

Board of Directors Board Meeting Minutes



Dec. 13, 2022

REGULAR BOARD MEETING

Ms. Margaret Borgen, vice president, called the regular meeting of the Heartland AEA Board of Directors to order at 4:04 p.m.

Board Members Present: Ms. Liz Brennan, Ms. Margaret Borgen, Mr. John Kinley, Ms. Tiara Mays, Mr. Pete Evans and Dr. Steve Rose. *Absent:* Mr. Alex Piedras.

Ms. Sheri Benson joined the meeting at 4:09, and Ms. Margie Schwenk joined at 4:11 p.m.

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

Guest: Mr. David Voss with SlingShot Architecture.

Approval of Agenda

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

Approval of Minutes from Nov. 8, 11, 12, 22 and 29

A MOTION was made by Ms. Brennan and seconded by Ms. Mays to approve the minutes from Nov. 8, 11, 12, 22 and 29, 2022. The motion passed unanimously.

Public Forum and Correspondence

Dr. Jon Sheldahl, Heartland AEA Chief Administrator, shared a certificate of recognition from Saydel CSD. The Agency was instrumental in helping the district distribute pallets of antibacterial products from the Lysol Company to other metro schools.

Public Hearing on the New Heartland AEA Offices REC Remodeling Project

A public hearing was held on the proposed plans, specifications, form of contract and estimated total cost for the construction of the new Heartland AEA Offices REC Remodeling Project. The public hearing opened at 4:09 p.m. No one was present to address the board. A MOTION was made by Ms. Brennan and seconded by Dr. Rose to close the public hearing. The hearing closed at 4:10 p.m.

Discussion Items

New Heartland AEA Offices Project - Plans, Specifications, Form of Contract, Estimated Total Cost & Review of Bids

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, reviewed the bids on the Johnston REC remodeling project. Nine bids were received. Phase I of construction would begin in early January 2023 with substantial completion set for the end of May 2023. Outside work would be completed by the end of June 2023. The Johnston REC sound booth will be moved out of its current location Dec. 26; in the meantime hearing tests will be completed at Capitol View Elementary in Des Moines.

Chief Administrator Updates on Recent Events and Activities

- **Heartland AEA Accreditation Approval** - Dr. Sheldahl noted the Iowa Department of Education's approval letter for the Agency's accreditation.
- **Human Resources Update and Succession Planning Process** - The Agency Planning Council (APC) is looking at several options about how to realign job descriptions due to vacancies. They'll review job functions and duties within the organization. Dr. Sheldahl will provide the Board monthly updates on

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the transition planning process and hopes to have a new organizational chart following winter break.

- **Legislative Advocacy Update** - The AEA chief administrators continue to meet with AEA lobbyists Kate Walton and Matt Eide. A challenging legislative session is expected. A special Education Reform Committee has been convened by Rep. Pat Grassley to rewrite the foundation formula. Dr. Sheldahl will begin sending the Board regular updates as the session starts.

Modification of Early Notification Stipend

Mr. Subra discussed amending the current early notification stipend. The recommendation includes separate language for licensed employees and for all other full-time employees. Full-time employees would become eligible as long as they've been employed at the Agency at least one year and give six months' notice. It will be brought back in January for board approval.

Review of January 10, 2023 Board Agenda

Board members reviewed the Jan. 10, 2023 board agenda. It includes an exempt session to discuss FY2023-24 negotiations.

Action Items

New Heartland AEA Offices Project - Plans, Specifications, Form of Contract and Total Cost

~~A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to approve Henkel's prices as presented and reject bid alternates number 1 and 2. Motion passed unanimously.~~ The motion was made incorrectly and struck by Mr. Kinley.

A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to approve the Johnston REC plans, specifications, form of contract and total cost as presented. Motion passed unanimously.

New Heartland AEA Offices Johnston REC Project Bid Award

A MOTION was made by Dr. Rose and seconded by Mr. Kinley to award the bid for the new Heartland AEA Offices Johnston REC Remodeling Project to Henkel Construction and authorize the Board President to sign the contract with the successful contractor upon review and recommendation by the AEA administration and design team. Motion passed unanimously.

Consent Agenda

Ms. Mays reviewed the financial statements and stated everything was in order. A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to approve the consent agenda including payment of warrant numbers 417637 through 417808 and electronic warrant numbers 40817 through 41277. The motion passed unanimously.

- Personnel Report - The December personnel report and addendum included the list of staff applying for the early notification stipend. Twenty-seven (27) employees qualified.
- Purchase Orders:
 - *LightEdge Solutions, L.L.C.* - \$48,000.00
 - *Kansas City Audio-Visual, Inc.* - \$22,976.24
 - *Kaseya US, L.L.C.* - \$75,459.89
 - *Charles Gabus Ford, Inc.* - \$60,550.00
 - *Prairie Meadows Racetrack & Casino* - \$31,100.00
 - *Convergeone, Inc. (CloudStrike)* - \$82,500.00
- Prairie Meadows All-Staff Meeting Contract for Sept. 15, 2023

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ANNUAL MEETING

Election of a President of the Board

Mr. Evans was nominated by Ms. Benson as board president. A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to close the nomination for board president. The motion passed. A ballot and electronic 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. Ms. Mays called the question. A ballot and electronic vote was taken, and Ms. Borgen was unanimously elected board vice president.

Dr. Rose noted that for the 2024 annual/organizational meeting, he would like to convene a formal board nominating committee that would follow Robert's Rules of Order. This would help with succession planning and to see who is amenable and names can be brought forward.

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

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

Appointment of a Board Secretary and Treasurer

A MOTION was made by Ms. Borgen and Mr. Kinley to appoint Ms. Jenny Ugolini as board secretary. Motion passed unanimously.

A MOTION was made by Mr. Kinley and seconded Ms. Schwenk to appoint Mr. Kurt Subra as treasurer. Motion passed unanimously.

The oath of office was administered to Ms. Ugolini and Mr. Subra.

Ms. Benson left the meeting at 4:58 p.m.

Selection of Regular Meeting Dates and Times

A MOTION was made by Ms. Borgen and seconded by Ms. Brennan to retain the current meeting schedule for next year (the second Tuesday of the month as a regular board meeting date for 2024). 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 members discussed the March 14 meeting date and conflict with spring break. They decided to keep the March date as is.

Committee Assignments and Appointments

Board members reviewed their committee assignments and appointments for next year.

Appointment of Law Firm(s)

A MOTION was made by Mr. Kinley and seconded by Dr. Rose 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 annual conflict of interest statements.

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Board Comments

- Board members congratulated Ms. Sheila King on her upcoming retirement.

Adjournment

A MOTION was made by Mr. Kinley and seconded by Dr. Rose to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:18 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.

 1-10-23

Mr. Pete Evans
Board President

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Ms. Jenny Ugolini
Board Secretary