlke, Executive Director (Attendee)

---

1. Call to Order
Chairperson Bob Hasz called the meeting to order at 9:30 AM.

---

2. Adopt the Agenda
Motion: To adopt the agenda as presented.
Made by: Amanda Heilman
Seconded by: Braden Wesley
Result: Motion carried.

---

3. Approve the December 11, 2025, Minutes
Motion: To approve December 11, 2025, meeting minutes.
Made by: Ms. Welsh
Seconded by: Mr. Ristau
Result: Motion carried.

---

4. Review FY2026 Revised Budget / FY2027 Projection
The Board reviewed and discussed the FY2026 revised budget and FY2027 projection. Discussion included updated revenue assumptions, expenditure adjustments, and projected impacts for FY2027.
No action required.

---

5. Review FY2027 Member Fee with Updated ADMs
The Board reviewed the FY2027 member fee calculations based on updated ADM figures.
No action required.

---

6. Approve the Bills and Transfers
Motion: To approve the bills and transfers as submitted.
Made by: Ms. Welsh
Seconded by: Ms. Brandt
Result: Motion carried.

---

7. Update on 2027 Board Elections
The Board received an update regarding the timeline and process for the 2027 Board elections, including nomination procedures.
No action required.

---

8. Spring Conference Update
An update was provided regarding planning for the Spring Conference, including logistics, programming, and registration information.
No action required.

---

9. Executive Director's Report
Executive Director Jill Guhlke provided updates on regional initiatives, organizational operations, and ongoing projects.

---

10. Confirm Next Meeting Date and Time
The next meeting will be held on:
Thursday, May 14, 2026, at 9:30 AM

Negotiations Meeting:
Thursday, April 16, 2026, at 9:30 AM

---

11. Other Business
No additional business was presented.

---

12. Adjournment
Motion: To adjourn the meeting.
Made by: Ms. Heilman
Seconded by: Mr. Wesley
Result: Motion carried.

Meeting adjourned at 10:17 AM.

Respectfully Submitted,

_____
Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 11, 2025
REGION V OFFICE, MANKATO, MN

MINUTES

Attendees

- Ms. Sarah Brandt, Waseca
- Ms. Amy Hafemann, Jordan
- Mr. Bob Hasz, Kasson-Mantorville (Chairperson)
- Ms. Amanda Heilman, Mankato
- Ms. Gwen Porter, Lewiston-Altura
- Ms. Melanie Welsh, Southland
- Mr. Braden Wesley, Lake Crystal Wellcome Memorial
- Ms. Jill Guhlke, Executive Director (Attendee)

---

1. Call to Order

Chairperson Bob Hasz called the meeting to order at 9:30 AM.

---

2. Adopt the Agenda

Motion: To adopt the agenda as presented.
Made by: Amanda Heilman
Seconded by: Braden Wesley
Result: Motion carried.

---

3. Approve the September 11, 2025, Minutes

Motion: To approve the September 11, 2025, meeting minutes.
Made by: Amy Hafemann
Seconded by: Sarah Brandt
Result: Motion carried.

---

4. Approve the Bills and Transfers

Motion: To approve the bills and transfers in the amount of $495,740.60 as submitted.
Made by: Gwen Porter
Seconded by: Melanie Welsh
Result: Motion carried.

---

5. Review FY2026 Revised Budget / FY2027 Projection

The Board reviewed and discussed the FY2026 revised budget and FY2027 projection.
No action required.

---

6. Discuss/Approve Fee Structure FY2027

The Board reviewed the proposed FY2027 fee structure, including a 1.5% fee increase for FY 2027.

Motion: To approve the FY2027 fee structure including the 1.5% fee increase.
Made by: Amanda Heilman
Seconded by: Amy Hafemann
Result: Motion carried.

---

7. Approve PFMLA and Personnel Policy Changes

Motion: To approve the PFMLA and Personnel Policy changes.
Made by: Braden Wesley
Seconded by: Amy Hafemann
Result: Motion carried.

---

8. Approve Fixed Asset Threshold Change

Motion: To approve the change to the fixed asset threshold to 15,000.
Made by: Braden Wesley
Seconded by: Amanda Heilman
Result: Motion carried.

---

9. Appoint Personnel Committee Members

Appointed Members:

- Braden Wesley
- Amanda Heilman

Motion: To approve the Personnel Committee appointments.
Made by: Braden Wesley
Seconded by: Amanda Heilman
Result: Motion carried.

---

10. Technology Update – Jamie Unke

Jamie Unke provided updates on current technology improvements, ongoing projects, and future plans.

---

11. Executive Director's Report

Executive Director Jill Guhlke provided an update on what's happening around the region, including recent progress and future software programming.

---

12. Confirm Next Meeting Date and Time

The next meeting will be held on:
Thursday, February 12, 2026, at 9:30 AM

---

13. Other Business

No additional business was presented.

---

14. Adjournment

Motion: To adjourn the meeting.
Made by: Amanda Heilman
Seconded by: Braden Wesley
Result: Motion carried.

Meeting adjourned at 10:51am.

Respectfully Submitted,

_____

Secretary-Treasurer

Governance Board Meeting
Thursday, September 11, 2025
Region V Offices
9:30 AM

MINUTES

Region V Computer Services Governance Board

Regular Meeting Minutes

Thursday, September 11, 2025

Mankato, Minnesota

Board Members Present:

- Ms. Gwen Carman – Lewiston-Altura
- Mr. Mark Ristau – Medford
- Mr. Braden Wesley – Lake Crystal Wellcome Memorial
- Ms. Sarah Brandt – Waseca
- Mr. Bob Hasz – Kasson-Mantorville
- Ms. Amy Hafemann – Jordan
- Ms. Melanie Welsh – Southland

Also Present:

Ms. Jill Guhlke – Executive Director

1. Call to Order

With a quorum present, Chairperson Ms. Hafemann called the meeting to order at 9:34 AM.

2. Adoption of Agenda

Motion: Moved by Mr. Hasz, seconded by Mr. Wesley, to adopt the agenda as amended.

Motion carried.

3. Approval of FY2025 Audit Report

Jamie Fay from Eide Bailly presented the FY2025 audit.

Motion: Moved by Mr. Wesley, seconded by Mr. Ristau, to approve the FY2025 audit prepared by Eide Bailly.

Motion carried.

4. Election of Officers

Chairperson: Mr. Hasz was nominated.

Motion: Moved by Ms. Welsh, seconded by Mr. Wesley, to cease nominations and cast a unanimous ballot for Mr. Hasz.

Motion carried.

Vice-Chairperson: Mr. Wesley was nominated.

Motion: Moved by Ms. Hafemann, seconded by Mr. Ristau, to cease nominations and cast a unanimous ballot for Mr. Wesley.

Motion carried.

Secretary- Treasurer: Ms. Welsh was nominated.

Motion: Moved by Mr. Wesley, seconded by Ms. Hafemann, to cease nominations and cast a unanimous ballot for Ms. Welsh.

Motion carried.

5. Approval of FY2026 Meeting Schedule

Motion: Moved by Ms. Hafemann, seconded by Ms. Welsh, to adopt the FY2026 meeting schedule as presented.

Motion carried.

Scheduled Meeting Dates for FY2026:

- December 11, 2025
- February 12, 2026
- April 16, 2026
- May 14, 2026
- June 11, 2026

Time: 9:30 AM

6. Approval of Minutes

Motion: Moved by Mr. Wesley, seconded by Mr. Ristau, to approve the minutes of the May 15, 2025, Governance Board meeting as presented.

Motion carried.

7. Approval of Bills and Transfers

Motion: Moved by Mr. Ristau, seconded by Ms. Welsh, to approve the payment of bills and transfers as presented.

Motion carried.

Total Amount Approved: $719,980.07 (covering May 1, 2025 – August 27, 2025)

8. Approval of Official Depositories of Funds

Motion: Moved by Ms. Hafemann, seconded by Mr. Wesley, to approve MSDLAF+, US Bank, and Community Bank as the official depositories of funds.

Motion carried.

9. Approval of Electronic Fund Transfer Delegation

Motion: Moved by Mr. Wesley, seconded by Ms. Welsh, to authorize the Executive Director and Business Manager to make electronic fund transfers as outlined in M.S. 471.38, Subd. 3.

Motion carried.

10. Approval of FY2026 Fees for Other Users

Motion: Moved by Ms. Hafemann, seconded by Mr. Ristau, to approve the FY2026 fee structure for other users as presented.

Motion carried.

11. SMART Systems Development – FY2026 Budget Review

Ms. Guhlke, serving as fiscal host, reviewed the FY2026 budget projections approved by the five Regional Directors.

12. Approval of Region V FY2026 Expenditures for SMART Systems Development

Motion: Moved by Ms. Hafemann, seconded by Ms. Welsh, to approve Region V's allocation of the FY2026 SMART Systems Development (SSD) budget as presented.

Motion carried.

13. Review of FY2026 Financial Data

Ms. Guhlke reviewed updated budget estimates for FY2026 for Region V.

14. Executive Director's Report

Ms. Guhlke provided an overview of current activities in the region.

Motion: Moved by Mr. Wesley, seconded by Ms. Brandt, to approve the hiring of one (1) Finance FTE as needed.

Motion carried.

15. Next Meeting

Date: December 11, 2025

Time: 9:30 AM

16. Other Business

No additional business was brought forward.

17. Adjournment

Motion: Moved by Mr. Wesley, seconded by Ms. Hafemann, to adjourn the meeting.

Motion carried.

Meeting adjourned at 11:13 AM.

Respectfully Submitted

_____

Secretary Treasurer

MINUTES

Minutes of the Governance Board Meeting
Region V Computer Services
Date: Thursday, May 15, 2025,
Location: Mankato, Minnesota

Attendees:

- Ms. Amy Hafemann, Jordan (Chairperson)
- Ms. Melanie Welsh, Southland
- Mr. Mark Ristau, Medford
- Ms. Gwen Carman, Lewiston-Altura
- Mr. Braden Wesley, Lake Crystal Wellcome Memorial
- Ms. Jill Guhlke, Executive Director (Attendee)

---

1. Call to Order

With a quorum present, Chairperson Ms. Hafemann called the meeting to order at 9:34 AM.

2. Adoption of the Agenda

Motion: Moved by Mr. Wesley, seconded by Ms. Welsh, to adopt the agenda as presented.
Motion carried.

3. Approval of Minutes

Motion: Moved by Mr. Wesley, seconded by Mr. Ristau, to approve the minutes of February 13, 2025, Governance Board meeting.
Motion carried.

4. Approval of Bills and Transfers

Motion: Moved by Ms. Welsh, seconded by Mr. Wesley, to approve the payment of bills and transfers for the period February 1, 2025, through April 30, 2025, totaling $517,682.23.
Motion carried.

5. Approval of District Category Listing (FY2026)

Motion: Moved by Mr. Wesley, seconded by Ms. Carman, to approve the District Category Listing for FY2026 as presented.
Motion carried.

6. Certification of Election Candidates

Motion: Moved by Ms. Welsh, seconded by Mr. Ristau, to certify the nominations of:

Mr. Bob Hasz, Business Manager, Kasson-Mantorville Public Schools

Ms. Sarah Cramblit, Director of Business Services, Waseca Public Schools

...as eligible At-Large candidates for the upcoming board election, with terms beginning July 1, 2025.
Motion carried.

7. Designation of Identified Official with Authority

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Education Identity and Access Management Standard. It was moved by Mr. Ristau, seconded by Ms. Carman to designate Jill Guhlke, Executive Director, as the Identified Official with Authority. Motion carried.

8. Personnel Committee Recommendations for FY2026

a. Insurance renewal rates (Health, Dental, Vision, Life & AD&D, and LTD) were reviewed.
b. Motion: Moved by Mr. Wesley, seconded by Mr. Ristau, to approve FY2026 Holidays and Pay Dates as presented. Motion carried.
c. FY2026 salary information was reviewed.
d. Motion: Moved by Mr. Ristau, seconded by Ms. Carman, to approve the 403(b) Policy Change in the Wage and Benefits Guidelines. Motion carried.
e. The Employee Share of the Paid Leave will be set at the Maximum Employee Contribution Rate. The Board share will be set at the Minimum Small Employer Contribution Rate.

9. Review of Financial Data

Ms. Guhlke presented the FY2025 Revised Budget and FY2026 Projected Budget.

Motion: Moved by Mr. Wesley, seconded by Ms. Welsh, to approve the FY2025 Revised Budget as presented.
Motion carried.

Motion: Moved by Mr. Ristau, seconded by Mr. Wesley, to approve the FY2026 Adopted Budget as presented.
Motion carried.

10. Informational Review

Reviewed the Hildi and revised SWWC contracts.

11. Payment of Claims

Motion: Moved by Ms. Welsh, seconded by Mr. Wesley, to adopt the Resolution for Payment of Claims for FY2026.
Motion carried.

12. AI Policy

Motion: Moved by Mr. Wesley, seconded by Ms. Carman, to adopt the recommended policy prohibiting AI from recording Region V-hosted virtual meetings.
Motion carried.

13. Executive Director's Report

Ms. Guhlke provided updates on current regional and statewide activities.

14. Next Meeting Date

The next regular Governance Board meeting will not be held on Thursday, June 13, 2024. Ms. Guhlke will send out meeting requests for the FY2026 meetings at a later date.

15. Other Business

No other business was discussed.

16. Adjournment

Motion: Moved by Mr. Wesley, seconded by Ms. Welsh, to adjourn the meeting.
Motion carried.
Meeting adjourned at 10:48 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 13, 2025
REGION V OFFICE, MANKATO, MN

MINUTES

Minutes of the Governance Board Meeting
Region V Computer Services
Date: Thursday, February 13, 2025
Location: Mankato, Minnesota

Attendees:

- Ms. Amy Hafemann, Jordan (Chairperson)
- Ms. Melanie Welsh, Southland
- Mr. Bob Hasz, Kasson-Mantorville
- Ms. Amanda Heilman, Mankato
- Mr. Braden Wesley, Lake Crystal Wellcome Memorial
- Ms. Jill Guhlke, Executive Director (Attendee)

---

1. Call to Order:

With a quorum present, Ms. Hafemann called the meeting to order at 9:28 AM.

2. Adoption of the Agenda:

It was moved by Ms. Heilman, seconded by Mr. Wesley, to adopt the agenda as presented. **Motion carried.**

3. Approval of Minutes:

It was moved by Mr. Wesley, seconded by Mr. Hasz, to approve the minutes of the Governance Board meeting held on December 12, 2024. **Motion carried.**

4. FY2025/FY2026 Financial Data:

Ms. Guhlke reviewed the updated budget estimates for FY2025 and FY2026. These projections included ADM changes for 2026, fees, staffing changes, and other known changes in services. Jamie Unke also provided the technology budget figures for FY2026.

5. Review the FY2026 Member Fees with Updated ADMs:

Updated member fees for FY 2026 were presented.

6. Approval of Bills and Transfers:

It was moved by Ms. Welsh, seconded by Ms. Heilman, to approve the payment of bills and transfers as presented. The total amount approved for payment from December 1, 2024, through January 30, 2025, was $283,053.14. **Motion carried.**

7. Update on 2026 Board Elections

Ms. Guhlke presented a timeline for the upcoming 2026 board election process. Ms. Walsh and Mr. Hasz terms are set to expire June 30, 2025. Vacancy notices will be sent out for nominations in April 2025 with nominations ending in May. Voting will be completed in June of 2025.

8. Spring Conference Update:

Ms. Guhlke presented an update for the Spring Conference Schedule for board review. The fee for this year's Conference will remain at $100.00 per person.

8. Executive Director's Report:

Ms. Guhlke reviewed the current activities in the region.

9. Next Meeting Date and Time:

The next regular Governance Board meeting will be held on Thursday, May 15, 2025, starting at 9:30 AM.

10. Other Business:

A $1,000 stipend has been approved for Ann Humber and Annette Jung in appreciation of the extra hours they have spent troubleshooting and resolving issues over the past four weeks, including adjustments to the SQL tables and fixing problems from the most recent release for Region V and other Regional Centers.

11. Adjournment:

Noting no further business, it was moved by Mr. Hasz, seconded by Ms. Welsh to adjourn the meeting at 11:14 AM. Motion carried.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 12, 2024
REGION V OFFICE, MANKATO, MN

MINUTES

Minutes of the Governance Board Meeting
Region V Computer Services
Date: Thursday, December 12, 2024
Location: Mankato, Minnesota

Attendees:

- Mr. Mark Ristau, Medford
- Ms. Amy Hafemann, Jordan (Chairperson)
- Ms. Melanie Welsh, Southland
- Mr. Bob Hasz, Kasson-Mantorville
- Ms. Gwen Carman, Lewiston-Altura
- Ms. Amanda Heilman, Mankato
- Mr. Braden Wesley, Lake Crystal Wellcome Memorial
- Ms. Jill Guhlke, Executive Director (Attendee)

---

1. Call to Order:

With a quorum present, Ms. Hafemann called the meeting to order at 9:28 AM.

2. Adoption of the Agenda:

It was moved by Ms. Heilman, seconded by Mr. Ristau, to adopt the agenda as presented. **Motion carried.**

3. Approval of Minutes:

It was moved by Mr. Wesley, seconded by Ms. Carman, to approve the minutes of the Governance Board meeting held on September 12, 2024. **Motion carried.**

4. Approval of Bills and Transfers:

It was moved by Mr. Hasz, seconded by Ms. Welsh, to approve the payment of bills and transfers as presented. The total amount approved for payment from September 1, 2024, through November 30, 2024, was $616,857.70. **Motion carried.**

5. FY2025/FY2026 Financial Data:

Ms. Guhlke reviewed the updated budget estimates for FY2025 and FY2026. These projections included ADM changes for 2026 fees, staffing changes, and other known changes in services.

6. FY2026 Fees:

The board discussed options for the FY2026 fee structure and its impact on members.
It was moved by Mr. Ristau, seconded by Ms. Heilman, to approve the fees and the language changes for the Regional Support Levels-FY2026 document, including the following adjustments:

- A 1% increase in fees for FY2026.
- Business Services charges will increase by $10.00 per hour.
- Updated member costs will be presented at the February board meeting once final ADM submissions are complete for SY2024.

Motion carried.

7. Technology Update:

Mr. Jamie Unke from SWWC provided an update on recent changes to the region's technology and outlined upcoming changes.

8. Executive Director's Report:

Ms. Guhlke reviewed the current activities in the region.

9. Next Meeting Date and Time:

The next regular Governance Board meeting will be held on Thursday, February 13, 2025, starting at 9:30 AM.

10. Other Business:

No other business was discussed.

11. Adjournment:

Noting no further business, it was moved by Ms. Heilman, seconded by Mr. Wesley, to adjourn the meeting at 10:53 AM. Motion carried.

Respectfully Submitted,

_____

Secretary-Treasurer

Governance Board Meeting
Thursday, September 12, 2024
Region V Offices
9:30 AM

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 12, 2024, in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Gwen Carman, Lewiston-Altura
Ms. Mark Ristau, Medford
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Ms. Amanda Heilman, Mankato
Mr. Bob Hasz, Kasson-Mantorville
Ms. Amy Hafemann, Jordan
Ms. Melanie Welsh, Southland

Also attending was Ms. Jill Guhlke, Executive Director

Call to Order- With a quorum present, Ms. Heilman, Chairperson, called the meeting to order at 9:30 AM.

Adoption of Agenda- It was moved by Mr. Wesley seconded by Mr. Hasz, to adopt the agenda as amended.

Approval FY2024 Audit Report- Jamie Fay, Eide Bailly presented the FY2024 Audit. It was moved by Mr. Hasz, seconded by Ms. Hafemann to approve the FY2024 Audit prepared by Eide Bailly. Motion carried.

Election of Officers- Ms. Hafemann was nominated as Chairperson. It was moved by Mr. Hasz, seconded by Mr. Wesley, to cease nominations and cast a unanimous ballot for Ms. Hafemann. Motion carried.

Mr. Ristau was nominated as Vice-Chairperson. It was moved by Ms. Walsh, seconded by Mr. Hasz, to cease nominations and cast a unanimous ballot for Mr. Ristau. Motion carried.

Mr. Hasz was nominated as Secretary-Treasurer. It was moved by Mr. Wesley, seconded by Ms. Carman, to cease nominations and cast a unanimous ballot for Mr. Hasz. Motion carried.

Approval of FY2025 Meeting Schedule- It was moved by Ms. Heilman, seconded by Mr. Wesley, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 12, February 13, May 15 and June 12 in FY2025. Meetings will begin at 9:30 AM.

Approval of Minutes- It was moved by Ms. Carman, seconded by Ms. Heilman to approve the minutes of the Governance Board meeting held on May 16, 2024, as presented. Motion carried.

Personnel Items- It was moved by Mr. Hasz, seconded by Ms. Walsh, to accept the resignation of Tami Sens and approve the contracts of Sara Nilson and Emily Rausch.

Approval of Bills and Transfers- It was moved by Mr. Wesley seconded by Ms. Heilman, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2024, through August 30, 2024, was $732,672.30.

Approval of Official Depository of Funds- It was moved by Ms. Walsh seconded by Mr. Ristau to approve MSDLAF+, US Bank, and Community Bank as official depositories of funds. Motion carried.

Approval of Electronic Fund Transfer Delegation- It was moved by Ms. Walsh, seconded by Mr. Wesley to authorize the Executive Director and the Business Manager to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

Approve FY2025 Fees for Other Users- It was moved by Mr. Hasz, seconded by Ms. Heilman, to approve the fees for other users as presented. The fees are based on the FY2025 fee structure. Motion carried.

Review of SMART Systems Development FY2025 Budget- As fiscal host for SMART Systems Development, Ms. Guhlke reviewed the FY2024 budget projections approved by the five Regional Directors.

Approve Region V FY2025 Expenditures for SMART Systems Development- Motion by Ms. Walsh, second by Ms. Heilman to approve the Region V allocation of the FY2025 SMART Systems Development (SSD) budget as presented.

Review FY2025 Financial Data- Ms. Guhlke reviewed the updated FY 2025 Region V Budget Estimates.

Review Technology Changes- Jamie Unkie updated the board on technology changes happening at Region V. The board unanimously approved moving forward with purchasing new servers.

Executive Director's Report- Ms. Guhlke reviewed current activities in the region.

Confirm Next Meeting Date and Time

December 12, 2024, at 9:30 a.m.

Other Business

Adjournment- Noting no other business, it was moved by Mr. Hasz, seconded by Mr. Ristau, to adjourn the meeting. Motion carried. The meeting adjourned at 11:25.

Respectfully Submitted

_____

Secretary Treasurer

GOVERNANCE BOARD MEETING
Thursday, May 16, 2024
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 16, 2024 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Gwen Carman, Lewiston-Altura
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Amanda Heilman, Mankato
Ms. Amy Hafemann, Jordan
Mr. Bob Hasz, Kasson-Mantorville
Ms. Sherry Haugen, Maple River

Also attending was Ms. Jill Guhlke, Executive Director.

Call to Order – With a quorum present, Ms. Heilman, Chairperson, called the meeting to order at 9:38 AM.

Adoption of the Agenda - It was moved by Ms. Haugen, seconded by Mr. Wesley, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Carman, seconded by Ms. Haugen to approve the minutes of the Governance Board meeting held on February 15, 2024 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Hafemann, seconded by Mr. Wesley, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from February 1, 2024 through April 30, 2024 was $438,549.15.

Approve District Category Listing – It was moved by Mr. Hasz, seconded by Ms. Carman , to approve the District Category Listing for fiscal year 2025 as presented. Motion carried.

Certification of Election Candidates - It was moved by Ms. Hafemann, seconded by Ms. Haugen to certify the nomination of Braden Wesley(Business Manager), Lake Crystal Wellcome Memorial Public Schools as the eligible nomination from Category 2 schools for the upcoming board election with a term starting on 7/1/2024. Motion carried.

There was no nominations submitted from Category 3 so Ms. Guhlke will reach out to some member districts personnel for a candidate to serve on the board.

Personnel Items – It was moved by Mr. Wesley, seconded by Mr. Hasz, to approve the employment contracts for Brittany Adamak for the open Business Services Coordinator position and Sara Nilson for the the open MARSS Coordinator position as presented. Motion carried.

Personnel Committee Recommendations for FY 2025

a) Insurance renewal rates for Health, Dental, Vision, Life and AD&D, and LTD were reviewed by the board.
b) It was moved by Mr.Wesley, seconded by Ms. Haugen, to approve the FY2025 Holidays and Pay Dates as presented. Motion carried.
c) It was moved by Ms. Hafemann, seconded by Ms. Haugen, to approve FY2025 and FY 2026 staff salaries as presented. Motion carried.

Review FY2024-FY2025 Financial Data – Ms. Guhlke reviewed the FY2024 Revised Budget and FY2024-FY2025 projected budgets. Ms. Guhlke highlighted a few items.

It was moved by Mr. Wesley, seconded by Ms. Haugen to approve the FY2024 Revised Budget as presented. Motion carried.

It was moved by Mr. Wesley, seconded by Ms. Haugen to approve the FY2025 Adopted Budget as presented. Motion carried.

Payments of Claims – It was moved by Mr. Hasz, seconded by Ms. Hafemann, to adopt the Resolution for Payment of Claims for FY2025. Motion carried.

Executive Director's Report – Ms. Guhlke reviewed current activities in the Region. Modifications to our technology agreement and/ or hiring Jamie Unkie were discussed. Issues with the speed of the software and some Regional Center concerns were addressed.

Next Meeting Date and Time –The next regular Governance Board meeting will not be held on Thursday, June 13, 2024. Ms. Guhlke will set up and sent meeting requests for the FY 2025 meetings in the near future.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Wesley seconded by Ms. Hagen, to adjourn the meeting. Motion carried. Meeting adjourned at 10:52 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 15, 2024
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 15, 2024 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Gwen Carman, Lewiston-Altura
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Ms. Amanda Heilman, Mankato
Mr. Mark Ristau, Medford
Ms. Amy Hafemann, Jordan
Mr. Bob Hasz, Kasson-Mantorville
Ms. Sherry Haugen, Maple River

Also attending was Ms. Jill Guhlke, Executive Director and Jamie Unke, SWWC called in for the budget portion of the meeting.

