



Minutes for Meeting Book - Tuesday, September 17, 2024 Board of Directors Meeting

Tuesday, September 17, 2024 | 6:00 PM - (GMT-06:00) Central Time (US & Canada)
Sourcewell Headquarters

Attendees:

Linda Arts, Steven Barrows, Doug Dahlberg, Julia Kicker, Sara Nagel, Sharon Thiel, and Greg Zylka

1. Call to Order by Chair Zylka

- 1.1 Determination of Quorum
- 1.2 Welcome Ex-Officio's

2. Acceptance of the Agenda

- 2.1 Additions/Corrections to the agenda
Recommendation: Approve the agenda as presented.

Moved by: Doug Dahlberg

Seconded by: Steven Barrows

Carried

3. Action on the Minutes of Clerk Arts

- 3.1 Review and Approval of the minutes of the regular board meeting.

[Board of Directors - Aug 20 2024 - Minutes - Html](#) 


Recommendation: approve the minutes as presented

Moved by: Linda Arts

Seconded by: Julia Kicker

Carried

4. Status of #924 Fund by Treasurer Nagel & Mike Carlson, Chief Financial Officer

- 4.1 Financial Report of Cash, Revenues, and Expenditures
- 4.2 Financial Report of Cash, Revenues, and Expenses [September 2024.pdf](#) 

5. Consideration of Claims

- 5.1 Review by Treasurer Nagel and presenting for approval the Check Register, Wire Transfer activity, and Wire Transfer-Employee Expense reimbursements as detailed in the enclosed batch reports.

Recommendation: approve the batch reports as presented

Moved by: Sara Nagel

Seconded by: Linda Arts

Carried




6. Consent Agenda

Recommendation: approve consent agenda as presented

Moved by: Sara Nagel

Seconded by: Doug Dahlberg

Carried

- 6.1 Resolution to Approve Solicitation and/or Re-Solicitation of Categories
[Resolution Approve Solicitation 27.docx](#) 
- 6.2 Resolution to Approve Ratification of Cooperative Contracting Awards
[Resolution Ratify cooperative purchasing awards 28.docx](#) 
- 6.3 [Procurement-Appendix A-September-2024.pdf](#) 
Procurement-Appendix A-September-2024

6.4 Personnel Recommendations

[2024_09_Employee Transitions.pdf](#) 

[2024_Account Clerk.FINAL.docx](#) 

[2024_Event Program Manager.FINAL.docx](#) 

[2024_HR Analyst.FINAL.docx](#) 

[2024_HR Business Partner.FINAL.docx](#) 

[2024_HR Client Delivery Director.FINAL.docx](#) 

[2024_HR Client Delivery Manager.FINAL.docx](#) 

[2024_HR Operations Director.FINAL.docx](#) 

[2024_HR Operations Manager.FINAL.docx](#) 

[2024_Organizational Development Advisor.FINAL.docx](#) 


[2024_Organizational Development Director.FINAL.docx](#) 

[2024_Organizational Development Sr. Advisor.FINAL.docx](#) 

[2024_Program Coordinator.FINAL.docx](#) 

[2024_Regional Funding Coordinator.FINAL.docx](#) 

[2024_Senior Account Clerk.FINAL.docx](#) 

[2024_Senior Procurement Document Specialist.FINAL.docx](#)


[2024_Senior Program Coordinator.FINAL.docx](#) 

[2024_Senior Regional Funding Coordinator.FINAL.docx](#) 

[2024_Senior Technology Coordinator.FINAL.docx](#) 

[2024_SeniorEvent Program Manager.FINAL.docx](#) 

[2024_Sr. HR Analyst.FINAL.docx](#) 

[2024_Sr. HR Business Partner.FINAL.docx](#) 

[2024_Technology Coordinator.FINAL.docx](#) 

6.5 **2024_09 Personnel Title Changes and Hay Recommendations of Adjustments and Changes.docx**

7. Enterprise Solutions- Focused Program Update

7.1 A Day in the Life of a Sourcewell Employee: Katelyn Hardy

- 7.2 Financial Performance YTD
- 7.3 Team Structure Updates
- 7.4 Innovation Portfolio of Solutions
 - Installation Support Program
 - Ascend Rural / Connected Communities
 - MN Tech Solutions
- 7.5 Marketing Brand Manager Roles
 - Travis Bautz, Chief Marketing Officer
- 7.6 Brief Sourcewell Technology Recap

8. Old Business

- 8.1 Second Reading: Board Policy Annual Review and Recommendations

[September Policy Summary .docx](#) 

[Facility Use Policy](#) 

[Social Media Policy](#) 

[Food and Non-Alcoholic Beverage Policy](#) 

[Rebate Policy for Region 5 Members](#) 

[Procurement Card](#) 

[Artificial Intelligence Policy](#) 

[Information Security Program Policy](#) 

Recommendation: Approve the Board Policies as presented.

