

Board of Directors Board Meeting Minutes



August 4, 2020

SPECIAL BOARD MEETING*

Ms. Sheri Benson, president, called the 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. Bruce Christensen, Mr. Pete Evans, Mr. John Kinley, Dr. Steve Rose and Ms. Margie Schwenk.

Administrative Staff Present: Ms. Nia Chiaramonte, Mr. Kevin Fangman, Mr. Dustin Gean, Ms. Juliette Houseman, Ms. Meredith Mauro, Dr. Jon Sheldahl, Mr. Kurt Subra, Dr. Kristi Upah and Ms. Jenny Ugolini.

Approval of Agenda

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

Public Forum and Correspondence

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

Discussion Items

COVID-19 Return-to-Workplaces Guide & Shelter Care Educational Program Return-to-Learn Guide

Dr. Jon Sheldahl, Heartland AEA Chief Administrator, reviewed the Agency's *COVID-19 Return-to-Workplace Guide*. The document's intent is to provide staff with guidance as they return to work in either a virtual or face-to-face environment. Dr. Sheldahl discussed various sections of the guide as it addressed questions related to staff safety, mitigation efforts and other office protocols.

Ms. Meredith Mauro, Heartland AEA Shelter Care Educational Program (SCEP) Administrator, reviewed the SCEP's *Return-to-Learn Guide* that included similar guidance to the Agency's and also guidance specific to working in SCEP locations.

Action Items

COVID-19 Return-to-Workplace Guide & Shelter Care Educational Program Return-to-Learn Guide

A MOTION was made by Dr. Rose and seconded by Dr. Bridgewater to approve the *COVID-19 Return-to-Workplace Guide* and *SCEP Return-to-Learn Guide*. The motion passed unanimously.

Recommendation to Approve Resolution for Agency's Sick Family/Weather Leave Extension

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the resolution to expand the Agency's Sick Family/Inclement Weather leave. Currently five days of leave can be used only for sick family or weather events. For the 2020-21 contract year, it is recommended by administration that staff members be allowed to also use the leave when the school or daycare of a dependent is closed for reasons related to COVID-19. The motion passed unanimously.

Consent Agenda

A MOTION was made by Mr. Evans and seconded by Mr. Christensen to approve the consent agenda which included one purchase order.

- *Instructure, Inc.* - \$27,000.00

The motion passed unanimously.

Chief Administrator and Board Comments

- There were no chief administrator or board comments.

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Adjournment

A MOTION was made by Dr. Rose and seconded by Mr. Evans to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:47 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.

Handwritten signature of Sheri Benson in black ink.

Ms. Sheri Benson
Board President

Handwritten signature of Jenny Ugolini in black ink.

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-until further notice 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.