Call to Order – With a quorum present, Ms. Heilman, Chairperson, called the meeting to order at 9:37 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Mr. Wesley, to adopt the amended agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Hasz, seconded by Ms. Haugen to approve the minutes of the Governance Board meeting held on December 14, 2023 as presented. Motion carried.

Review FY2024/FY2025-2026 Financial Data – Ms. Guhlke and Jamie Unke from SWWC reviewed the FY2024 Revised Budget and FY2025-FY2026 projected budgets. They highlighted a few items.

Review FY2024 Member Fees- Ms. Guhlke reviewed fees for members with 1.5 percent increase pricing structure approved at the December 2023 board meeting. This included updated Adjusted Daily Membership numbers and Remote Desktop user counts.

Approval of Bills and Transfers - It was moved by Mr. Wesley, seconded by Ms. Hafemann, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from December 1, 2023 through January 31, 2024 was $268,813.75.

Review SW/WC Technology Contract- The SW/WC contract was reviewed. This is year 2 of a 3-year contract with them.

Reviewed Eide Bailly and Abdo Audit Proposals- Eide Bailly was the lower of the two proposals. It was moved by Ms. Hafemann seconded by Mr. Ristau to accept the proposal from Eide Bailly. Motion carried.

Personnel Items –

It was moved by Ms. Walsh seconded by Ms. Haugen to accept the resignation of Amy Burns. Motion Carried.

Discussion was held regarding the posting of the open Business Services Coordinator position. Ms. Guhlke also provided a proposed change to the organizational structure. Ms. Guhlke will gather job descriptions and responsibilities for each position for further discussion.

The Executive Directors Contract was negotiated. Motion Ms. Hagen second Ms. Walsh to accept Executive Director compensation for March 15, 2024 – June 30, 2024. Motion carried.

Board Elections 2024 – Ms. Guhlke presented a timeline for the upcoming 2025 board election process. Ms. Haugen and Mr. Wesley's terms are set to expire June 30, 2024. Vacancy notices will be sent out for nominations in April 2024 with nominations ending in May. Voting will be completed in June of 2024.

Spring Conference- Ms. Guhlke presented an update of the Spring Conference Schedule for board review. The fee for this year's Conference was set at 100.00 per person.

Executive Director's Report – Ms. Guhlke reviewed current activities in the region.

Next Meeting Date and Time – The Personnel Committee will meet on Thursday April 18 2024 at 9:30am. The next regular Governance Board meeting will be held Thursday, May 16, 2024 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Hafemann, seconded by Mr. Ristau, to adjourn the meeting. Motion carried. Meeting adjourned at 11:34 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 14, 2023
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 14, 2023 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Mark Ristau, Medford
Ms. Amy Hafemann, Jordan
Ms. Sherry Haugen, Maple River
Mr. Braden Wesley, Lake Crystal Wellcome
Mr. Bob Hasz, Kasson-Mantorville
Ms. Gwen Carmen, Lewiston-Altura
Ms. Jennifer Walsh, Albert Lea
Ms. Amanda Heilman, Mankato

Also attending was Ms. Jill Guhlke, Executive Director.

Call to Order – With a quorum present, Ms. Heilman, Chairperson, called the meeting to order at 9:27 AM.

Adoption of the Agenda - It was moved by Mr. Wesley, seconded by Ms. Hafemann, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Haugen, seconded by Mr. Wesley, to approve the minutes of the Governance Board meeting held on September 14,2023 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Hafemann, seconded by Mr. Hasz, to approve the payment of bills and transfers as presented. The total amount approved for payment from September 1, 2023 through November 30, 2023 was $558,792.37. Motion carried.

Personnel Items - It was moved by Mr. Hasz, seconded by Ms. Hafemann, to appoint Mr. Wesley, and Ms. Heilman to the Personnel Committee for FY2024 and to move Amy Burns to Business Services Coordinator and adjust her salary accordingly effective January 1, 2024. Motion Carried.

FY2024/FY2025-2026 Financial Data – Ms. Guhlke reviewed the updated FY2024 thru FY2026 budget estimates. Budget projections included ADM changes for 2025 Fees, changes in staffing and other known changes in services.

FY2025 Fees – Options for FY2025 Fee structures were discussed and the impact to members. It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the fees and the language changes for the Regional Support Levels-FY2025 document was presented with the following changes- 1.5% increase in fees for FY 2025. Updated member costs will be presented at the February board meeting when final ADM submissions are complete for SY2024. Motion carried.

Wage and Benefit Guidelines- The changes to the Wage and Benefit Guidelines were reviewed and approved with the addition of a reference to the statute. It was moved by Mr. Wesley, seconded by Ms. Hafemann to amend the guide with the changes as noted. Motion Carried.

Executive Director's Report – Ms. Guhlke reviewed current activities in the Region.

Next Meeting Date and Time –The next regular Governance Board meeting will be held Thursday, February 15, 2024 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Carmen, seconded by Mr. Wesley, to adjourn the meeting at 10:47 AM Motion carried.

Respectfully Submitted,

_____

Secretary-Treasurer

Governance Board Meeting
Thursday, September 14, 2023
Region V Offices
9:30 AM

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 14, 2023 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Gwen Carmen, Lewiston-Altura
Ms. Mark Ristau, Medford
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Ms. Amanda Heilman, Mankato
Mr. Bob Hasz, Kasson-Mantorville
Ms. Amy Hafemann, Jordan

Also attending was Ms. Jill Guhlke, Interim Executive Director

Call to Order- With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:30 AM.

Adoption of Agenda- It was moved by Ms. Heilman seconded by Mr. Wesley, to adopt the agenda.

Election of Officers- Ms. Heilman was nominated as Chairperson. It was moved by Mr. Wesley, seconded by Ms. Hafemann, to cease nominations and cast a unanimous ballot for Ms. Heilman. Motion carried.

Mr. Hasz was nominated as Vice-Chairperson. It was moved by Ms. Hafemann, seconded by Mr. Wesley, to cease nominations and cast a unanimous ballot for Mr. Hasz. Motion carried.

Mr. Wesley was nominated as Secretary-Treasurer. It was moved by Mr. Hasz, seconded by Ms. Hafemann, to cease nominations and cast a unanimous ballot for Mr. Wesley. Motion carried.

Approval of FY2024 Meeting Schedule- It was moved by Ms. Walsh, seconded by Ms. Hafemann, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 14, February 15, April 18, May 16 and June 13 in FY2024. Meetings will begin at 9:30 AM.

Approval of Minutes- It was moved by Mr. Wesley, seconded by Ms. Walsh to approve the minutes of the Governance Board meeting held on May 18, 2023 and June 28, 2023 as presented. Motion carried.

Approval of Bills and Transfers- It was moved by Mr. Hasz seconded by Ms. Walsh, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2023 through August 22, 2023 was $486,022.45.

Approval FY2023 Audit Report- Bradley Van Denise, Eide Bailly presented the FY2023 Audit. It was moved by Mr. Hasz, seconded by Ms. Carmen to approve the FY2023 Audit prepared by Eide Bailly. Motion carried.

Approval of Official Depository of Funds- It was moved by Ms. Hafemann, seconded by Mr. Ristau to approve MSDLAF+, US Bank, and Community Bank as official depositories of funds. Motion carried.

Approval of Electronic Fund Transfer Delegation- It was moved by Mr. Wesley, seconded by Ms. Hafeman to authorize the Executive Director and the Business Manager to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

Approve FY2024 Fees for Other Users- It was moved by Ms. Hafeman, seconded by Mr. Wesley, to approve the fees for other users as presented. The fees are based on the FY2024 fee structure. Motion carried.

Review of SMART Systems Development FY2024 Budget- As fiscal host for SMART Systems Development, Ms. Guhlke reviewed the FY2024 budget projections approved by the five Regional Directors.

Approve Region V FY2024 Expenditures for SMART Systems Development- Motion by Ms. Heilman, second by Mr. Wesley to approve the Region V allocation of the FY2024 SMART Systems Development (SSD) budget as presented.

Review FY2024 Financial Data- Ms. Guhlke reviewed the updated FY 2024 Region V Budget Estimates.

Review Technology Changes- Jamie Unkie updated the board on technology changes happening at Region V.

Executive Director's Report- Ms. Guhlke reviewed current activities in the region. Items discussed included: recent past and upcoming sessions available to members thru Region V, status of Time Tracker and plan for Safe and Sick Time tracking.

Personnel Items- It was moved by Ms. Heilman, seconded by Mr. Hasz, to move Jill Guhlke from interim executive director to executive director.

Discussion was held regarding the posting of the open Business Services Coordinator position. Ms. Guhlke will move forward with the posting of the position.

Confirm Next Meeting Date and Time

December 14, 2023 at 9:30 a.m.

Other Business

Adjournment- Noting no other business, it was moved by Mr. Hasz, seconded by Ms. Heilman, to adjourn the meeting. Motion carried. Meeting adjourned at 11:37.

Respectfully Submitted

_____

Secretary Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, JUNE 28, 2023
REGION V OFFICE, MANKATO, MN

MINUTES

A special meeting of the Governance Board of Region V Computer Services was held on Wednesday, June 28, 2023 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Gwen Carmen, Lewiston-Altura
Ms. Jennifer Walsh, Albert Lea
Mr. Bob Hasz, Kasson-Mantorville
Ms. Sherry Haugen, Maple River
Ms. Amy Hafemann, Jordan

Also attending was Ms. Jill Guhlke, Interim Executive Director

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 2:20 PM.

Adoption of the Agenda - It was moved by Mr. Hasz , seconded by Ms. Gwen Carmen, to adopt the agenda which was modified to delete item number two for the preliminary consideration of allegations or charges against an individual.

SW/WC Technology Contract – It was moved by Ms. Hafemann, seconded by Ms. Gwen Carmen to approve the modified SW/WC Technology Contract for fiscal year 2024 as presented. Motion carried.

Approval of Resignation of Technology Director - It was moved by Ms. Hafemann, seconded by Ms. Gwen Carmen, to approve the resignation of the Technology Director. Motion carried.

Adjournment - Noting no other business, it was moved by Ms. Hafemann, seconded by Ms. Gwen Carmen, to adjourn the meeting. Motion carried. Meeting adjourned at 2:30PM.

Respectfully Submitted,

_____
Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, MAY 18, 2023
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 18, 2023 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Gwen Carmen, Lewiston-Altura
Ms. Kirsten Hutchison, Comfrey
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Ms. Amanda Heilman, Mankato
Mr. Bob Hasz, Kasson-Mantorville
Ms. Sherry Haugen, Maple River
Ms. Amy Hafemann, Jordan

Also attending was Ms. Jill Guhlke, Interim Executive Director

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:33 AM.

Adoption of the Agenda - It was moved by Ms. Haugen seconded by Ms. Hafemann, to adopt the agenda.

Approval of Minutes - It was moved by Ms. Haugen, seconded by Mr. Wesley to approve the minutes of the Governance Board meetings held on February 16, 2023 and March 7, 2023 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the payment of bills and transfers as presented. The total amount approved for payment from February 1, 2023 through April 30, 2023 was $512,323.07. Motion carried.

Approve District Category Listing – It was moved by Mr. Wesley, seconded by Ms. Haugen to approve the District Category Listing for fiscal year 2024 as presented. Motion carried.

Certification of Election Candidates - It was moved by Ms. Heilman seconded by Ms. Haugen to certify the nomination of Mark Ristau (Superintendent), Medford Public Schools as the eligible nomination from Category 3 schools for the upcoming board election with a term starting on 7/1/2023. Motion carried.

It was moved by Ms. Heilman, seconded by Ms. Haugen to certify the nomination of Amy Hafemann, (Director of Finance), Jordan Public Schools as the eligible nomination from the At Large Category for the upcoming board election with a term starting on 7/1/2023. Motion carried.

It was moved by Ms. Heilman seconded by Ms. Haugen to certify the nomination of Jennifer Walsh (Executive Director of Finance and Operations), Albert Lea Public Schools as the eligible nomination from the Category 1 schools for the upcoming board election with a term starting on 7/1/2023. Motion carried.

Personnel Items – It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the employment contract for Jessica Abbott for the open SMART Systems HR Service Coordinator position as presented. Motion carried.

Personnel Committee Recommendations
Ms. Guhlke reviewed the renewal rates for our employee insurance offerings.

It was moved by Mr. Wesley seconded by Ms. Walsh, to approve the FY2024 Holidays and Pay Dates as presented. Motion carried.

It was moved by Ms. Hafemann, seconded by Ms. Heilman, to approve the language change to the telecommuting policy effective July 1, 2023 as presented.

It was moved by Mr. Wesley, seconded by Mr. Hasz, to approve the language changes to the Personnel Policies effective July 1, 2023 as presented. Motion carried.

Review FY2023-/FY2024 Financial Data – Ms. Guhlke reviewed the FY2023 Revised Budget and FY2024 projected budget. Ms. Guhlke highlighted a few items.

It was moved by Ms. Haugen, seconded by Ms. Heilman to approve the FY2023 Revised Budget as presented. Motion carried.

It was moved by Ms. Heilman, seconded by Ms. Hafemann to approve the FY2024 Adopted Budget as presented. Motion carried.

SW/WC Technology Contract – It was moved by Ms. Heilman, seconded by Ms. Hafemann to approve the SW/WC Technology Contract for fiscal year 2024 as presented. Motion carried.

Payments of Claims – It was moved by Mr. Hasz, seconded by Mr. Wesley to adopt the Resolution for Payment of Claims for FY2024 as amended. Motion carried.

Ms. Guhlke reviewed current activities in the region, including information regarding multi factor authentication. Technology plans for the future were discussed.

Next Meeting Date and Time – The next regular Governance Board meetings is scheduled for Thursday, June 15, 2023 starting at 9:30 AM if it is deemed necessary.

Other Business – It was moved by Ms. Heilman seconded by Ms. Haugen to approve a one-time $1,000 stipend for each staff member who is employed on May 18, 2023 at Region V. This is to show appreciation for extra training time and services provided to our districts while we were experiencing staff turnover. Motion carried.

Adjournment - Noting no other business, it was moved by Mr. Wesley, seconded by Ms. Hafemann, to adjourn the meeting. Motion carried. Meeting adjourned at 12:00PM.

Respectfully Submitted,

_____

Secretary-Treasurer

SPECIAL GOVERNANCE BOARD MEETING
TUESDAY, March 7, 2023
REGION V OFFICE, MANKATO, MN and Zoom

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Tuesday, March 7, 2023 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Sherry Haugen, Maple River
Mr. Bob Hasz, Kasson-Mantorville
Ms. Amanda Heilman, Mankato
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Kirsten Hutchison, Comfey
Ms. Jennifer Walsh, Albert Lea

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Ms. Heilman, Vice Chairperson, called the meeting to order at 8:20 AM.

Adoption of the Agenda - It was moved by Mr. Wesley, seconded by Ms. Hutchison, to adopt the agenda as presented. Motion carried.

Approval of Interim Executive Director Contract - It was moved by Mr. Hasz, seconded by Mr. Wesley, to approve the contract of the Interim Executive Director. Motion carried.

Designate the Identified Official with Authority – The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Education Identity and Access Management Standard. It was moved by Ms. Haugen, seconded by Mr. Wesley to designate Jill Guhlke, Interim Executive Director, as the Identified Official with Authority. Motion carried.

Next Meeting Date and Time –The next regular Governance Board meeting will be held Thursday, May 18, 2023 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Ms. Heilman, seconded by Ms. Haugen, to adjourn the meeting at 8:40 AM. Motion carried.

Respectfully Submitted,

_____
Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 16, 2023
REGION V OFFICE, MANKATO, MN and Zoom

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 16, 2023 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Gwen Carmen, Lewiston-Altura
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Ms. Amanda Heilman, Mankato
Mr. Bob Hasz, Kasson-Mantorville
Ms. Sherry Haugen, Maple River

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:31 AM.

Adoption of the Agenda - It was moved by Ms. Heilman, seconded by Mr. Hasz, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Wesley, seconded by Mr. Hasz to approve the minutes of the Governance Board meeting held on December 15, 2022 and January 17, 2023 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Hasz, seconded by Ms. Heilman, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from December 1, 2022 through January 31, 2023 was $245,021.95.

Review FY2023/FY2024-2026 Financial Data – Mr. Jensen reviewed the FY2023 Revised Budget and FY2024-FY2026 projected budgets. Mr. Jensen highlighted a few items.

Approval of SW/WC Technology Contract - It was moved by Mr. Wesley, seconded by Ms. Heilman, to approve the SW/WC Technology Contract as presented. Motion carried.

Personnel Items – Discussion was held regarding the posting of the open Payroll/HR Coordinator position. Mr. Jensen will move forward with the posting of the position.

Discussion was held regarding the open Executive Director position. The board will review interview questions and pass any updates along to Mr. Jensen. Mr. Jensen will work towards scheduling dates for potential interviews.

Review FY2024 Member Fees- Mr. Jensen reviewed fees for members with zero percent increase pricing structure approved at the December 2022 board meeting. This included updated Adjusted Daily Membership numbers and Remote Desktop user counts.

Board Elections 2024 – Mr. Jensen presented a timeline for the upcoming 2024 board election process. Ms. Walsh, Ms. Hutchison and Ms. Hafemann terms are set to expire June 30, 2023. Vacancy notices will be sent out for nominations in April 2023 with nominations ending in May. Voting will be completed in June of 2023.

Spring Conference- Mr. Jensen presented an update of the Spring Conference Schedule for board review.

Executive Director's Report - Mr. Jensen reviewed current activities in the region.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, May 18, 2023 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Heilman, seconded by Ms. Carmen, to adjourn the meeting. Motion carried. Meeting adjourned at 10:32 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

SPECIAL GOVERNANCE BOARD MEETING
TUESDAY, JANUARY 17, 2023
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Tuesday, January 17, 2023 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Amy Hafemann, Jordan
Ms. Sherry Haugen, Maple River
Mr. Bob Hasz, Kasson-Mantorville
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Amanda Heilman, Mankato
Ms. Gwen Carmen, Lewiston-Altura - Zoom
Ms. Jennifer Walsh, Albert Lea - Zoom

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 1:32 PM.

Adoption of the Agenda - It was moved by Mr. Wesley, seconded by Ms. Heilman, to adopt the agenda as presented. Motion carried.

Approval of Resignation of Executive Director - It was moved by Ms. Carmen, seconded by Mr. Hasz, to approve the resignation of the Executive Director. Motion carried.

Discussion of Executive Director Search Process – A discussion was held regarding the process of the next Executive Director Search. Mr. Jensen provided information of what was done previously by Region V. Ms. Walsh will reach out to South Central Service Cooperative and ask for information and a possible timeline. Staff joined the meeting for a brief update on how the board was going to proceed with the process.

Next Meeting Date and Time –The next regular Governance Board meeting will be held Thursday, February 16, 2023 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Ms. Haugen, seconded by Ms. Hafemann, to adjourn the meeting at 2:30 PM. Motion carried.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 15, 2022
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 15, 2022 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Kirsten Hutchison, Comfrey – Zoom
Ms. Amy Hafemann, Jordan – Zoom
Ms. Sherry Haugen, Maple River – Zoom
Mr. Braden Wesley, Lake Crystal Wellcome – Zoom
Mr. Bob Hasz, Kasson-Mantorville – Zoom
Ms. Gwen Carmen, Lewiston-Altura - Zoom
Ms. Jennifer Walsh, Albert Lea

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:30 AM.

Adoption of the Agenda - It was moved by Mr. Hasz, seconded by Ms. Hafemann, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the minutes of the Governance Board meeting held on September 15, 2022 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the payment of bills and transfers as presented. The total amount approved for payment from September 1, 2022 through November 30, 2022 was $479,548.75. Motion carried.

Cafeteria Plan: It was moved by Mr. Hasz, seconded by Ms. Hafemann, to table the approval of Region V's cafeteria plan until further review can be completed. Motion carried.

Personnel Items - It was moved by Mr. Hasz, seconded by Ms. Hafemann, to appoint Ms. Hafemann, Mr. Wesley, and Ms. Heilman to the Personnel Committee for FY2023. Motion Carried.

It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the resignations of Heidi Walters. Motion carried.

It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the employment contracts for Julie Carlson for the open SMART Systems Finance Service Coordinator position as presented. Motion carried.

Building Update – Mr. Jensen provided an update on the Building. Documentation has been completed to reflect the final payment for the Region V building with Blue Earth County and appropriate insurance information has been updated.

FY2023/FY2024-2026 Financial Data – Mr. Jensen reviewed the updated FY2023 thru FY2026 budget estimates. Budget projections included ADM changes for 2024 Fees, changes in staffing and other known changes in services.

FY2024 Fees – Options for FY2024 Fee structures were discussed and the impact to members. It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the fees and the language changes for the Regional Support Levels-FY2024 document presented with the following changes:

BANK RECONCILIATIONS and DATA ENTRY
$55 per hour
EMERGENCY SERVICES
$500 per day at district for first ninety calendar days (four hours or more) $700 per day at district for greater than ninety days (four hours or more) $250 + $60/hr per day at district for first ninety calendar days (less than four hours) $450 + $65/hr per day at district for greater than ninety days (less than four hours) $65 per hour if performed at Region V offices

Updated member costs will be presented at the February board meeting when final ADM submissions are complete for SY2022. Motion carried.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: Software enhancements for SMART Systems, various sessions that are being held for our members, potential new members and changes to the upcoming spring conference sessions.

Next Meeting Date and Time –The next regular Governance Board meeting will be held Thursday, February 16, 2023 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Hasz, seconded by Ms. Hafemann, to adjourn the meeting at 10:40 AM Motion carried.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 15, 2022
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 15, 2022 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Bob Hasz, Kasson-Mantorville
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Kirsten Hutchison, Comfrey
Ms. Amanda Heilman, Owatonna
Ms. Jennifer Walsh, Albert Lea
Ms. Sherry Haugen, Maple River
Ms. Gwen Carmen, Lewiston-Altura
Ms. Amy Hafemann, Jordan

Also attending was Mr. Darin Jensen, Executive Director and Jamie Fay, Auditor Eide Bailly.

Call to Order - With a quorum present, Ms. Hutchison, Chairperson, called the meeting to order at 9:31 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Ms. Heilman, to adopt the agenda with the removal of 9-f Kari Klingel Employment Offer. Motion carried.

Certification of Election Results - It was moved by Ms. Hafemann, seconded by Ms. Haugen to certify the election results for 2022 as presented. Ms. Gwen Carmen, Lewiston-Altura was elected as a category three representative with a term of 07/01/2022-06/30/2026 and Amanda Heilman, Owatonna was elected as the at large category representative with a term of 07/01/2022-06/30/2026. Motion carried.

Election of Officers – Ms. Walsh was nominated as Chairperson. It was moved by Ms. Haugen, seconded by Ms. Heilman, to cease nominations and cast a unanimous ballot for Ms. Walsh. Motion carried.

Ms. Heilman was nominated as Vice-Chairperson. It was moved by Mr. Hasz, seconded by Ms. Haugen, to cease nominations and cast a unanimous ballot for Ms. Heilman. Motion carried.

Mr. Hasz was nominated as Secretary-Treasurer. It was moved by Ms. Heilman, seconded by Ms. Hafemann, to cease nominations and cast a unanimous ballot for Mr. Hasz. Motion carried.

FY2023 Meeting Schedule - It was moved by Mr. Wesley, seconded by Ms. Haugen, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 15, February 16, May 18 and June 15 in FY2023. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Mr. Hasz, seconded by Ms. Haugen to approve the minutes of the Governance Board meeting held on May 12, 2022 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Heilman, seconded by Ms. Hafemann, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2022 through August 31, 2022 was $670,190.94.

Approval of FY2022 Audit – Jamie Fay, Eide Bailly presented the FY2022 Audit. It was moved by Mr. Hasz, seconded by Mr. Wesley to approve the FY2022 Audit prepared by Eide Bailly. Motion carried.

Personnel Items - Telecommuting guideline changes were reviewed with the board.

After review of personnel items listed under 9 b-j it was moved by Mr. Wesley, seconded by Ms. Hafemann to approve the resignation of Rhonda Anderson, the resignation of Patricia Crapser, employment offer for Amy Burns, employment offer for Heidi Walters, the part time temporary contract of Rhonda Anderson, the part time temporary contract of Emily Rausch, the out of cycle pay adjustment for Matt Vogel, and a one-time Mentorship Stipend for Annette Jung in the amount of $3,500.00 payable on November 30, 2022. Motion carried.

Official Depository of Funds - It was moved by Mr. Hasz, seconded by Ms. Haugen to approve MSDLAF+, US Bank, and Community Bank as official depositories of funds. Motion carried.

Electronic Fund Transfer Delegation - It was moved by Mr. Wesley, seconded by Ms. Hafeman to authorize the Executive Director and the Business Manager to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

FY2023 Fees for Other Users - It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve the fees for other users as presented. The fees are based on the FY2023 fee structure. Motion carried.

SMART Systems Development Budget – As fiscal host for SMART Systems Development, Mr. Jensen reviewed the FY2023 – FY2025 budget projections approved by the five Regional Directors.

FY2023 Region V Expense Allocation for SMART Systems Development – Motion by Ms. Heilman, second by Mr. Wesley to approve the Region V allocation of the FY2023 SMART Systems Development (SSD) budget as presented. Motion carried.

FY2023 Financial Data - Mr. Jensen reviewed the updated FY2023 thru FY2026 Region V budget estimates.

Building Additional Principal Payment - It was moved by Ms. Hafemann, seconded by Mr. Hasz, to make an additional principal payment to pay off the building on our October 1, 2022 building payment. Motion carried.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: recent past and upcoming sessions available to members thru Region V, status of TimeTracker, Brainstorming list for future SMART systems enhancements and the SW/WC Technology contract.

Next Meeting Date and Time - The next regular Governance Board meeting will be held Thursday, December 15, 2022 starting at 9:30 AM.

Other Business - No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Heilman, seconded by Mr. Wesley, to adjourn the meeting. Motion carried. Meeting adjourned at 11:37 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, MAY 12, 2022
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 12, 2022 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Mr. Bob Hasz, Kasson-Mantorville
Ms. Kirsten Hutchison, Comfrey
Ms. Amy Hafemann, Jordan

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Ms. Hutchison, Chairperson, called the meeting to order at 9:34 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Mr. Wesley, to adopt the agenda with an additional item under sixteen for Approval of the Audit Engagement Letter. Motion carried.

