

**Central Services Committee  
Meeting Minutes  
Conference Call  
August 18, 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
	Sherri Boedeker	Ph
	Shelly Sindt	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 Mabel Mantel and seconded by Jim Burns 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 22, 2016, Meeting Minutes**

Chair Struecker called for a motion to adopt the June 22, 2016, meeting minutes. It was moved by Paula Harms and seconded by Mabel Mantel that the June 22, 2016, meeting minutes be approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.2 Election of Officers**

Jim Burns recommended that the same officers be re-elected. Dale Struecker, Chair, Paula Harms, Vice Chair, Jan Sowers, Secretary and Mabel Mantel as Treasurer.

It was moved by Paula Harms and seconded by Mabel Mantel that the same officers serve another year. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.3** Elect Liaison to Board of Directors

Mike Otto was recommended to serve for another year as the liaison to the Board of Directors.

It was moved by Paula Harms and seconded by Jan Sowers that Mike Otto serve as Liaison to the Board of Directors for another year. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.4** Financial Report – Jennifer Pascal

The financial report is unaudited. The audit is the second week of October. There is a net loss of \$2,700 with regard to depreciation. Cash is stable. In June a small loan was paid off with Elderbridge for the furnace that was purchased several years ago for the Fort Dodge office. Spirit Home Health will begin renting office space in Fort Dodge in September 2016 and the rent will go through Central Services.

Looking at increase the rent in the two offices to offset some of the cost for the siding project in Spencer. Chair Struecker suggested a new three year lease with an increase for each year. The new lease would start in January 2017. Jennifer Pascal recommended a 5% increase for first year with percentage increases for the following years.

It was moved by Paula Harms and seconded by Mabel Mantel to accept the financial report. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

It was moved by Jim Burns and seconded by Paula Harms that a three year lease be drafted for the Spencer and Fort Dodge building that has an incremental increase in rent for each year. On roll call the vote was as follows:

Aye:

**1.5** Review and approval of bids to replace shingles at the Fort Dodge office

Chair Struecker indicated he has received two bids. Spring Valley Roofing and Hahn Roofing. He was unable to get a third bid.

After the bids were discussed in detail, it was moved by Jim Burns and seconded by Paula Harms that the Spring Valley Roofing be accepted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

**1.6 Update on Spencer Building siding project**

Co-Executive Director Sindt stated that she met with the construction company to pick out the color of the siding. The colors will stay the same as it is now. The siding has been ordered and will take several weeks to arrive. They should begin to replace the siding by the end of August beginning of September.

**2.0 Upcoming Dates**

**2.1 Next Central Services meeting – October/November 2016**

After a brief discussion the meeting will be scheduled for late October or the beginning of November with the date to be finalized in October.

**3.0 Adjournment**

**3.1 Adjournment**

There being no further business before the Central Services Board, it was moved by Dale Struecker and seconded by Jim Burns that the meeting be adjourned at 10:34 a.m. On roll call the vote was as follows:

Aye: all (the motion was declare carried.)