

Board of Directors Board Meeting Minutes



April 14, 2020

REGULAR BOARD MEETING*

Ms. Sheri Benson, president, called the regular meeting of the Heartland AEA Board of Directors to order at 5:31 p.m.

Board Members Present: Ms. Sheri Benson, Ms. Margaret Borgen, Ms. Liz Brennan, Dr. Earl Bridgewater, Mr. Pete Evans, Mr. John Kinley, Dr. Steve Rose and Ms. Margie Schwenk.

Mr. Bruce Christensen joined the meeting late.

Administrative Staff Present: Ms. Nia Chiaramonte, Ms. Sheila King, Mr. Kevin Fangman, Dr. Jon Sheldahl, Mr. Kurt Subra, Ms. Jenny Ugolini and Dr. Kristi Upah.

Approval of Agenda

A MOTION was made by Dr. Bridgewater and seconded by Mr. Kinley to approve the agenda. The motion passed unanimously.

Approval of Minutes from March 10, 19, 31 and April 7, 2020

A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to approve the minutes from March 10, 19, 31 and April 7, 2020. The motion passed unanimously.

Public Forum and Correspondence

There was no one from the public present to speak to the Board.

Public Hearing on Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement Project at 5:35 p.m.

A MOTION was made by Ms. Borgen and seconded by Mr. Evans to open the public hearing on the Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement Project. The hearing was opened at 5:35 p.m. There was no one from the public present to speak to the Board. A MOTION was made by Ms. Brennan and seconded by Mr. Kinley to close the hearing. The motion carried unanimously. The hearing closed at 5:36 p.m.

Discussion Items

Update on Heartland AEA's Response to the COVID-19 Pandemic

Dr. Sheldahl, Heartland AEA Chief Administrator, provided an update on the Agency's response to the COVID-19 pandemic.

- The Agency's print shop has opened for essential printing for districts and staff this week. It will be staffed in split shifts to protect employees.
- An Iowa Department of Education spreadsheet was shared that listed school districts and if they are providing voluntary educational enrichment opportunities (VEEO) and/or required learning for their students. Seven Heartland AEA districts are providing a mix depending on grade level, and the rest are providing VEEO. Every non-public school district is providing required learning.
- The U.S. Department of Education is providing states with funding flexibilities to best meet the needs of students and educators during the COVID-19 national emergency. This is part of the CARES Act and will be allocated based on Title I percentages. The intention is to help local districts and families respond to COVID-19.
- Districts are still waiting to hear from the Governor about the reopening of schools or if they will remain closed. Superintendents are still working through issues with senior students and the impact on their grades and planning for graduation ceremonies.

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- Board members asked about essential agency staff, e.g., van drivers and print shop staff, and the precautions that are being taken to keep them safe and limit their exposure to the virus. Dr. Sheldahl confirmed that personal protective equipment, such as masks, gloves and hand sanitizer was being provided.

Board Policy Review

Board members had a first reading of draft policies 301, 405, 410 and 411. The 400 and 500 series, miscellaneous policies 204, 805 and 816 and the Board Procedures Manual were also reviewed for a second time. They will all be brought to the May board meeting for final approval.

Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement Project

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, shared the results of the bid process for the Adel Regional Office pavement project. Three bids were received. He recommended proceeding with Jordison Construction, Inc. subject to receipt of the signed contract and performance and payment bonds. The project will begin in July with completion by August 31, 2020, noting that the weather will dictate the final schedule.

Amendment to Medical Flexible Spending Accounts

The Board was made aware that there are several employees with large amounts in their flexible spending accounts. Since elective surgeries have been put on hold, there are staff members with flex balances over \$1,000 that must be spent by June 30. The Agency is looking at options, and there is no recommendation at this time.

Action Items

Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement Project Plans, Specs, Form of Contract and Estimated Total

A MOTION was made by Mr. Evans and seconded by Dr. Rose to approve the project plans and specifications, form of contract and estimated total for the Adel Regional Office Pavement Project. The motion passed unanimously.

Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement Project Bid

A MOTION was made by Dr. Bridgewater and seconded by Mr. Evans to approve the Recommendation for the Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement Project *Bid*, subject to receipt of the signed contract and receipt of the performance and payment bonds. (The recommendation awards the contract to Jordison Construction, Inc.) The motion passed unanimously.

Approval of Classified Non-Union (CLNU) 2020-21 Compensation

A MOTION was made by Mr. Kinley and seconded by Dr. Rose to approve the recommendation for CLNU compensation for 2020-21. The motion passed unanimously.

(The recommendation is for 2.57% salary/wage increases to all members of this employee group for 2020-21. In addition, two members who are in the first two years of their positions will receive additional increases consistent with the Agency's pay philosophy. The increase in the total compensation package for this group is approximately 2.55%.)

Approval of Certified Non-Union (CNU/Management) 2020-21 Compensation

A MOTION was made by Dr. Bridgewater and seconded by Mr. Evans to approve the recommendation for CNU compensation for 2020-21. The motion passed unanimously.

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(The recommendation is for 2.35% salary increase for the 21 regional directors and LLPC directors. The computed dollar amount awarded to each of these leaders will be applied to each of the other 15 leaders as a flat dollar increase. Salary increases in this group will range from 1.33% to 2.99%, with an average increase of 2.29%. The increase in the total compensation package for this group is approximately 2.21%.)

28E Agreement with Green Hills AEA for Print and Creative Services

A MOTION was made by Dr. Bridgewater and seconded by Dr. Rose to approve the 28E Agreement with Green Hills AEA for Print and Creative Services. The motion passed unanimously.

Consent Agenda

Ms. Benson indicated that the board financial statements were still being reviewed according to the Board's procedures even during this unusual time of virtual meetings. She stated that everything is tracking correctly. A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the consent agenda including payment of warrant numbers 409886 through 410144 and electronic warrant numbers 29569-30082. The motion passed unanimously.

- Personnel Report and Addendum
- Youth Emergency Services & Shelter 2020-21 Facility Service Agreement
- Community, Family and Youth Services/PCJDC 2020-21 Service Agreement
- Rosedale Shelter/YSS 2020-21 Service Agreement

Chief Administrator Comments

- Dr. Sheldahl indicated that there is a chance that board members may be contacted by the media. If board members are contacted, they are asked to contact Dr. Sheldahl and the Agency's Communications Department, so the request can be appropriately routed.

Adjournment

A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:31 p.m.

Reports and documents and the full text of motions, resolutions or policies considered by the Board at this meeting are on file in the Board Secretary's office, (515) 270-9030 ext. 14441, Monday through Friday, 7:30 a.m. – 4:30 p.m.

Ms. Sheri Benson
Board President

Ms. Jenny Ugolini
Board Secretary

*Iowa Code 21.8 - Due to the COVID-19 pandemic and current directives from the state and federal government restricting the size of public gatherings, the emergency meeting of the Heartland AEA Board will be held electronically. Heartland AEA facilities have been closed starting March 17-April 30 to mitigate the spread of the virus.

Iowa Code 21.4 (2a.) - Under Iowa Code 21.4 (2a) "good cause," it was impossible to post the agenda at our regional offices due to facility closures. The agenda was posted on the front doors of Heartland AEA's main office located at 6500 Corporate Drive, Johnston and on the Agency's website.