Approval of Minutes - It was moved by Mr. Wesley, seconded by Ms. Hafemann to approve the minutes of the Governance Board meeting held on February 17, 2022 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Hafemann, seconded by Mr. Hasz, to approve the payment of bills and transfers as presented. The total amount approved for payment from February 1, 2022 through April 30, 2022 was $407,029.13. Motion carried.

Approve District Category Listing – It was moved by Mr. Cselovszki, seconded by Ms. Walsh to approve the District Category Listing for fiscal year 2023 as presented. Motion carried.

Certification of Election Candidates - It was moved by Ms. Hafemann, seconded by Mr. Hasz to certify the nominations of John Cselvszki (Superintendent), Sleepy Eye Public Schools and Gwen Carmen (Superintendent), Lewiston-Altura Public Schools as eligible nominations from Category 3 schools for the upcoming board election with a term starting on 7/1/2022. Motion carried.

It was moved by Ms. Hafemann, seconded by Mr. Hasz to certify the nominations of Amanda Heilman (Director of Finance and Operations), Owatonna Public Schools and Mark Ristau (Superintendent), Medford Public Schools as eligible nominations from the At Large Category for the upcoming board election with a term starting on 7/1/2022. Motion carried.

Designate the Identified Official with Authority – The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Education Identity and Access Management Standard. It was moved by Mr. Wesley, seconded by Mr. Cselovszki to designate Darin Jensen, Executive Director, as the Identified Official with Authority. Motion carried.

Position Elimination – It was moved by Mr. Cselovszki, seconded by Mr. Wesley to approve the elimination of the position of Technology Support Assistant and terminate employment with Mitchell Tetzloff.

Personnel Committee Recommendations
Mr. Jensen reviewed the Personnel Committee recommendation resulting from the Meet and Confer meeting with staff held on April 12, 2022. On the same date, the Personnel Committee also meet with the Executive Director in regards to a contract for FY2023 and FY2024 for this position. Insurance renewal rates were reviewed at this time also.

It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to approve the FY2023 and FY2024 Salary and Benefit Package for staff. Staff FY2023 Salary and Benefit package increase of 5.16% and Staff FY2024 Salary and Benefit package increase of 4.11%. Motion carried.

It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to approve the FY2023 and FY2024 Executive Director contract as presented. FY2023 Salary and Benefit package increase of 2.43% and FY2024 Salary and Benefit package increase of 2.17%. Motion carried.

It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to approve the language changes to the Wages & Benefits Guideline effective July 1, 2022 as presented. Motion carried.

It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to approve the FY2023 Holidays and Pay Dates as presented. Motion carried.

It was moved by Mr. Cselovszki, seconded by Ms. Walsh to approve the staff Salaries for Fiscal Year 2023 as presented. Motion carried.

Review FY2022-/FY2025 Financial Data – Mr. Jensen reviewed the FY2022 Revised Budget and FY2023-FY2025 projected budgets. Mr. Jensen highlighted a few items.

It was moved by Ms. Walsh, seconded by Mr. Wesley to approve the FY2022 Revised Budget as presented. Motion carried.

It was moved by Ms. Hafemann, seconded by Mr. Cselovszki to approve the FY2023 Adopted Budget as presented. Motion carried.

SW/WC Technology Contract – It was moved by Mr. Hasz, seconded by Mr. Wesley to approve the SW/WC Technology Contract for fiscal year 2023 as presented. Motion carried.

Payments of Claims – It was moved by Ms. Hafemann, seconded by Ms. Walsh, to adopt the Resolution for Payment of Claims for FY2023. Motion carried.

Mr. Jensen reviewed current activities in the region, including information regarding Time Tracker, potential upcoming changes to fees and future job postings.

Next Meeting Date and Time – The next regular Governance Board meetings are scheduled for Thursday, June 16, 2022 starting at 9:30 AM and September 15, 2022 starting at 9:30 AM.

Other Business – It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to approve the Audit Engagement Letter from Eide Bailly for fiscal year 2022 as presented. Motion carried.

Adjournment - Noting no other business, it was moved by Mr. Wesley, seconded by Ms. Hafemann, to adjourn the meeting. Motion carried. Meeting adjourned at 10:30 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 17, 2022
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 17, 2022 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Bob Hasz, Kasson-Mantorville
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea – via Zoom
Ms. Kirsten Hutchison, Comfrey
Ms. Amy Hafemann, Jordan
Ms. Sherry Haugen, Maple River

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order - With a quorum present, Ms. Hutchison, Chairperson, called the meeting to order at 9:33 AM.

Adoption of the Agenda - It was moved by Mr. Wesley, seconded by Ms. Haugen, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Hafemann, seconded by Mr. Wesley to approve the minutes of the Governance Board meeting held on December 16, 2021 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Hasz, seconded by Ms. Haugen, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from December 1, 2021 through January 31, 2022 was $303,423.79.

Review FY2022/FY2023-2025 Financial Data – Mr. Jensen reviewed the FY2022 Revised Budget and FY2022-FY2025 projected budgets. Mr. Jensen highlighted a few items.

Personnel Items - It was moved by Ms. Hafemann, seconded by Mr. Wesley to approve the updated employment contract for Patty Crapser for the Payroll/HR Service Coordinator position as presented. Motion carried.

It was moved by Mr. Hasz, seconded by Ms. Haugen, to approve the temporary/part time employment contract with Emily Rausch as presented. Motion carried.

Rochester Membership – It was moved by Ms. Haugen, seconded by Ms. Hafemann to accept the request by Rochester Public Schools to discontinue membership with Region V effective July, 1 2022. Motion carried.

Review FY2023 Member Fees- Mr. Jensen reviewed fees for members with zero percent increase pricing structure approved at the December 2021 board meeting. This included updated Adjusted Daily Membership numbers and Remote Desktop user counts.

Board Elections 2023 – Mr. Jensen presented a timeline for the upcoming 2023 board election process. Mr. Cselovszki and Ms. Heilman terms are set to expire June 30, 2022. Vacancy notices and request for nominations will be sent out the beginning of April 2022. Voting will be completed by June 30, 2022.

Spring Conference - Mr. Jensen presented an update of the Virtual Spring Conference Schedule for the board to review. There will be no fee charges to member districts for this year's conference.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: MN Statute 356.24 and the possible impact on Region V, SMART Systems enhancements coming with the May release, upcoming demos for potential new members, and future staffing.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, May 12, 2022 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Hafemann, seconded by Mr. Wesley, to adjourn the meeting. Motion carried. Meeting adjourned at 10:47 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 16, 2021
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 16, 2021 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Kirsten Hutchison, Comfrey – via Zoom
Ms. Amy Hafemann, Jordan
Ms. Jennifer Walsh, Albert Lea
Mr. Braden Wesley, Lake Crystal Wellcome
Mr. Bob Hasz, Kasson-Mantorville
Ms. Sherry Haugen, Maple River
Ms. Amanda Heilman, Owatonna
Mr. John Cselovszki, Sleepy Eye

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Ms. Heilman, Vice-Chairperson, called the meeting to order at 9:35 AM.

Adoption of the Agenda - It was moved by Mr. Cselovszki, seconded by Mr. Wesley, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Walsh, seconded by Mr. Hasz to approve the minutes of the Governance Board meeting held on September 16, 2021 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Hafemann, seconded by Ms. Haugen, to approve the payment of bills and transfers as presented. The total amount approved for payment from September 1, 2021 through November 30, 2021 was $667,158.05. Motion carried.

Personnel Items- It was moved by Ms. Walsh, seconded by Ms. Hafemann to appoint Mr. Cselovszki, Mr. Wesley, and Ms. Heilman to the Personnel Committee for FY2022. Motion Carried.

It was moved by Ms. Walsh, seconded by Mr. Hasz, to approve the resignations of Denise Seberson, Lisa Pierson and Emily Rausch as presented. Motion carried.

It was moved by Mr. Wesley, seconded by Ms. Haugen, to approve the out of cycle pay adjustment for Katie Boswell as presented. Motion carried.

It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to approve the temporary/part time employment contract with Mary Jo Henkel as presented. Motion carried.

It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to approve the employment contracts for Matt Vogel and Patty Crapser for the open Payroll/HR Service Coordinator positions as presented. Motion carried.

FY2022/FY2023-2025 Financial Data – Mr. Jensen reviewed the updated FY2022 thru FY2025 budget estimates. Budget projections included ADM changes for 2023 Fees, changes in staffing and changes in statewide allocations for the SMART Systems Development team and the impact on fund balances.

FY2023 Fees – Options for FY2023 Fee structures were discussed and the impact to members. It was moved by Mr. Hasz, seconded by Ms. Hafemann, to approve a 0.0% fee increase for Fiscal Year 2023. Updated member costs will be presented at the February board meeting when final ADM submissions are complete for SY2021. Motion carried.

Building Additional Principal Payment - It was moved by Mr. Hasz, seconded by Ms. Hafemann, to make an additional principal payment of $100,000.00 on our January 1, 2022 building payment. Motion carried.

Telecommuting Guidlines - Mr. Jensen reviewed a request brought forward by a staff member for additional telecommuting days outside of what Region V's current guideline states. The board felt it would be best to stay consistent with our current guidelines at this time.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: The new ACH/Direct Payment option thru SMART Systems, potential future software enhancements for SMART Systems, Status of Smart Systems TimeTracker module, an update on the potential change to allocation formulas for SMART Systems Development group and potential spring conference sessions.

Next Meeting Date and Time –The next regular Governance Board meeting will be held Thursday, February 17, 2022 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Walsh, seconded by Mr. Wesley, to adjourn the meeting. Motion carried.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 16, 2021
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 16, 2021 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Bob Hasz, Kasson-Mantorville
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Amanda Heilman, Owatonna
Ms. Jennifer Walsh, Albert Lea
Ms. Sherry Haugen, Maple River
Ms. Amy Hafemann, Jordan

Also attending was Mr. Darin Jensen, Executive Director and Jamie Fay, Auditor Eide Bailly.

Call to Order - With a quorum present, Mr. Wesley, Chairperson, called the meeting to order at 9:27 AM.

Adoption of the Agenda - It was moved by Ms. Hafemann, seconded by Ms. Heilman, to adopt the agenda as presented. Motion carried.

Certification of Election Results - It was moved by Ms. Walsh, seconded by Ms. Haugen to certify the election results for 2021 as presented. Mr. Bob Hasz, Kasson-Mantorville was elected as a category one representative with a term of 07/01/2021-06/30/2025. Motion carried.

Election of Officers – Ms. Hutchison was nominated as Chairperson. It was moved by Ms. Haugen, seconded by Ms. Walsh, to cease nominations and cast a unanimous ballot for Ms. Hutchison. Motion carried.

Ms. Heilman was nominated as Vice-Chairperson. It was moved by Ms. Walsh, seconded by Ms. Haugen, to cease nominations and cast a unanimous ballot for Ms. Heilman. Motion carried.

Ms. Hafemann was nominated as Secretary-Treasurer. It was moved by Ms. Heilman, seconded by Ms. Walsh, to cease nominations and cast a unanimous ballot for Ms. Hafemann. Motion carried.

FY2022 Meeting Schedule - It was moved by Ms. Walsh, seconded by Mr. Wesley, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 16, February 17, May 12 and June 16 in FY2022. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Ms. Walsh, seconded by Ms. Haugen to approve the minutes of the Governance Board meeting held on May 13, 2021 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Hafemann, seconded by Mr. Wesley, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2021 through August 31, 2021 was $566,912.56.

Approval of FY2021 Audit – Jamie Fay, Eide Bailly presented the FY2021 Audit. It was moved by Mr. Hasz, seconded by Ms. Walsh to approve the FY2021 Audit prepared by Eide Bailly. Motion carried.

Personnel Items - Telecommuting guideline changes were reviewed with the board.

Official Depository of Funds - It was moved by Mr. Wesley, seconded by Ms. Haugen to approve MSDLAF+, US Bank, and Community Bank as official depositories of funds and to authorize the Executive Director and the Business Manager to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

Direct Payments/Deposits - It was moved by Ms. Hafemann, seconded by Ms. Walsh to approve Bremer Bank to facilitate Direct Deposits and Direct Payments electronically on behalf of Region V. Motion carried.

FY2022 Fees for Other Users - It was moved by Mr. Wesley, seconded by Ms. Walsh, to approve the fees for other users as presented. The fees are based on the FY2022 fee structure. Motion carried.

SMART Systems Development Budget – As fiscal host for SMART Systems Development, Mr. Jensen reviewed the FY2022 – FY2025 budget projections approved by the five Regional Directors.

FY2022 Region V Expense Allocation for SMART Systems Development – Motion by Mr. Wesley, second by Ms. Hafemann to approve the Region V allocation of the FY2022 SMART System Development (SSD) budget as presented. Motion carried.

FY2022 Financial Data - Mr. Jensen reviewed the updated FY2022 thru FY2025 Region V budget estimates.

Building Additional Principal Payment - It was moved by Ms. Hafemann, seconded by Mr. Hasz, to make an additional principal payment of $250,000.00 on our October 1, 2021 building payment. Motion carried.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: recent past and upcoming sessions available to members thru Region V, status of Direct Payment enhancement within SMART Systems, GASB 87 and an update on TimeTracker.

Next Meeting Date and Time - The next regular Governance Board meeting will be held Thursday, December 16, 2021 starting at 9:30 AM.

Other Business - No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Wesley, seconded by Ms. Hafemann, to adjourn the meeting. Motion carried. Meeting adjourned at 11:05 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, MAY 13, 2021
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 13, 2021 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Ms. Sherry Haugen, Maple River
Mr. Tom Sager, Mankato
Ms. Kirsten Hutchison, Comfrey
Ms. Amy Hafemann, Jordan

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Mr. Wesley, Chairperson, called the meeting to order at 9:33 AM.

Adoption of the Agenda - It was moved by Mr. Sager, seconded by Ms. Haugen, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Hafemann, seconded by Ms. Walsh to approve the minutes of the Governance Board meeting held on February 18, 2021 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Walsh, seconded by Mr. Sager, to approve the payment of bills and transfers as presented. The total amount approved for payment from February 1, 2021 through April 30, 2021 was $390,389.60. Motion carried.

Approve District Category Listing – It was moved by Ms. Haugen, seconded by Ms. Hafemann to approve the District Category Listing for fiscal year 2022 as presented. Motion carried.

Certification of Category 1 Election Candidates - It was moved by Ms. Walsh, seconded by Ms. Hafemann to certify the nominations of Tom Sager (Finance Director), Mankato Public Schools and Bob Hasz (Business Manager), Kasson-Mantorville Schools as eligible nominations from Category 1 schools for the upcoming board election with a term starting on 7/1/2021. Motion carried.

Designate the Identified Official with Authority – The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Education Identity and Access Management Standard. It was moved by Ms. Haugen, seconded by Mr. Sager to designate Darin Jensen, Executive Director, as the Identified Official with Authority. Motion carried.

Personnel Items

a) It was moved by Ms. Hafemann, seconded by Ms. Walsh to approve the language changes to the Wage & Benefit Guidelines as presented effective immediately. Motion carried.
b) It was moved by Ms. Walsh, seconded by Ms. Haugen, to approve FY2022 staff salaries as presented. Motion carried.
c) It was moved by Mr. Sager, seconded by Ms. Haugen, to approve the FY2022 Holidays and Pay Dates as presented. Motion carried.
d) Insurance renewal rates for Health, Dental, Vision, Life and AD&D, and LTD were reviewed by the board.

Review FY2021-FY2024 Financial Data – Mr. Jensen reviewed the FY2021 Revised Budget and FY2022-FY2024 projected budgets. Mr. Jensen highlighted a few items.

It was moved by Ms. Walsh, seconded by Ms. Hafemann to approve the FY2021 Revised Budget as presented. Motion carried.

It was moved by Ms. Haugen, seconded by Mr. Sager to approve the FY2022 Original Budget as presented. Motion carried.

Payments of Claims – It was moved by Ms. Walsh, seconded by Mr. Cselovszki, to adopt the Resolution for Payment of Claims for FY2022. Motion carried.

Spring Conference - Mr. Jensen discussed the results of the post Spring Conference survey that was sent out to those who participated. Discussions were held on how best to incorporate suggestions into the 2022 Spring Conference.

Executive Director's Report - Mr. Jensen reviewed current activities in the region, highlighted upcoming enhancements coming with the May release of SMART Systems, and the status of the new TimeClocks Plus agreement.

Next Meeting Date and Time – The next regular Governance Board meetings are scheduled for Thursday, June 17, 2021 starting at 9:30 AM and September 16, 2021 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Sager, seconded by Mr. Cselovszki, to adjourn the meeting. Motion carried.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 18, 2021
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 18, 2021 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Mr. Tom Sager, Mankato
Ms. Amanda Heilman, Owatonna
Ms. Kirsten Hutchison, Comfrey
Ms. Amy Hafemann, Jordan
Ms. Sherry Haugen, Maple River

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Mr. Wesley, Chairperson, called the meeting to order at 9:36 AM.

Adoption of the Agenda - It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Heilman, seconded by Ms. Hafemann to approve the minutes of the Governance Board meeting held on December 17, 2020 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Walsh, seconded by Ms. Heilman, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from December 1, 2020 through January 31, 2021 was $241,315.16.

Review FY2021/FY2022-2024 Financial Data – Mr. Jensen reviewed the FY2021 Revised Budget and FY2022-FY2024 projected budgets. Mr. Jensen highlighted a few items.

Review FY2022 Member Fees- Mr. Jensen reviewed fees for members with zero percent increase pricing structure approved at the December 2020 board meeting. This included updated Adjusted Daily Membership numbers and Remote Desktop user counts.

Approval of Socrates Agreement - It was moved by Ms. Walsh, seconded by Ms. Hutchison, to approve the signing of the required documentation for Region V Computer Services to participate in Socrates Telecom services agreement for fiscal year 2022 thru fiscal year 2026. Motion carried.

Approval of SWWC Service Cooperative Email Archiving Services Agreement - It was moved by Ms. Hafemann, seconded by Mr. Cselovszki, to approve the SWWC Service Cooperative Email Archiving Service Agreement to begin on March 1, 2021. Motion carried.

FY2021, FY2022 & FY2023 Audit Proposal – It was moved by Ms. Walsh, seconded by Mr. Sager, to approve the engagement of Eide Bailly for audits of FY2021 thru FY2023. Motion carried.

Board Elections 2022 – Mr. Jensen presented a timeline for the upcoming 2022 board election process. Mr. Sager's term is set to expire June 30, 2021. Vacancy notices and request for nominations will be sent out the beginning of April 2021. Voting will be completed by the first part of May 2021.

Spring Conference- Mr. Jensen presented an update of the Virtual Spring Conference Schedule for board review.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: TimeClocks Plus proposed referral agreement, SMART Systems enhancements coming with the May release, Two Factor Authentication possibly being incorporated into SMART to offset potential Cyber Liability Insurance premium increases and outstanding building needs.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, May 13, 2021 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Walsh, seconded by Ms. Heilman, to adjourn the meeting. Motion carried. Meeting adjourned at 10:25 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 17, 2020
REGION V OFFICE, MANKATO, MN & https://global.gotomeeting.com/join/190192157

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 17, 2020 in Mankato, Minnesota & via Goto Meeting. The following Governance Board Members were in attendance:

Ms. Kirsten Hutchison, Comfrey
Ms. Amy Hafemann, Jordan
Ms. Jennifer Walsh, Albert Lea
Mr. Braden Wesley, Lake Crystal Wellcome
Mr. Tom Sager, Mankato
Ms. Sherry Haugen, Maple River
Ms. Amanda Heilman, Owatonna

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Mr. Wesley, Chairperson, called the meeting to order at 9:33 AM.

Adoption of the Agenda - It was moved by Ms. Heilman, seconded by Ms. Hafemann, to adopt the agenda as presented. Role Call Vote: Ms. Hafemann – Aye, Ms. Haugen – Aye, Ms. Walsh – Aye, Mr. Sager – Aye, Ms. Heilman – Aye, Ms. Hutchison – Aye, Mr. Wesley – Aye

Approval of Minutes - It was moved by Ms. Walsh, seconded by Ms. Haugen to approve the minutes of the Governance Board meeting held on September 17, 2020 as presented. Role Call Vote: Ms. Hafemann – Aye, Ms. Haugen – Aye, Ms. Walsh – Aye, Mr. Sager – Aye, Ms. Heilman – Aye, Ms. Hutchison – Aye, Mr. Wesley – Aye

Approval of Bills and Transfers - It was moved by Mr. Sager, seconded by Ms. Heilman, to approve the payment of bills and transfers as presented. The total amount approved for payment from September 1, 2020 through November 30, 2020 was $571,719.09. Role Call Vote: Ms. Hafemann – Aye, Ms. Haugen – Aye, Ms. Walsh – Aye, Mr. Sager – Aye, Ms. Heilman – Aye, Ms. Hutchison – Aye, Mr. Wesley – Aye

Approval of 2020 Pay Equity Report - It was moved by Ms. Hafemann, seconded by Ms. Hutchison to approve the 2020 Pay Equity Report. Role Call Vote: Ms. Hafemann – Aye, Ms. Haugen – Aye, Ms. Walsh – Aye, Mr. Sager – Aye, Ms. Heilman – Aye, Ms. Hutchison – Aye, Mr. Wesley – Aye

Personnel Items- Ms. Hafemann, Ms. Walsh and Ms. Heilman will remain on the Personnel Committee for FY2021.

FY2021/FY2022-2024 Financial Data – Mr. Jensen reviewed the updated FY2021 thru FY2024 budget estimates. Budget projections included ADM changes for 2022 Fees, Changes in Services and the impact on fund balances.

FY2022 Fees – Options for FY2022 Fee structures were discussed and the impact to members. It was moved by Ms. Walsh, seconded by Ms. Heilman, to approve the 0.0% fee increase proposal. Updated member costs will be presented at the February board meeting when final ADM submissions are complete for SY2020. Role Call Vote: Ms. Hafemann – Aye, Ms. Haugen – Aye, Ms. Walsh – Aye, Mr. Sager – Aye, Ms. Heilman – Aye, Ms. Hutchison – Aye, Mr. Wesley – Aye

Copier Proposals - Mr. Jensen reviewed copier proposals submitted by Loffler, Metro Sales and Marco. It was moved by Ms. Heilman, seconded by Mr. Sager to approve the Metro Sales proposal. Role Call Vote: Ms. Hafemann – Aye, Ms. Haugen – Aye, Ms. Walsh – Aye, Mr. Sager – Aye, Ms. Heilman – Aye, Ms. Hutchison – Aye, Mr. Wesley – Aye

FY2021 Spring Conference Update – Mr. Jensen reviewed changes for the upcoming 2021 Spring Conference. This conference will be held virtually and no fees will be charged to members. MDE will be providing six statewide sessions as a part of this conference with each Region also adding specific sessions based upon regional needs.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: Fridley Public Schools joining Region V as a member purchasing UFARS/Finance Support, Building access plans for staff during COVID, installation of additional cupboards at the Region V facility and a preview of the upcoming SMART Systems release.

Next Meeting Date and Time –The next regular Governance Board meeting will be held Thursday, February 18, 2021 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Walsh, seconded by Ms. Hutchison, to adjourn the meeting. Role Call Vote: Ms. Hafemann – Aye, Ms. Haugen – Aye, Ms. Walsh – Aye, Mr. Sager – Aye, Ms. Heilman – Aye, Ms. Hutchison – Aye, Mr. Wesley – Aye. Meeting adjourned at 10:09 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 17, 2020
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 17, 2020 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Kirsten Hutchison, Comfrey
Mr. John Cselovszki, Sleepy Eye (virtual)
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Amanda Heilman, Owatonna (virtual)
Ms. Jennifer Walsh, Albert Lea
Ms. Sherry Haugen, Maple River
Mr. Tom Sager, Mankato

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order - With a quorum present, Mr. Sager, Chairperson, called the meeting to order at 9:34 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Mr. Wesley, to adopt the agenda as presented. Motion carried.

Election of Officers – Mr. Wesley was nominated as Chairperson. It was moved by Ms. Haugen, seconded by Mr. Wesley, to cease nominations and cast a unanimous ballot for Mr. Wesley. Motion carried.

Ms. Hutchison was nominated as Vice-Chairperson. It was moved by Ms. Haugen, seconded by Mr. Wesley, to cease nominations and cast a unanimous ballot for Ms. Hutchison. Motion carried.

Ms. Heilman was nominated as Secretary-Treasurer. It was moved by Ms. Haugen, seconded by Mr. Wesley, to cease nominations and cast a unanimous ballot for Ms. Heilman. Motion carried.

FY2021 Meeting Schedule - It was moved by Mr. Cselovszki, seconded by Mr. Sager, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 17, February 18, May 13 and June 17 in FY2021. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Ms. Walsh, seconded by Mr. Sager to approve the minutes of the Governance Board meeting held on May 14, 2020 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Heilman, seconded by Ms. Haugen, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2020 through August 31, 2020 was $711,120.51.

Approval of FY2020 Audit – Jamie Fay, Eide Bailly presented the FY2020 Audit. It was moved by Ms. Heilman, seconded by Ms. Walsh to approve the FY2020 Audit prepared by Eide Bailly. Motion carried.

Approval of Capitalization threshold – It was moved by Ms. Walsh, seconded by Mr. Sager to set a new Capitalization Threshold for Region V Computer Services of $5,000.00. Motion carried.

Approval to Restrict SMART Development Funds – As a result of GASB 84 and the requirement to restate financials to account for SMART Systems Development funds held by Region V Computer Services on behalf of the statewide agreement among Regions I thru V, It was moved by Ms. Walsh, seconded by Ms. Heilman to Restrict an initial balance as of June 30, 2020 of $289,777.06 into fund balance 464. Any changes in future years as a result of activity from the SMART Systems Development group will be applied towards the restricted fund balance. Activity from these transactions will be identified in Fund 20 crosswalked to 01. Motion carried.

Personnel Items- It was moved by Ms. Walsh, seconded by Ms. Haugen to approve the resignation of Alex Bowman effective August 10, 2020. Motion carried.

-It was moved by Mr. Sager, seconded by Ms. Hutchison to approve the contract adjustment for Katie Boswell as presented. Motion carried.

