

**Northwest Ohio Area Computer Services Cooperative
Governing Board Minutes
May 16, 2023**

1. Roll Call:

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

Vote:					
		Mr. Fenstermaker	Present	Mr. Rex	Absent
Mrs. Bruns	Present	Mrs. Light	Present	Mr. Rostorfer	Absent
Mrs. Buss	Present	Dr. Miller	Present	Mr. Schmutz	Present
Mrs. Crates-Miller	Absent	Mrs. Mollenkopf	Present	Mrs. Stuart	Present
Mr. Denecker	Present	Mrs. Peters	Present	Mrs. Vaughn	Present

2. Introduction of Guest(s): None

3. Approval of Minutes of Previous Meetings:

SUGGESTED MOTION: Moved by Mr. Denecker and seconded by Mrs. Bruns that the Minutes of February 28, 2023, be approved in the form sent to the members of the Board.

Vote:					
		Mr. Fenstermaker	Yes	Mr. Rex*	Absent
Mrs. Bruns	Yes	Mrs. Light	Yes	Mr. Rostorfer	Absent
Mrs. Buss	Yes	Dr. Miller	Yes	Mr. Schmutz	Yes
Mrs. Crates-Miller	Absent	Mrs. Mollenkopf	Yes	Mrs. Stuart	Yes
Mr. Denecker	Yes	Mrs. Peters	Yes	Mrs. Vaughn	Yes

*Mr. Rex arrived at 9:32 am

4. Need for Executive Session:

To discuss the employment, dismissal, compensation, or contract of a public employee(s).

SUGGESTED MOTION: Moved by Mrs. Mollenkopf and seconded by Mr. Fenstermaker approve moving into Executive Session.

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

Time entering Executive Session: 9:33 am.

Time exiting Executive Session: 9:53 am.

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

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

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

6. Director's Report:

A. FY 2024 Budget

- a. In collaboration with Mrs. Core

B. FY 2024 Fees

- a. Fee schedules for both member and associate members
 - i. Increases, new products & services
 - 1. Lightspeed – new pricing model and products
 - 2. Jatheon – increase fee to \$75

C. Pay Dates, Holidays, and Board Dates for FY 2024

Pay Dates	Pay Dates	Holidays	Board Dates
July 14, 2023	January 12, 2024	July 4, 2023	August 1, 2023
July 28, 2023	January 26, 2024	September 4, 2023	November 14, 2023
August 11, 2023	February 9, 2024	November 23, 2023	February 13, 2024
August 25, 2023	February 23, 2024	November 24, 2023	May 14, 2024
September 8, 2023	March 8, 2024	December 25, 2023	
September 22, 2023	March 22, 2024	December 26, 2023	
October 13, 2023	April 12, 2024	January 1, 2024	
October 27, 2023	April 26, 2024	January 15, 2024	
November 10, 2023	May 10, 2024	February 19, 2024	
November 22, 2023	May 24, 2024	March 29, 2024	
December 8, 2023	June 14, 2024	May 27, 2024	
December 22, 2023	June 28, 2024	June 19, 2024	

D. Raises for Staff FY 2024

- a. 4% for all staff, minimum of \$2,000 per employee
- b. Worksheet is provided

E. Disposal of Obsolete Records

- a. Attached is a recommendation for approval from the Ohio History Connection to dispose of 1 server with hard disks and 117 LTO tapes and hard disks that were used for Open VMS Classic fiscal software data.

F. Budget Increase of Revenue and Increase of Appropriations

- a. Approval for budget increases in revenue of \$112,762 and appropriation increase of \$209,762 to include revenue and costs associated with EMIS CrossCheck and ERate Category 2 projects. *note – Category 2 revenue will come in future fiscal years but expenses in FY23

G. Approval of Contract

- a. Approve renewal of 2-year contract from Parkway for Extended EMIS Services.

H. Miscellaneous Items

- a. Summer Hours Schedule Proposal
 - i. Monday-Thursday 7:45-4:00 with a .5 hour lunch
 - ii. Friday 7:30-11:30
- b. NIST Policies
 - i. All Priority 1 policies updated and reviewed since original acceptance in July 2021. This is a discussion item only and no board action is required. Currently being reviewed by MCOECN. Will present findings in upcoming meeting.

- c. Risk reporting forms
 - i. This is a part of the work we are doing with Art Provost through MCOECN. This is a discussion item only and no board action is required.
- d. Continuous Improvement Plan FY 2024
 - i. Will need approval at next meeting
 - ii. Customer survey results
- e. Executive Director’s retreat – July 10-11
- f. Upcoming SOC-1 and financial audits
- g. Michelle Buss replacing Brenda Core on State Software Steering Committee – Thank you!
- h. FY 2024 Committees – Tech and Policy

7. Consent Items:

- A. Approval of budget for FY24
- B. Approval of fee schedule for FY24
- C. Approval of pay dates, holidays and board meetings for FY24
- D. Approval of staff raises for FY24
- E. Approval of disposal of obsolete records
- F. Approval of FY23 budget adjustments as listed
- G. Approval of Extended EMIS contract with Parkway

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

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

8. Action Items:

- A. Recommend a 2.5% raise for Treasurer, Brenda Core for FY 2024.

SUGGESTED MOTION: Moved by Mrs. Peters and seconded by Mrs. Buss to approve all Action Items as presented.

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

B. Recommend a 2.5% raise for Executive Director, Benjamin Thaxton for FY 2024.

SUGGESTED MOTION: Moved by Mrs. Vaughn and seconded by Mrs. Bruns to approve all Action Items as presented.

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

9. New Business: None

10. Next Regular Meeting:

The next regular meeting of the Northwest Ohio Area Computer Services Cooperative is scheduled for Wednesday, August 2, 2023 @ 9:30 a.m. at the NOACSC office.

11. Adjournment

Moved by Mrs. Mollenkopf and seconded by Mrs. Bruns that the board adjourn at 11:02 am.

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

