

# Central Services Board

## Meeting Minutes

### Conference Call

August 8, 2017, 9:00 a.m.

#### 0.0 Call to Order

Chair Struecker called the meeting to order at 9:00 a.m.

#### 0.1 Roll Call

Mabel Mantel	Ph	Beth Will	Ph
Jan Sowers	Ph	Dale Struecker	Ph
Jim Burns	Ph	Lionel Foster	Ph

Ex Officio:	Paula Harms	Ex
Staff:	Amy B. Simpson	Ph
	Sherri Boedeker	Ph
	Shelly Sindt	Ph

#### 0.2 Items to be added to the Agenda by Board 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 Jim Burns and seconded by Lionel Foster that the meeting agenda be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

#### 1.0 Board Affairs

##### 1.1 Adopt April 11, 2017, Meeting Minutes

Chair Struecker called for a motion to adopt the April 11, 2017, meeting minutes. It was moved by Jim Burns and seconded by Jan Sowers that the April 11, 2017, meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

##### 1.2 Election of Officers

**1.2.1** After a brief discussion the following members were offered for officers. Dale Struecker, Chair, Lionel Foster, Vice Chair, and Jan Sowers, Secretary/Treasurer. All officer positions were voted upon in one vote instead of individually.

It was moved by Beth Will and seconded by Jim Burns that Dale Struecker remain as Chair, Lionel Foster be elected Vice Chair and Jan Sowers serve as the Secretary/Treasurer. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.3 Financial Report**

Finance Director Boedeker stated that the cash basis is positive even though it is not shown on the financial report. It is due to depreciation and is a non cash loss. The Spencer office building has been partially rented by Upper Des Moines Opportunity for \$1,700.00 a month. Spirit Home Healthcare rents an office in the Fort Dodge building for \$500.00 a month. The loan from Elderbridge has been paid off.

It was moved by Jim Burns and seconded by Jan Sowers to accept the financial report. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.4 Building Updates/projects in all offices**

Chair Struecker reported that one of the two water heaters in the Fort Dodge office was leaking. It was drained and turned off. There will be a bill for the change over to the other water heater. Insulation is needed in the attic or roof. Chair Struecker indicated it would be beneficial and reduce the utility costs. Rebates are available from Alliant Energy for approximately 60 to 75% of the cost. Estimated cost is \$4,500.00. An outlet needs to be added by the front door to have in case door becomes handicapped accessible in the near future.

CEO Sindt reported that two of the air conditioners in the rental space in Spencer needed attention. The cost for repair was approximately \$1,000. The new window treatments have been ordered and hung up. Parking lot striping has also been completed. CEO Sindt further reported that the Carroll office is staying in its current location and the rent has been reduced. Taylor Boyle and Amber Holm will occupy the back two offices. The office will be by appointment only. CEO Sindt is not aware of what type of insulation is in the attic space of the Spencer office. She will check on that.

It was moved by Jim Burns and seconded by Beth Will that the Fort Dodge office move forward with insulating the attic space. The cost will not exceed \$5,000 and two bids for the work would be preferable. 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 – October 10, 2017, in the Fort Dodge office at 9:30 a.m.

**3.0 Adjournment**

**3.1 Adjournment**

There being no further business before the Central Services Board, it was moved by Jan Sowers seconded by Jim Burns that the meeting be adjourned at 9:30 a.m. On roll call the vote was as follows:

Aye: all (the motion was declare carried.)