- It was moved by Ms. Walsh, seconded by Ms. Haugen to approve the resignation/retirement of Cindy Seifert effective October 31, 2020. Motion carried.

- It was moved by Ms. Walsh, seconded by Mr. Sager to approve Dianna Groskreutz as the Business Manager and as an authorized signature for Region V Computer Services effective September 17, 2020. Motion carried.

- It was moved by Ms. Walsh, seconded by Ms. Hutchison, to approve an adjusted contract for Emily Rausch reclassifying her position from Assistant Payroll_HR Coordinator to Payroll_HR Coordinator. Effective November 1, 2020. Motion carried.

- It was moved by Ms. Haugen, seconded by Mr. Sager to approve the out of cycle pay adjustment as presented for Tami Sens, effective October 1, 2020. Motion Carried.

Official Depository of Funds - It was moved by Ms. Haugen, seconded by Ms. Hutchison to approve MSDLAF+, US Bank, and Community Bank as official depositories of funds and to authorize the Executive Director and the Business Manager to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

FY2021 Fees for Other Users - It was moved by Ms. Walsh, seconded by Mr. Sager, to approve the fees for other users as presented. The fees are based on the FY2021 fee structure. Motion carried.

FY2021 Expenditures for SMART Systems Development – Motion by Ms. Walsh, second by Ms. Haugen to approve the FY2021 SMART System Development (SSD) figures that were presented and reviewed. Motion carried.

FY2021 Financial Data - Mr. Jensen reviewed the updated FY2021 thru FY2024 budget estimates. Budget projections included staff transition planning amounts and the impact on fund balances.

Building Additional Principal Payment - It was moved by Mr. Sager, seconded by Ms. Haugen, to make an additional principal payment of $150,000.00 on our October 1, 2020 building payment. Motion carried.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: status of the renegotiations with TimeClocks Plus's contract, Online Employee Benefits(PlanSource) integration with SMART Systems, Tax Deferral information issued by President Trump and requesting input regarding the upcoming spring conference held by Region V.

Next Meeting Date and Time - The next regular Governance Board meeting will be held Thursday, December 17, 2020 starting at 9:30 AM.

Other Business - No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Sager, seconded by Ms. Haugen, to adjourn the meeting. Motion carried. Meeting adjourned at 10:45 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, MAY 14, 2020
VIRTUAL GOTO MEETING

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 14, 2020 virtually thru GOTO Meeting. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Ms. Sherry Haugen, Maple River
Ms. Amanda Heilman, Owatonna
Ms. Kirsten Hutchison, Comfrey
Ms. Amy Hafemann, Jordan

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Mr. Wesley, Vice-Chairperson, called the meeting to order at 9:33 AM.

Mr. Wesley shared the General Process for Remote Region V Computer Services Governance Board meetings.

Adoption of the Agenda - It was moved by Ms. Heilman, seconded by Ms. Walsh, to adopt the agenda as presented. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann - Aye

Approval of Minutes - It was moved by Ms. Walsh, seconded by Ms. Hafemann to approve the minutes of the Governance Board meeting held on February 20, 2020 as presented. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann - Aye

Approval of Bills and Transfers - It was moved by Ms. Heilman, seconded by Ms. Walsh, to approve the payment of bills and transfers as presented. The total amount approved for payment from February 1, 2020 through April 30, 2020 was $480,314.45. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye

Mr. Cselovszki, Sleepy Eye joined the meeting.

Certification of Election Results - It was moved by Ms. Walsh, seconded by Ms. Heilman to certify the election results for 2020 as presented. Ms. Sherry Haugen, Maple River and Mr. Braden Wesley, Lake Crystal Wellcome were elected as category two representative. Terms will begin on 07/01/2020. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki - Aye

Designate the Identified Official with Authority – The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize **Darin Jensen** to act as the Identified Official with Authority (IOwA) for Region 5 0865-82. It was moved by Ms. Heilman, seconded by Ms. Walsh to designate Darin Jensen, Executive Director, as the Identified Official with Authority. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki - Aye

Ms. Hutchison, Comfrey joined the meeting.

Personnel Committee Recommendations
Mr. Jensen reviewed the Personnel Committee recommendation resulting from the Meet and Confer meeting with staff held on April 23, 2020. On the same date, the Personnel Committee also meet with the Executive Director in regards to a contract for FY2021 and FY2022 for this position. Insurance renewal rates were presented at this time also. Personnel committee members commented on various rationale pertaining to the proposal that is being brought forward. Mr. Cselovszki voiced concern with the current economic situation and the proposed salary and benefit proposal.

It was moved by Ms. Walsh, seconded by Ms. Heilman, to approve the FY2021 and FY2022 Salary and Benefit Package for staff and the FY2021 and FY2022 Executive Director as presented.

a. Staff FY2021 Salary and Benefit package increase of 3.12% and Staff FY2022 Salary and Benefit package increase of 3.76%.

b. FY2021 Executive Director Salary and Benefit package increase of 3.17% and a 3.44% Salary and Benefit Package for FY2022.

Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki – Nay, Ms. Hutchison – Aye

Ms. Hutchison, Comfrey disconnected from the meeting.

It was moved by Ms. Walsh, seconded by Ms. Heilman, to approve the language changes to the Wages & Benefits Guideline and the Personnel Policy changes as presented. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki - Nay

It was moved by Ms. Hafemann, seconded by Ms. Heilman, to approve the FY2021 Holidays and Pay Dates as presented. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki – Aye

It was moved by Ms. Heilman, seconded by Ms. Walsh to accept the resignation/retirement of Elizabeth Kipp effective May 29, 2020. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki – Aye

It was moved by Ms. Walsh, seconded by Ms. Hafemann to approve the FY2021 staff salaries as presented. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki – Aye

Ms. Hutchison, Comfrey joined the meeting.

Review FY2020/FY2021-2023 Financial Data – Mr. Jensen reviewed the FY2020 Revised Budget and FY2021-FY2023 projected budgets. Mr. Jensen highlighted a few items.

It was moved by Ms. Haugen, seconded by Ms. Hafemann to approve the FY2020 Revised Budget as presented. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki – Aye, Ms. Hutchison – Aye

It was moved by Ms. Haugen, seconded by Ms. Heilman to approve the FY2021 Original Budget as presented. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki – Aye, Ms. Hutchison – Aye

Payments of Claims – It was moved by Ms. Walsh, seconded by Ms. Haugen, to adopt the Resolution for Payment of Claims for FY2021. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki – Aye, Ms. Hutchison – Aye

Building Project Update - Mr. Jensen reported on the status of the building project. Items remaining to be completed by APX Construction group include installation of parking lot lights, second layer of asphalt on the parking lot and painting parking stripes. It is expected that all items will be completed by June 30, 2020.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. End of year MARSS and Finance Sessions will be held virtually in June. Cindy Seifert has been awarded the MASBO Lifetime Contribution Award. Renewal of the TimeClocks Plus agreement still remains outstanding. All regions involved with SMART Systems have approved an agreement with PlanSource to provide an integrated online Employee Benefits option.

Next Meeting Date and Time – The next regular Governance Board meetings are scheduled for Thursday, June 18, 2020 starting at 9:30 AM and September 17, 2020 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Cselovszki, seconded by Ms. Walsh, to adjourn the meeting. Role Call Vote: Mr. Wesley – Aye, Ms. Walsh – Aye, Ms. Haugen – Aye, Ms. Heilman – Aye, Ms. Hafemann – Aye, Mr. Cselovszki – Aye, Ms. Hutchison – Aye. Meeting adjourned at 10:37 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 20, 2020
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 20, 2020 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Albert Lea
Mr. Tom Sager, Mankato
Ms. Amanda Heilman, Owatonna
Ms. Kirsten Hutchison, Comfrey
Ms. Amy Hafemann, Jordan

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Mr. Sager, Chairperson, called the meeting to order at 9:34 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Ms. Heilman, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Wesley, seconded by Ms. Walsh to approve the minutes of the Governance Board meeting held on December 19, 2019 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Walsh, seconded by Ms. Hafemann, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from December 1, 2019 through January 31, 2020 was $306,601.96.

Review FY2020/FY2021-2023 Financial Data – Mr. Jensen reviewed the FY2020 Revised Budget and FY2021-FY2023 projected budgets. Mr. Jensen highlighted a few items.

Review FY2021 Member Fees- Mr. Jensen reviewed fees for members with the pricing structure approved at the December 2019 board meeting with updated Adjusted Daily Membership numbers and Remote Desktop user counts.

Personnel Items- It was moved by Ms. Heilman, seconded by Mr. Wesley, to approve an adjusted contract for Katie Boswell reclassifying her position from Assistant Payroll_HR Coordinator to Payroll_HR Coordinator. Effective February 1, 2020. Motion carried.

Discussion for upcoming negotiation priorities were discussed including the PEIP quote received for FY2021.

Board Elections 2021 – Mr. Jensen presented a timeline for the upcoming 2021 board election process. Ms. Haugen and Mr. Wesley's terms are set to expire June 30, 2020. Vacancy notices and request for

nominations will be sent out beginning of April 2020. Voting will be completed by the first part of May 2020.

Spring Conference- Mr. Jensen presented the Spring Conference Schedule and Session descriptions for board review.

Building Project Update - Mr. Jensen reported on the status of the building project. The move was completed on February 15th and went smoothly. There were no issues with the move of the servers. Major items left to complete are a second layer of asphalt on the parking lot this spring when weather permits, landscaping and seeding of the grounds.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. The ACA certificate required to submit files to the IRS has been installed and tested, Winter Finance Sessions will be held next week and Mr. Jensen was notified of an upcoming retirement.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, May 14, 2020 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Wesley, seconded by Ms. Walsh, to adjourn the meeting. Motion carried. Meeting adjourned at 10:30 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 05, 2019
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 05, 2019 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Kirsten Hutchison, Comfrey
Ms. Amy Hafemann, Jordan
Ms. Jennifer Walsh, Albert Lea
Mr. Tom Sager, Mankato
Ms. Sherry Haugen, Maple River
Ms. Amanda Heilman, Owatonna

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Mr. Sager, Chairperson, called the meeting to order at 9:34 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Ms. Heilman, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Heilman, seconded by Ms. Haugen to approve the minutes of the Governance Board meeting held on September 19, 2019 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Walsh, seconded by Ms. Hafemann, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from September 1, 2019 through November 30, 2019 was $393,903.25.

Personnel Items- It was moved by Ms. Haugen, seconded by Ms. Hutchison to appoint Ms. Walsh, Ms. Hafemann, and Ms. Heilman to the Personnel Committee for FY2020. Motion Carried.

It was moved by Ms. Walsh, seconded by Ms. Heilman, to approve the retirement letter received from Ms. Trudy Fennern. Ms. Fennern's retirement will be effective January 31, 2020. Motion carried.

FY2020/FY2021-2023 Financial Data – Mr. Jensen reviewed the updated FY2020 thru FY2023 budget estimates. Budget projections included staff transition planning amounts and the impact on fund balances.

FY2021 Fees – Options for FY2021 Fee structures were discussed. It was moved by Ms. Walsh, seconded by Ms. Hutchison, to approve the 1.5% fee increase proposal, including MARSS fees moving to a tiered approach. Motion carried.

FY2020 Spring Conference Fees – Mr. Jensen reviewed changes for the upcoming 2020 Spring Conference. It was moved by Ms. Heilman, seconded by Ms. Hafemann, to set Spring Conference fees at $110 for the full conference and $75 to attend a single day. Motion carried.

Building Project Update - Mr. Jensen reported on the status of the building project. Currently, the planned move date will be February 15, 2019. The majority of the siding has been installed on the building, exterior brick will begin installation this week. In addition, interior sheetrock will be completed by early next week.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: status of the negotiations with TimeClocks Plus's contract, possible Online Employee Benefits integration with SMART Systems and PlanSource, Austin Public Schools decision to remain with their current software provider and the upcoming needed bid process for the SOCRATES Regional Network that South Central Service Coop will initiate.

Next Meeting Date and Time – It was moved by Ms. Walsh, seconded by Ms. Hutchison to confirm the next regular Governance Board meeting will be held Thursday, February 20, 2020 starting at 9:30 AM. Motion carried.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Walsh, seconded by Ms. Hafemann, to adjourn the meeting. Motion carried. Meeting adjourned at 10:51 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 19, 2019
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 19, 2019 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Kirsten Hutchison, Comfrey
Mr. John Cselovszki, Sleepy Eye (via phone)
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Amy Hafemann, Jordan
Ms. Sherry Haugen, Maple River

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order - With a quorum present, Ms. Haugen, Secretary/Treasurer, called the meeting to order at 9:50 AM.

Adoption of the Agenda - It was moved by Mr. Wesley, seconded by Ms. Hutchison, to adopt the agenda as presented. Motion carried.

Election of Officers – Mr. Sager was nominated as Chairperson. It was moved by Ms. Haugen, seconded by Mr. Wesley, to cease nominations and cast a unanimous ballot for Mr. Sager. Motion carried.

Mr. Wesley was nominated as Vice-Chairperson. It was moved by Ms. Haugen, seconded by Ms. Hafeman, to cease nominations and cast a unanimous ballot for Mr. Wesley. Motion carried.

Ms. Hutchison was nominated as Secretary-Treasurer. It was moved by Ms. Haugen, seconded by Ms. Hafemann, to cease nominations and cast a unanimous ballot for Ms. Hutchison. Motion carried.

FY2020 Meeting Schedule - It was moved by Ms. Haugen, seconded by Ms. Hafemann, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 5, February 20, May 14 and June 18 in FY2020. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Ms. Haugen, seconded by Ms. Hutchison to approve the minutes of the Governance Board meeting held on May 16, 2019 as presented. Motion carried.

It was moved by Ms. Hafemann, seconded by Ms. Haugen to approve the minutes of the Special Governance Board meeting held on August 20, 2019 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Haugen, seconded by Ms. Hafemann, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2019 through August 31, 2019 was $859,969.48.

Approval of FY2019 Audit – It was moved by Ms. Haugen, seconded by Ms. Hafemann to approve the FY2019 Audit prepared by Eide Bailly. Motion carried.

Personnel Items- It was moved by Ms. Hutchison, seconded by Ms. Haugen to approve the employment offer to Emily Rausch for the Assistant Payroll/HR Services Coordinator position. Motion carried.

-It was moved by Ms. Haugen, seconded by Ms. Hafemann to approve the revisions to the Wage & Benefits Guideline as presented. Motion carried.

-It was moved by Ms. Hafemann, seconded by Ms. Hutchison to approve the revisions to the Personnel Policy as presented. Motion carried.

Official Depository of Funds - It was moved by Ms. Hafemann, seconded by Ms. Haugen to approve MSDLAF+, US Bank, and Community Bank as official depositories of funds and to authorize the Executive Director and the Business Manager to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

FY2020 Fees for Other Users - It was moved by Ms. Haugen, seconded by Ms. Hutchison, to approve the fees for other users as presented. The fees are based on the FY2020 fee structure. Motion carried.

FY2020 Expenditures for SMART Systems Development – Motion by Ms. Haugen, second by Ms. Hutchison to approve the FY2020 SMART System Development (SSD) figures that were presented and reviewed. Motion carried.

FY2020 Financial Data - Mr. Jensen reviewed the updated FY2020 thru FY2023 budget estimates. Budget projections included staff transition planning amounts and the impact on fund balances.

Building Project Update - Mr. Jensen reported the permit for the building has been received and work will begin on the site in the near future.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Items discussed included: status of the renegotiations with TimeClocks Plus's contract, Online Employee Benefits integration with SMART Systems, upcoming changes with MARSS and filing thru EDFI, proposed changes to the upcoming spring conference held by Region V and Region V's wellness program plans for the current year.

Next Meeting Date and Time - The next regular Governance Board meeting will be held Thursday, December 5, 2019 starting at 9:30 AM.

Other Business - No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Haugen, seconded by Ms. Hutchison, to adjourn the meeting. Motion carried. Meeting adjourned at 11:25 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

SPECIAL GOVERNANCE BOARD MEETING
TUESDAY, AUGUST 20, 2019
MANKATO, MINNESOTA

MINUTES

A special meeting of the Governance Board of Region V Computer Services was held on Tuesday, August 20, 2019 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Sager, Mankato
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Sherry Haugen, Maple River
Ms. Amanda Heilman, Owatonna
Ms. Jennifer Walsh, Albert Lea
Ms. Amy Hafeman, Jordan

Also attending was Mr. Darin Jensen, Executive Director and Ms. Cindy Seifert, Region V Business Manager

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:35 AM.

Adoption of Agenda – It was moved by Mr. Sager, seconded by Mr. Wesley, to adopt the agenda as presented. Motion carried.

Building Discussions –

Mr. Jensen discussed the current status of the new building project and reviewed points brought forward during Region V's annual audit. The board did not feel any action was needed at this time and the project continue as planned.

Adjournment – Noting no other business, it was moved by Mr. Sager, seconded by Ms. Haugen to adjourn the meeting. Motion carried. Meeting adjourned at 10:10 AM.

Respectfully Submitted,

_____

Secretary - Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, MAY 16, 2019
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 16, 2019 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Amanda Heilman, Owatonna
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Winona
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Sherry Haugen, Maple River
Mr. Tom Sager, Mankato
Ms. Jennifer Walsh, Faribault

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – Ms. Walsh, Chairperson, called the meeting to order at 9:34 AM.

Adoption of the Agenda - It was moved by Mr. John Cselovszki, seconded by Ms. Heilman, to adopt the agenda with the addition of 13a Approval of Purchase Agreement and 13b Approval of Board Chair authorization for contract. Motion carried.

Approval of Minutes - It was moved by Mr. Wesley, seconded by Mr. Sager, to approve the minutes of the regular Governance Board meeting held on February 21, 2019 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Haugen, seconded by Ms. Heilman, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from February 1, 2019 through April 30, 2019 was $646,026.30. Motion carried.

Certification of Election Results - It was moved by Ms. Heilman, seconded by Mr. Sager to certify the election results for 2019 as presented. Motion carried. Ms. Jennifer Walsh, Faribault was elected as the category one representative, Ms. Kirsten Hutchison, Comfrey, was elected as the category three representative, and Ms. Amy Hafemann, Jordan, was elected as the at large representative. Terms will begin on 07/01/2019.

Designate the Identified Official with Authority – It was moved by Ms. Haugen, seconded by Mr. Wesley to designate Darin Jensen, Executive Director, as the Identified Official with Authority to authorize user access to MDE secure websites for Region V Computer Services #0865. Motion carried.

Personnel Items

a. It was moved by Mr. Dahman, seconded by Ms. Haugen, to approve FY2020 staff salaries as presented. Motion carried.

b. It was moved by Mr. Sager, seconded by Ms. Haugen, to approve the FY2020 Holidays and Pay Dates as presented. Motion carried.

c. It was moved by Mr. Wesley, seconded by Ms. Heilman, to approve the FY2020 Insurance rates as presented. Motion carried. Health Insurance rates will increase 4.9 percent. Vision, Life, LTD, and Dental will remain the same.

d. It was moved by Ms. Heilman, seconded by Ms. Haugen, to approve the retirement letter from Ms. Lou Anne Burg effective July 26, 2019. Motion carried.

e. It was moved by Mr. Dahman, seconded by Mr. Wesley, to approve the posting of an Assistant Payroll/HR Services Coordinator postion. Motion carried.

Shared HR Services Contract – Motion by Ms. Heilman, seconded by Ms. Haugen, to approve the Services Contract for FY2020 by Southwest West Central Service Cooperative for Shared Human Resource Services as presented. Motion carried.

403 (b) Plan Document – It was moved by Mr. Wesley, seconded by Mr. Sager, to approve the required revisions to the 403 (b) Plan Document as presented. Motion carried.

FY2019 Revised Budget/FY2020 Proposed Budget - It was moved by Mr. Cselovszki, seconded by Mr. Wesley, to approve the FY2019 Revised and FY2020 Proposed Budget as presented. Motion carried.

Payments of Claims – It was moved by Ms. Heilman, seconded by Mr. Sager, to adopt the Resolution for Payment of Claims for FY2020. With all members voting aye, motion carried.

Donations for Region V Spring Conference – It was approved by Mr. Sager, seconded by Ms. Heilman, to accept the donations with appreciation for the Region V Spring Conference as presented. The amount of donations received was $2,800. Motion carried.

Roof/Building Options – Mr. Jensen discussed the current status of the new building project.

a. It was moved by Mr. Wesley, seconded by Ms. Heilman, to approve the Purchase agreement presented for a build to suit building with Spectrum Properties, LLC. Motion carried.

b. It was moved by Ms. Heilman, seconded by Ms. Haugen, to approve the Region V Board Chair to enter into a Contract for Deed agreement with Specturm Properties, LLC for operational space contingent upon the total design phase project estimations not exceeding $1,305,549.00 and review of the final contract language by the building subcommittee.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Updates were given regarding the upcoming Business Office Workflow analyses service, new features of SMART that will be available with the May release, TimeClocks Plus renegotiations of our current agreement and an update on potential partnerships for an online employee benefits services solution.

Next Meeting Date and Time – The next regular Governance Board meeting will be Thursday, June 20, 2019 starting at 9:30 AM, if needed. Otherwise, it will be Thursday, September 19, 2019.

Adjournment - Noting no other business, it was moved by Mr. Cselovszki, seconded by Mr. Dahman, to adjourn the meeting. Motion carried. Meeting adjourned at 11:05 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 21, 2019
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 21, 2019 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Fairbault
Mr. Tom Sager, Mankato
Ms. Amanda Heilman, Owatonna

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 10:03 AM.

Adoption of the Agenda - It was moved by Ms. Heilman, seconded by Mr. Wesley, to adopt the agenda with the addition of 9b Approval of Probationary increase for Alex Bohman. Motion carried.

Approval of Minutes - It was moved by Mr. Wesley, seconded by Ms. Heilman to approve the minutes of the Governance Board meeting held on December 13, 2018 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Sager, seconded by Mr. Cselovszki, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from December 1, 2018 through January 31, 2019 was $279,636.57.

Approval Second Reading Bylaw Revisions- It was moved by Ms. Heilman, seconded by Mr. Sager, to approve the second reading of the proposed Bylaw Revisions with the suggested changes after being reviewed by members and an attorney. Motion carried.

Approval of Building Action Plan – Mr. Jensen presented several scenarios regarding estimates on a possible new construction in different locations. Mr. Jensen also presented the potential financial impact on Region V and cash Flow estimates. A motion was made by Mr. Wesley, seconded by Ms. Heilman to pursue further researching a building thru APX Construction Group with a 15 year financing option. Motion carried.

FY2019/FY2020-2022 Financial Data – Mr. Jensen reviewed the FY2019 Revised Budget and FY2020-FY2022 projected budgets. Mr. Jensen highlighted a few items.

Review Pay for Performance- Mr. Jensen presented a Pay for Performance option the board could consider for Region V Staff. Discussion was held and at this time Region V will not pursue any further.

Approval of Probationary Increase- It was moved by Ms. Heilman, seconded by Mr. Cselovszki, to approve a $.50 per hour increase for Alex Bohman for completion of his probationary period. Effective March 1, 2019. Motion carried.

FY2020 Fees – Options for a 2.5% FY2020 Fee increase were presented. It was moved by Mr. Cselovszki, seconded by Mr. Wesley, to approve Option B. Motion carried.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Region V continues to receive requests for demonstrations for potential new members. Mr. Jensen also updated the board on the activities preparing for staff retirements. Mr. Jensen also requested permission to participate in a half day staff development activity with SWWC on June 19, 2019 in Alexandria.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, May 16, 2019 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Ms. Heilman, seconded by Mr. Wesley, to adjourn the meeting. Motion carried. Meeting adjourned at 11:45 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 13, 2018
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 13, 2018 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Braden Wesley, Lake Crystal Wellcome
Ms. Jennifer Walsh, Fairbault
Mr. Tom Sager, Mankato
Ms. Sherry Haugen-Langworthy, Maple River
Ms. Amanda Heilman, Owatonna
Mr. Richard Dahman, Winona

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:34 AM.

Adoption of the Agenda - It was moved by Ms. Heilman, seconded by Mr. Cselovszki, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Dahman, seconded by Mr. Sager to approve the minutes of the Governance Board meeting held on September 20, 2018 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Haugen-Langworthy, seconded by Mr. Cselovszki, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from September 1, 2018 through November 30, 2018 was $364,390.34.

First Reading Bylaw Revisions- It was moved by Mr. Bruels, seconded by Mr. Wesley, to acknowledge the first reading of the proposed Bylaw Revisions. Motion carried. Bylaw Revisions will now be sent out to member districts for comment.

Building/Roofing Project update – Mr. Jensen presented information regarding the history of purchase and maintenance costs for the existing building. Also presented where future deferred maintenance needs for our current building. Dan Robinson from Truecommercial was available to provide information regarding the resale value of the current structure with the needed deferred maintenance projects being completed. It was concluded that the estimated remaining deferred maintenance needs totaling $286,000 would not be recouped in the event we would sell the building. Mr. Jensen also provided estimates on a possible new construction along with the financial impact on Region V. Cash Flow estimates were also presented for a new construction as well as various financing options the board could consider. A motion was made by Mr. Wesley, seconded by Mr. Dahman to direct Mr. Jensen to further investigate in more detail financing option for a new site. Motion carried.

Personnel Items- It was moved by Mr. Cselovszki, seconded by Mr. Bruels to approve the employment offer to Alex Bohman for the Help Desk Assistant position. Motion Carried.

It was moved by Ms. Haugen-Langworthy, seconded by Mr. Wesley to approve option one of an out of cycle pay adjustment for Ann Hubmer effective January 1, 2019. Motion Carried.

Mr. Cselovszki, Ms. Haugen-Langworthy and Ms. Heilman will continue on as the personnel committee for FY 2019. With this being an off negotiations year, research will be completed on the feasibility of implementing performance pay for Region V staff in FY2020.

FY2019/FY2020-2022 Financial Data – Mr. Jensen reviewed the FY2019 Budget and FY2020-FY2022 projected budgets. Mr. Jensen highlighted a few items.

