

**Northwest Ohio Area Computer Services Cooperative  
Governing Board Minutes  
February 17, 2021**

**1. Roll Call:**

The Northwest Ohio Area Computer Services Cooperative met in regular session with the following members answering roll call:

Roll Call:					
		Mrs. Mollenkopf	Yes	Mr. Rostorfer	Yes
Mr. Amstutz	Yes	Mr. Huffman	Yes/Px	Mr. Schmutz	Yes
Mr.	Yes	Mrs. Peters	Yes	Mr. Sommer	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Roth	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes

**2. Introduction of Guest(s): Michelle Buss, NOACSC Treasurer**

**2.a. Election of Officers:**

**Election of Chairman of the Governing Board**

Moved by Mr. Denecker and seconded by Mrs. Vaughn that Mr. Schmutz be nominated as Chairman of the Governing Board; moved by Mrs. Mollenkopf and seconded by Mr. Rostorfer that nominations be closed with Mr. Schmutz proclaimed as Chairman of the Governing Board.

**Election of Vice Chairman of the Governing Board**

Moved by Mr. Schmutz and seconded by Mrs. Mollenkopf that Mr. Denecker be nominated as Vice Chairman of the Governing Board; moved by Mr. Roth and seconded by Mrs. Philips that nominations be closed with Mr. Denecker proclaimed as Vice Chairman of the Governing Board.

**Election of Secretary of the Governing Board**

Moved by Mr. Schmutz and seconded by Mrs. Stuart that Mrs. Vaughn be nominated as Secretary of the Governing Board; moved by Mr. Rostorfer and seconded by Mrs. Peters that nominations be closed with Mrs. Vaughn proclaimed as Secretary of the Governing Board.

**3. Approval of Minutes of Previous Meeting:**

SUGGESTED MOTION: Moved by Mr. Roth and seconded by Mrs. Vaughn that the Minutes of the November 18, 2020 meeting be approved in the form sent to the members of the Board.

Vote:					
		Mrs. Mollenkopf	Yes	Mr. Rostorfer	Yes
Mr. Amstutz	Yes	Mr. Huffman	Yes	Mr. Schmutz	Yes
Mr. Deleruyelle	Yes	Mrs. Peters	Yes	Mr. Sommer	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Roth	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes

**4. Presentation and Allowance of Bills: Approval of Financial Reports:**

SUGGESTED MOTION: Moved by Mrs. Philips and seconded by Mr. Rostorfer that the bills and financial reports found at the end of this agenda were presented and reviewed and approved.

Vote:					
		Mrs. Mollenkopf	Yes	Mr. Rostorfer	Yes
Mr. Amstutz	Yes	Mr. Huffman	Yes	Mr. Schmutz	Yes
Mr. Deleruyelle	Yes	Mrs. Peters	Yes	Mr. Sommer	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Roth	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes

5. **Director's Report:**

A. Executive Director

Mr. Burden is presenting a letter of retirement from his current contract which was due to expire June 30, 2022. Please find attached.

Attached is Mr. Burden's new contract effective October 1, 2021 and is for two years.

Two motions are in the consent agenda for your approval.

B. Purchase Orders requiring approval

Attached are three P.O.'s that needed to be written and are outside of the "Then and Now" threshold.

A motion is in the consent agenda for your approval.

C. Resignation of Paige Hart

Attached is the resignation letter for Paige Hart.

A motion is in the consent agenda for your approval.

D. Contract for Noah Bowe

Noah is our new hire in Student Services. He is a 2020 graduate of BGSU in Computer Science. His contract is attached.

A motion is in the consent agenda for your approval.

E. SOC-1 Approval

Attached is our SOC-1 from the Auditor's office. The only item is the 30-minute HITMAN timeout. After this calendar year that is eliminated with all districts on Redesign.

A motion is in the consent agenda for your approval.

## F. Purchasing Agent

Annual approval of the Executive Director as the Purchasing Agent for the Cooperative.

A motion is in the consent agenda for your approval.

## G. FCCSA Continuation

Attached is a document describing either continuing or eliminating the Families First Coronavirus Response Act: Employer Paid Leave Requirements.

I would like the Board's advice regarding voluntarily extending or stay with the federal mandate no longer requiring this after December 31, 2020.

A motion is in the consent agenda for your approval.

## H. FY22 Merits for NOACSC Staff

I believe a 3% overall increase is appropriate for next year.

Reminder: NOACSC does not have a salary schedule so no steps for staff.

## I. Other Items

- Update on Hot-site with Ada
- EMIS Services and Contracting a Third Person
- Ohio Alerts – end of life
- Fees: (May, 2021 Meeting)
  - o Raise Kiosk Fee to \$3.50
  - o Raise Powerschool SIS fee from \$10.00 to \$11.00
  - o Lower:
    - Remote Backup Fee
    - Server Hosting Fee
    - Managed Phone Service Fee
- **Need two volunteers for Policy Review (April)**

6. **Consent Items:**

- A. Motion to accept the retirement of the Executive Director effective August 1, 2021
- B. Motion to approve the contract for the Executive Director as presented
- C. Motion to approve the three P.O.'s as presented
- D. Motion to accept the resignation of Page Hart
- E. Motion to approve the contract for Noah Bowe
- F. Motion to approve the Executive Director as the Purchasing Agent for the NOACSC
- G. Motion regarding FFCRA will not be extended

SUGGESTED MOTION: Moved by Mr. Amstutz and seconded by Mrs. Peters to approve all Consent Items as presented.

Vote:					
		Mrs. Mollenkopf	Yes	Mr. Rostorfer	Yes
Mr. Amstutz	Yes	Mr. Huffman	Yes	Mr. Schmutz	Yes
Mr. Deleruyelle	Yes	Mrs. Peters	Yes	Mr. Sommer	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Roth	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes

- 7. **Action Items:** None
- 8. **New Business:** None
- 9. **Next Regular Meeting:**

The next regular meeting of the Northwest Ohio Area Computer Services Cooperative is scheduled for May 19, 2021 @ 9:30am at the NOACSC office

**10. Adjournment:**

Moved by Mrs. Mollenkopf and seconded by Mrs. Vaughn that the board adjourn at 11:15am.

Vote:					
		Mrs. Mollenkopf	Yes	Mr. Rostorfer	Yes
Mr. Amstutz	Yes	Mr. Huffman	Yes	Mr. Schmutz	Yes
Mr. Deleruyelle	Yes	Mrs. Peters	Yes	Mr. Sommer	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Roth	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes