

Board of Directors Meeting Agenda

Tuesday, September 29, 2020



Time: 5:00 p.m.

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: 934 9259 9652 followed by #

Skip putting in participant ID - just stay on the line

Computer Link:

<https://heartlandaea.zoom.us/j/93492599652>

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 Chiamonte 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 5:00 p.m.

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	

2. Discussion Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
15 min.	2.01 Review October 13, 2020 Board Agenda	Jon Sheldahl	Board members will review the draft of the October 13 agenda.
5-10 min.	2.02 Board Policy <ul style="list-style-type: none"> New Board Policy 820 - Purchasing Procedures 	Kurt Subra	Board members will discuss new board policy 820 to accommodate the Agency's FEMA application.
5-10 min.	2.03 Future Board Meeting Locations	Jon Sheldahl	Board members will discuss if they would like to continue holding their meetings via

			Zoom or to transition back to in-person meetings.
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3. Action Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 min.	3.01 Purchase Orders <ul style="list-style-type: none"> • <i>Baker Mechanical, Inc.</i> - \$65,270.00 • <i>WalkMe, Inc.</i> - \$44,000.00 	Sheila King, Kurt Subra	Board members may approve the purchase orders.
	3.02 Board Policy <ul style="list-style-type: none"> • New Board Policy 820 - Purchasing Procedures 	Kurt Subra	Board members may approve the new Board policy or return for a second reading.

4. Adjourn

*[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 to the public starting March 17-until further notice to mitigate the spread of the virus.

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