FY2020 Fees – Options for FY2020 Fee structures were discussed. It was moved by Mr. Cselovszki, seconded by Mr. Bruels, to approve a 2.5% fee increase. Motion carried. Various 2.5% fee scenarios will be brought to the February 21st board meeting for approval.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Region V continues to receive requests for changes to services purchased by districts. Mr. Jensen also updated the board on the discussion regarding options for Online Employee Benefits as they relate to SMART Systems. Discussion was also held regarding the implementation of the new telecommuting guidelines for Region V staff, the inservice day recently provided and the 2019 wellness initiatives for Region V.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, February 21, 2019 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Dahman, seconded by Mr. Sager, to adjourn the meeting. Motion carried. Meeting adjourned at 11:26 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 20, 2018
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 20, 2018 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Braden Wesley, Lake Crystal Wellcome
Mr. Tom Sager, Mankato
Ms. Sherry Langworthy, Maple River
Ms. Amanda Heilman, Owatonna

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – With a quorum present, Mr. Bruels, Vice-Chairperson, called the meeting to order at 9:30 AM.

Adoption of the Agenda - It was moved by Mr. Cselovszki, seconded by Ms. Langworthy, to adopt the agenda with the addition of 11.5 Approval of FY2018 Audit and Approval of Helpdesk job description under other business. Motion carried.

Certification of Election Results - It was moved by Mr. Sager, seconded by Mr. Wesley to certify the election results for 2018 as presented. Motion carried.

Election of Officers – Ms. Walsh was nominated as Chairperson. It was moved by Mr. Cselovszki, seconded by Ms. Langworthy, to cease nominations and cast a unanimous ballot for Ms. Walsh. Motion carried.

Mr. Bruels was nominated as Vice-Chairperson. It was moved by Mr. Cselovszki, seconded by Mr. Sager, to cease nominations and cast a unanimous ballot for Mr. Bruels. Motion carried.

Ms. Langworthy was nominated to continue as Secretary-Treasurer. It was moved by Mr. Cselovszki, seconded by Ms. Heilman, to cease nominations and cast a unanimous ballot for Ms. Langworthy. Motion carried.

FY2019 Meeting Schedule - It was moved by Mr. Wesley, seconded by Ms. Heilman, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 6, February 21, May 16 and June 20 in FY2019. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Ms. Langworthy, seconded by Mr. Wesley to approve the minutes of the Governance Board meeting held on May 17, 2018 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Heilman, seconded by Mr. Sager, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2018 through August 31, 2018 was $586,045.50.

Approval of Probationary Increase- It was moved by Mr. Cselovszki, seconded by Mr. Wesley, to approve a $.50 per hour increase for Katie Boswell for completion of her probationary period. Effective September 4, 2018. Motion carried.

Official Depository of Funds - It was moved by Ms. Langworthy, seconded by Ms. Heilman to approve MSDLAF+, US Bank, and Community Bank as official depositories of funds and to authorize the Executive Director and the Business Manager to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

FY2019 Fees for Other Users - It was moved by Ms. Heilman, seconded by Mr. Wesley, to approve the fees for other users as presented. The fees are based on the FY2019 fee structure. Motion carried.

FY2019 Expenditures for SMART Systems Development – Motion by Mr. Cselovszki, second by Mr. Wesley to approve the FY2019 SMART System Development (SSD) figures that were presented and reviewed. Motion carried.

Approval of FY2018 Audit – It was moved by Mr. Wesley, seconded by Ms. Langworthy to approve the FY2018 Audit prepared by Eide Bailly. Motion carried.

FY2019 Financial Data – Mr. Jensen reviewed the audited actual figures for FY2018 and budget estimates thru FY2022. Budget projections included staff transition planning amounts and the impact on fund balances.

Telecommuting Guidelines Review – Mr. Jensen presented a suggested guideline to introduce telecommuting options for Region V staff. These guidelines would allow staff the option to telecommute for weather emergency, situational family emergencies and as part of a regular schedule. Discussion was held and the board acknowledged their support to implement on a trial basis.

Roof Project Review – Mr. Jensen presented rough estimates on the financial impact for a variety of options including; Leasing a new facility with no buyout option, purchasing a new facility or repairs to the existing facility. The board directed Mr. Jensen to further research a build to own option including more precise pricing and financing options that may be available for Region V. The board would also like additional details on the state of the current building, including, age of HVAC system, Age of Furnace, and cost to repave the parking lot.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Region V continues to grow, there are nine new districts utilizing SMART in FY2019 and two additional districts utilizing TimeClocks Plus. Mr. Jensen also updated the board on the discussion with the Service Cooperatives pertaining to a potential partnership to provide integration for Online Employee Benefits. Discussion was also held regarding some potential new training opportunities for Region V members.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, December 6, 2018 starting at 9:30 AM.

Other Business-Approval of Helpdesk Job Posting – Motion was made by Mr. Cselovszki, seconded by Ms. Heilman to approve a Helpdesk job description as well as to post for the position. Motion carried.

Adjournment - Noting no other business, it was moved by Mr. Sager, seconded by Mr. Wesley, to adjourn the meeting. Motion carried. Meeting adjourned at 11:56 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, MAY 17, 2018
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 17, 2018 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Amanda Heilman, Owatonna
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Medford
Ms. Sherry Langworthy, Maple River
Mr. Tom Sager, Mankato
Ms. Jennifer Walsh, Byron

Also attending was Mr. Darin Jensen, Executive Director.

Call to Order – Ms. Walsh, Chairperson, called the meeting to order at 9:30 AM.

Adoption of the Agenda - It was moved by Ms. Heilman, seconded by Ms. Langworthy, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Cselovszki, seconded by Mr. Dahman, to approve the minutes of the regular Governance Board meeting held on February 22, 2018 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Cselovszki, seconded by Ms. Langworthy to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from February 1, 2018 through April 30, 2018 was $365,302.44. Motion carried.

Designate the Identified Official with Authority – It was moved by Mr. Dahman, seconded by Ms. Heilman to designate Darin Jensen, Executive Director, as the Identified Official with Authority to authorize user access to MDE secure websites for Region V Computer Services #0865. Motion carried.

Personnel Committee Recommendations
Mr. Jensen reviewed and discussed the Employee Meet and Confer Points presented by the staff representatives to the Personnel Committee at a meeting held April 24, 2018. The Personnel Committee's recommendations for FY2019 and FY2020 were given.

It was moved by Mr. Dahman, seconded by Mr. Sager, to approve the following items:

a. FY2019 Salary and Benefit package increase of 4.64% and FY2020 Salary and Benefit package increase of 3.65%. A combination of flat dollar and percentage was determined for the package allocation. The board will provide the cost of insurance premiums as stated in Wage & Benefit Guideline 3.1. The board will increase the contribution to the employees' VEBA / HSA accounts to $3,450 effective July 1, 2018. This brings the entire package increase to a 4.15% average for the two year settlement.

b. FY2019 staff salaries as presented.

c. Wages & Benefits Guideline language changes as presented.

d. FY2019 Holidays and Pay Dates.

Motion carried.

Employment Offer – Motion by Mr. Cselovszki, seconded by Ms. Heilman to approve the employment offer to Katie Boswell for the Assistant HR/Payroll Services Coordinator position as presented. Motion carried.

Shared HR Services Contract – Motion by Mr. Sager, seconded by Ms. Langworthy to approve the Services Contract for FY2019 by Southwest West Central Service Cooperative for Shared Human Resource Services as presented. Motion carried.

FY2018 Revised Budget/FY2019 Proposed Budget - It was moved by Ms. Langworthy, seconded by Mr. Dahman, to approve the FY2018 Revised and FY2019 Proposed Budget as presented. Motion carried.

FY2018, FY2019 & FY2020 Audit Proposal – It was moved by Ms. Heilman, seconded by Mr. Dahman, to approve the engagement of Eide Bailly for audits of FY2018 thru FY2020. Motion carried.

Payments of Claims – It was moved by Mr. Cselovszki, seconded by Mr. Dahman, to adopt the Resolution for Payment of Claims for FY2019. With all members voting aye, motion carried.

Donations for Region V Spring Conference – It was approved by Mr. Sager, seconded by Ms. Langworthy to accept the donations with appreciation for the Region V Spring Conference as presented. The amount of donations received was $2,600. Motion carried.

Roof/Building Options – Mr. Jensen discussed the current status of the building/roof project. It was decided that Mr. Jensen should continue to obtain information for possible relocation prior to making a decision on whether to move forward with the required roof and building needed repairs.

Executive Director's Report - Mr. Jensen reviewed current activities in the region. Updates were given regarding the upcoming Business Office Workflow analyses service, upcoming sessions, listing of districts moving on to SMART Systems as of July 1, 2018, two charters that will no longer utilizing

SMART, wind damage of the building caused by a late winter storm, and the opportunity for Region V staff to participate in the Lead Team Academy offered by SCSC.

Mr. Jensen updated the board regarding the election process. We have received nominations for Braden Wesley, Lake Crystal Wellcome school district for the Category 2 opening, Amanda Heilman, Owatonna Public Schools for the At-Large Category opening and John Cselovszki, Sleepy Eye Public Schools for the Category 3 opening. The ballot process will begin the end of May with completion in June.

Board Resignations – Discussion was held regarding Ms. Walsh obtaining employment with Faribault Public Schools and would no longer qualify as a representative for Category 2 member districts. Motion by Mr. Cselovszki, seconded by Mr. Dahman to approve the resignation of Jennifer Walsh as the Category 2 representative and Sherry Langworthy as the At Large member representative. Motion carried

Motion by Mr. Cselovszki, seconded by Mr. Dahman to appoint Jennifer Walsh as the At Large member representative and Sherry Langworthy as the Category 2 representative. Motion carried.

Next Meeting Date and Time – The next regular Governance Board meeting will be Thursday, June 21, 2018 starting at 9:30 AM, if needed. Otherwise, it will be Thursday, September 20, 2018.

Adjournment - Noting no other business, it was moved by Mr. Dahman, seconded by Mr. Sager, to adjourn the meeting. Motion carried. Meeting adjourned at 10:41 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 22, 2018
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 22, 2018 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Amanda Heilman, Owatonna
Mr. John Cselovszki, Sleepy Eye
Mr. Tom Bruels, St. Clair
Mr. Tom Sager, Mankato
Ms. Jennifer Walsh, Byron

Also attending was Mr. Darin Jensen, Executive Director

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:46 AM.

Adoption of the Agenda - It was moved by Mr. Bruels, seconded by Ms. Heilman, to adopt the agenda with the addition of approval of district category listing. Motion carried.

Approval of Minutes - It was moved by Mr. Cselovszki, seconded by Mr. Bruels to approve the minutes of the Governance Board meetings held on December 7, 2017 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bruels, seconded by Mr. Sager, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from November 29, 2017 thru January 31, 2018 was $272,546.05.

Approval of 2018 Pay Equity Report - It was moved by Ms. Heilman, seconded by Mr. Bruels to approve the 2018 Pay Equity Report. Motion carried.

Approval of Phone System Purchase - It was moved by Mr. Cselovszki, seconded by Mr. Sager, to approve the purchase of a new phone system from Computer Technology Solutions, Inc. for the amount of $19,232.00. Motion carried.

Adoption of Revised Joint Powers Agreement - It was moved by Mr. Bruels, seconded by Mr. Sager, to adopt the revised Joint Powers Agreement language as voted on by the membership. Motion carried.

FY2018/FY2019-2021 Financial Data – Mr. Jensen reviewed the FY2018 Revised Budget and FY2019-FY2021 projected budgets. Mr. Jensen highlighted a few items.

Approval FY2019 Fees – Options for FY2019 Fee structure were discussed. It was moved by Mr. Bruels, seconded by Ms. Heilman to approve the two percent Option B Fee Scenario. Motion carried.

Review of Inspec Building Report – The report provided by Inspec regarding the state of the building was reviewed. Inspec's report found the building to be structurally sound, but needed tuckpointing, stucco repair, painting and other miscellaneous maintenance. Estimated cost for this project would be $105,000 excluding professional design services and construction management. It would be the recommendation of Inspec to complete the roofing project previously discussed with the board and the building project to obtain best pricing. The board asked Mr. Jensen to research relocation options and potential value of the existing building before making a final decision on how to proceed.

Personnel Item – Mr. Jensen reviewed the status of the Assistant Payroll/HR Services Coordinator position that has been posted. Also discussed the potential need for an additional technology position.

The board directed to Mr. Jensen to propose a list of potential dates for staff negotiation meetings.

Update on 2018 Board Elections – Mr. Jensen presented a timeframe for the upcoming board elections. Nomination forms will be sent out mid April with nominations ceasing mid May. Election forms will be sent out Mid May with voting ceasing mid June.

Approval of Member District Category Listing – It was moved by Mr. Cselovszki, seconded by Ms. Heilman to approve the revised member district category listing as presented. Motion carried.

Executive Director's Report - Mr. Jensen reviewed current activities in the region including district staffing events, upcoming session offerings, SMART Systems demonstration, IRS programming changes for ACA submission and the recent network outage that affected our membership.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, May 17, 2018 starting at 9:30 AM.

Other Business – No other business was discussed.

Adjournment - Noting no other business, it was moved by Mr. Sager, seconded by Ms. Heilman, to adjourn the meeting. Motion carried. Meeting adjourned at 11:02 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 7, 2017
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 7, 2017 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Ms. Amanda Heilman, Owatonna
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Winona
Mr. Tom Sager, Mankato
Mr. Brian Gersich, Le Sueur-Henderson
Ms. Sherry Langworthy, Maple River
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director and Mr. Darin Jensen, Incoming Executive Director

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:30 AM.

Adoption of the Agenda - It was moved by Mr. Sager, seconded by Ms. Heilman, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Langworthy, seconded by Mr. Dahman to approve the minutes of the Governance Board meetings held on September 21, 2017, October 25, 2017 and November 1, 2017 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Heilman, seconded by Ms. Langworthy, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from September 1, 2017 through November 28, 2017 was $412,972.94.

Approval of FY 2017 Audit Report - It was moved by Mr. Sager, seconded by Mr. Cselovszki to approve the FY2017 Audit prepared by Eide Bailly. Motion carried.

Designate the Identified Official with Authority for MDE - It was moved by Mr. Gersich, seconded by Mr. Dahman, to approve the removal of Barbie Doyle as the Identified Official with Authority and add Darin Jensen for Region V Computer Services (0865). Motion carried.

Personnel Item - It was moved by Mr. Gersich, seconded by Ms. Heilman to approve the termination of Lisa Thompson, Assistant Payroll / HR Service Coordinator, effective November 30, 2017. Motion carried.

It was moved by Mr. Cselovszki, seconded by Mr. Dahman to approve posting position openings for an Assistant Payroll / Human Resource Service Coordinator and a Technology Services Coordinator. Motion Carried.

It was moved by Mr. Sager, seconded by Mr. Dahman to appoint Ms. Langworthy, Ms. Heilman and Mr. Cselovszki to the Personnel Committee for FY 2018. Motion Carried.

FY2019 Fees – FY2019 Fee structure was discussed. Additional scenarios will be brought back to the February 22, 2017 meeting for further discussion.

FY2018/FY2019-2021 Financial Data – Ms. Doyle reviewed the FY2018 Revised Budget and FY2019-FY2021 projected budgets. Ms. Doyle highlighted a few items.

Joint Powers Agreement – Ms. Doyle presented suggested revisions to the Region V Joint Powers agreement from Ratwik, Roszak, and Maloney, PA. Additional edits were discussed. Discussion was held to send out the amendments to member districts electronically for a vote. Motion was made by Mr. Dahman, Seconded by Ms. Heilman to approve the amended wording for members to vote on. Motion carried.

Roof/Building Project Review – Ms. Doyle presented an update on the status of the Roof/Building project. Inspec has been to the site to evaluate the building integrity. The summary of their findings will be sent to the board when available.

Executive Director's Report - Ms. Doyle reviewed current activities in the region including district staffing events, upcoming session offerings, research on a phone system, and a recent staff development opportunity for Region V staff members. A brief update regarding the transitioning of the Executive Director position was also given.

The membership of Region V continues to grow. The potential for additional SMART districts also continues to grow.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, February 22, 2018 starting at 9:30 AM.

Other Business – Mr. Gersich has accepted a new position and will not be able to continue to serve on the Region V board. Motion made by Mr. Dahman, Seconded by Ms. Langworthy to leave the position vacant for the remainder of FY2018 and replace the position starting in FY2019 as part of the regular election process. Motion carried.

Adjournment - Noting no other business, it was moved by Mr. Sager, seconded by Mr. Gersich, to adjourn the meeting. Motion carried. Meeting adjourned at 11:40 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

Special Governance Board Meeting
Wednesday, November 1, 2017
Region V Computer Services

MINUTES

A special meeting of the Governance Board of Region V Computer Services was held on Wednesday, November 1, 2017 in Mankato at Region V Computer Services. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. Brian Gersich, Le Sueur-Henderson
Ms. Amanda Heilman, Owatonna
Ms. Sherry Langworthy, Maple River
Mr. Tom Sager, Mankato

Call to Order – With a quorum present, Mr. Bruels, Vice-Chairperson, called the meeting to order at 8:03 AM.

Adoption of Agenda – It was moved by Ms. Langworthy, seconded by Mr. Gersich, to adopt the agenda with the meeting place updated to Region V Computer Services. Motion carried.

Approve Executive Director Contract – It was moved by Mr. Sager, seconded by Ms. Heilman, to approve the Executive Director contract with Darin Jensen as presented. Motion carried.

Adjournment – Noting no other business, it was moved by Mr. Gersich, seconded by Ms. Langworthy to adjourn the meeting. Motion carried. Meeting adjourned at 8:08 AM.

Respectfully Submitted,

_____

Secretary - Treasurer

Special Governance Board Meeting
Wednesday, October 25, 2017
South Central Service Cooperative Conference Center

MINUTES

A special meeting of the Governance Board of Region V Computer Services was held on Wednesday, October 25, 2017 in North Mankato at the South Central Service Cooperative. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. Brian Gersich, Le Sueur-Henderson
Ms. Sherry Langworthy, Maple River
Mr. Tom Sager, Mankato
Ms. Jennifer Walsh, Byron

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 12:30 PM.

Adoption of Agenda – It was moved by Mr. Bruels, seconded by Ms. Langworthy, to adopt the agenda as presented. Motion carried.

Discussion and Determination of Executive Director

1. Action to Enter into Contract Negotiations with One Candidate Finalist
   Presenter: Jennifer Walsh

   It was moved by Mr. Bruels, seconded by Ms. Langworthly to Tom B made the motion to enter into negotiations with Darin Jensen. Motion carried.

2. Review of Executive Director Contract Provisions
   Presenter: Ed Waltman

3. Consideration to Authorize Chairperson Walsh and Ed Waltman to Negotiate a Contract with the Executive Director Finalist
   Presenter: Jennifer Walsh

   It was moved by Mr. Gersich, seconded by Mr. Sager to authorize Jennifer Walsh and Ed Waltman to negotiate the contract. Motion carried.

Adjournment – Noting no other business, it was moved by Mr. Sager, seconded by Mr. Gersich to adjourn the meeting. Motion carried.

Respectfully Submitted,

_____

Secretary - Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

SPECIAL GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 21, 2017
REGION V OFFICE, MANKATO, MN

MINUTES

A special meeting of the Governance Board of Region V Computer Services was held on Thursday, September 21, 2017 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Winona
Mr. Brian Gersich, Le Sueur-Henderson
Ms. Sherry Langworthy, Maple River
Ms. Jennifer Walsh, Byron

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 12:00 PM.

Adoption of the Agenda - It was moved by Mr. Gersich, seconded by Mr. Bruels, to adopt the agenda as presented. Motion carried.

Search Firm Interviews – Two search firms were interviewed to assist with the process of identifying a new Executive Director for Region V. Ed Waltman from the South Central Service Cooperative Search Program gave an overview of the services they provide. Kenneth Dragseth of School Exec Connect then followed with an overview of their services.

Approve Search Firm – It was moved by Mr. Dahman, seconded by Mr. Cselovszki to approve South Central Service Cooperative Search Program to conduct the search for a new Executive Director.

Adjournment - Noting no other business, it was moved by Mr. Dahman, seconded by Ms. Langworthy, to adjourn the meeting. Motion carried.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 21, 2017
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 21, 2017 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Winona
Mr. Brian Gersich, Le Sueur-Henderson
Ms. Sherry Langworthy, Maple River
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – With a quorum present, Ms. Walsh, Chairperson, called the meeting to order at 9:30 AM.

Adoption of the Agenda - It was moved by Ms. Langworthy, seconded by Mr. Dahman, to adopt the agenda as presented. Motion carried.

Certification of Election Results - It was moved by Mr. Bruels, seconded by Mr. Cselovszki to certify the election results for 2017 as presented. Motion carried.

Appoint Representative for At-Large Category – It was moved by Mr. Bruels, seconded by Mr. Cselovszki to appoint Amanda Heilman, Director of Finance and Operations at Owatonna Public Schools, to the At-Large category. Motion carried.

Election of Officers – Ms. Walsh was nominated as Chairperson. It was moved by Mr. Bruels, seconded by Mr. Gersich, to cease nominations and cast a unanimous ballot for Ms. Walsh. Motion carried. Ms. Walsh continued as Chairperson of the meeting.

Mr. Bruels was nominated as Vice-Chairperson. It was moved by Mr. Gersich, seconded by Mr. Dahman, to cease nominations and cast a unanimous ballot for Mr. Bruels. Motion carried.

Ms. Langworthy was nominated to continue as Secretary-Treasurer. It was moved by Mr. Bruels, seconded by Mr. Gersich, to cease nominations and cast a unanimous ballot for Ms. Langworthy. Motion carried.

FY2018 Meeting Schedule - It was moved by Mr. Dahman, seconded by Mr. Gersich, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 7, February 22, May 17 and June 21 in FY2018. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Ms. Langworthy, seconded by Mr. Bruels to approve the minutes of the Governance Board meeting held on May 18, 2017 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Cselovszki, seconded by Mr. Dahman, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2017 through August 31, 2017 was $481,291.49.

Official Depository of Funds - It was moved by Mr. Bruels, seconded by Mr. Dahman to approve MSDLAF+, US Bank, and Community Bank as official depositories of funds and to authorize the Executive Director and the Business Manager to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

FY2018 Fees for Other Users - It was moved by Ms. Langworthy, seconded by Mr. Bruels, to approve the fees for other users as presented. The fees are based on the FY2018 fee structure. Motion carried.

FY2018 Expenditures for SMART Systems Development – Motion by Mr. Dahman, second by Mr. Gersich to approve the FY2018 SMART System Development (SSD) figures that were presented and reviewed. Motion carried.

Service Agreement with Associated Financial Group – It was moved by Mr. Bruels, seconded by Ms. Langworthy to approve the service agreement from Associated Financial Group, LLC from October 1, 2017 through June 30, 2018 as presented. Motion carried.

Personnel Item - It was moved by Mr. Bruels, seconded by Mr. Dahman to accept the resignation of Anna Larson, Assistant Payroll / HR Service Coordinator, effective June 16, 2017. Motion carried.

It was moved by Mr. Dahman, seconded by Mr. Bruels to approve the hiring of Elisa (Lisa) Thompson for the position of Assistant Payroll / Human Resource Service Coordinator effective August 14, 2017 at an hourly rate of $21.15. Motion carried.

It was moved by Mr. Gersich, seconded by Mr. Dahman to accept the resignation of Barbie Doyle, Executive Director, effective December 8, 2017. Motion carried.

Future staffing plans were also discussed.

FY2018 Financial Data – Ms. Doyle reviewed the preliminary figures for FY2017 audit and highlighted a few items. The audit report will be presented for acceptance at the next regular Governance Board meeting to be held in December. FY2018 budget items were also reviewed.

Bylaws Revisions – Ms. Doyle presented suggested revisions to the Region V bylaws from Ratwik, Roszak, and Maloney, PA. Additional edits were discussed. Ms. Doyle will reach out to all member Business Managers and Superintendents seeking approval of the Joint Powers Agreement amendments as soon as possible. The revised Joint Powers Agreement and Region V Bylaws will be presented at the regular December board meeting.

Roof Project Review – Ms. Doyle presented information from Inspec regarding the condition of the current roof and the need to reroof the Region V building. The board directed Ms. Doyle to research different options before the project begins.

Strategic Plan – Ms. Doyle provided a review summary of the entire list of identified action items related to the strategic plan. She updated the board on items that are completed and ongoing.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Region V districts experienced another year of turnover and emergency services requests. Sessions and service offerings held over the summer months as well as upcoming offerings were shared.

The membership of Region V continues to grow. The potential for additional SMART districts also continues to grow.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, December 7, 2017 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Cselovszki, seconded by Mr. Dahman, to adjourn the meeting. Motion carried. Meeting adjourned at 11:34 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, MAY 18, 2017
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 18, 2017 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Medford
Mr. Brian Gersich, LeSueur Henderson
Ms. Sherry Langworthy, Maple River
Mr. Tom Sager, Mankato
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Walsh, Chairperson, called the meeting to order at 9:28 AM.

Adoption of the Agenda - It was moved by Mr. Cselovszki, seconded by Mr. Bruels, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Dahman, seconded by Ms. Langworthy, to approve the minutes of the regular Governance Board meeting held on February 23, 2017 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Langworthy, seconded by Mr. Bruels to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from February 15, 2017 through April 30, 2017 was $335,620.78.

Designate the Identified Official with Authority – It was moved by Mr. Bruels, seconded by Ms. Langworthy to designate Barbie Doyle, Executive Director, as the Identified Official with Authority to authorize user access to MDE secure websites for Region V Computer Services #0865. Motion carried.

Accept Membership Request of ISD #256 – It was moved by Mr. Cselovszki, seconded by Mr. Gersich, to accept the membership request of Red Wing Public Schools ISD #256 beginning July 1, 2017. Motion carried.

Personnel Committee Recommendations

Ms. Doyle reviewed and discussed the Employee Meet and Confer Points presented by the staff representatives to the Personnel Committee at a meeting held April 18, 2017. She also presented the position adjustment request concerning Mike Galler. The Personnel Committee's recommendations for FY2018 were given.

