

Regular Meeting & Retreat Minutes of the
NATIONAL JOINT POWERS ALLIANCE®
Board of Directors
Wednesday & Thursday, April 8 & 9, 2015
Cragun's Resort, 371 Meeting Room
11000 Craguns Ave, Brainerd, MN 56401

Chair Wilson called the retreat to order at 8:30 p.m. with the following members present: Mike Wilson, Mary Freeman, Scott Veronen, Barb Neprud, John Poston, Colleen Seelen, and Sara Nagel. Also present were Chad Coauette, Susan Nanik, Paul Drange, Mike Hajek, Misty Myers, Maureen Knight, Jeremy Schwartz, Anna Gruber, David Jessop, Michael Wegscheid, Rynell Schock, Jonathan Yahn, Tom Perttula, Michael Brandt, and Deb Cervantez, NJPA staff.

Dr. Coauette reviewed the agenda for Thursday's discussion, the updated Strategic Framework, success stories, and took general questions and comments.

The retreat was recessed at 9:15 p.m. The retreat resumed at 8:00 a.m.

Dr. Coauette reviewed the organizational structure and strategic framework.

Ms. Myers reviewed the roles of legal and the legal departments plan for FY2015-2016.

Mr. Schwartz gave an overview of the Contracts and Marketing department for FY2015-2016.

Mr. Hajek reviewed the Business and Relationship Development department for FY2015-2016.

Mr. Yahn reviewed the Contracts and Compliance department for FY1015-1016.

Mr. Schwartz reviewed the direction of Contract Purchasing and strategic plans for FY2015-2016.

Ms. Knight discussed the Marketing Department including strategic plans for FY2015-2016.

Mr. Drange gave an overview of the Regional Services department. He also reported on the Crow Wing County Family Services Collaborative and Low Incidence.

Ms. Schock reviewed the direction of the Education Solutions Department as well as strategic plans for FY2015-2016.

Ms. Gruber discussed the direction of the Cities and Counties program as well as strategic plans for FY2015-2016.

Mr. Drange reviewed the Innovation Funding projects currently awarded as well as the plans for FY2015-2016.

Jesse Hopkins and Mark Korte; NorSon Construction and Tom Wacholz; ORB Management joined the retreat.

Lunch was served.

Mr. Jessop reviewed the Risk Management Department as well as the continued strategic plan for FY2015-2016.

Ms. Nanik reported on facilities updates and usage.

Mr. Wacholz, Mr. Hopkins, and Mr. Korte presented on the recommended facilities expansion.

Mr. Wegscheid reviewed the direction of the Technology department as well as strategic plans for FY2015-2016.

Ms. Nanik reviewed the FY2014-2015 and the FY2015-2016 projected personnel hires and strategic goals.

Mr. Brandt presented the draft budget for FY2015-2016.

Dr. Coauette presented the Personnel Committee Recommendations.

Chair Wilson called the Regular Board meeting to order at 3:55p.m. with the following members present: Mike Wilson, Mary Freeman, Scott Veronen, Barb Neprud, John Poston, Colleen Seelen, and Sara Nagel. Also present were Chad Coauette, Susan Nanik, Paul Drange, Mike Hajek, Misty Myers, Jeremy Schwartz, Michael Brandt, and Deb Cervantez, NJPA staff.

Mr. Poston moved, seconded by Ms. Seelen to accept the agenda as amended. Motion carried.

Mr. Poston moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on March 17, 2015. Motion carried.

Mr. Brandt presented the monthly Financial Reports.

Ms. Freeman moved, seconded by Mr. Poston to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #84433 to #84706. Motion carried.

Ms. Freeman moved, seconded by Mr. Poston to approve all Wire Transfers #279 to #308. Motion carried.

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

- Updated Membership Agreements Members added March 1-31, 2015
- Approve Authorization to Solicit ezIQC:
 - State of Ohio – Bowling Green State University
 - State of Wisconsin – University of Wisconsin Madison
 - State of California – City of Irvine
 - State of California – Pacific Gas & Electric
- Approve Bid Evaluation Committee's Recommendation to Award RFP #031715 for Furniture with Related Accessories and Services to:
 - Steelcase, Inc.
 - Krueger International, Inc.
 - Staples Contract & Commercial, Inc. operating as Business Interiors by Staples
 - School Specialty, Inc.
 - Palmer Hamilton, LLC
 - CORT Business Services Corporation
 - Teknion, LLC
- Approve Bid Evaluation Committee's Recommendation to Award RFP #032615 for Furniture with Related Accessories and Services to:

- Lease Servicing Center, Inc. dba National Cooperative Leasing
- Approve Renewal of Agreements with:
 - See appendix A
- Approve ezIQC Renewal of Agreements with:
 - See appendix B

Motion carried.

Mr. Poston moved, seconded by Ms. Nagel to approve the building project and related budget for additional 30,000+ GSF office and meeting space. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve the revised Rebate Policy as presented. Motion carried.

Mr. Poston moved, seconded by Ms. Seelen to approve hiring Jim Kane, effective April 13, 2015 and Scott Carr, effective April 23, 2015 as Contract Managers. Motion carried.

Ms. Nagel moved, seconded by Ms. Neprud to approve the position description and open the Education Consultant; K-6 Literacy Specialist. Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette reported on the National Coalition of Public Procurement.

Ms. Neprud and Mr. Veronen gave a report on their attendance at the NSBA conference.

Ms. Neprud moved, seconded by Ms. Freeman to adjourn the meeting at 4:41 p.m. Motion carried.

Appendix A
Contract Renewals

| | |
|---|------------|
| Mitel Business Systems, Inc. | 022712-MBS |
| CDW Government, LLC | 022712-CDW |
| Wright Express Financial Services Corp. | 062411-WEF |
| Lightspeed Technologies, Inc. | 021412-LTI |
| Shred-It USA | 020613-SIU |
| Veolia ES Technical Solutions | 020613-VES |
| AutoFlex, Inc. | 031212-AFI |
| Cascade Engineering, Inc. | 020613-CEI |
| United Parcel Service, Inc. | 121511-UPS |
| Tyco Integrated Security LLC | 031913-TIS |
| Siemens Building Technologies | 031913-SIE |

Appendix B
ezIQOC Renewals

| | |
|--|------------------|
| DiSabatino Construction | DE01-030111-DCC |
| North Star Construction & Engineering | CA01B-042313-NSC |
| Mark Scott Construction, Inc. | CA04A-042313-MSC |
| Mark Scott Construction, Inc. | CA01A-042313-MSC |
| Mark Scott Construction, Inc. | CA06A-042313-MSC |
| A.E. Nelson Construction | CA02A-042313-AEN |
| Opcon, Inc. | WI01A-031913-OP |
| Kellogg Brown and Root | MD9AA-022912-KBR |
| Kellogg Brown and Root | KS02E-031814-KBR |
| F.H. Paschen, S.N. Nielsen & Assoc., LLC | IN04-032911-FHP |
| F.H. Paschen, S.N. Nielsen & Assoc., LLC | IN02-032911-FHP |
| HITT Contractin, Inc. | FL07-022912-HCI |
| St. Louis Design & Construction | IN01-032911-SDC |
| St. Louis Design & Construction | IN03-032911-SDC |