Moved by: Sara Nagel

Seconded by: Sharon Thiel

Carried

- 8.2 [Final.Scorecard.23.24.pdf](#) 

Recommendation: Approve the FY23.24 final metrics as presented.

Moved by: Julia Kicker

Seconded by: Doug Dahlberg

Carried

9. New Business

9.1 [2025 Benefit Changes.docx](#)

- Jen Roelke, Organizational Development Officer

Recommendation: Approve the 2025 Benefit Changes

Moved by: Steven Barrows

Seconded by: Sharon Thiel

Carried

10. Chief Executive Officer Update- Dr. Chad Coauette

10.1 Transitional Employment Agreement

Recommendation: Approve the transitional employment agreement dated September 3, 2024.

Moved by: Doug Dahlberg

Seconded by: Sharon Thiel

Carried

10.2 Employee Handbook

10.3 State/National Associations and Partnerships

11. Reports

11.1 Individual Board Member Reports

12. Adjournment

Recommendation: to adjourn at 7:40 p.m.

Moved by: Sara Nagel

Seconded by: Doug Dahlberg

APPENDIX A

**SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - September 2024**

CONSENT AGENDA ITEMS	Requesting Board permission to Solicit the following categories:
	Risk Management, Employee Benefits, and Insurance Consulting Services
	Requesting Board permission to Re-Solicit the following categories:
	Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services
Grounds Maintenance Equipment and Related Technology Solutions	
Plastic Refuse and Recycling Containers with Related Technology Solutions	
Facility Security Systems, Equipment, and Software with Related Services	

NEW CONTRACTS		
Supplier Name	Contract Number	Solicitation Title
None		

CONSENT AGENDA ITEMS	CONTRACT EXTENSIONS		
	Supplier Name	Contract Number	Solicitation Title
	Prophet Corp./Gopher Sport	071819-PRO	"Athletic and Physical Education Equipment and Supplies with Related Accessories"
	Parkeon	080321-PRK	"Parking Management Systems with Related Equipment, Supplies and Services"
	Quicket	080321-QKT	"Parking Management Systems with Related Equipment, Supplies and Services"
	Gtechna	080321-GTE	"Parking Management Systems with Related Equipment, Supplies and Services"
	T2 Systems	080321-TSI	"Parking Management Systems with Related Equipment, Supplies and Services"
	Tyler Technologies	090320-TTI	"Public Sector and Education Administration Software Solutions with Related Services"
	Hyland Software	090320-HYL	"Public Sector and Education Administration Software Solutions with Related Services"
	Phoenix Business	090320-PNX	"Public Sector and Education Administration Software Solutions with Related Services"

NEW IDIQ CONTRACTS		
Company Name	Contract Number	Region - Type of Work
Anthony Flooring Company, LLC	OH-R2-F-071124-AFL	Region 2 - Flooring
Command Roofing Co.	OH-R1-RW-071124-CRC	Region 1 - Roofing/Waterproofing
Command Roofing Co.	OH-R3-RW-071124-CRC	Region 3 - Roofing/Waterproofing
Command Roofing Co.	OH-R4-RW-071124-CRC	Region 4 - Roofing/Waterproofing
C. G. Egli, Inc.	OH-R3-HVAC-071124-CGE	Region 3 - HVAC/Mechanical
C. G. Egli, Inc.	OH-R4-HVAC-071124-CGE	Region 4 - HVAC/Mechanical
Custom Controls Group, LLC	OH-R1-GC-071124-CCG	Region 1 - General Contracting
Custom Controls Group, LLC	OH-R1-HVAC-071124-CCG	Region 1 - HVAC/Mechanical
Custom Controls Group, LLC	OH-R1-E-071124-CCG	Region 1 - Electrical
Custom Controls Group, LLC	OH-R2-GC-071124-CCG	Region 2 - General Contracting
Custom Controls Group, LLC	OH-R2-HVAC-071124-CCG	Region 2 - HVAC/Mechanical
Custom Controls Group, LLC	OH-R2-E-071124-CCG	Region 2 - Electrical
Custom Controls Group, LLC	OH-R3-GC-071124-CCG	Region 3 - General Contracting
Custom Controls Group, LLC	OH-R3-HVAC-071124-CCG	Region 3 - HVAC/Mechanical
Custom Controls Group, LLC	OH-R3-E-071124-CCG	Region 3 - Electrical
Custom Controls Group, LLC	OH-R4-GC-071124-CCG	Region 4 - General Contracting
Custom Controls Group, LLC	OH-R4-E-071124-CCG	Region 4 - Electrical
Custom Controls Group, LLC	OH-R5-GC-071124-CCG	Region 5 - General Contracting
Custom Controls Group, LLC	OH-R5-HVAC-071124-CCG	Region 5 - HVAC/Mechanical
Custom Controls Group, LLC	OH-R5-E-071124-CCG	Region 5 - Electrical
F.H. Paschen, S.N. Nielsen & Associates, LLC	OH-R1-GC-071124-FHP	Region 1 - General Contracting
F.H. Paschen, S.N. Nielsen & Associates, LLC	OH-R2-GC-071124-FHP	Region 2 - General Contracting
F.H. Paschen, S.N. Nielsen & Associates, LLC	OH-R3-GC-071124-FHP	Region 3 - General Contracting
F.H. Paschen, S.N. Nielsen & Associates, LLC	OH-R4-GC-071124-FHP	Region 4 - General Contracting
F.H. Paschen, S.N. Nielsen & Associates, LLC	OH-R5-GC-071124-FHP	Region 5 - General Contracting
G & B Electric Co.	OH-R2-E-071124-GBE	Region 2 - Electrical
G & B Electric Co.	OH-R3-E-071124-GBE	Region 3 - Electrical
Johnson-Laux Construction Ohio, LLC	OH-R1-GC-071124-JLC	Region 1 - General Contracting
Johnson-Laux Construction Ohio, LLC	OH-R2-GC-071124-JLC	Region 2 - General Contracting
Johnson-Laux Construction Ohio, LLC	OH-R3-GC-071124-JLC	Region 3 - General Contracting
Johnson-Laux Construction Ohio, LLC	OH-R4-GC-071124-JLC	Region 4 - General Contracting
Johnson-Laux Construction Ohio, LLC	OH-R5-GC-071124-JLC	Region 5 - General Contracting