It was moved by Mr. Bruels, seconded by Mr. Sager, to approve the following items:

a. FY2018 Salary and Benefit package increase of 3.5%. A combination of flat dollar and percentage was determined for the package allocation. The board will continue to provide the cost of the premium for single health insurance coverage as stated in Wage and Benefit Guideline 3.1. The board will increase the contribution to the employees' VEBA / HSA accounts to $3,400 effective July 1, 2017. This brings the entire package increase to 3.98%.

b. Position Adjustment for Mike Galler to Network / Database Administrator with an annual salary increase of $5,000 effective July 1, 2017.

d. FY2018 Holidays and Pay Dates.

Motion carried.

After discussion and modification, it was moved by Mr. Bruels, seconded by Mr. Cselovszki to approve:

c. The Executive Director's contract effective July 1, 2017 – June 30, 2018.

Motion carried.

Shared HR Services Contract – Motion by Mr. Dahman, seconded by Ms. Langworthy to approve the Services Contract for FY2018 by Southwest West Central Service Cooperative for Shared Human Resource Services as presented. Motion carried.

FY2017 Revised Budget/FY2018 Proposed Budget - It was moved by Mr. Bruels, seconded by Mr. Sager, to approve the FY2017 Revised and FY2018 Proposed Budget as presented. Motion carried.

FY2017 Audit Proposal – It was moved by Mr. Dahman, seconded by Mr. Gersich, to approve the engagement of Eide Bailly for the FY2017 audit. Motion carried.

Payments of Claims – It was moved by Mr. Bruels, seconded by Mr. Dahman, to adopt the Resolution for Payment of Claims for FY2018. With all members voting aye, motion carried.

Joint Powers Revisions – Ms. Doyle presented an edited version of the Region V Computer Services Joint Powers Agreement as proposed from Ratwik, Roszak, and Maloney. After some discussion, it was determined to move forward with the suggested changes. The Bylaws for Region V Computer Services will also be reviewed by the same law firm. After both have been reviewed by the Governance Board, they will be presented to the member districts.

Donations for Region V Spring Conference – It was approved by Ms. Langworthy, seconded by Mr. Dahman to accept the donations with appreciation for the Region V Spring Conference as presented. The amount of donations received was $2,850. Motion carried.

Customer Service Workshop – Ms. Doyle provided information about a professional development opportunity for the Region V staff in FY2018. It was approved by Mr. Bruels, seconded by Mr. Dahman to approve all staff members to attend the customer service workshop. Motion carried.

Roof Project – Ms. Doyle discussed the current state of the building roof. It was decided that Ms. Doyle should begin the process to pursue possible solutions.

Strategic Planning Review – Ms. Doyle reviewed ongoing and upcoming action items pertinent to the strategic plan. Information regarding a pending action item was discussed in length and an alternate action was agreed upon. Updates will continue to be provided at future meetings.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Updates were given regarding the Business Office Workflow analyses conducted for FY2017, upcoming sessions, a summary of the Region V Spring Conference, district staff turnover, number of districts receiving, and those requesting, support and hosting services for TimeClock Plus.

Charter schools requesting service from Region V is continuing to fluctuate as it does every fiscal year. Region V will have at least two new charter schools.

Ms. Doyle updated the board regarding the election process. The ballot process will be completed in June.

Next Meeting Date and Time – The next regular Governance Board meeting will be Thursday, June 22, 2017 starting at 9:30 AM, if needed. Otherwise, it will be Thursday, September 21, 2017.

Adjournment - Noting no other business, it was moved by Mr. Bruels, seconded by Mr. Cselovszki, to adjourn the meeting. Motion carried. Meeting adjourned at 11:23 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 23, 2017
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 23, 2017 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Medford
Mr. Brian Gersich, LeSueur-Henderson
Ms. Sherry Langworthy, Maple River
Mr. Tom Sager, Mankato
Ms. Sarah Slaby, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Walsh, Chairperson, called the meeting to order at 9:30 AM.

Adoption of the Agenda - It was moved by Mr. Dahman, seconded by Mr. Gersich, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Cselovszki, seconded by Ms. Langworthy, to approve the minutes of the regular Governance Board meeting held on December 8, 2016 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Langworthy, seconded by Mr. Dahman, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from November 24, 2016 through February 14, 2017 was $283,268.40.

Category 1 Representative – It was moved by Mr. Cselovszki, seconded by Mr. Dahman, to appoint Tom Sager, Director of Business Services for Mankato Area Public Schools, to fill Jerry Kolander's position on the Governance Board for the remainder of FY2017. Motion carried.

FY2018 Fee Structure – The FY2016 final ADM information for member districts was presented and reviewed. The fee structure components for FY2017 as well as options for FY2018 were presented, compared and discussed.

It was moved by Mr. Dahman, seconded by Ms. Langworthy to approve Option C for the FY2018 fee structure as presented. Motion carried.

FY2018 fee information will be sent to member districts in the near future.

FY2017 Revised Budget / Projected Budget – Ms. Doyle reviewed preliminary revisions to the FY2017 adopted budget. Budget revisions and scenarios will continue to be provided to the board as the fiscal year continues.

Personnel Item – It was moved by Mr. Dahman, seconded by Ms. Slaby, to place Anna Larson on regular employment status and increase her hourly wage by $.72 as of March 1, 2017 after successfully completing the probationary period for new hires. Motion carried.

Wells Fargo Bank Account Closing – It was moved by Ms. Langworthy, seconded by Mr. Gersich, to approve closing the dedicated Wells Fargo banking account that was originally established for school pool insurance groups for monthly premium and claims funding. Motion carried.

2017 Board Elections – An update on the Governance Board positions was given by Ms. Doyle. There will be one vacancy for the upcoming election.

Strategic Planning Review – Ms. Doyle reviewed ongoing and upcoming action items pertinent to the strategic plan. Updates will continue to be provided at future meetings.

Executive Director's Report - Ms. Doyle reviewed activities in the region. There was discussion regarding an email Ms. Doyle sent to district superintendents and business managers regarding security breach considerations and risk analysis. SMART System's Affordable Care Act (ACA) module progress was shared with special recognition given to Cindy Seifert and Annette Jung for their ongoing work and dedication to this project.

Next Meeting Date and Time – The Personnel Committee will meet in April. They will bring their recommendations to the board at the next Region V Governance Board meeting, which is scheduled for Thursday, May 18, 2017, starting at 9:30 AM.

Other Business – Mr. Cselovszki spoke about the MASA presidency.

Adjournment – It was moved by Mr. Dahman, seconded by Ms. Langworthy, to adjourn the meeting. Motion carried. Meeting adjourned at 10:58 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 8, 2016
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 8, 2016 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Medford
Mr. Brian Gersich, LeSueur-Henderson
Mr. Jerry Kolander, Mankato
Ms. Sherry Langworthy, Maple River
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Walsh, Chairperson, called the meeting to order at 9:32 AM.

Adoption of the Agenda - It was moved by Mr. Bruels, seconded by Mr. Dahman, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Langworthy, seconded by Mr. Kolander, to approve the minutes of the regular Governance Board meeting held on September 22, 2016 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Dahman, seconded by Mr. Gersich, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from September 01, 2016 through November 23, 2016 was $353,532.88.

Open Position on Board – It was moved by Mr. Bruels, seconded by Mr. Dahman, to acknowledge the resignation of Jerry Kolander from the Governance Board and to query Category 1 districts for a person interested in an appointment to the Board for the remainder of FY2017. Motion carried.

Approval of FY2016 Audit Report - Ms. Doyle reviewed the financial reports for FY2016 and highlighted key points. There was a discussion and explanation regarding the impact GASB Statement No. 68, *Accounting and Financial Reporting for Pensions,* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date,* had on the financial statements. It was moved by Mr. Kolander, seconded by Mr. Cselovszki to approve the audit report for FY2016 from Eide Bailly as presented. Motion carried.

Region V Computer Services continues to stay in good financial health.

Personnel Items – It was moved by Ms. Langworthy, seconded by Mr. Kolander to approve the hiring of Anna Larson for the position of Assistant Payroll / Human Resource Service Coordinator effective November 7, 2016 at an hourly rate of $21.63. Motion carried.

It was moved by Mr. Bruels, seconded by Mr. Gersich to accept the resignation of Chad Aukes, Technology Service Coordinator, effective December 16, 2016. Motion carried.

Ms. Walsh, Chairperson, appointed Ms. Langworthy, Mr. Dahman, and Mr. Gersich to the Personnel Committee for FY2017.

FY2018 Fee Structure – The objectives and components of the current fee structure were discussed. The goal of the Governance Board is to ensure consideration is given to a slow and gradual fee increase to districts when the need arises. Cash flow and budget considerations for districts continue to be at the forefront of decision-making.

The board was provided options for potential fee increases. It was moved by Mr. Bruels, seconded by Mr. Dahman to approve an overall increase in fees for FY2018 of two and one-half percent as well as increase the hourly rate for Bank Reconciliation and Data Entry charges by $5.00 per hour. Motion carried.

Fee component options will be provided to the board at the February meeting.

FY2017 Revised Budget / Projected Budget – Ms. Doyle reviewed preliminary revisions to the FY2017 adopted budget. Budget revisions and scenarios will continue to be provided to the board as the fiscal year continues. Projected budget scenarios for FY2018 – FY 2020 were also provided and discussed.

Strategic Planning – Ms. Doyle reviewed the progress of the action items to date.

Executive Director's Report – Ms. Doyle reviewed current activity in the region including upcoming sessions, calendar year-end processing, and Affordable Care Act (ACA) training and session opportunities.

It was moved by Mr. Bruels, seconded by Mr. Gersich to discontinue district access to a SMART database of a district pending payment for overdue invoices owed to Region V. Motion carried.

Next Meeting Date and Time – Thursday, February 23, 2017 starting at 9:30 AM.

Other Business – Congratulations were given to Jerry Kolander on his upcoming retirement. Appreciation was shared for his many years of dedication to school district finance and his 17 years of service on the Region V Governance Board.

Adjournment - Noting no other business, it was moved by Mr. Kolander, seconded by Mr. Dahman, to adjourn the meeting. Motion carried. Meeting adjourned at 11:22 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE
GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 22, 2016
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 22, 2016 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Brian Gersich, Le Sueur-Henderson
Mr. Jerry Kolander, Mankato
Ms. Sherry Langworthy, Maple River
Ms. Sarah Slaby, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – With a quorum present, Mr. Cselovszki, Chairperson, called the meeting to order at 9:37 AM.

Adoption of the Agenda - It was moved by Mr. Kolander, seconded by Ms. Langworthy, to adopt the agenda as presented. Motion carried.

Certification of Election Results - It was moved by Ms. Slaby, seconded by Ms. Langworthy to certify the election results for 2016 as presented. Motion carried.

Election of Officers – Ms. Walsh was nominated as Chairperson. It was moved by Mr. Kolander, seconded by Mr. Cselovszki, to cease nominations and cast a unanimous ballot for Ms. Walsh. Motion carried. Ms. Walsh continued as Chairperson of the meeting.

Mr. Bruels was nominated as Vice-Chairperson. It was moved by Mr. Cselovszki, seconded by Ms. Slaby, to cease nominations and cast a unanimous ballot for Mr. Bruels. Motion carried.

Ms. Slaby was nominated to continue as Secretary-Treasurer. It was moved by Ms. Langworthy, seconded by Mr. Cselovszki, to cease nominations and cast a unanimous ballot for Ms. Slaby. Motion carried.

FY2017 Meeting Schedule - It was moved by Mr. Kolander, seconded by Ms. Langworthy, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 8, February 23, May 18 and June 22 in FY2017. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Mr. Cselovszki, seconded by Ms. Slaby to approve the minutes of the Governance Board meeting held on May 19, 2016 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Slaby, seconded by Ms. Langworthy, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2016 through August 31, 2016 was $457,602.56.

Official Depository of Funds - It was moved by Mr. Kolander, seconded by Ms. Langworthy to approve MSDLAF+, US Bank, Wells Fargo and Community Bank as official depositories of funds and to authorize

Barbra Doyle and Cynthia Seifert to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

Shakopee ISD #720 Membership – It was moved by Mr. Cselovszki, seconded by Ms. Langworthy, to accept Shakopee Public Schools ISD #720 as a member of Region V effective July 1, 2016 and to provide the services requested. Motion carried.

FY2017 Fees for Other Users - It was moved by Ms. Slaby, seconded by Mr. Kolander, to approve the fees for other users as presented. The fees are based on the FY2017 fee structure. Motion carried.

FY2017 Expenditures for SMART Systems Development – Motion by Mr. Kolander, second by Ms. Slaby to approve the FY2017 SMART System Development (SSD) figures that were presented and reviewed. Motion carried.

Personnel Item - It was moved by Ms. Slaby, seconded by Mr. Gersich to approve adding the position of Assistant Service Coordinator for FY2017. There was discussion regarding the impact on budget projections. Motion carried.

FY2016 Reports Review – Ms. Doyle reviewed the preliminary figures for FY2016 and highlighted a few items including discussion regarding GASB 68. The audit report will be presented for acceptance at the next regular Governance Board meeting to be held in December.

Strategic Plan – Ms. Doyle provided a review summary of the entire list of identified action items related to the strategic plan. She updated the board on items that are completed, ongoing, and upcoming.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Region V districts experienced another year of turnover and emergency services requests, most notably in the payroll area. Sessions and service offerings held over the summer months were also shared.

The solution for telecommunications backup was discussed. Region V now has backup for a power outage event as well as a telecommunications outage. We feel we have addressed the most critical technical issues for our district users.

Upcoming sessions for this fall, including Affordable Care Act sessions, Finance, and Payroll were shared.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, December 8, 2016 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Ms. Slaby, seconded by Mr. Kolander, to adjourn the meeting. Motion carried. Meeting adjourned at 11:00 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, MAY 19, 2016
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 19, 2016 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Jerry Kolander, Mankato
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Mr. Cselovszki, Chairperson, called the meeting to order at 8:00 AM.

Adoption of the Agenda - It was moved by Ms. Langworthy, seconded by Ms. Walsh, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Walsh, seconded by Mr. Kuphal, to approve the minutes of the regular Governance Board meeting held on February 25, 2016 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Walsh, seconded by Mr. Kuphal to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from February 10, 2016 through April 30, 2016 was $316,221.99.

Designate the Identified Official with Authority – It was moved by Mr. Kuphal, seconded by Ms. Langworthy to designate Barbie Doyle, Executive Director, as the Identified Official with Authority to authorize user access to MDE secure websites for Region V Computer Services #0865.

Personnel Committee Recommendations

Ms. Walsh reviewed and discussed the Employee Meet and Confer Points presented by the staff representatives to the Personnel Committee at a meeting held April 22, 2016. Ms. Doyle spoke about requests for particular staff for FY2016 as well as a recommended Personnel Policies addition for FY2017. The Personnel Committee's recommendations for FY2016 and FY2017 were given.

It was moved by Mr. Bruels, seconded by Mr. Kuphal, to approve the following items:

a. Extend Griffan Kozitza's employment with Region V through June 30, 2016 at which time employment will cease. Griffan's hourly rate will increase $3.50 per hour beginning with hours worked May 16, 2016.

b. Special project pay is given to Annette Jung and Cindy Seifert in the amount of $1,000 each for extended hours worked on the project of the Affordable Care Act. Items included in this project are design, testing, deciphering, implementation, group training, individualized training, and documentation. This is not an all-inclusive list.

c. Place Chad Aukes on regular employment status as of May 16, 2016 after successfully completing the three-month probationary period for new hires.

d. FY2017 Salary and Benefit package increase of 3.5%. A combination of flat dollar and percentage was determined for the package allocation. The board will continue to provide the cost of the premium for single health insurance coverage as stated in Wage and Benefit Guideline 3.1. The board will contribute to the employee's VEBA / HSA account.

e. The Executive Director's contract as presented effective July 1, 2015 – June 30, 2018.

f. Adding Disability Nondiscrimination language to the Personnel Policies.

g. FY2016 Holidays and Pay Dates.

Motion carried.

Telecommunications Backup Plan – Motion by Mr. Kuphal, seconded by Ms. Walsh, to approve the telecommunication backup plans and work with Consolidated Communications for this purpose. Motion carried.

Shared HR Services Contract – Motion by Ms. Langworthy, seconded by Mr. Bruels to approve the Services Contract for FY2017 by Southwest West Central Service Cooperative for Shared Human Resource Services as presented. Motion carried.

Consulting Agreement – It was moved by Ms. Walsh, seconded by Mr. Bruels to approve the Consulting Agreement with Gallagher Benefit Services, Inc. for FY2017. Motion carried.

FY2016 Revised Budget/FY2017 Proposed Budget - It was moved by Mr. Bruels, seconded by Mr. Kuphal, to approve the FY2016 Revised and FY2017 Proposed Budget as presented. Motion carried.

FY2016 Audit Proposal – It was moved by Ms. Walsh, seconded by Ms. Langworthy, to approve the engagement of Eide Bailly for the FY2016 audit. Motion carried.

Payments of Claims – It was moved by Ms. Langworthy, seconded by Mr. Kuphal, to adopt the Resolution for Payment of Claims for FY2017. With all members voting aye, motion carried.

Donations for Region V Spring Conference – It was approved by Ms. Walsh, seconded by Mr. Bruels to accept the donations for the Region V Spring Conference as presented. The amount of donations received was $2,350. Motion carried.

Strategic Planning Review – Ms. Doyle reviewed completed, ongoing and upcoming action items pertinent to the strategic plan. Updates will continue to be provided at future meetings.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Updates were given regarding the Business Office Workflow analyses done for FY2016, upcoming sessions, a summary of the Region V Spring Conference, and district staff turnover.

Charter schools requesting service from Region V is continuing to fluctuate as it does every fiscal year. Region V will have two new Special Education Districts for FY2017.

Ms. Doyle updated the board regarding the election process. The ballot process will be completed in June.

Next Meeting Date and Time – The next regular Governance Board meeting will be Thursday, June 23, 2016 starting at 9:30 AM, if needed. Otherwise, it will be Thursday, September 22, 2016.

Other Business – Mr. Bruels was appointed as Secretary/Treasurer pro tem for this meeting in the absence of Sarah Slaby.

Acknowledgement and thanks were given to Gary Kuphal for serving on the Region V Governance Board. Gratitude and well wishes were extended to him as he prepares to retire June 30 from PEM.

Adjournment - Noting no other business, it was moved by Ms. Walsh, seconded by Mr. Kuphal, to adjourn the meeting. Motion carried. Meeting adjourned at 9:27 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 25, 2016
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 19, 2015 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Jerry Kolander, Mankato
Ms. Sherry Langworthy, Maple River
Ms. Sarah Slaby, Winona

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Mr. Cselovszki, Chairperson, called the meeting to order at 9:29 AM.

Adoption of the Agenda - It was moved by Ms. Slaby, seconded by Mr. Bruels, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Bruels, seconded by Mr. Kolander, to approve the minutes of the regular Governance Board meeting held on December 10, 2015 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bruels, seconded by Ms. Slaby, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from November 28, 2015 through February 9, 2016 was $270,204.95.

FY2017 Fee Structure – The FY2015 final ADM information for member districts was presented and reviewed. The fee structure components for FY2016 as well as those chosen for FY2017 were compared and discussed. FY2017 fees for member districts were provided.

It was moved by Ms. Langworthy, seconded by Ms. Slaby to approve the fee structure as presented. Motion carried.

FY2017 fee information will be sent to member districts in the near future.

FY2016 Revised Budget / Projected Budget – Ms. Doyle reviewed preliminary revisions to the FY2016 adopted budget. Budget revisions and scenarios will continue to be provided to the board as the fiscal year continues.

Fund Balance Policy – During the December 10, 2015 meeting, there was discussion regarding the policy that Region V Computer Services currently has for Unrestricted Net Position. Comparison data was provided showing Region V's Unrestricted Net Position and Fund Balance to the other four Regions in the state. It was decided to leave the policy as it is currently stated.

Personnel Item – It was moved by Mr. Bruels, seconded by Mr. Cselovszki, to approve hiring Chad Aukes as a Technical Service Coordinator at an annual salary of $52,500 ($25.24 per hour) effective February 15, 2016. Board contributions to a VEBA or HSA account will be made monthly. Motion carried.

2016 Board Elections – An update on the Governance Board positions was given by Ms. Doyle. There will be three vacancies for the upcoming election.

Strategic Planning Review – Ms. Doyle reviewed completed, ongoing, and upcoming action items pertinent to the strategic plan. It was noted good progress has been made in many areas. Updates will continue to be provided at future meetings.

Executive Director's Report - Ms. Doyle reviewed activities in the region. Statistics for W2 calendar year-end reporting were given. Services currently provided by Region V such as user sessions, Business Office Workflow Analyses, district emergency services, and new personnel training were reported. SMART System's Affordable Care Act (ACA) module progress was shared with special recognition given to Cindy Seifert and Annette Jung for their ongoing work and dedication to this project.

The annual Region V Spring Conference will be held March 31 and April 1 at the Holiday Inn and Conference Center in Austin.

Next Meeting Date and Time – The Personnel Committee will meet in April. They will bring their recommendations to the board at the next Region V Governance Board meeting, which is scheduled for Thursday, May 19, 2016, starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Ms. Slaby, seconded by Ms. Langworthy, to adjourn the meeting. Motion carried. Meeting adjourned at 10:59 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 10, 2015
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 10, 2015 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Medford
Mr. Jerry Kolander, Mankato
Mr. Gary Kuphal, PEM
Ms. Sarah Slaby, Winona

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Mr. Cselovszki, Chairperson, called the meeting to order at 9:30 AM.

Adoption of the Agenda - It was moved by Mr. Bruels, seconded by Mr. Kolander, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Slaby, seconded by Mr. Kuphal, to approve the minutes of the regular Governance Board meeting held on September 24, 2015 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bruels, seconded by Mr. Kuphal, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from September 09, 2015 through November 27, 2015 was $286,717.03.

Approval of FY2015 Audit Report - Ms. Doyle reviewed the financial reports for FY2015 and highlighted key points. There was a discussion and explanation regarding the impact GASB Statement No. 68, *Accounting and Financial Reporting for Pensions,* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date,* had on the financial statements. It was moved by Mr. Dahman, seconded by Mr. Bruels to approve the audit report for FY2015 from Eide Bailly as presented. Motion carried.

Region V Computer Services continues to stay in good financial health.

Personnel Items – It was moved by Mr. Kuphal, seconded by Ms. Slaby to approve the following personnel items:

a. Accept the resignation of John Holt effective January 15, 2016 and to thank him for his years of service.
b. Approve hiring for the position in the technical department.
c. Approve position adjustment and annual salary increase of $2,500 for Michael Galler effective January 18, 2016.
d. Approve a $1.00 per hour pay increase for Griffan Kozitza, part-time, temporary payroll processor, effective December 16, 2015.

Motion carried.

Personnel Committee - The Chairperson, Mr. Cselovszki, appointed Mr. Cselovszki, Mr. Dahman, and Ms. Walsh to the Personnel Committee.

FY2016 Fee Structure – The objectives and components of the current fee structure were discussed. The goal of the Governance Board is to ensure consideration is given to a slow and gradual fee increase to districts when the need arises. Cash flow and budget considerations for districts continue to be at the forefront of decision-making.

The board was provided options for a potential fee structure increase. It was moved by Mr. Bruels, seconded by Ms. Slaby to approve an overall increase in fees for FY2017 of three percent. Motion carried.

FY2015 Revised Budget / Projected Budget – Ms. Doyle reviewed preliminary revisions to the FY2016 adopted budget. Budget revisions and scenarios will continue to be provided to the board as the fiscal year continues.

Strategic Planning – Ms. Doyle reviewed the progress of the action items to date. Information and updates continue to be given to the Governance Board at each meeting.

Executive Director's Report – Ms. Doyle reviewed current activity in the region including upcoming sessions, calendar year-end processing, and Affordable Care Act (ACA) training.

Next Meeting Date and Time – Thursday, February 25, 2016 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Ms. Slaby, seconded by Mr. Dahman, to adjourn the meeting. Motion carried. Meeting adjourned at 11:05 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE
GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 24, 2015
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 24, 2015 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Medford
Mr. Jerry Kolander, Mankato
Ms. Sarah Slaby, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – With a quorum present, Ms. Walsh, Secretary/Treasurer, called the meeting to order at 9:35 AM.

Adoption of the Agenda - It was moved by Mr. Cselovszki, seconded by Mr. Kolander, to adopt the agenda as presented. Motion carried.

Certification of Election Results - It was moved by Mr. Dahman, seconded by Ms. Slaby to certify the election results for 2015 as presented. Motion carried.

Appointment of Category 2 Representative – Due to the career move of Pat Goggin after the 2015 election process had begun; there was a vacancy in the Category 2 position. The Bylaws authorize the Board to appoint a person for the remainder of the fiscal year. The position will be announced as open for the 2016 election. It was moved by Mr. Cselovszki, seconded by Mr. Dahman to appoint Mr. Gary Kuphal, Superintendent, Plainview-Elgin-Millville Community Schools, to the Category 2 position. Motion carried.

Election of Officers – Mr. Cselovszki was nominated as Chairperson. It was moved by Mr. Kolander, seconded by Mr. Dahman, to cease nominations and cast a unanimous ballot for Mr. Cselovszki. Motion carried. Mr. Cselovszki continued as Chairperson of the meeting.

Mr. Bruels was nominated as Vice-Chairperson. It was moved by Ms. Walsh, seconded by Ms. Slaby, to cease nominations and cast a unanimous ballot for Mr. Bruels. Motion carried.

Ms. Slaby was nominated as Secretary-Treasurer. It was moved by Ms. Walsh, seconded by Mr. Kolander, to cease nominations and cast a unanimous ballot for Ms. Slaby. Motion carried.

FY2016 Meeting Schedule - It was moved by Mr. Kolander, seconded by Ms. Walsh, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 10, February 25, May 19 and June 23 in FY2016. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Ms. Slaby, seconded by Mr. Dahman to approve the minutes of the Governance Board meeting held on May 21, 2015 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Slaby, seconded by Mr. Dahman, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 1, 2015 through September 8, 2015 was $594,350.01.

Official Depository of Funds - It was moved by Ms. Walsh, seconded by Ms. Slaby, to approve MSDLAF+, US Bank, Wells Fargo and Community Bank as official depositories of funds and to authorize Barbra Doyle and Cynthia Seifert to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

FY2016 Fees for Other Users - It was moved by Mr. Kolander, seconded by Ms. Walsh, to approve the fees for other users as presented. The fees are based on the FY2016 fee structure. Motion carried.

