

# Board of Directors Board Meeting Minutes



September 29, 2020

## BOARD AGENDA PLANNING MEETING\*

Mr. John Kinley, vice president, called the board agenda planning meeting of the Heartland AEA Board of Directors to order at 5:01 p.m.

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

Ms. Margie Schwenk joined the meeting immediately following roll call.

Administrative Staff Present: Ms. Sheila King, Dr. Jon Sheldahl, Mr. Kurt Subra and Ms. Jenny Ugolini.

## Approval of Agenda

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

## Discussion Items

### Review of October 13, 2020 Board Agenda

Board members reviewed the draft agenda for the October 13 meeting. The work session will focus on the results of their annual self-evaluation.

### New Board Policy: 820 Federal Contracting Procedures

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, reviewed the first draft of board policy 820 Federal Contracting Procedures. The policy stems from the Agency's FEMA application related to the pandemic. The policy is required by organizations seeking reimbursement for costs related to Covid-19, e.g. cleaning and sanitization supplies, personal protection equipment (PPE), etc.

### Future Board Meeting Locations

Board members discussed returning to in-person meetings, or continuing to meet electronically. They agreed to continue meeting virtually due to rising positivity cases in Iowa. They will revisit the topic later this fall as numbers continue to fluctuate.

## Action Items

### Purchase Orders

A MOTION was made by Dr. Rose and seconded by Mr. Evans to approve the purchase order for Baker Mechanical, Inc. for \$65,270.00. Dr. Bridgewater abstained from the vote due to conflict of interest. The motion passed. Ayes: Borgen, Evans, Kinley, Rose and Schwenk. Absent: Benson, Brennan, Christensen. Abstained: Bridgewater.

A MOTION was made by Mr. Evans and seconded by Dr. Rose to approve the purchase order for WalkMe, Inc. for \$44,000.00. The motion passed unanimously.

### Board Policy 820

This item was tabled until the October board meeting.

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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 5:25 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 blue 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.