

Board of Directors Meeting Agenda

May 12, 2020



Location:

This will be an electronic meeting that the public can access via their computer or by telephone. Iowa Code 21.8.*

Phone:

Dial: 1-669-900-6833
Meeting ID: 948 5211 2000 followed by #
Skip putting in participant ID - just stay on the line

Computer Link

<https://heartlandaea.zoom.us/j/94852112000>

Time: 5:30 p.m.

Participants

Ms. Sheri Benson President	Mr. Bruce Christensen Board Member	Ms. Margie Schwenk Board Member	Dr. Jon Sheldahl Chief Administrator
Ms. Margaret Borgen Board Member	Mr. Pete Evans Board Member	Ms. Nia Chiaramonte Dir. of Human Resources	Mr. Kurt Subra Chief Financial Officer
Ms. Liz Brennan Board Member	Mr. John Kinley Vice President	Mr. Kevin Fangman Chief Academic Officer	Ms. Jenny Ugolini Board Secretary
Dr. Earl Bridgewater Board Member	Dr. Steve Rose Board Member	Ms. Sheila King Chief Information Officer	Dr. Kristi Upah Chief Student Svcs. Officer

President: Sheri Benson **Recorder:** Jenny Ugolini

1. Board Meeting at 5:30

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 min.	1.01 Roll Call	Sheri Benson	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Sheri Benson	
	1.03 Approval of minutes from April 14 and 28, 2020	Sheri Benson	Review and approval of minutes from April 14 and 28, 2020.
	1.04 Public Forum and Correspondence	Jon Sheldahl	Hear comments from members of the public.

2. Discussion Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
10-15 min.	2.01 Update on Heartland AEA's Response to the COVID-19 Pandemic <ul style="list-style-type: none"> • Impact on Interest rate income 	Jon Sheldalh	Board members will be updated on
5 min.	2.02 Board Policy Review - Summary Second Reading <ul style="list-style-type: none"> • 301 Succession of Authority to the Chief Administrator • 405 Reduction in Force • 410 Weapons Free Workplace • 411 Substance Free Workplace • IASB Board Policy Review Fee - \$2,500 	Sheri Benson, Margaret Borgen, Liz Brennan, Steve Rose	Board members will have a second reading of updated policies.
5-10 min.	2.03 Wellmark BC/BS Renewal <ul style="list-style-type: none"> • Binder Agreement • Rate Sheets • Medicare as Secondary Payer (MSP) • COBRA Addendum • HRA Adoption Agreement • HRA Consent Agreement 	Kurt Subra	Board members will be updated on the medical insurance renewal agreements.
5 min.	2.04 Newton (DMACC) Regional Office Modifications	Kurt Subra	Board members will be updated on office modifications and improvements at the Newton Regional Office.

3. Action Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5-10 min.	3.01 Wellmark BC/BS Renewal <ul style="list-style-type: none"> • Binder Agreement • Rate Sheets • Medicare as Secondary Payer (MSP) 	Kurt Subra	Board members may approve the Wellmark BC/BS renewal agreements.

	<ul style="list-style-type: none"> • COBRA Addendum • HRA Adoption Agreement • HRA Consent Agreement 		
	<p>3.02 Approve Board Policies</p> <ul style="list-style-type: none"> • 301 Succession of Authority to the Chief Administrator • 400 series, including new policies: <ul style="list-style-type: none"> ○ 405 Reduction in Force ○ 410 Weapons Free Workplace ○ 411 Substance Free Workplace • 500 series (Except for policy 505) • Misc. Policies, 204 & 816 • Board Procedures Manual 	<p>Sheri Benson, Margaret Borgen, Liz Brennan, Steve Rose</p>	<p>Board policy 805 was removed as previous changes were reversed and no edits were necessary.</p> <p>Board members may approve all the updated policies and procedures manual.</p>

4. Consent Agenda

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 min.	4.01 Personnel Report	Nia Chiamonte	Handout: Personnel Report Admin. Recommendation: approval
	4.02 Bills <ul style="list-style-type: none"> • List of Paid Bills April 1-15, 2020 • List of Paid Bills April 16-30, 2020 • May Board Financial Reports 	Steve Rose	Handout: Available at meeting Admin. Recommendation: approval
	4.03 Purchase Order Requests <ul style="list-style-type: none"> • <i>Journey Ed.Com</i> - \$20,717.16 • <i>Jordison Construction, Inc.</i> - \$112,800.00 	Et al.	Handout: Purchase Requests Admin. Recommendation: approval
	4.04 Agreement between Heartland AEA and Keystone AEA	Kurt Subra	Handout: Agreement Admin. Recommendation: approval
	4.05 Memorandum of Understanding between Heartland AEA and Youth & Shelter Services	Kurt Subra	Handout: Memo. of Understanding Admin. Recommendation: approval

	4.06 Memorandum of Understanding between Heartland AEA and Youth Emergency Services & Shelter	Kurt Subra	Handout: Memo. of Understanding Admin. Recommendation: approval
	4.07 Memorandum of Agreement between Heartland AEA and Polk Co. Emergency Management Agreement for Reunification Efforts	Kurt Subra	Handout: Memo. of Agreement Admin. Recommendation: approval
	4.08 Jordison Construction Contract	Kurt Subra	Handout: Contract Admin. Recommendation: approval
	4.09 Pelds Design Services Site Inspection and Management Contract	Kurt Subra	Handout: Contract Admin. Recommendation: approval

5. Chief Administrator Comments

- May Board Appreciation Month
- July 28 Board Retreat Confirmed - Noon - 4 p.m.
 - Confirm June retreat planning

6. Board Comments

7. Closed Session

Time	Topic/Process	Presenter/ Staff Resource	Outcome
30 min.	7.01 Chief Administrator Evaluation, Contract & Salary Recommendation for 2020-21.	Sheri Benson	The Board will enter into closed session to conduct an evaluation of the Chief Administrator as provided in *Chapter 21.5(1)(i) of the Code of Iowa.

8. Action item from Closed Session

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 min.	8.01 Chief Administrator Contract Recommendation for 2020-21	Sheri Benson	Board members may approve the 2020-21 Chief Administrator Contract and Salary Recommendation.

9. Adjournment

*[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 meeting of the Heartland AEA Board will be held electronically. Heartland AEA facilities have been closed starting March 17-May 31 mitigate the spread of the virus.

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