FY2016 Expenditures for SMART Systems Development – Motion by Mr. Kolander, second by Mr. Dahman to approve the FY2016 SMART System Development (SSD) figures that were presented and reviewed. Motion carried.

Personnel Item - It was moved by Mr. Kolander, seconded by Ms. Walsh to approve the hiring of Griffan Kozitza to the part-time, temporary position of Payroll Processor effective September 8, 2015 at an hourly rate of $10.50 per hour. Motion carried.

Shared Human Resource Services Contract – Motion by Ms. Slaby, seconded by Mr. Dahman to approve the Services Contract by Southwest West Central Service Cooperative for Shared Human Resource Services as presented. Motion carried.

FY2015 Reports Review – Ms. Doyle reviewed the reports for FY2015 and highlighted a few items including discussion regarding GASB 68. The audit report will be presented for acceptance at the next regular Governance Board meeting to be held in December.

Strategic Plan – Ms. Doyle provided a review summary of the entire list of identified action items related to the strategic plan. She updated the board on items that are completed, ongoing, and upcoming.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Region V districts experienced another year of heavy turnover most notably in the payroll area. Sessions and service offerings held over the summer months were also shared.

SMART programming, as well as upcoming session opportunities, for the Affordable Care Act were discussed. Progress made, district notifications, and filing plans were shared with the board.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, December 10, 2015 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Dahman, seconded by Mr. Kolander, to adjourn the meeting. Motion carried. Meeting adjourned at 11:13 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, MAY 21, 2015
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 21, 2015 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. Rich Dahman, Medford
Ms. Sherry Langworthy, Maple River
Ms. Sarah Slaby, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Langworthy, Chairperson, called the meeting to order at 9:40 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Mr. Dahman, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Bruels, seconded by Ms. Slaby, to approve the minutes of the regular Governance Board meeting held on February 19, 2015 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bruels, seconded by Ms. Walsh to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from February 7, 2015 through April 30, 2015 was $451,760.54.

Designate the Identified Official with Authority – It was moved by Mr. Bruels, seconded by Ms. Slaby to designate Barbie Doyle as the Identified Official with Authority to authorize user access to MDE secure websites for Region V Computer Services #0865.

Personnel Committee Recommendations

Ms. Doyle discussed the Employee Meet and Confer Points presented by the staff representatives to the Personnel Committee at a meeting held April 14, 2015. Recommended language changes to the Wage and Benefit Guideline and Personnel Policies, given by Ratwik, Roszak, & Maloney PA after a requested assessment, was shared. The Personnel Committee's recommendations for FY2015 and FY2016 were given. Past salary / benefit package agreements were deliberated. The Personnel Committee's recommended changes to the Executive Director's contract was also discussed.

It was moved by Ms. Walsh, seconded by Mr. Bruels, to approve the following items:

a. Special project pay for Annette Jung and Cindy Seifert in the amount of $1,000 each for extended work hours during for the design, testing, implementation and training of the Affordable Care Act module in SMART.

b. Wage and Benefit Guideline Changes
   i. 1.0 – Application of Guidelines
   ii. 3.2 – Vacation Leave
   iii. 3.3 – Sick Leave and Sick Leave Absences

c. Personnel Policies Changes
   i. 1.2 – Full-Time, Part-Time and Occasional Employees
   ii. 2.3 – Physical Examinations
   iii. 3.3 – Privacy and Release of Information
   iv. 3.4 – Performance Evaluations
   v. 3.6 –Personnel File Review
   vi. 4.1 – Professional Growth
   vii. 4.2 – Travel
   viii. 4.4 – Publication of Articles
   ix. 5.4 – Sexual Harassment and Violence

d. FY2016 Salary and Benefit package increase of 2.5%. The staff was allowed to decide how to allocate the dollars in the package. They chose to allocate $1,250 to each employee's salary with the remaining amount split as a percentage to salary/benefits. The board will continue to provide the cost of the premium for single health insurance coverage as stated in Wage and Benefit Guideline 3.1. The board will contribute to the employee's VEBA / HSA account.

e. Change to Wage and Benefit Guideline section 3.4 increasing the use from eight hours to sixteen hours on average per year.

f. Position adjustment of $500 for Tami Sens and promoting her to SMART Service Coordinator effective July 1, 2015.

g. The Executive Director's contract as presented effective July 1, 2015 – June 30, 2018.

h. FY2016 Holidays and Pay Dates.

Motion carried.

FY2015 Revised Budget/FY2016 Proposed Budget - It was moved by Ms. Walsh, seconded by Mr. Dahman, to approve the FY2015 Revised and FY2016 Proposed Budget as presented. Motion carried.

FY2015 Audit Proposal – It was moved by Ms. Slaby, seconded by Mr. Dahman, to approve the engagement of Eide Bailly for the FY2015 audit for $5,400 including expenses. Motion carried.

Payments of Claims – It was moved by Mr. Dahman, seconded by Mr. Bruels, to adopt the Resolution for Payment of Claims for FY2016. With all members voting aye, motion carried.

Donations for Region V Spring Conference – It was approved by Ms. Walsh, seconded by Mr. Bruels to accept the donations for the Region V Spring Conference as presented. The amount of donations received was $2,500. Motion carried.

Strategic Planning Review – Ms. Doyle reviewed completed, ongoing and upcoming action items pertinent to the strategic plan. Noteworthy items include the introduction of the new Region V logo, progress made on the updated website, training videos development, and collaborative efforts involving the MDE. Updates will continue to be provided at future meetings.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Updates were given regarding the Business Office Workflow analyses done for FY2015, upcoming sessions, a summary of the Region V Spring Conference, and district staff turnover.

Charter schools requesting service from Region V is continuing to fluctuate as it does every fiscal year. Region V will have a new education district for FY2016 as well as a new SMART HR database conversion.

An update regarding the new servers Region V purchased for the upgrade to SQL 2014 and Windows 2012 Operating System for SMART purposes was shared. Testing and implementation plans are well underway. The telecommunications provider for SOCRATES, which Region V is a member, will be changing this summer as well.

Ms. Doyle shared that the generator project is now complete. It was reported that a test power-outage scenario was conducted to ensure the functionality of the generator. The results were good.

Ms. Doyle updated the board regarding the election process. Nominations have been received in the At-Large Category, Category 1, and Category 3. The ballot process will be completed in June.

Next Meeting Date and Time – The next regular Governance Board meeting will be Thursday, June 25, 2015 starting at 9:30 AM, if needed. Otherwise, it will be Thursday, September 24, 2015.

Adjournment - Noting no other business, it was moved by Ms. Walsh, seconded by Mr. Dahman, to adjourn the meeting. Motion carried. Meeting adjourned at 12:14 PM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 19, 2015
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 19, 2015 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. Rich Dahman, Medford
Ms. Sherry Langworthy, Maple River
Ms. Sarah Slaby, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Langworthy, Chairperson, called the meeting to order at 9:34 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Mr. Dahman, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Bruels, seconded by Ms. Walsh, to approve the minutes of the regular Governance Board meeting held on December 11, 2014 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Walsh, seconded by Ms. Slaby, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from November 26, 2014 through February 6, 2015 was $260,610.26.

Approval of the Pay Equity Report – It was moved by Ms. Walsh, seconded by Mr. Dahman, to approve the Pay Equity Report as presented. Motion carried.

FY2016 Fee Structure – After a review of the FY2014 final ADM information and fee structure options, data for FY2016 fees for member districts were provided.

It was moved by Ms. Walsh, seconded by Mr. Bruels to approve the fee structure Option 2 as presented. Motion carried.

FY2016 fee information will be sent to member districts in the near future.

Strategic Planning Review – Ms. Doyle reviewed completed, ongoing, and upcoming action items pertinent to the strategic plan. Updates will continue to be provided at future meetings.

Equipment Approval and Updates – Ms. Doyle shared proposal information for a new copier from four vendors. After some discussion, it was moved by Ms. Walsh, seconded by Ms. Slaby to move forward with the purchase of a Ricoh copier from Metro Sales, Inc. Motion carried.

Ms. Doyle then discussed the need Region V has for new server, and server-related, equipment as well as ancillary licenses in preparation of the upgrade to SQL 2014 and Windows 2012 Operating System for SMART purposes. It would be extremely beneficial to the Region V tech department as well as our districts to have this equipment purchased and implemented as soon as possible. It was moved by Mr. Bruels, seconded by Mr. Dahman to move forward with server upgrades during FY2015. Motion carried.

Ms. Doyle also updated the board on the progress of the generator project.

Executive Director's Report - Ms. Doyle reviewed activities in the region. Statistics for W2 calendar year-end reporting were given. Services currently provided by Region V such as the Business Office Workflow Analyses, district emergency services, TimeClock Plus hosting and support, and new personnel training were reported. Training session progress for SMART System's Affordable Care Act (ACA) module was shared.

The annual Region V Spring Conference will be held March 26 and 27 at the Holiday Inn and Conference Center in Austin.

Next Meeting Date and Time – The Personnel Committee will be meeting in April. They will bring their recommendations to the board at the next Region V Governance Board meeting, which is scheduled for Thursday, May 21, 2015, starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Dahman, seconded by Mr. Bruels, to adjourn the meeting. Motion carried. Meeting adjourned at 11:10 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 11, 2014
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 11, 2014 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Medford
Mr. Pat Goggin, Le Sueur-Henderson
Mr. Jerry Kolander, Mankato
Ms. Sherry Langworthy, Maple River
Ms. Sarah Slaby, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Langworthy, Chairperson, called the meeting to order at 9:28 AM.

Adoption of the Agenda - It was moved by Mr. Goggin, seconded by Mr. Dahman, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Kolander, seconded by Mr. Cselovszki, to approve the minutes of the regular Governance Board meeting held on September 25, 2014 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Cselovszki, seconded by Ms. Walsh, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from September 13, 2014 through November 25, 2014 was $308,592.69.

Personnel Committee - The Chairperson, Ms. Langworthy, appointed Ms. Walsh, Mr. Cselovszki, and Mr. Bruels as the Personnel Committee.

Equipment Needs – The board reviewed the quotes from Wheelock Electric of Janesville, MN and Electrical & Communications Specialists, Inc. of Mankato, MN for electrical service upgrades and installation of a generator for power backup operational needs. There was discussion about additional costs for the completion of the project. It was moved by Mr. Bruels, seconded by Mr. Cselovszki to move forward with the project using the services of Wheelock Electric. Motion carried.

Ms. Doyle also discussed the progress of acquiring a new copier. Quotes have been received from four vendors, and a small sub-committee of Region V employees has been formed to see demonstrations of the copiers. Approval will be sought from the board for purchase of a new copier at a future meeting.

FY2015 Fee Structure – The objectives and components of the current fee structure were provided and discussed. The goal of the Governance Board is to ensure consideration is given to a slow and gradual fee increase to districts when the need arises. Cash flow and budget considerations for districts continue to be at the forefront of decision-making.

The board was provided options for a potential fee structure increase. It was moved by Ms. Walsh, seconded by Mr. Bruels to approve an overall increase in fees for FY2016 of three percent. Motion carried.

FY2015 Revised Budget / Projected Budget – Ms. Doyle reviewed preliminary revisions to the FY2015 adopted budget. Budget revisions and scenarios will continue to be provided to the board as the fiscal year continues.

Strategic Planning – Ms. Doyle reviewed the progress of the action items to date. Information and updates will be given to the Governance Board at each meeting.

Executive Director's Report – Ms. Doyle reviewed current activity in the region including upcoming sessions, calendar year-end processing, district staff Emergency Service needs, and Affordable Care Act (ACA) training.

Next Meeting Date and Time – Thursday, February 19, 2015 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Goggin, seconded by Mr. Dahman, to adjourn the meeting. Motion carried. Meeting adjourned at 11:14 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE
GOVERNANCE BOARD MEETING
THURSDAY, SEPTEMBER 25, 2014
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 25, 2014 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Rich Dahman, Medford
Mr. Jerry Kolander, Mankato
Ms. Sherry Langworthy, Maple River

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – With a quorum present, Ms. Langworthy, Chairperson, called the meeting to order at 10:01 AM.

Adoption of the Agenda - It was moved by Mr. Bruels, seconded by Mr. Kolander, to adopt the agenda as presented. Motion carried.

Certification of Election Results - It was moved by Mr. Kolander, seconded by Mr. Bruels to certify the election results for 2014 as presented. Motion carried.

Appointment of Category 1 Representative – Due to the career move of Dan Pyan after the 2014 election process had begun; there was a vacancy in the Category 1 position. The Bylaws authorize the Board to appoint a person for the remainder of the fiscal year. The position will be announced as open for the 2015 election. It was moved by Mr. Cselovszki, seconded by Mr. Dahman to appoint Ms. Sarah Slaby, Director of Fiscal Affairs, Winona Area Public Schools, to the Category 1 position. Motion carried.

Election of Officers – Ms. Langworthy was nominated as Chairperson. It was moved by Mr. Cselovszki, seconded by Mr. Kolander, to cease nominations and cast a unanimous ballot for Ms. Langworthy. Motion carried. Ms. Langworthy continued as Chairperson of the meeting.

Mr. Bruels was nominated as Vice-Chairperson. It was moved by Mr. Kolander, seconded by Mr. Cselovszki, to cease nominations and cast a unanimous ballot for Mr. Bruels. Motion carried.

Ms. Walsh was nominated as Secretary-Treasurer. It was moved by Mr. Cselovszki, seconded by Mr. Bruels, to cease nominations and cast a unanimous ballot for Ms. Walsh. Motion carried.

FY2015 Meeting Schedule - It was moved by Mr. Bruels, seconded by Mr. Kolander, to adopt the meeting schedule as presented. Motion carried. Regular meetings will be held December 11, February 26, May 21 and June 25 in FY2015. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Mr. Cselovszki, seconded by Mr. Kolander to approve the minutes of the Governance Board meeting held on May 22, 2014 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bruels, seconded by Mr. Dahman, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from May 15, 2014 through September 12, 2014 was $544,808.85.

Official Depository of Funds - It was moved by Mr. Dahman, seconded by Mr. Bruels, to approve MSDLAF+, US Bank, Wells Fargo and Community Bank as official depositories of funds and to authorize Barbra Doyle and Cynthia Seifert to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

FY2014 Audit Report - Ms. Doyle reviewed the financial reports for FY2014 and highlighted key points about FY2014. It was moved by Mr. Kolander, seconded by Mr. Cselovszki to approve the audit report for FY2014 from Eide Bailly as presented. Motion carried.

The net position decreased $98,800 due to total expenditures of $1,649,779 and total revenues of $1,550,979.

FY2015 Fees for Other Users - It was moved by Mr. Kolander, seconded by Mr. Dahman, to approve the fees for other users as presented. The fees are based on the FY2015 fee structure. Motion carried.

FY2015 Expenditures for SMART Systems Development – Motion by Mr. Dahman, second by Mr. Kolander to approve the FY2015 SMART System Development (SSD) figures that were presented and reviewed. Motion carried.

Personnel Item -

a) With the Personnel Committee's recommendation, it was moved by Mr. Cselovszki, seconded by Mr. Kolander to approve placing Elizabeth Kipp at .5 FTE effective September 1, 2014. Motion carried. Region V staffing is now at 14.5 FTE.

Section 125 Plan Resolutions and Amendment – Motion by Mr. Cselovszki, second by Mr. Dahman to adopt the Section 125 Plan Resolution for the removal of the Grace Period, Resolution for the addition of the $500 Carryover and Amendment to the Plan. Motion carried.

Strategic Plan – Ms. Doyle reviewed the refined Strategic Planning Retreat Report dated May 21, 2014. The report includes Region V's Strategic Roadmap, Three-Year Operational Plan, Vision Cards for performance management, and Action Cards for key initiatives. It was moved by Mr. Cselovszki, seconded by Mr. Bruels to approve the Strategic Planning Retreat Report as presented. Motion carried.

Updates on the progress of action items will be given to the Governance Board at each meeting.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Region V districts experienced another year of heavy turnover. Discussions included district staffing changes and subsequent training provided by Region V. Sessions and service offerings held over the summer months were also shared.

A review of the Region V Personnel Policies and Wage and Benefit Guidelines has been performed by Ratwik, Roszak, & Maloney, P.A. to ensure documents are up-to-date and inclusive of appropriate items and language.

Equipment needs were discussed. Region V has received two quotes each listing two options for a generator to assist when electrical issues occur. Research to explore options of colocation or cloud solution

for servers is also underway. More information on both of these options will be presented to the Governance Board in December.

Region V will also be in need of a new copier. Four quotes have been received from area vendors. A small committee of Region V employees will be formed to look at each proposed copier model.

SMART programming for the Affordable Care Act needs was discussed. Progress made, district notifications, and testing plans were shared with the board.

An update was given on the staffing changes of the SMART Systems Development team.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, December 11, 2014 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Kolander, seconded by Mr. Dahman, to adjourn the meeting. Motion carried. Meeting adjourned at 12:05 PM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, MAY 22, 2014
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 22, 2014 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. Pat Goggin, Le Sueur-Henderson
Mr. Jerry Kolander, Mankato
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Mr. Dan Pyan, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Langworthy, Chairperson, called the meeting to order at 9:35 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Mr. Goggin, to adopt the agenda. Motion carried.

Approval of Minutes - It was moved by Ms. Walsh, seconded by Mr. Goggin, to approve the minutes of the regular Governance Board meeting held on February 25, 2014 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Pyan, seconded by Mr. Kuphal to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from February 13, 2014 through May 15, 2014 was $304,112.98.

Strategic Planning Meeting Review – The Governance Board and the entire Region V staff met on Wednesday, March 12 for a full-day Strategic Planning meeting facilitated by Dennis Cheesebrow of TeamWorks International, Inc. The purpose of this meeting was the "Strategic Roadmap; a one day guided process with board members and staff members to develop a one-page document of governance." During this meeting the mission statement, core values, vision and strategies were identified.

Dennis provided a draft report of the accomplishments for that day. The report was sent onto all Region V staff and board members. This report was refined by the Region V staff. The revised version was reviewed by the Governance Board.

The second full-day meeting was held Wednesday, May 21. This meeting involved 17 key staff personnel to assist the entire Region V staff in identifying a three-year operational plan. A review of that meeting was also provided to the board.

The next step in the Strategic Planning process is to receive the report from Dennis regarding the May 21 meeting. This report will need to be reviewed and refined. Action cards for the initiative projects will need to be completed.

Reports will need to go out to the board and to our membership. It was also noted that progress reports should be a static agenda item for future board meetings. This assists to provide accountability from the Administration to the Board.

Personnel Committee Recommendations

Mr. Kuphal and Ms. Walsh, Personnel Committee members, discussed the Employee Meet and Confer Points presented by the staff representatives to the Personnel Committee at a meeting held April 16, 2014. They reviewed recommendations, past salary, and benefit package agreements. They also reviewed requested changes to the Wage and Benefit Guideline language in section 3.3. They also discussed the proposed changes to the Executive Director's contract.

a. It was moved by Mr. Kolander, seconded by Mr. Bruels to approve the FY2015 Salary and Benefit package increase of 2.5%. The staff was allowed to decide how to allocate the dollars in the package. They chose to allocate $1,000 to each employee's salary with the remaining amount split as a percentage to salary. A spreadsheet showing FY2015 salaries and benefits was presented. The board will continue to provide the cost of the premium for single health insurance coverage as stated in Wage and Benefit Guideline 3.1. The board will contribute to the employee's VEBA / HSA account. Motion carried.

b. It was moved by Mr. Kuphal, seconded by Mr. Kolander to approve the change to Wage and Benefit Guideline section 3.3 as presented. Motion carried.

c. It was moved by Ms. Walsh, seconded by Mr. Bruels to approve the FY2015 Holiday and Pay Dates as presented. Motion carried.

d. It was moved by Mr. Pyan, seconded by Mr. Bruels to approve the Executive Director's contract as presented. Motion carried.

FY2014 Revised Budget/FY2015 Proposed Budget - It was moved by Mr. Bruels, seconded by Mr. Pyan, to approve the FY2014 Revised and FY2015 Proposed Budget as presented. Motion carried.

FY2014 Audit Proposal – It was moved by Ms. Walsh, seconded by Mr. Goggin, to approve the engagement of Eide Bailly for the FY2014 audit for $5,200 including expenses. Motion carried.

Payments of Claims – It was moved by Mr. Kolander, seconded by Mr. Bruels, to adopt the Resolution for Payment of Claims for FY2015. With all members voting aye, motion carried.

Membership Resolution for Southeast Service Cooperative – There was discussion regarding the meeting room rental charges for the Wood Lake Event Center at Southeast Service Cooperative. Due to the cost increase for the use of the meeting rooms, it was determined that an Associate Membership

with the Southeast Service Cooperative would allow Region V to get discounted pricing for the meeting room, thus saving money.

It was moved by Mr. Kuphal, seconded by Mr. Bruels to approve the membership resolution for Southeast Service Cooperative. Motion carried.

Donations for Region V Spring Conference – It was approved by Mr. Goggin, seconded by Ms. Walsh to accept the donations for the Region V Spring Conference as presented. The amount of donations received was $2,400. Motion carried.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Updates were given regarding the Business Office Workflow analyses done for FY2014, upcoming sessions, a summary of the Region V Spring Conference, and district staff turnover. She discussed meetings she has attended to help promote collaborative efforts with other organizations to benefit mutual member districts.

Charter schools requesting service from Region V is continuing to fluctuate as it does every fiscal year. Region V will have at least two new charter schools for FY2015.

Healthcare Reform continues to be a challenge for all. The five regions have created a sub-committee to address some of the requirements and concerns caused by the Affordable Care Act. Updates will be shared.

Ms. Doyle updated the board regarding the election process. Nominations have been received in the At-Large Category as well as Category 3. The ballot process will be completed in June.

Next Meeting Date and Time – The next regular Governance Board meeting will be Thursday, June 26, 2014 starting at 9:30 AM, if needed. Otherwise, it will be Thursday, September 25, 2014.

Other Business – Board members acknowledged and gave thanks to Mr. Kuphal for his years serving on the Region V Governance Board.

Adjournment - Noting no other business, it was moved by Mr. Kolander, seconded by Mr. Pyan, to adjourn the meeting. Motion carried. Meeting adjourned at 11:39 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
TUESDAY, FEBRUARY 25, 2014
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Tuesday, February 25, 2014 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Pat Goggin, Le Sueur-Henderson
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Mr. Dan Pyan, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Langworthy, Chairperson, called the meeting to order at 9:33 AM.

Adoption of the Agenda - It was moved by Mr. Kuphal, seconded by Ms. Walsh, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Ms. Walsh, seconded by Mr. Goggin, to approve the minutes of the regular Governance Board meeting held on December 12, 2013 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bruels, seconded by Mr. Cselovszki, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from November 27, 2013 through February 12, 2014 was $280,459.33.

Acknowledge the Withdrawal from Services for Farmington ISD #192– It was moved by Mr. Kuphal, seconded by Mr. Pyan, to acknowledge the withdrawal from membership of Farmington Public Schools ISD #192. Motion carried.

Acknowledge the Change in Services for Waconia ISD #110 – Motion from Mr. Kuphal, seconded by Mr. Pyan, to acknowledge the change in service for Waconia Public Schools. ISD #110 will continue to be a member of Region V Computer Services and will receive reporting support for UFARS / Finance, Payroll / STAR, and MARSS. They will no longer use the SMART software beginning FY2015. Motion carried.

Review Districts within Region V Boundary – A list of all public school districts in the geographic area that Region V covers was provided. Information regarding the district, average daily membership and current accounting software were reviewed. A map of the districts' boundaries was also provided.

FY2015 Fee Structure – After a review of the details of the FY2015 fees for members, it was decided to increase the Extended or Chargeable services rates. Bank Reconciliation and Data Entry charges will increase from $35 per hour to $45 per hour. This hourly rate continues to be significantly lower than other agencies that could provide the same service.

Emergency Services rates will increase from $475 per day to $500 for work performed at the district. The hourly rate for work performed at Region V will increase from $55 per hour to $60 per hour. This increase in fees will affect those districts that request extended services from Region V. It will not impact all member districts.

It was moved by Mr. Bruels, seconded by Mr. Goggin to approve the fee structure as presented. Motion carried.

FY2015 fee information will be sent to member districts in the near future.

FY2014 Revised Budget / Projected Budget – Ms. Doyle reviewed updated revisions to the FY2014 adopted budget as well as projected budget amounts for future fiscal years. Different FY2015 – FY2017 projection scenarios were presented and discussed. The Board continues to monitor the current and projected Unrestricted Net Assets. The goal continues to be gradually increasing fees to districts when the need arises rather than a large increase at once.

Strategic Planning Review - Due to the inclement weather on Friday, February 21, the initial meeting with Dennis Cheesebrow from TeamWorks International, Inc. was postponed to Wednesday, March 12. The survey response information has been received and will be given to the board members and Region V staff for their review prior to March 12. Ms. Doyle reported that the overall consensus from the survey was positive noting there are areas of concern that will need attention.

The second meeting date has been scheduled for Wednesday, May 21. This will include all of Region V staff along with district personnel to work on the key initiatives and changes that are aligned to the Core Strategies as identified by the Governance Board at the March 12 meeting.

Update of 2014 Board Elections – There will be vacancies occurring in Category 3 and At-Large for 2014. Nomination information will go out to districts in April.

Executive Director's Report - Ms. Doyle reviewed activities in the region. Prior and upcoming sessions were discussed. The annual Region V Spring Conference will be held April 3 and 4 at the Holiday Inn and Conference Center in Austin.

Services currently provided by Region V such as the Business Office Workflow Analysis, district emergency services, healthcare reform assistance, and TimeClock Plus hosting and support were reported. The use of TimeClock Plus software could increase as the Affordable Care Act mandates continue to loom for districts. This may generate a bit more revenue.

Region V's continued involvement with MASBO is important to attract more districts into our membership and onto SMART. We continue to assist with the MASBO Annual Conference Gold Mine sessions. We also had the opportunity to present SMART software features during the MASBO Marketplace.

Continued presence at MASA regional meetings is also a valuable way to keep area superintendents informed of events in Region V and potentially pique the interest of those districts not currently members of not currently using the SMART software.

