

# Board of Directors Meeting Agenda



**February 13, 2024**

**Location:**

Heartland AEA  
6445 Corporate Drive, Johnston  
Boardroom

**Time:** 4:00 p.m.

**Phone:**

Dial: 1-669-900-6833  
Meeting ID: 933 9381 9249 followed by #  
Skip putting in participant ID - just stay on the line

**Zoom Link:**

<https://heartlandaea.zoom.us/j/93393819249>

**Participants:**

Ms. Margaret Borgen Board President	Ms. Tiara Mays-Sims Board Member	Ms. Kelly Simmons Board Member	Ms. Jenny Ugolini Board Secretary
Ms. Liz Brennan Vice President	Mr. Alex Piedras Board Member	Mr. Kevin Fangman Chief Human Res. Officer	Dr. Kristi Upah Chief Student Svcs. Officer
Mr. Pete Evans Board Member	Dr. Steve Rose Board Member	Dr. Susie Meade Chief Academic Officer	Dr. Cindy Yelick Chief Administrator
Mr. John Kinley Board Member	Ms. Margie Schwenk Board Member	Mr. Kurt Subra Chief Financial Officer	

**President:** Margaret Borgen    **Recorder:** Jenny Ugolini

**Board Meeting at 4:00 p.m.**

Time	Topic/Process	Presenter	Outcome
5 min.	<b>1.01</b> Roll Call	Margaret Borgen	Roll call and approval of the agenda.
	<b>1.02</b> Approval of Agenda	Margaret Borgen	
	<b>1.03</b> Approval of minutes from January 9 and 30, 2024	Margaret Borgen	Review and approval of minutes from January 9 and 30, 2024
	<b>1.04</b> Public Forum and Correspondence	Margaret Borgen	Hear comments from members of the public and share Board correspondence.
15 min.	<b>1.05</b> Desk Audits and Comprehensive School Visits	Susie Meade	Board members will learn about the desk audits and comprehensive school visits.
20-30 min.	<b>1.06</b> Legislative Update	Cindy Yelick	Board members will discuss the current legislative session.

# Board of Directors Meeting Agenda



**Dinner Break 5:00 - 5:30**

## Public Hearing on Budget at 5:30 p.m.

Topic
The members of the public may address the Board on the 2023-24 amended budget and the 2024-25 proposed budget.

## 2. Discussion Items

Time	Topic/Process	Presenter	Outcome
20 min.	<b>2.01</b> Amended 2023-24 Budget and Proposed 2024-25 Budget	Kurt Subra	Board members will be updated on the 2023-24 amended budget and the 2024-25 proposed budget.
5-7 min.	<b>2.02</b> Auditor Request for Proposals (RFP)	Kurt Subra	Board members will be updated on the results of the auditor request for proposals.
10-12 min.	<b>2.03</b> Medical Insurance Plan Design & HRA Contribution Amounts.	Kurt Subra	Board members will be updated on the initial quote for the medical insurance renewal for 2024-25 and review a recommendation to reduce the rate of increase. HRA contributions for the higher deductible plan will be discussed.
20 min.	<b>2.04</b> Chief Administrator Professional Development Goal <ul style="list-style-type: none"> <li>• Advocacy</li> </ul>	Cindy Yelick	Board members will hold their quarterly review of the chief administrator’s professional development goals.
5 min.	<b>2.05</b> 2024-25 Agency Calendar	Cindy Yelick	Board members will review the 2024-25 agency calendar.

## 3. Action Items

Time	Topic/Process	Presenter	Outcome
5 min.	<b>3.01</b> Amended 2023-24 Budget and Proposed 2024-25 Budget	Kurt Subra	Board members may approve the amended 2023-24 budget and the proposed 2024-25 budget.
	<b>3.02</b> Audit Firm Contract	Kurt Subra	Board members may approve the audit firm contract.
	<b>3.03</b> Medical Insurance Plan Design & HRA Contribution Amounts.	Kurt Subra	Board members may approve the recommended medical plan design

# Board of Directors

## Meeting Agenda



			and HRA contribution amounts for 2024-25.
	<b>3.04</b> 2024-25 Agency Calendar	Cindy Yelick	Board members may approve the 2024-25 agency calendar.
	<b>3.05</b> March 12 Board Meeting and Spring Break Conflicts	Cindy Yelick	The Board may choose to adjust the date of the March 12 board meeting due to conflicts.

### 4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
5 min.	<b>4.01</b> Personnel Report	Kevin Fangman	<b>Handout:</b> Personnel Report <b>Admin. Recommendation:</b> approval
	<b>4.02</b> Bills	Kelly Simmons	<b>Handout:</b> Available at meeting <b>Admin. Recommendation:</b> approval
	<b>4.03</b> Purchase Requests <ul style="list-style-type: none"> <li>• Agile Classroom, .LL.C. - \$20,000.00</li> </ul>	Et al	<b>Handout:</b> Purchase Requests <b>Admin. Recommendation:</b> approval
	<b>4.04</b> Agreement between Heartland AEA and Association of Educational Service Agencies (AESA)	Kurt Subra	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval

### 5. Chief Administrator Comments

- FYI - Upcoming events

### 6. Board Comments

### 7. Adjournment of Regular Meeting, Transition to Exempt Session

### 8. Exempt Session

Time	Topic/Process	Presenter	Outcome
30 min.	<b>8.01 Exempt Session – Negotiations - Section 20.17(3) of the Code of Iowa</b>  Negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitrators shall be exempt from the provisions of Chapter 21 (open meetings law).	Kevin Fangman, Kurt Subra	Board members will discuss the 2024-25 negotiation session.  Recommended language for an exempt session: <i>I move that we hold an exempt session as provided in Section 20.17(3) of the Code of Iowa to discuss the 2024-25 negotiation session.</i>

**Next Board Meeting:** Tuesday, March 12, 2024