

**Central Services Committee
Meeting Minutes
Conference Call
June 22, 2016, 10:00 a.m.**

0.0 Call to Order

Chair Struecker called the meeting to order at 10:01 a.m.

0.1 Roll Call

Paula Harms	Ph	Mabel Mantel	Ph
Jan Sowers	Ph	Dale Struecker	Ph
Jim Burns	Ph		

Ex Officio:	Steve Ehrhardt	Ph
Staff:	Amy B. Simpson	Ph
	Donell Doering	Ph
	Jennifer Pascal	Ph

Mike Otto, Liaison to Board Ph

0.2 Items to be added to the Agenda by Committee Members and Staff
No new items were added to the agenda.

0.3 Adopt Agenda

Chair Struecker called for a motion to adopt the meeting agenda. It was moved by Paula Harms and seconded by Mabel Mantel that the meeting agenda be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.0 Committee Affairs

1.1 Adopt June 2, 2016, Meeting Minutes

Chair Struecker called for a motion to adopt the June 2, 2016, meeting minutes. It was moved by Jan Sowers and seconded by Jim Burns that the June 2, 2016, meeting minutes be approved with the correction to item 1.1. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Discussion and approval of potential tenant to occupy office space in Fort Dodge Office

Spirit Home Healthcare based in Urbandale, Iowa, has indicated that it wants to rent the back office located in the Fort Dodge office. The space is approximately 400 square feet. Chair Struecker contacted local realtors regarding current rental rates for that size office. It was indicated that \$500.00 for that size is reasonable. The tenant would have access to Elderbridge's bathroom area and

conference rooms during working hours. Also, tenant will have to install its own phone system and internet service. Elderbridge will be known as Suite A and Spirit Home Healthcare will be Suite B. Spirit Home Healthcare will be responsible for their own signage. The Elderbridge office area will need to be locked during non-working hours. Utilities will be included in the lease agreement and Spirit Home Health care has requested a three year lease. It was recommended that Elderbridge's attorney, Collin Davison, draft the lease agreement.

It was moved by Jim Burns and it was seconded by Mabel Mantel to allow Spirit Home Healthcare to rent the office space in Fort Dodge for \$500.00 a month for three years. Attorney Collin Davison will draft a lease agreement with the stipulations previously discussed. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.0 Upcoming Dates

2.1 Next Central Services meeting – August 2016

3.0 Adjournment

3.1 There being no further business before the Central Services Board, it was moved by Jim Burns and seconded by Jan Sowers that the meeting be adjourned at 10:20 a.m. On roll call the vote was as follows:

Aye: all (the motion was declare carried.)