

MCOECN Board of Trustees

Thursday May 7, 2020, beginning at 2:00 p.m.
Conducted via Zoom: <https://zoom.us/j/97953126908>

Board Meeting Agenda

I. Call to Order – 2:00 P.M.

Welcome and overview of the Agenda by Geoff Andrews – CEO.

II. Approval of Minutes (Action Item)

- a. Recommend approval of the minutes of the regular meeting on 1/23/20.

III. Regular Business (Action Item)

- a. Recommend approval of the financial reports as presented for 1/31/2020, 2/29/20 and 3/31/20 (bank reconciliation, financial summary, financial detail).
- b. Recommend approval of the following employment actions:
 1. Resignation of Bonnie Blachly, INFOhio Technical Support Team Specialist, effective 6/30/2020, for the purpose of retirement.
 2. Resignation of Gayle Geitgey, INFOhio Instructional Team Specialist, effective 6/30/2020, for the purpose of retirement.
 3. Resignation of Theresa Fredericka, Director of INFOhio, effective 6/30/2020, for the purpose of retirement.
 4. Employment of Kamile Shed, INFOhio Technical Support Team Specialist, May 1, 2020 through June 30, 2021, \$58,500.00 annual salary for 261-day contract, prorated to \$9,637.93 for 43 Fiscal Year 2020 workdays (Paid from the INFOhio Local Fund).
 5. Employment of Patricia Zelei, SSDT Support Specialist/Technical Writer II, May 4, 2020 through June 30, 2021, \$63,000.00 annual salary for 261-day contract, prorated to \$10,137.93 for 42 Fiscal Year 2020 workdays (Paid from the SSDT Local Fund).
 6. Employment of Sarah Mowery, INFOhio Instructional Team Specialist, June 8, 2020 through June 30, 2021, \$65,000.00 annual salary for 261-day contract, prorated to \$4,233.72 for 17 Fiscal Year 2020 workdays (Paid from the INFOhio Grant Fund).
 7. Employment of Erica Clay, Director of INFOhio, July 1, 2020 through June 30, 2022, \$103,500.00 annual salary for 261-day contract (Paid from the INFOhio Grant Fund).
 8. Employment of Lori Lee, Assistant Director of INFOhio, June 15, 2020 through June 30, 2022, \$93,000.00 annual salary for 261-day contract, prorated to \$4,275.86 for 12 Fiscal Year 2020 workdays (Paid from the INFOhio Grant Fund).

- c. Recommend approval of a \$100 stipend for Management Council employees completing all steps of the 2020 Interactive Health Wellness Program.
- d. Recommend approval of policy revisions as follows (copies included in agenda packet):
 - 1. New Policy 4121 – Criminal History Record Check
 - 2. Revised Policy 4120 – Employment of Staff
 - 3. Revised Policy 6107 – Authorization to Accept and Distribute Electronic Records and to use Electronic Signatures
 - 4. Revised Policy 6233 – Amenities for Participants at Meetings and/or other Occasions
 - 5. Revised Policy 6325 – Procurement – Federal Grants/Funds
 - 6. Revised Policy 6680 – Recognition
 - 7. Revised Policy 7530.02 – Staff Use of Personal Communication Devices
 - 8. Revised Policy 7540.05 – Organization-Issued Staff Email Account
 - 9. Revised Policy 7542 – Access to Council Technology Resources From Personal Communication Devices
 - 10. Revised Policy 7543 – Utilization of the Council’s Website and Remote Access to the Council’s Network
 - 11. Revised Policy 8130 – Public Records
- e. Recommend approval of the Fiscal Year 2021 General Fund Budget, to be recommended to Membership:

Estimated Beginning Balance:	\$4,900,000
Revenue Estimates:	
Interest Income	\$ 39,270
Membership	\$ 236,000
MCOECN Services	\$ 1,080,000
Product/Services Resale – ISP	\$ 1,375,000
Product/Services Resale – Other	\$ 334,000
Grant/Program Management	\$ 510,960
Direct Commission Revenue	\$ 40,000
Other Revenue	<u>\$ 15,000</u>
Total Projected Revenue:	\$ 3,630,230
Expense Estimates:	
Salaries	\$ 885,635
Fringe Benefits	\$ 317,637
Purchased/Contracted Services	\$ 706,371
Supplies	\$ 157,150
Purchased for Resale – ISP	\$1,075,000
Purchased for Resale – Other	\$ 242,779

Equipment - General	\$ 12,000
Equipment – Data Center Operation	\$ 150,000
Other	<u>\$ 59,500</u>
Total Projected Expenses:	\$3,606,072

Revenue Over/(Under) Expenses: \$ 24,158

Estimated Ending Balance: \$4,924,158

- f. Recommend approval of the Fiscal Year 2021 Membership Fee of \$12,750 for full members and \$6,500 for associate members, to be recommended to Membership.
- g. Recommend approval of the Fiscal Year 2021 Kiosk Fee per ITC as follows: \$7500 per ITC, plus \$1.15 per staff user and an additional .50 for AESOP users (Estimated Individual ITC calculations in the attached packet).
- h. Recommend approval of the Fiscal Year 2021 ISP discounted rate of \$.80 per MB per month (down from .95 from last year), contingent on the award of the Fiscal Year 2021 ISP Subsidy Grant by the Ohio Department of Education in an amount similar to the Fiscal Year 2020 award.
- i. Recommend approval of a “rate holiday” for ISP services to MCOECN member ITCs for the month of July 2020.
- j. Recommend approval of job descriptions to establish job levels within the Management Council (listing and copies included in agenda packet).

IV. CEO Report – Geoff Andrews

- a. Pandemic Electronic Benefits Program
- b. Strategic Plan Dashboard
- c. Concept of mapping of statewide Internet access
- d. June meeting and grant programs in the coming year

V. Board Discussion Items

- a. June, August BOT Meeting dates

VI. Adjournment