

## **EAST CENTRAL FOR EXCEPTIONAL CHILDREN**

### **MINUTES OF MEETING**

**November 21, 2018**

**The regular board meeting of East Central for Exceptional Children was held via phone conference through ZOOM on November 21, 2018, at 10:00am.**

**Members Present:** Nancy Bollingberg, Brian Duchscherer, Jenna Helseth, Natalie Becker, Matt Lokemoen, Tom Tracy, Lane Azure

**Call to Order:** The meeting was called to order by Chairperson Bollingberg.

**Others Present:** Ashly Wolsky, EC Coordinator Kori Jensen

**Additions to the Agenda:** None

**Minutes:** A motion to approve was made by Louters, seconded by Becker. Motion carried.

#### **Coordinator's Report:**

**Monthly bills:** Reviewed monthly bills. Ashly mentioned that mileage costs will be looked at due to the amount on the list each month regarding consistency and necessity. A motion to approve the monthly bills was made by Helseth, seconded by Duchscherer, motion carried.

**Update on East Central Building:** Coordinator Wolsky shared that the ad for the EC building has been in the New Rockford Transcript. There have been two inquiries; one showing of the building and a party inquiry by phone. The party who viewed the building is interested and will follow up. It was also suggested that a 'For Sale' sign be placed on the window at the building. Coordinator Wolsky will take care of this.

**Survey of East Central's monthly costs:** Monthly costs for the building were shared regarding maintenance and supplies. Copier costs were discussed as the amounts per month looked significantly different. President Bollingberg will look into this and report back to the board.

**SEEC will reschedule training: 12/10/2018**

**Discovery Benefits:** The employees enrolled in benefits will see a double amount taken out this month as it was unfortunately overlooked last month.

**Professional Development 11/8, CPI, Management, Coordinator's Report:** East Central Staff participated in a training on November 8, 2018, held at the EC Office Building. Information was share on future plans, supports/needs for staff, and evaluations.

**Business Manager, training and needs:** Susette Allmaras will begin working on November 27, 2018. Janet Heskin has been a great part of helping with bills, payroll, and such in the interim. A calendar will be prepared determining dates for further training/support as Susette transitions into this role.

**ITEMS FOR BOARD ACTION:**

**Add Susette Allmaras to all East Central Accounts:** Motion was made Louters, seconded by Helseth to add Susette Allmaras to all East Central accounts as the EC business manager. Motion carried.

**Coordinator Evaluation:** An evaluation for Coordinator Wolsky will be sent to all boards from President Bollingberg via a google doc for board members to complete. We will review this at the December board meeting.

With no further business to come before the board, the meeting was adjourned. The next regular board meeting will be held on December 19, 2018, 10:00am, at the East Central building.

  
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Nancy Bollingberg, Chairperson

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Board Member

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Date approved