



Board of Director's Special Meeting Minutes

August 29, 2025
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

Linda Podritz, Director of Internal Services
Sonya Guggemos, Senior Staff Counsel for Risk Management
Heather Blakestad, Communications Manager
Dawn Hinkley, Staff Counsel for Risk Management
Karen Ebert, Senior Staff Counsel for Risk Management
Kevin Coleman, Facilities Manager

MCIT Staff:

Gerd Clabaugh, Executive Director
Steve Nelson, Deputy Director

Service Providers:

Peter Bergstrom, General Counsel

Additional Attendees:

Ryan Erdmann

CALL TO ORDER

000 Trust Chair Antony called the Special Meeting of the MCIT Board of Directors' to order at 9:00 a.m. on September 29, 2025 in Room 220 at the MCIT Building in St. Paul, Minnesota.

APPROVE THE AGENDA

25-08-01 Motion by Wachal, seconded by Meyer to approve the agenda. Motion carried. Voting Yes: Antony, Wachal, Ward, Swanson, Mortenson, Patzer, Skyles and Meyer. Absent: Schreifels

INTERVIEW AND POTENTIAL SELECTION OF A NEW EXECUTIVE DIRECTOR

000 The board discussed the format of the interview process for the position of MCIT Executive Director. Board members agreed to take turns asking interview questions. Interview questions were initially developed by the Personnel Committee (Antony, Wachal, Mortenson, and Skyles) and staff, with comments and recommendations made by the full board. . Each board member had previously received the cover letters, resumes and Executive Assessment Reports prepared by Jane Coffey of BCD Consulting for each of the candidates.

000 The board interviewed two candidates, Ryan Erdmann and Steve Nelson.

The Chair called for a recess for lunch. Board members were reminded to adhere to the provisions of the Open Meeting Law during the recess.

After the lunch recess, the board discussed the candidates and the interviews. Staff counsel reviewed the hiring process and confirmed that any job offer would be contingent upon acceptable reference and background checks.

25-08-02 Motion by Schreifels, seconded by Wachal to offer Steve Nelson the position of MCIT Executive Director. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Swanson, Mortenson, Patzer, Skyles and Meyer.

25-08-03 Motion by Skyles, seconded by Swanson authorizing Antony and Wachal to enter into negotiations with Steve Nelson within the starting salary range as established in the job advertisement. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Ward, Swanson, Mortenson, Patzer, Skyles and Meyer.

CONSIDER CHANGE TO AGREEMENT WITH EIDEBAILLY CONSULTING

000 Executive Director Gerd Clabaugh presented a request to change the agreement with EideBailly Consulting relating to the accounting system evaluation and RFP Process. MCIT posted a RFP developed by EideBailly on our website with a deadline of August 20, 2025. One response was received which EideBailly reviewed and recommended that we change our process to RFI (Request for Information) to open the responses to a broader selection of vendors.

25-08-04 Motion by Patzer, seconded by Meyer directing Executive Director, Gerd Clabaugh to amend the EideBailly's scope of work under the current agreement, with additional funds not to exceed an additional \$15,000 over what was earlier approved. Motion carried. Voting Yes: Antony, Wachal, Schreifels, Swanson, Mortenson, Patzer, Skyles and Meyer. Voting No: Ward

EXECUTIVE DIRECTOR REPORT

000 Executive Director Gerd Clabaugh informed the board that, as previously discussed, to quote our casualty reinsurance, we are notifying CRL via letter that we may be leaving, as required by our contract's 120-day notice provision.

000 Deputy Director Steve Nelson updated the board regarding McLeod County Historical Society communications for non-payment of contribution for 2025.

OTHER BUSINESS

- Next Board Meeting: September 19, 2025
- Work Session: September 18, 19, 2025
- No Board Meeting in October 2025

ADJOURN

Chair Antony adjourned the August 29, 2025 meeting of the MCIT Board of Directors at 2 p.m.

Respectfully submitted by:

Randy Schreifels
MCIT Secretary/Treasurer