

Regular Meeting Minutes of the  
NATIONAL JOINT POWERS ALLIANCE®  
Board of Directors  
Thursday, March 20, 2008  
Maple Room

Chair Wolden called the meeting to order at 6:30 P.M. with the following members present: Wayne Wolden, Mike Wilson, Orville Meyer, Barb Schmitt, Mike Domin and Sharon Notch. Also present were Gary Nytes, Diana Pihlaja, and Susan Nanik, staff; Mark Schmitz, Ex-Officio; and John Detra and Rance Armstrong, IKON.

Mr. Wolden appointed Mr. Domin as Clerk ProTem.

Mr. Wilson moved, seconded by Ms. Schmitt to accept the agenda as amended. Motion carried.

John Detra and Rance Armstrong, IKON, asked the Board to review IFB# 021808 responses before awarding the contract. They believed IKON could fill what they termed "empty slots" for certain customers.

Ms. Schmitt moved, seconded by Mr. Meyer to accept the minutes of the Regular Board Meeting held on February 21, 2008. Motion carried.

Ms. Pihlaja presented the Financial Report. She reviewed cashflow analysis, administration revenue and expenses, and accounts receivable analysis. Mr. Meyer moved, seconded by Mr. Domin to approve the Resolution of Signed Authority as presented. Motion carried.

Mr. Meyer moved, seconded by Mr. Wilson to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements of First Integrity Bank #65806 to #65996 and of Mid Central Federal Savings #66001 to #66211. Motion carried. Mr. Meyer moved, seconded by Mr. Wilson to approve Wire Transfers of First Integrity Bank #320 to #385 and of Mid Central Federal Savings #386 to #401. Motion carried.

Ms. Schmitt moved, seconded by Mr. Domin to accept the Consent Agenda as follows:

- Approve updated Membership Agreements, adding 248 new members
- Approve re-opening full-time Contract Manager position until filled
- Approve revised Job Description for Manager of HR and Regional Programs
- Approve termination of Ainicia O'Malley as of 3/7/08 as Coordinator of PSIP and RMP
- Approve revised Job Description for Coordinator of Risk Management Services and open position
- Approve updated 2007-2008 Employee Matrix

- Authorize bid for P-Card Services
  - Authorize bid for Organizational Signage, Message Boards, and Related Equipment and Supplies
  - Approve Vendor Contract with Steelcase, Inc for Turnstone Office Furniture
  - Accept Bid and Award Contract IFB# 021908 for Copiers, Printers, Facsimiles, Other Imaging Equipment and Related Accessories and Supplies to Sharp Electronic Corporation and Canon U.S.A., Inc
  - Approve revised Minnesota ASA State Affiliate Agreement
  - Approve Executive Director's Calendar
- Motion Carried.

Mr. Nytes reviewed his letter of 2/25/08 to Mr. Elmo G. Kallner regarding AEPA and email received from Max Luft dated 2/29/08.

Ms. Notch left the meeting at 7:16 p.m.

Mr. Nytes presented the NJPA 2008-2009 Staffing & Program Recommendations and Rationale and called for Resolution of same. Mr. Domin moved, seconded by Mr. Wilson to approve the Resolution. Motion carried.

Mr. Nytes gave an update on a Member Services Program and stated it did not generate much interest from Region 5 Superintendents and Freshwater Education District already provides many of the same types of services being researched.

Mr. Nytes discussed the possible need for a Paralegal. The Board's consensus was to look into contracting with an attorney for legal advice and not pursue a Paralegal.

Ms. Schmitt moved, seconded by Mr. Wolden to approve selling the final three (3) cars owned by NJPA. Motion carried.

Mr. Nytes presented information on two (2) parcels of property directly west of NJPA's property and explored the possibility of purchasing same. The Board's consensus was to not move forward at this time.

Mr. Nytes presented a request from Northwest Technical College for \$61,200 donation for "Project Graduate." The Board declined and asked that all future requests not be brought before the Board for consideration.

Ms. Schmitt asked if NJPA had a hiring policy. Mr. Nytes reported it did not. The Board discussed future hiring and Ms. Nanik reported steps were being taken to select the best candidates for open positions.

Mr. Nytes reported on L.E.A.P. He has joined this area group and attended his first meeting on 2/29/08.

Mr. Wolden reported on the Executive Director's Negotiations. The committee received Mr. Nytes' contract proposal and met with Mr. Nytes earlier to discuss it. The committee will work with Ms. Pihlaja to run the numbers on the proposal and MSBA to get a salary study and have MSBA staff look through contract and advise on details.

Mr. Wilson reported on the Executive Director's Evaluation. Mr. Wilson and Mr. Domin met and reviewed the compiled evaluation information with Mr. Nytes. The evaluation was very favorable (4.24/5 point scale). A copy of the compiled evaluation information was given to all the Board members and the original copy will be placed in Mr. Nytes' personnel file.

Ms. Nanik reported on the employee's evaluation of the Executive Director. This too was a favorable (4.375/5) evaluation and a copy was given to all the Board members.

Mr. Domin moved, seconded by Ms. Schmitt to adjourn the meeting at 9:12 P.M.  
Motion carried.