

**Northwest Ohio Area Computer Services Cooperative  
Governing Board Minutes  
February 16, 2022**

**1. Roll Call:**

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

Vote:					
		Dr. Miller	Absent	Mr. Rostorfer	Present
Mrs. Bruns	Present	Mrs. Mollenkopf	Present	Mr. Roth	Present
Mrs. Buss	Present	Mrs. Peters	Present	Mr. Schmutz	Present
Mr. Denecker	Proxy	Mrs. Phillips	Present	Mrs. Stuart	Present
Mr. Fenstermaker	Present	Mr. Rex	Present	Mrs. Vaughn	Present

**2. Introduction of Guest(s):**

Eric Schumm, Senior, Network Services  
Kevin Hellman, Manager Network Services

**3. Election of Officers**

**Election of Chairman of the Governing Board**

Moved by Mr. Vaughn and seconded by Mr. Rex that Mr. Schmutz be nominated as Chairman of the Governing Board; moved by Mrs. Mollenkopf and seconded by Mrs. Peters 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. Rostorfer and seconded by Mrs. Phillips that Mr. Denecker be nominated as Vice Chairman of the Governing Board; moved by Mr. Schmutz and seconded by Mrs. Stuart 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. Rex and seconded by Mrs. Peters that Mrs. Vaughn be nominated as Secretary of the Governing Board; moved by Mr. Schmutz and seconded by Mr. Roth that nominations be closed with Mrs. Vaughn proclaimed as Secretary of the Governing Board.

**4. Approval of Minutes of Previous Meetings:**

SUGGESTED MOTION: Moved by Mrs. Buss and seconded by Mr. Rostorfer that the Minutes of the November 17, 2021 regular meeting, November 5, 2021 special meeting, and the November 30, 2021 special meeting be approved in the form sent to the members of the Board.

Vote:					
		Dr. Miller	Absent	Mr. Rostorfer	Yes
Mrs. Bruns	Yes	Mrs. Mollenkopf	Yes	Mr. Roth	Yes
Mrs. Buss	Yes	Mrs. Peters	Yes	Mr. Schmutz	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Fenstermaker	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes

**5. Presentation and Allowance of Bills; Approval of Financial Reports:**

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

Vote:					
		Dr. Miller	Absent	Mr. Rostorfer	Yes
Mrs. Bruns	Yes	Mrs. Mollenkopf	Yes	Mr. Roth	Yes
Mrs. Buss	Yes	Mrs. Peters	Yes	Mr. Schmutz	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Fenstermaker	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes

## 6. Director's Report:

A. Special Report – Eric Schumm & Kevin Hellman

B. Items for Approval

- a. Broadband Access Ohio \$1,500 Regular Membership for the Executive Director
  - i. MCOECN has encouraged directors to join. This group is advocating to increase broadband access across Ohio and can benefit the students in our districts if successful.
- b. Office redesign from Friends
  - i. Office redesign for the Treasurer and minor additions to office of the Executive Director.

C. Risk reporting forms

This is a part of the work we are doing with Art Provost through MCOECN. The Board approved the NIST policies in July of 2021. This is a discussion item only and no board action is needed on this item.

D. Purchasing Agent

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

E. Audit

Attached is the Financial Audit for Fiscal Years ended June 2020 and June 2021 along with the Management Letter.

A motion for your acceptance is in the consent agenda.

F. Organization Chart

The Executive Director and Treasurer have agreed on the recommended organizational chart. A motion for your acceptance is in the consent agenda.

G. FY23 Merits for NOACSC Staff

- a. Recommend 3% overall increase for next year
  - i. Reminder – Staff does not receive step increases

H. Other Items

- a. 100 GB upgrade
- b. FinalForms
- c. Jobs Board
- d. EMIS CrossConnect
- e. Bonding
- f. Fees (May 2022 Meeting)
  - i. Increase fiscal ADM fee by \$0.25
  - ii. Increase services fee rate to \$50 per hour
  - iii. No changes to ISP fees
- g. Staffing discussion
- h. Hybrid work information finding
- i. Next Meeting
  - i. Budget
  - ii. Pay Dates
  - iii. Holidays
  - iv. Board Dates

7. Consent Items:

- A. Motion to approve items as presented
  
- B. Motion to approve the Executive Director as the Purchasing Agent for NOACSC
  
- C. Motion to accept the Financial Audit for Fiscal Years 2020 and 2021 as presented
  
- D. Motion to accept the organizational chart as presented

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

Vote:					
		Dr. Miller	Absent	Mr. Rostorfer	Yes
Mrs. Bruns	Yes	Mrs. Mollenkopf	Yes	Mr. Roth	Yes
Mrs. Buss	Yes	Mrs. Peters	Yes	Mr. Schmutz	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Fenstermaker	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes

8. **Action Items:** None

9. **New Business:** None

10. **Next Regular Meeting:**

The next regular meeting of the Northwest Ohio Area Computer Services Cooperative is scheduled for May 18, 2022 @ 9:30am at the NOACSC office.

11. **Adjournment:**

Moved by Mrs. Mollenkopf and seconded by Mr. Rostorfer that the board adjourn at 11:28am.

Vote:					
		Dr. Miller	Absent	Mr. Rostorfer	Yes
Mrs. Bruns	Yes	Mrs. Mollenkopf	Yes	Mr. Roth	Yes
Mrs. Buss	Yes	Mrs. Peters	Yes	Mr. Schmutz	Yes
Mr. Denecker	Yes	Mrs. Phillips	Yes	Mrs. Stuart	Yes
Mr. Fenstermaker	Yes	Mr. Rex	Yes	Mrs. Vaughn	Yes