

Board of Directors Board Meeting Minutes



Dec. 14, 2021

REGULAR BOARD MEETING

Ms. Sheri Benson, president, called the regular meeting of the Heartland AEA Board of Directors to order at 4:05 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. *Absent:* Mr. Bruce Christensen.

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

Approval of Agenda

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

Approval of Minutes from Nov. 9, 2021

A MOTION was made by Dr. Rose and seconded by Mr. Evans to approve the minutes from Nov. 9, 2021. The motion passed unanimously.

Public Forum and Correspondence

Board members recognized members of the public who were present to watch the oaths of office given to newly-elected and re-elected board members as part of the organizational meeting.

Discussion Items

Recognition of Retiring Board Members, Dr. Earl Bridgewater and Mr. Bruce Christensen

Dr. Sheldahl, Heartland AEA Chief Administrator, and other members of the Board, recognized retiring board members Dr. Earl Bridgewater and Mr. Bruce Christensen. Dr. Bridgewater is retiring from the board after 23 years of board membership, and Mr. Christensen after 14 years. Both were commended for their many years of dedicated service to the children, students and educators in the Heartland AEA service area and the state of Iowa.

Consent Agenda

Ms. Borgen reviewed the financial statements and indicated that everything was in order, and the Agency is in stable financial condition. A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the consent agenda, deferring the purchase order for Pigott, Inc. in the amount of \$52,753.16 and including payment of warrant numbers 414910 through 415070 and electronic warrant numbers 35740 through 36157. The motion passed unanimously.

- Personnel Report - The December personnel report included the list of staff applying for the early notification incentive. Nineteen (19) employees applied.
- Purchase Orders:
 - ACT (netTrekker) - \$29,309.47
 - LightEdge - \$24,000.00
 - Pigott, Inc. - \$52,753.16 - *This purchase order was deferred.*

Adjournment of Regular Board Meeting

A MOTION was made by Dr. Bridgewater and seconded by Dr. Rose to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:20 p.m.

Board of Directors

Board Meeting Minutes



ORGANIZATIONAL MEETING FOR NEW BOARD

Ms. Ugolini, board secretary, called the organizational meeting of the Heartland AEA Board of Directors to order at 4:20 p.m.

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

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

Review of Board Election Results

Ms. Ugolini reviewed the results of the 2021 board election. Four board members were up for re-election, including Dr. Bridgewater, Mr. Christensen, Mr. Evans and Ms. Schwenk. Dr. Bridgewater and Mr. Christensen retired from the Board, and Mr. Evans and Ms. Schwenk ran for re-election. Ms. Tiara Mays submitted candidacy paperwork to replace Mr. Christensen for Director District 4 and was elected.

Administration of Oaths of Office to Newly and Re-Elected Board Members

Oaths of office were administered to Mr. Evans, Ms. Mays and Ms. Schwenk.

Election of a President of the Board

Ms. Borgen shared that the nominating committee had reached out to board members to gauge interest in anyone wishing to serve as board president and vice president. She nominated Mr. Evans as board president for 2022. A MOTION was made by Mr. Kinley and seconded by Dr. Rose to close the nomination for board president. The motion passed. A ballot vote was taken, and Mr. Evans was unanimously elected board president.

Election of a Vice President of the Board

Dr. Rose nominated Ms. Borgen as board vice president for 2022. A MOTION was made by Mr. Kinley and seconded by Dr. Rose to close the nomination for vice president. The motion passed. A ballot vote was taken, and Ms. Borgen was unanimously elected board vice president.

Administration of Oaths of Office to Newly-Appointed President and Vice President

The oath of office was administered to the newly-appointed board president and vice president.

Approval of Remaining Board Agenda Items

A MOTION was made by Mr. Kinley and seconded by Ms. Benson to approve the remaining board agenda items. Motion passed unanimously.

Appointment of a Board Secretary and Treasurer

A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to nominate Ms. Jenny Ugolini as board secretary and Mr. Kurt Subra as treasurer. Motion passed unanimously.

Selection of Regular Meeting Dates and Times

A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to retain the current meeting schedule for next year (the second Tuesday of the month as a regular board meeting date for 2022). Motion passed unanimously.

The dates of the board agenda planning meetings will be held two weeks prior to the board meetings (generally the fourth Tuesday of the month) and are posted meetings but with optional attendance.

Board of Directors Board Meeting Minutes



Committee Assignments and Appointments

Board members reviewed their committee assignments and appointments for next year. A MOTION was made by Mr. Kinley and seconded by Dr. Rose to approve the committee assignments and appointments for 2022. Motion passed unanimously.

Appointment of Law Firm(s)

A MOTION was made by Ms. Brennan and seconded by Ms. Benson to approve the appointment of Ahlers and Cooney, P.C. and Nyemaster Goode, P.C. as the Agency's legal counsel. Motion passed unanimously.

Conflict of Interest Statements

Board members completed their conflict of interest statements.

Discussion Items

Standing Committee Reports and Recent Activities

- **IASB Convention** - Several board members attended the IASB Annual Convention in November. Feb. 1, 2022, will be IASB Day on the Hill and an opportunity to network with legislators and advocate for education.
- **AESA Conference** - Dr. Sheldahl attended the AESA conference in Houston and noted several engaging keynote speakers. He reported that several Heartland AEA staff were present to facilitate workshops as part of the breakout sessions.

Jan. 11, 2022 Board Agenda Review

Board members reviewed the Jan. 11 board agenda.

Chief Administrator Comments

- Board members welcomed Ms. Tiara Mays to the Board.

Board Comments

- Dr. Rose noted that he recently encountered an AEA fan. A parent whose child is receiving AEA services shared how pleased she was with the Early ACCESS consultant working with her child.

Adjournment

A MOTION was made by Ms. Mays and seconded by Dr. Rose 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) 473-6644, Monday through Friday, 7:30 a.m. – 4:30 p.m.

Mr. Pete Evans
Board President

Ms. Jenny Ugolini
Board Secretary