

Regular Meeting Minutes of the  
NATIONAL JOINT POWERS ALLIANCE®  
Board of Directors  
Tuesday, May 16, 2017  
Conference Room 3  
202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:50p.m. with the following members present: Barb Neprud, Mark Gerbi, Mary Freeman, Scott Veronen, Greg Zylka, Ryan Thomas, and Mike Wilson. Also present were Jon Radermacher, City of Little Falls and Chris Lindholm, Pequot Lakes School District, Ex-Officios; Chad Coauette, Susan Nanik, Misty Myers, Paul Drange, Jeremy Schwartz, Mike Carlson, Jamie Loken, Jim Kane, Bev Hoemberg, Michelle Barrett, and Deb Cervantez, NJPA staff.

Mr. Zylka moved, seconded by Mr. Gerbi to accept the agenda as amended. Motion carried.

Mr. Thomas moved, seconded by Ms. Neprud to accept the minutes of the Annual Board Retreat and Regular Board Meeting held on April 12-13, 2017. Motion carried.

Mr. Carlson presented the monthly Financial Reports and budget update.

Ms. Freeman moved, seconded by Ms. Neprud to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #93110 to #93387. Motion carried.

Ms. Freeman moved, seconded by Mr. Gerbi to approve all Wire Transfers #233 to #247. Motion carried.

Mr. Zylka moved, seconded by Ms. Neprud to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added April 1-30, 2017
- Permission to solicit Group Basic and Voluntary Employee Benefit Products with Related Services

Motion carried.

Mr. Kane gave a day in the life of an NJPA employee presentation on his role as Business Development Administrator.

Mr. Drange gave an update on Regional Programs.

Ms. Nanik gave an update on the Facilities, Human Resources, and Marketing Departments.

Mr. Carlson gave an update on the Finance, and Risk Management Departments.

Mr. Loken gave an update on the Information Technology Department.

Ms. Myers gave an update on the Legal and Government Relations Departments.

Mr. Schwartz gave an update on the Cooperative Contract Purchasing and Procurement Departments.

Mr. Schwartz gave an update on the following new contracts awarded in April as noted in Appendix A.

Dr. Coauette presented the proposed revised Computer and Communication Use Policy for review.

Ms. Neprud moved, seconded by Mr. Zylka to approve the SFY2017 Application for Special Education Funds Statement of Assurances. Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve hiring:

- Chris Robinson, Procurement Manager, effective May 8, 2017
- Ben Plante, Collaborative Service Worker, effective May 16, 2017
- Kelli Draper, IT Business Systems Analyst, effective May 30, 2017

Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to open:

- Contract Administrator II
- Senior Education Consultant
- Lead Procurement Analyst

Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve the following position descriptions and open positions:

- Manager of Government Relations
- Director of Marketing
- Network Engineer III
- Marketing and Public Relations Lead

Motion carried.

Mr. Thomas moved, seconded by Ms. Neprud to approve 30 additional contract days for FY16-17 for Nan Records, Regional Low Incidence Facilitator. Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave an update on the Strategic Reinvestment Committee.

Dr. Coauette gave an update on MSC and National Cooperative Procurement Partners.

Mr. Gerbi moved, seconded by Mr. Zylka to adjourn the meeting at 7:54 p.m. Motion carried.

# Appendix A

## NJPA CONTRACTS & COMPLIANCE DEPARTMENT BOARD ITEMS - May 2017

### Requesting Board permission to Solicit the following categories:

Group Basic and Voluntary Employee Benefit Products with Related Services

### Requesting Board permission to Re-Solicit the following categories:

<b>NEW CONTRACT</b>		
American Ramp Products	030117-ARC	Recreation and Playground Equipment, Accessories and Supplies:
Becker Arena Products, Inc.	030117-BAP	Recreation and Playground Equipment, Accessories and Supplies:
Clearspan Fabric Structures Int'l.	030117-CSS	Recreation and Playground Equipment, Accessories and Supplies:
Frank J. Zamboni & Co., Inc.	030117-FZC	Recreation and Playground Equipment, Accessories and Supplies:
Landscape Structures Inc.	030117-LSI	Recreation and Playground Equipment, Accessories and Supplies:
North West Rubber	030117-NWR	Recreation and Playground Equipment, Accessories and Supplies:
Playpower, Inc.	030117-LTS	Recreation and Playground Equipment, Accessories and Supplies:
Poligon by PorterCorp	030117-PPC	Recreation and Playground Equipment, Accessories and Supplies:
Rain Drop Products, LLC	030117-RDP	Recreation and Playground Equipment, Accessories and Supplies:
RubbeRecycle, LLC	030117-RBR	Recreation and Playground Equipment, Accessories and Supplies:
SofSurfaces, Inc.	030117-SFS	Recreation and Playground Equipment, Accessories and Supplies:
Spohn Ranch, Inc.	030117-SRI	Recreation and Playground Equipment, Accessories and Supplies:
Carrier Corporation	030817-CAR	HVAC Systems, Installation, and Service with Related Products and Supplies:
Johnson Controls, Inc.	030817-JHN	HVAC Systems, Installation, and Service with Related Products and Supplies:
Siemens Industry Inc.	030817-SIE	HVAC Systems, Installation, and Service with Related Products and Supplies:
<b>New eziQC Contracts</b>		
<b>State of Maryland</b>		
HITT Contracting, Inc.	MD05GC01-031417-HCI	
<b>State of Michigan</b>		
PelGC	MI01W-041117-PGC	
<b>State of Minnesota - Northeast/Iron Range (General Construction)</b>		
Kaski, Inc.	MN01IR-042517-KAS	
Kraus-Anderson Construction Company	MN02IR-042517-KRU	
The Jamar Company	MN03IR-042517-JMR	
<b>5th YEAR RENEWALS</b>		
Altec Industries, Inc.	031014-ALT	"Public Utility Equipment with Related Accessories and Supplies"
FuelEducation	101713-KVS	"Curriculum and Educational Equipment, Related Supplies, Accessories and Services"
Jacobsen, a Division of Textron	070313-JCS	"Grounds Maintenance with Related Equipment, Accessories and Supplies"
<b>eziQC RENEWALS</b>		
FHP Tectonics Corp.	FL01GC1-051716-FTC	
FHP Tectonics Corp.	FL04GC3-051716-FTC	
K-Con, Inc.	FL01GC3-051716-KCI	
K-Con, Inc.	FL02GC2-051716-KCI	
K-Con, Inc.	FL03GC1-051716-KCI	
K-Con, Inc.	FL05GC1-051716-KCI	