



Board of Director's Meeting Minutes

April 11, 2025, 10:30 a.m.
MCIT Building, Room 220
St. Paul, Minnesota

Attendance:

Ron Antony, Trust Chair, Yellow Medicine County
Don Wachal, Vice Chair, Jackson County
Randy Schreifels, Secretary/Treasurer, Stearns County
Marcia Ward, Winona County
Jack Swanson, Roseau County
Kurt Mortenson, Otter Tail County
Todd Patzer, Lac qui Parle County
Brett Skyles, Itasca County
Lindsey Meyer, Wright County

Ondara Nyang'au, Finance Manager
Zahir Siddiqui, Director of Claims
Kevin Balfanz, Director of Field Services
Dawn Hinkley, Staff Counsel for Risk Control
Gary Severson, Underwriting Manager
Sonya Guggemos, Staff Counsel for Risk Control
Richard Miehle, Risk Management Consultant
Kevin Coleman, Facilities Manager
Sheetal Patel, Staff Accountant

Service Providers:

Peter Bergstrom, General Counsel

MCIT Staff:

Gerd Clabaugh, Executive Director
Steve Nelson, Deputy Director

CALL TO ORDER

000 Chair Antony called the MCIT Board of Directors' Meeting to order at 10:30 a.m. on April 11, 2025 in Room 220 at the MCIT Building in St. Paul, Minnesota.

APPROVE THE AGENDA

25-04-01 Motion by Wachal, seconded by Skyles to approve the agenda. Motion carried.
Voting Yes: Antony, Wachal, Schreifels, Ward, Swanson, Mortenson, Patzer, Skyles and Meyer.

APPROVE THE MINUTES

25-04-02 Motion by Swanson, seconded by Mortenson to approve the minutes of the March 14, 2025 MCIT Board of Directors meeting. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Swanson, Mortenson, Patzer, Skyles and Meyer.

FINANCIAL REPORT

000 The board reviewed the Executive Summary of the unaudited financial statement for the period ending February 28, 2025 as presented by MCIT Finance Manager Ondara Nyang'au. Nyang'au was available for questions.

25-04-03 Motion by Schreifels, seconded by Meyer to accept the MCIT unaudited financial statement for the period ending February 28, 2025. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Swanson, Mortenson, Patzer, Skyles and Meyer.

STAFF UPDATE

000 Sheetal Patel was introduced to the board by Ondara Nyang'au, Finance Manager. Patel joined MCIT as Staff Accountant on April 7, 2025.

MEMBERSHIP ISSUES

000 Director of Field Services Kevin Balfanz presented Faribault County Economic Development Authority for membership to be sponsored by Faribault County. Balfanz advised that the entity has provided all required documentation for membership.

25-04-04 Motion by Ward, seconded by Wachal to approve membership for the Faribault County Economic Development Authority sponsored by Faribault County with membership effective April 11, 2025. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Swanson, Mortenson, Patzer, Skyles and Meyer.

000 Director of Field Services Kevin Balfanz shared information on pending prospective MCIT members and their status (on file).

ACTION ITEMS ARISING FROM SPRING WORK SESSION

000 Executive Director Gerd Clabaugh presented a recap of the morning's work session discussion on MCIT's additional risk investment review. He advised that the Investment Committee, which met April 10th, is recommending the board authorize the transfer of additional assets to Vanguard funds to achieve the board's 30% investment target. Details of the asset movement are summarized in an April 9, 2025 memo to the Investment Committee, provided to the Board as a handout during the Work Session (on file). Given the conclusion of MCIT's financial audit later this spring, staff will recalculate investments targets based on the existing investment guidelines, and anticipate bringing revisions to the Investment Committee and Board at July's Board meeting.

25-04-05 Motion by Skyles, seconded by Meyer authorizing the investment of an additional \$1,000,000 in both May and in June, with the specific investment allocation to be made among Vanguard funds, determined by the Executive Director and according to risk allocation targets outlined in the MCIT Investment Guidelines. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Swanson, Mortenson, Patzer, Skyles and Meyer.

REPORT OF THE EXECUTIVE DIRECTOR

000 Executive Director Clabaugh briefly reviewed initiatives and activities of the MCIT program since the last board meeting. Clabaugh presented the MCIT 2024 performance metrics through the 4th quarter, 2024 (details on file). Clabaugh reviewed each item, providing some background information for the Board, advising he intends to continue communicating with the Board on these metrics over time.

000 Clabaugh invited MCIT Facility Manager Kevin Coleman to present an update on the plaza construction project. Coleman reported that the project is nearly complete with several

outstanding "punch list" items remaining. He noted that several cracks have developed in the cement and curbing and Wold has been advised. He also reported that a letter was sent to Wold April 8th outlining several performance and budget concerns and that a meeting will be set for next week to advance discussions on both issues.

000 With the plaza project nearly complete Chair Antony queried the board on their interest in recognizing former Executive Director Robyn Sykes within the facility. With general support from board members, Antony asked that staff look to develop suggestions for the board's consideration.

OTHER BUSINESS

May Meetings

- Board of Directors: Friday, May 9, 2025, 9:00 a.m.
- Claims Committee: Friday, May 9, 2025, 1:00 p.m.

ADJOURN

Chair Antony adjourned the April 11, 2025 meeting of the MCIT Board of Directors at 12:00 p.m.

Respectfully submitted by:

Randy Schreifels
MCIT Secretary/Treasurer