

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:

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- 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.

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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.

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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. Jerry Kolander, Mankato
Mr. John Cselovszki, Sleepy Eye	Ms. Sherry Langworthy, Maple River
Mr. Rich Dahman, Medford	Ms. Sarah Slaby, Winona
Mr. Pat Goggin, Le Sueur-Henderson	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.

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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	Ms. Sherry Langworthy, Maple River
Mr. Pat Goggin, Le Sueur-Henderson	Mr. Dan Pyan, Winona
Mr. Jerry Kolander, Mankato	Ms. Jennifer Walsh, Byron
Mr. Gary Kuphal, PEM	

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

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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	Ms. Sherry Langworthy, Maple River
Mr. John Cselovszki, Sleepy Eye	Mr. Dan Pyan, Winona
Mr. Pat Goggin, Le Sueur-Henderson	Ms. Jennifer Walsh, Byron
Mr. Gary Kuphal, PEM	

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.

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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. Gary Kuphal, PEM
Mr. John Cselovszki, Sleepy Eye	Ms. Sherry Langworthy, Maple River
Mr. Pat Goggin, Le Sueur-Henderson	Mr. Dan Pyan, Winona
Mr. Jerry Kolander, Mankato	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.

Governance Board Meeting

September 26, 2013

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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, proposed 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.

Governance Board Meeting

September 26, 2013

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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.

Governance Board Minutes
May 9, 2013

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