Regular Meeting Minutes of the
NATIONAL JOINT POWERS ALLIANCE®
Board of Directors
Tuesday, January 16, 2018
Conference Rooms 3 & 4
202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:48p.m. with the following members present: Mary Freeman, Scott Veronen, Barb Neprud, Mark Gerbi, Ryan Thomas, Greg Zylka, and Mike Wilson. David Yarkin and Mike Smith, Government Sourcing Solutions, were present. Also present were Stephen Jones, Little Falls School District and Chris Lindholm, Pequot Lakes Schools, Ex-Officios; Chad Coauette, Susan Nanik, Paul Drange, Jeremy Schwartz, Mike Carlson, Travis Bautz, Marcus Miller, Jamie Loken, Bill Otto, Carol Jackson, Tom Perttula, Dean Greising and Danielle Wadsworth.

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

Mr. Thomas moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on December 19, 2017. Motion carried.

Mr. Yarkin and Mr. Smith presented an annual review of Government Sourcing Solution's partnership with NJPA.

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 #95769 to #96036. Motion carried.

Ms. Freeman moved, seconded by Mr. Thomas to approve all Wire Transfers #156 to #178. Motion carried.

Ms. Freeman moved, seconded by Mr. Gerbi to approve all Wire Transfers-Employee Expense reimbursements #460 to #553. Motion carried.

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

- Updated Membership Agreements Members added December 1-31, 2017
- Permission to Solicit Toxicology Laboratory Services and Related Supplies
- Permission to Re-Solicit the following categories:
    - All 50 states in the United States
    - Electronic Marketplace with Related Goods, Services and Solutions

Motion carried.

Ms. Jackson gave a day in the life of an NJPA employee presentation on her role as a Procurement Analyst III.

Ms. Nanik gave an update on Administration Department.

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

Mr. Loken gave an update on Information Technology Department.

Mr. Drange gave an update on Regional Programs.

Mr. Miller gave an update on Legal and Government Relations Department.

Mr. Schwartz gave an update on Operations and Procurement Department and an update on the contracts awarded in December as noted in Appendix A.

Mr. Perttula gave a deep dive in Quarterly Cooperative Purchasing

Mr. Bautz gave an update on Marketing Department.

Mr. Carlson presented on the year-to-date organization metrics.

Ms. Neprud moved, seconded by Mr. Veronen to approve the Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. Motion carried.

Dr. Coauette presented on a TIES business case discussion.

Ms. Neprud moved, seconded by Mr. Thomas to approve opening the following positions:

- Administrative Specialist I

Motion carried.

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

- Michelle Barrett, Administrative Specialist III; effective January 15, 2018
- Greg Grunig, Procurement Lead Analyst; effective January 29, 2018

Motion carried.

Mr. Thomas moved, seconded by Ms. Neprud to accept the resignation of Ilissa Ramm, Associate General Counsel, effective February 2, 2018. Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve the revised Associate General Counsel Job Description and open position. Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave an update on Minnesota Service Cooperatives and National Cooperative Procurement Partners.

Mr. Wilson reviewed the National Conference dates along with other meeting dates.

Ms. Freeman moved, seconded by Mr. Thomas to adjourn the meeting at 8:40 p.m. Motion carried.

## APPENDIX A

**NJPA PROCUREMENT DEPARTMENT**
**BOARD ITEMS - January 2018**

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

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| Toxicology Laboratory Services and Related Supplies |

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

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|---|---|
| All 50 states in the United States | ezIQC |
| Electronic Marketplace with Related Goods, Services and Solutions | |
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| **NEW CONTRACT** | | |
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| **New ezIQC Contracts** | | |
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| **CONTRACT RENEWALS** | | |
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| **5th YEAR RENEWALS** | | |
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| **ezIQC RENEWALS** | | |
| Nor-Son, Inc. | MN01A-121614-NSI | |
| Nor-Son, Inc. | MN02A-121614-NSI | |
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