APPENDIX A Continued

Ohio Paving & Construction Co.	OH-R2-PAC-071124-OPC	Region 2 - Asphalt/Paving
Ohio Paving & Construction Co.	OH-R2-C-071124-OPC	Region 2 - Concrete
Ohio Paving & Construction Co.	OH-R2-CSW-071124-OPC	Region 2 - Civil/Site Work
The Brewer Garrett Company	OH-R1-HVAC-071124-TBG	Region 1 - HVAC/Mechanical
The Brewer Garrett Company	OH-R2-HVAC-071124-TBG	Region 2 - HVAC/Mechanical
The Brewer Garrett Company	OH-R3-HVAC-071124-TBG	Region 3 - HVAC/Mechanical
The Brewer Garrett Company	OH-R4-HVAC-071124-TBG	Region 4 - HVAC/Mechanical
The Brewer Garrett Company	OH-R5-HVAC-071124-TBG	Region 5 - HVAC/Mechanical
The K Company, Inc.	OH-R1-HVAC-071124-TKC	Region 1 - HVAC/Mechanical
The K Company, Inc.	OH-R2-HVAC-071124-TKC	Region 2 - HVAC/Mechanical
The K Company, Inc.	OH-R3-HVAC-071124-TKC	Region 3 - HVAC/Mechanical
The K Company, Inc.	OH-R4-HVAC-071124-TKC	Region 4 - HVAC/Mechanical
The K Company, Inc.	OH-R5-HVAC-071124-TKC	Region 5 - HVAC/Mechanical
McDaniel's Construction Corp., Inc	OH-MBE-R3-GC-071124-MCC	Region 3 - General Contracting
McDaniel's Construction Corp., Inc	OH-MBE-R3-CSW-071124-MCC	Region 3 - Civil/Site Work
McDaniel's Construction Corp., Inc	OH-MBE-R4-GC-071124-MCC	Region 4 - General Contracting
McDaniel's Construction Corp., Inc	OH-MBE-R4-CSW-071124-MCC	Region 4 - Civil/Site Work
McDaniel's Construction Corp., Inc	OH-MBE-R5-GC-071124-MCC	Region 5 - General Contracting
McDaniel's Construction Corp., Inc	OH-MBE-R5-CSW-071124-MCC	Region 5 - Civil/Site Work
Henderson Contracting Company, Inc.	OH-MBE-R1-GC-071124-HCC	Region 1 - General Contracting
Henderson Contracting Company, Inc.	OH-MBE-R2-GC-071124-HCC	Region 2 - General Contracting
Henderson Contracting Company, Inc.	OH-MBE-R3-GC-071124-HCC	Region 3 - General Contracting
Henderson Contracting Company, Inc.	OH-MBE-R4-GC-071124-HCC	Region 4 - General Contracting
Henderson Contracting Company, Inc.	OH-MBE-R5-GC-071124-HCC	Region 5 - General Contracting
Company Name	Contract Number	
IDIQ CONTRACT EXTENSIONS		
None		