Next Meeting Date and Time – The Personnel Committee will be meeting in April. They will bring their recommendations to the Governance Board. The next regular Region V Governance Board meeting will be Thursday, May 22, 2014 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Pyan, seconded by Mr. Goggin, to adjourn the meeting. Motion carried. Meeting adjourned at 11:33 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 12, 2013
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 12, 2013 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. John Cselovszki, Sleepy Eye
Mr. Pat Goggin, Le Sueur-Henderson
Mr. Jerry Kolander, Mankato
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Mr. Dan Pyan, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Langworthy, Chairperson, called the meeting to order at 9:31 AM.

Adoption of the Agenda - It was moved by Mr. Kolander, seconded by Mr. Goggin, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Goggin, seconded by Ms. Walsh, to approve the minutes of the regular Governance Board meeting held on September 26, 2013 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bruels, seconded by Ms. Walsh, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from September 10, 2013 through November 26, 2013 was $276,967.97.

Approve Strategic Planning Vendor - Ms. Doyle reviewed the three proposals received for strategic planning for Region V. The three companies were Big River Group, Roger Worner Associates, Inc. and TeamWorks International. After much discussion, it was moved by Mr. Bruels, seconded by Mr. Kuphal to approve the proposal from TeamWorks International. It was noted that Dennis Cheesebrow must be involved in the process and meetings. Motion carried.

Personnel Items - The Chairperson, Ms. Langworthy, appointed Mr. Kuphal, Ms. Walsh, and Mr. Cselovszki as the Personnel Committee.

FY2014 Revised Budget / Projected Budget – Ms. Doyle reviewed preliminary revisions to the FY2014 adopted budget. At this time, expenditures are expected to exceed revenues by approximately $83,000. Three scenarios were provided to the Governance Board regarding potential member district changes for FY2015. The projected Unrestricted Net Position will continue to be monitored closely. Budget revisions and scenarios will continue to be provided to the board as the fiscal year continues.

FY2014 Fee Structure – The objectives and components of the current fee structure were provided. The goal of the Governance Board is to ensure consideration is given to a slow and gradual fee increase to

districts if and when the need arises. Cash flow and budget considerations for districts continue to be at the forefront of decision-making.

The fee structure was increased and revamped for FY2014. Total fees went up approximately .85% for member districts. The pupil count factor was changed from Pupil Unit to Average Daily Membership. Thus, rates involving Pupil Unit were changed significantly while the end result remained close to the goal of a .85% increase.

It was decided to allow districts to continue to adjust to this change for FY2015. However, an increase to the rates for the extended or chargeable services that Region V provides was discussed. Increasing the Extended Services rates affects only those districts that need a specific service. It will not affect the entire membership.

It was moved by Mr. Cselovszki, seconded by Mr. Pyan to increase the Bank Reconciliation and Data Entry rate from $35 per hour to $45 per hour for FY2015. After more discussion, Mr. Cselovszki moved to amend by adding the Emergency Services rates to increase from $475 per day to $500 per day and $55 per hour to $60 per hour. Mr. Pyan seconded the motion. Motion carried.

Section 125 Flexible Benefits Plan Amendment – Motion by Mr. Goggin, seconded by Mr. Kuphal to adopt the 125 Flexible Benefits Plan Amendment. Motion carried.

Executive Director's Report - Ms. Doyle reviewed current activities in the region such as Fall Finance and Payroll Calendar Year-End sessions. TimeClock Plus webinars currently being conducted were discussed in conjunction with the Affordable Care Act issues that continue to burden many school business administrators. Ms. Doyle also updated the board on the staffing changes and hiring of new SMART Systems Development (SSD) employees. SSD is now back to the staffing equivalent it had a year ago. The structure is slightly different with a new position created to assist with analysis and testing of software.

Next Meeting Date and Time – Tuesday, February 25, 2014 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Pyan, seconded by Mr. Kolander, to adjourn the meeting. Motion carried. Meeting adjourned at 11:32 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

FY2014 Minutes
FY2013 Minutes

FY2014 Minutes

REGION V COMPUTER SERVICES COOPERATIVE
GOVERNANCE BOARD MEETING THURSDAY,
SEPTEMBER 26, 2013
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 26, 2013 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Tom Bruels, St. Clair
Mr. Pat Goggin, Le Sueur-Henderson
Mr. Jerry Kolander, Mankato
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Mr. Dan Pyan, Winona
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Langworthy, Vice-Chairperson, called the meeting to order at 9:35 AM.

Adoption of the Agenda - It was moved by Ms. Walsh, seconded by Mr. Goggin, to adopt the agenda as presented. Motion carried.

Certification of Election Results - It was moved by Mr. Kuphal, seconded by Mr. Kolander to certify the election results for 2013 as presented. Motion carried.

Election of Officers – Ms. Langworthy was nominated as Chairperson. It was moved by Mr. Kuphal, seconded by Mr. Kolander, to cease nominations and cast a unanimous ballot for Ms. Langworthy. Motion carried. Ms. Langworthy continued as Chairperson of the meeting.

Mr. Kuphal was nominated as Vice-Chairperson. It was moved by Mr. Kolander, seconded by Mr. Goggin, to cease nominations and cast a unanimous ballot for Mr. Kuphal. Motion carried.

Ms. Walsh was nominated as Secretary-Treasurer. It was moved by Mr. Kuphal, seconded by Mr. Pyan, to cease nominations and cast a unanimous ballot for Ms. Walsh. Motion carried.

Approval of Minutes - It was moved by Mr. Kolander, seconded by Mr. Kuphal to approve the minutes of the Governance Board meeting held on May 9, 2013 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Walsh, seconded by Mr. Kolander, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from April 27, 2013 through September 9, 2013 was $564,156.46.

FY2014 Meeting Schedule - Following discussion, it was moved by Mr. Bruels, seconded by Mr. Goggin, to adopt the meeting schedule as revised. Motion carried. Regular meetings will be held December 12, February 25, May 22 and June 26 in FY2014. Meetings will begin at 9:30 AM.

Official Depository of Funds - It was moved by Mr. Kuphal, seconded by Mr. Bruels, to approve MSDLAF+, US Bank, Wells Fargo and Community Bank as official depositories of funds and to authorize Barbra Doyle and Cynthia Seifert to make electronic funds transfers as specified in M.S. 471.38, Subd. 3. Motion carried.

FY2014 Fees for Other Users - It was moved by Mr. Kolander, seconded by Mr. Goggin, to approve the fees for other users as presented. The fees are based on the FY2014 fee structure. Motion carried.

FY2014 Expenditures for SMART Systems Development – Motion by Mr. Bruels, second by Mr. Kolander to approve the FY2014 SMART System Development (SSD) figures that were presented and reviewed. Motion carried. Region V does not owe additional dollars to the SSD pool, as there were no new SMART member districts added for FY2014.

District Category List – Ms. Doyle presented a Category List of member school districts comparing the current category list to a proposed list to better align the member districts' average daily membership to their appropriate category rank. It was agreed that LeCenter and Montgomery-Lonsdale should be shown as Tri-City United Public Schools and their respective average daily membership numbers added together, placing them in Category 2.

After some discussion, it was moved by Mr. Kuphal, seconded by Ms. Walsh to approve the amended, prosed District Category List. Motion carried.

Ms. Doyle will send notification to the member school district superintendents alerting them to the category their district and all member districts of Region V will use for future purposes.

Personnel Items -

a) It was moved by Mr. Bruels, seconded by Mr. Kuphal to approve regular status for Tami Sens, Assistant Finance Service Coordinator, effective July 1, 2013. Motion carried.

FY2013 Audit Report - Ms. Doyle reviewed the financial reports for FY2013 and highlighted key points about FY2013. It was moved by Mr. Goggin, seconded by Mr. Kolander to approve the audit report for FY2013 from Eide Bailly as presented. Motion carried.

The net position increased $915 due to total expenditures of $1,527,084 and total revenues of $1,527,999.

Section 125 Plan Resolution and Amendment – Motion by Mr. Kuphal, second by Mr. Bruels to adopt the Section 125 Plan Resolution and Amendment. Motion carried. This is a mandatory change required by the Patient Protection and Affordable Care Act.

Cyber Liability Insurance – It was moved by Mr. Kuphal, seconded by Ms. Walsh to approve the Cyber Liability Quote from The Hartford. Motion carried.

Strategic Planning Update – Ms. Doyle updated the board on the progress of contacting companies that work with school districts and other businesses for strategic planning purposes. She has been in touch with Roger Worner of Roger Worner Associates, Inc., Bruce Miles from Big River Group, LLC, and will be meeting with Dennis Cheesebrow from TeamWorks International, Inc.

More information will be shared with the board after Ms. Doyle has visited and received proposal information from all three.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Discussions included district staffing changes and subsequent training provided by Region V. Sessions and service offerings held over the summer months were also discussed.

Health Care Reform continues to be an area of concern for Region V staff and districts. The regional directors will be meeting to discuss how each region is currently handling the requests from districts to assist them so they may better understand the data needed to make informed decision about the proposed regulations.

An update was given on the staffing changes of the SMART Systems Development team.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, December 12, 2013 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Kolander, seconded by Mr. Kuphal, to adjourn the meeting. Motion carried. Meeting adjourned at 11:56 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, MAY 9, 2013
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, May 9, 2013 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Robert Bangtson, Goodhue
Mr. Jerry Kolander, Mankato
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Ms. Sandy Strozyk, Rockford
Ms. Lori Volz, Albert Lea

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Volz, Chairperson, called the meeting to order at 9:33 AM.

Adoption of the Agenda - It was moved by Mr. Bangtson, seconded by Ms. Langworthy, to adopt the agenda. Motion carried.

Approval of Minutes - It was moved by Mr. Bangtson, seconded by Ms. Strozyk, to approve the minutes of the regular Governance Board meeting held on February 21, 2013 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Kolander, seconded by Ms. Langworthy to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from February 12, 2013 through April 26, 2013 was $310,142.91.

Approval of the FY2014 Fee Structure as Revised – During the February 21, 2013 Governance Board meeting, it was approved to revamp the fee structure to use average daily membership versus pupil units as a factor. A clean version of the FY2014 Fee Structure was provided to the board. It was moved by Mr. Bangtson, seconded by Mr. Kuphal to approve the FY2014 Fee Structure as presented. Motion carried.

Personnel Items - It was moved by Mr. Kuphal, seconded by Ms. Langworthy, to approve the following items:

a. Approve the position adjustment to Service Coordinator for Lisa Pierson effective April 1, 2013.

b. Approve the annual pay adjustment for Business Service Coordinator, Jill Guhlke, to better align her annual salary with those in that area effective April 1, 2013.

c. Extend the probationary status for an additional three months for Tami Sens, SMART Finance Assistant Service Coordinator. The Governance Board will receive a final recommendation at the next regular meeting.

d. Approve Special Project Pay for Ann Hubmer, Cindy Seifert, and John Holt for exceptional and extended hours of work performed.

Motion carried.

Personnel Committee Recommendations

Mr. Kuphal, Personnel Committee member, discussed the Employee Meet and Confer Points presented by the staff to the Personnel Committee at a meeting held April 19, 2013. Mr. Kuphal also talked about past recommendations the Governance Board has made for future negotiation and planning purposes regarding how an increase may or may not be split among staff. He reviewed past salary and benefit package agreements. He also spoke about the interest the staff may have in requesting the board to consider basing pay increases on employee performance.

a. It was moved by Mr. Kuphal, seconded by Mr. Bangtson to approve the FY2014 Salary and Benefit package increase of 3.5%. The increase will be given as a percentage rather than flat-dollar to the staff. The board will continue to provide the cost of the premium for single health insurance coverage as stated in Wage and Benefit Guideline 3.1. The board will contribute to the employee's VEBA / HSA account. Motion carried.

b. It was moved by Ms. Langworthy, seconded by Ms. Strozyk to approve the change to Wage and Benefit Guideline section 3.2 as presented. Motion carried.

c. It was moved by Mr. Kuphal, seconded by Ms. Langworthy to approve the FY2014 Holiday and Pay Dates as presented. Motion carried.

d. Discussion regarding strategic planning for Region V ensued. In light of the conversation the staff representatives had with the Personnel Committee regarding the possibility of basing pay increases on employee performance, it was suggested by the Personnel Committee that a strategic plan for Region V might be worth pursuing. Ms. Doyle will research different vendors that assist in this type of planning per the board's direction.

FY2013 Revised Budget/FY2014 Proposed Budget - It was moved by Mr. Kolander, seconded by Mr. Kuphal, to approve the FY2013 Revised and FY2014 Proposed Budget as presented. Motion carried.

FY2013 Audit Proposal – It was moved by Mr. Bangtson, seconded by Ms. Langworthy, to approve the engagement of Eide Bailly for the FY2013 audit for $5,000 including expenses. Motion carried.

Payments of Claims – It was moved by Mr. Kolander, seconded by Mr. Kuphal, to adopt the Resolution for Payment of Claims as presented. With all members voting aye, motion carried.

Donations for Region V Spring Conference – It was approved by Mr. Kolander, seconded by Ms. Langworthy to accept the donations for the Region V Spring Conference as presented. The amount of donations received was $2,300. Motion carried.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Updates were given regarding the Business Office Workflow analyses done for FY2013, upcoming sessions, a summary of the Region V Spring Conference as well as district events.

Cindy Seifert is continuing to work on Data Extracts for the Affordable Care Act requirements. An announcement has been sent to district superintendents and business managers regarding the progress that Region V is making in assisting districts with analyzing data for these needs.

Charter schools requesting service from Region V is continuing to fluctuate as it does every fiscal year. Region V will have at least four new charter schools for FY2014. One charter school is currently in the process of dissolving.

Ms. Doyle updated the board regarding the election process. Nominations have been received in Categories 1, 2, and 3. The ballot process will be completed in June.

Next Meeting Date and Time - Thursday, June 27, 2013 starting at 9:30 AM, if needed. Otherwise, the next regular Governance Board meeting will be Thursday, September 26, 2013.

Other Business – Board members acknowledged and gave thanks to Ms. Strozyk and Ms. Volz for their years serving on the Region V Governance Board. Mr. Bangtson will be retiring June 30, 2013. The board expressed their congratulations and appreciation to him as well.

Adjournment - Noting no other business, it was moved by Mr. Bangtson, seconded by Mr. Kolander, to adjourn the meeting. Motion carried. Meeting adjourned at 11:54 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, FEBRUARY 21, 2013
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, February 21, 2013 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Robert Bangtson, Goodhue
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Ms. Lori Volz, Albert Lea
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Volz, Chairperson, called the meeting to order at 10:05 AM.

Adoption of the Agenda - It was moved by Mr. Bangtson, seconded by Ms. Langworthy, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Kuphal, seconded by Ms. Walsh, to approve the minutes of the regular Governance Board meeting held on December 13, 2012 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bangtson, seconded by Ms. Langworthy, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from November 30, 2012 through February 11, 2013 was $266,641.98.

FY2014 Fee Structure – After a review of the details of the FY2014 fees for members, it was decided to increase the UFARS/Finance and STARS/Payroll per pupil unit amount from $.25 to $.30. It was moved by Mr. Kuphal, seconded by Ms. Walsh to approve the fee structure as presented. Motion carried.

Review Fee Structure Variables – At the December 13 meeting, the Board had asked to see a comparison of the fees using a Pupil Unit count versus Average Daily Membership as a variable. Currently, the fee structure is based on the Pupil Unit count of the fiscal year two years prior to the fee. Since the weighting used in calculating Pupil Units may change in the near future, the Board wanted to see what a comparable fee structure and revenue outcome would look like using the Average Daily Membership instead. The idea is that the ADM will not be changing and gives solid information of district size.

In order to create approximately the same revenue outcome, the Executive Director provided the Board with two scenarios. Each one gave options for different fee structure component amounts. There was much discussion about the options and which one would impact districts the least. A marker of plus or minus two percent was used for this basis.

After reviewing the two scenarios and seeing the outcomes would have a small impact to most districts, a motion to rescind the previous motion of approval of the FY2014 Fee Structure was made by Mr. Kuphal, seconded by Ms. Walsh. Motion carried unanimously.

It was then moved by Mr. Kuphal, seconded by Ms. Walsh to approve the FY2014 Fee Structure using Average Daily Membership as shown in document, "ADM 1st Scenario". Motion carried unanimously. The fees for FY2014 will be conveyed to member districts.

FY2013 Revised Budget / Projected Budget – Ms. Doyle again reviewed updated revisions to the FY2013 adopted budget as well as projected budget amounts for future fiscal years. The Board is continuing to monitor the current and projected Unrestricted Net Assets.

Update of 2013 Board Elections – Due to Mr. Bangtson's retirement, there will be three vacancies on the Region V Governance Board for FY2014 rather than just the two expiring-term members. The vacancies occur in Category 1, Category 2, and Category 3. Nomination information will go out to districts in April.

Executive Director's Report - Ms. Doyle reviewed activities in the region. Prior and upcoming topical sessions including the annual Region V Spring Conference to be held April 4 and 5 at the Holiday Inn and Conference Center in Austin were discussed.

Services currently provided by Region V such as the Business Office Workflow Analysis, Healthcare Reform data extracts from SMART, and other miscellaneous items were shared.

Debbie Lenertz will be retiring from Region V on February 28. Debbie has been an employee of Region V for over 34 years. Her many years of service are greatly appreciated.

Next Meeting Date and Time – The next regular Region V Governance Board meeting will be Thursday, May 9, 2013 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Bangtson, seconded by Ms. Langworthy, to adjourn the meeting. Motion carried. Meeting adjourned at 11:45 AM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE

GOVERNANCE BOARD MEETING
THURSDAY, DECEMBER 13, 2012
REGION V OFFICE, MANKATO, MN

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, December 13, 2012 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Robert Bangtson, Goodhue
Mr. Tom Bruels, St. Clair
Mr. Jerry Kolander, Mankato
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Ms. Sandy Strozyk, Rockford
Ms. Lori Volz, Albert Lea
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order – Ms. Volz, Chairperson, called the meeting to order at 9:37 AM.

Adoption of the Agenda - It was moved by Ms. Langworthy, seconded by Ms. Walsh, to adopt the agenda as presented. Motion carried.

Approval of Minutes - It was moved by Mr. Kuphal, seconded by Ms. Langworthy, to approve the minutes of the regular Governance Board meeting held on September 27, 2012 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Mr. Bangtson, seconded by Ms. Langworthy, to approve the payment of bills and transfers as presented. Motion carried. The total approved for payment from September 15, 2012 through November 29, 2012 was $304,466.83.

FY2012 Audit Report – The Financial Statements for year ended June 30, 2012 were reviewed by Ms. Doyle. After some discussion, it was moved by Mr. Bangtson, seconded by Mr. Kuphal, to accept the Audit Report for FY2012 as prepared by CliftonLarsonAllen. Motion carried.

The net assets increased by $6,933 due to total revenues of $1,510,797 and total expenditures of $1,503,864.

Personnel Items -

a. It was moved by Mr. Bruels, seconded by Ms. Strozyk to approve the adjustment to the annual salary of Annette Jung as presented. Motion carried.

b. It was approved by Mr. Bruels, seconded by Ms. Strozyk to approve the hiring of Tami Sens as the new Assistance Finance Service Coordinator at an hourly rate of $22.84 per hour. She will begin work for Region V on January 2, 2013.

c. Ms. Doyle reviewed and discussed the current status of the staff and their workload. After February 28, 2013, the staff full-time equivalence will be 15.0. Shifting and sharing of assignments

was discussed at the meeting and will continue to be discussed among the Executive Director and various staff members to ensure an even workload distribution occurs.

d. The Chairperson, Ms. Volz, appointed Mr. Bruels, Mr. Kuphal, and Ms. Walsh as the Personnel Committee.

FY2013 Revised Budget / Projected Budget – Ms. Doyle reviewed preliminary revisions to the FY2013 adopted budget. At this time, the expected revenues have increased by about $9,000 due to new charter schools requesting services and/or more services. Expenditures are still expected to exceed revenues by approximately $51,500. The projected Unrestricted Net Assets are currently good. However, the long-term projection will need to be addressed at future meetings.

FY2014 Fee Structure – The objectives and components of the current fee structure were reviewed. The goal of the Governance Board is to ensure consideration is given to a slow and gradual fee increase to districts as the needed arises. The fee structure has remained the same since FY2010.

After reviewing budget projections, various changes to fee structure components, and the projections of the Unrestricted Net Assets; the board decided to increase one of the variables in the fee structure. The increase is $.05 to the pupil unit factor for UFARS/Finance and STARS/Payroll.

The $.05 increase comes out to an approximate .85% increase. The variables for each district for next year will be updated and the resulting fees will be presented for approval at the February meeting.

A comparison of using Pupil Unit versus Average Daily Membership for district fees will be given to the Governance Board at the February meeting. This will allow the board to make decisions about which factor to use in the future when deciding the fee structure.

Executive Director's Report - Ms. Doyle reviewed current activities in the region such as Fall Finance and Payroll Calendar Year-End sessions. The many staffing changes within Region V districts were also discussed.

Event Worker Pay Practices – The Region V Payroll Calendar Year-End session allowed districts to hear reminders about best practices and IRS information regarding payment of various items such as employee reimbursements, event workers, cellular phone costs, etc. The board shared practices they follow or will be following at their respective district as they are made aware of more findings and recommendations.

Next Meeting Date and Time - Thursday, February 21, 2013 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Kolander, seconded by Ms. Strozyk, to adjourn the meeting. Motion carried. Meeting adjourned at 12:28 PM.

Respectfully Submitted,

_____

Secretary-Treasurer

REGION V COMPUTER SERVICES COOPERATIVE
GOVERNANCE BOARD MEETING THURSDAY,
SEPTEMBER 27, 2012
MANKATO, MINNESOTA

MINUTES

A regular meeting of the Governance Board of Region V Computer Services was held on Thursday, September 27, 2012 in Mankato, Minnesota. The following Governance Board Members were in attendance:

Mr. Robert Bangtson, Goodhue
Mr. Tom Bruels, St. Clair
Mr. Jerry Kolander, Mankato
Mr. Gary Kuphal, PEM
Ms. Sherry Langworthy, Maple River
Ms. Sandy Strozyk, Rockford
Ms. Lori Volz, Albert Lea
Ms. Jennifer Walsh, Byron

Also attending was Ms. Barbie Doyle, Executive Director.

Call to Order - Mr. Kolander, Chairperson, called the meeting to order at 9:34 AM.

Adoption of the Agenda - It was moved by Mr. Bangtson, seconded by Ms. Strozyk, to adopt the agenda as presented. Motion carried.

Certification of Election Results - It was moved by Mr. Bruels, seconded by Mr. Kuphal, to certify the election results for 2012 as presented. Motion carried.

Election of Officers - It was moved by Mr. Bruels, seconded by Mr. Bangtson to nominate Ms. Volz as Chairperson. It was moved by Mr. Kuphal, seconded by Ms. Strozyk to cease nominations and cast a unanimous ballot for Ms. Volz. Motion carried. Ms. Volz continued as Chairperson of the meeting.

It was moved by Mr. Bruels, seconded by Mr. Bangtson to nominate Ms. Langworthy as Vice-Chairperson. It was moved by Mr. Kolander, seconded by Ms. Strozyk to cease nominations and cast a unanimous ballot for Ms. Langworthy. Motion carried.

It was moved by Mr. Kuphal, seconded by Mr. Bruels to nominate Mr. Bangtson as Secretary-Treasurer. It was moved by Mr. Kolander, seconded by Ms. Strozyk to cease nominations and cast a unanimous ballot for Mr. Bangtson. Motion carried.

FY2012 Meeting Schedule - Following discussion, it was moved by Mr. Kuphal, seconded by Ms. Langworthy, to adopt the meeting schedule as revised. Motion carried. Regular meetings will be held December 13, February 21, May 9 and June 27 in FY2013. Meetings will begin at 9:30 AM.

Approval of Minutes - It was moved by Mr. Kolander, seconded by Mr. Kuphal to approve the minutes of the Governance Board meeting held on May 16, 2012 as presented. Motion carried.

Approval of Bills and Transfers - It was moved by Ms. Langworthy, seconded by Mr. Bangtson, to approve the payment of bills and transfers as presented. Motion carried. The total amount approved for payment from April 26, 2012 through September 14, 2012 was $563,746.34.

Official Depository of Funds - It was moved by Mr. Bruels, seconded by Mr. Kuphal, to approve MSDLAF+, US Bank, Wells Fargo and Community Bank as official depositories of funds and to authorize Barbra Doyle and Cynthia Seifert to make electronic funds transfers as specified in M.S. 471.38, Subd 3. Motion carried.

FY2013 Fees for Other Users - It was moved by Mr. Bangtson, seconded by Mr. Kolander, to approve the fees for other users as presented. The fees are based on the FY2013 fee structure. Motion carried.

FY2012 SMART Systems Development Figures - The FY2012 SMART System Development (SSD) figures were presented and reviewed. Region V does not owe additional dollars to the SSD pool as there were no new SMART member districts added for FY2013.

Personnel Items -

a) It was moved by Mr. Bruels, seconded by Mr. Kuphal to approve the salary and benefit package for Debbie Lenertz for FY2013 as presented. Motion carried.

b) It was moved by Mr. Bruels, seconded by Mr. Kolander to accept the resignation of Debbie Lenertz, Secretary / Bookkeeper, effective February 28, 2013 and to thank her for her years of service with Region V. Motion carried.

c) Discussion regarding the transition plan for FY2013 followed and a proposed organizational chart was presented.

Review FY2012 Reports - Ms. Doyle reviewed the financial reports for FY2012 and highlighted key points. The audit report will be presented for acceptance at the next regular Governance Board meeting to be held in December.

Executive Director's Report - Ms. Doyle reviewed current activities in the region. Discussions included member district updates and Region V session and service offerings. It was noted that Willis Frazee, Statewide SMART Systems Analyst for SMART HR will be retiring January 31, 2013.

Next Meeting Date and Time – The next regular Governance Board meeting will be held Thursday, December 13, 2012 starting at 9:30 AM.

Adjournment - Noting no other business, it was moved by Mr. Kolander, seconded by Mr. Bangtson, to adjourn the meeting. Motion carried. Meeting adjourned at 11:33 AM.

Respectfully Submitted,

_____

Secretary-Treasurer