

Central Services Board

Annual Meeting Minutes

Conference Call

August 14, 2018, 9:00 a.m.

0.0 Call to Order

President Struecker called the meeting to order at 9:02 a.m.

0.1 Roll Call

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| Beth Will | Ph | Dale Struecker | Ph |
| Jan Sowers | Ph | Lionel Foster | Ph |
| Mike Otto | Ph | | |

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| Ex Officio: | Paula Harms | Ph |
| Staff: | Jennifer Pascal, Finance | Ph |
| | Donell Doering, Director of Operations | Ph |
| | Sherri Boedeker, Finance Director | Ph |
| | Amy Simpson, Executive Assistant | 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

President Struecker called for a motion to adopt the meeting agenda. It was moved by Jan Sowers and seconded by Beth Will 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 Board meeting minutes for July 13, 2019

President Struecker called for approval of the July 13, 2018, Board Meeting minutes. It was moved by Lionel Foster and seconded by Beth Will that the July 13, 2018, Board 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 President, Vice President, Secretary, Treasurer

Jan Sowers nominated Beth Will as Secretary/Treasurer, Dale Struecker as President, and Lionel Foster, Vice President. There were no other nominations, so the nominations from the floor were closed. It was moved by Jan Sowers and seconded by Lionel Foster that the following members serve as officers, Dale Struecker, President, Lionel Foster, Vice

President, Beth Will, Secretary/Treasurer. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

Mike Otto was nominated to be the liaison to the Elderbridge Board. It was moved by Beth Will and seconded by Jan Sowers that Mike Otto continue as the Liaison to the Board of Directors. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3 Financial Report – Jennifer Pascal

Finance Assistant Pascal stated that this is the first time Central Services has had a positive number at the end of the fiscal year. The rental income has contributed to being in the black. The costs of the air conditioners for the Spencer building have been paid. The roof repair for the Spencer building will begin in the next couple of weeks. County Social Services has not paid a deposit for the Fort Dodge building. A notification has been sent to County Social Services. They are also responsible for 40% of the expenses such as cleaning and utilities, and an invoice has been sent to them for July for roughly \$1,300.00. A rebate was requested from Spencer Municipal Utilities for the air conditioners.

It was moved by Jan Sowers and seconded by Lionel Foster that the financial report is approved. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.4 Spencer Building Updates

1.4.1 Gutter/downspout replacement at the entrance that UDMO uses

President Struecker stated that the north entrance of the garage area of the Spencer building lacks downspouts. There is currently only one downspout. Ice pools around the entrance to the building that Upper Des Moines Opportunity uses. There should not be a large expense to install at least two more downspouts. Mike Otto recommended that the downspouts be installed.

It was moved by Dale Struecker and seconded by Jan Sowers to install additional downspouts and possibly a new gutter along the north side of the Spencer building. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.4.2 Insulation of attic area

There is currently no insulation between the ceiling and the roof. President Struecker did not recommend the blown in insulation, but the

insulation that comes in a roll. R30 insulation would be sufficient. Should need roughly 100 rolls for the project. Cost for insulation would be between \$3,700 to \$4,400. President Struecker stated he could put in the insulation or it could be installed by the handyman.

It was moved by Mike Otto and seconded by Jan Sowers that R30 insulation be installed by the handyman or Dale Struecker if the handyman is not available. 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 2018, by conference call.

3.0 Adjournment

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There being no further business before the Central Services Board, it was moved by Lionel Foster and seconded by Mike Otto that the meeting is adjourned at 9:34 a.m. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)