

**Paul Bunyan Education Cooperative  
Board of Delegates MINUTES  
Friday, April 10, 2015  
12:00 pm  
WESB Room 308**

The Paul Bunyan Education Cooperative (PBEC) Board of Delegates met on Friday, April 10, 2015 at 12:00 pm at the PBEC Conference Room in the Washington Educational Services Building (WESB), Brainerd, MN. Mike Erholtz served as chair.

**Present:** Garny Gaffey, Mike Erholtz, Tom Haglin, Jamie Skjevland, Chris Lindholm, Bob Sandin, Cathy Bettino, ,new members: Cindi Hills, Mike Malmberg,, Scott Mudgett, Heidi Hahn and Kim Huether.  
**Presenters:** Karla Nesheim, PBEC Business Manager and Joanne Vukelich, Early Childhood Central Intake Coordinator.

**Absent:** Bernie Novak, Klint Willert.

Meeting was called to order at 12:05 pm

Introductions were held.

Moved and seconded approval of the Agenda and the November 14, 2014 Minutes. Carried.

**Review of Joint Powers Agreement:** Heidi Hahn reviewed the changes made to the Joint Powers By-Laws and Agreement. The Minnesota Department of Education has mandated these changes. Staff and service structure will remain the same. The main cost implications include: annual audit \$10,000 and a software one-time charge for set up and training \$1,000. Moved and seconded approval of the Amended Joint Powers By-Laws and Agreement. Carried. The signature page was signed by the Board Delegates and Superintendents that were present. The two absent superintendents' signatures will be procured at a later date.

**Requirements Due to Fiscal Changes – Karla Nesheim, PBEC Business Manager:** Karla reviewed the mandated requirements set forth by the Minnesota Department of Education which include: Federal ID, DUNS, Swift Vendor Number, Skyward, Audit. The MN School District Liquid Asset Fund (a cash management program) Plus Resolution authorizing participation in the fund was also discussed. Moved and seconded approval to adopt the resolution authorizing entry into a Joint Powers Agreement in the form of a declaration of trust establishing participation in certain investment programs in connection therewith. Carried. The board chair, Mike Erholtz added his signature to the document.

**Overview of Central Intake – Help Me Grow:** Joanne Vukelich, Central Referral/Intake Coordinator was introduced. She shared information regarding the program including birth to three year-round requirements, district requirements/region requirements and a handout was distributed showing the number of referrals in the cooperative. Ninety-eight percent of children referred, which are made by daycare providers, medical professionals, teachers and parents, qualify for services.

**Review of Chair and Co Chair Assignments:** moved and seconded that Mike Erholtz,, Chair and Garney Gaffey, Co-Chair continue for a second term. Carried.

**New Business:** Heidi Hahn will provide the board with an update in three months reporting on the joint powers transition and will share a program evaluation.

**Next Meeting Date:** The next meeting date will be Friday, November 13, 2015, noon – 1:30 p.m. The spring meeting will be held on Friday, April 8, 2016.

The meeting adjourned at 1:35 pm

Kim Huether, Secretary

Handouts:

- Minutes from November 14, 2014
- Amended Paul Bunyan Education Cooperative Joint Powers By-Laws & Agreement
- Resolution Authorizing Entry into Joint Powers Agreement in the form of a Declaration of Trust Establishing participating in certain investment programs in connection therewith
- Referral Data per District