

Central Services Board

Annual Meeting Minutes

Conference Call

October 12, 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

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

Ex Officio:	Paula Harms	Ph
Staff:	Jennifer Pascal, Finance	Ph
	Shelly Sindt, CEO	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 Lionel Foster and seconded by Jan Sowers that the meeting agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Adopt Board meeting minutes for August 14, 2018

President Struecker called for approval of the August 14, 2018, Board Meeting minutes. It was moved by Jan Sowers and seconded by Lionel Foster that the August 14, 2018, Board Meeting minutes be approved.

Aye: all (the motion was declared carried.)

1.2 Financial Report – Jennifer Pascal

Finance Assistant Pascal asked for any questions concerning the financial information. President Struecker asked about the janitorial expense of \$361.67 listed on the financial statement. The \$361.67 is for janitorial services in Fort Dodge that County Social Services pays in lieu of paying rent.

The audit is has been completed and went well with no significant issues.

An additional \$27,540.24 check from the insurance company was received concerning the roof repair in Spencer. The final cost for the roof repair in Spencer is approximately \$51,000. The estimate included the inside repair as well. CEO Sindt stated that the inside had been repaired.

A rebate of \$5,250.00 was received from SMU for the air conditioning units that were installed.

It was moved by Beth Will and seconded by Lionel Foster that the financial report is accepted.

Aye: all (the motion was declared carried.)

1.3 Spencer Building – insulation and gutters update, the addition of a door in the north hallway

CEO Sindt stated that companies had been contacted to give bids for the downspouts. No bids have been received yet. Energy Savers was contacted for a bid on the insulation for the attic area. They recommended that the insulation be spray foam versus laying insulation on top of the lights in the ceiling. D&T Insulation will be coming to give a bid. Need to find out what kind of utility savings there would be with the insulation. A rebate is also available from SMU for insulation. Stephanie Carlson has called three custom gutter companies for bids.

CEO Sindt stated that the current snow removal and lawn service contractor does not want to continue to do service. Upper Des Moines Opportunity recommended a contractor to do the snow removal and lawn service that they previously used when they were in a different location. They are cheaper than the current company. CEO Sindt requested to use this company since they are cheaper instead of going out for three bids. The Board members agreed.

Upper Des Moines Opportunity would like to put a door at their own cost in the north hallway that they can lock. Their clients have been wondering the building, and the door would restrict their movement into the Elderbridge offices. Griffin Construction could put a door in that would not go all the way to the ceiling to not restrict air flow. Elderbridge will have access to get out of office in case of an emergency. Elderbridge will work with Upper Des Moines concerning how the door is locked.

It was moved by Jan Sowers and seconded by Beth Will to continue to seek a contractor for the gutters, insulation and adding a new doorway to the north hallway.

Aye: all (the motion was declared carried.)

CEO Sindt gave a brief update on the Mason City office. The lobby area will be getting a new desk and chairs. In Fort Dodge, a new automatic door will be installed. The Fort Dodge office will also be painted.

1.4 Additional Office Space

CEO Sindt stated that Upper Des Moines Opportunity had requested additional office space. CEO Sindt further stated that she received permission from Board members via an online vote, but wanted to have it in the minutes to be part of the record. The rent will increase by \$200.00 from \$1,700.00 to \$1,900.00 a month.

It was moved by Mike Otto and seconded by Lionel Foster to have Upper Des Moines Opportunity rent additional office space. Rent will increase from \$1700.00 to \$1,900.00 a month.

Aye: all (the motion was declared carried.)

2.0 Upcoming Dates

2.1 Next Central Services meeting – January 8, 2019, at 9:30 a.m. by conference call.

3.0 Adjournment

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There being no further business before the Central Services Board, it was moved by Beth Will and seconded by Lionel Foster that the meeting is adjourned at 9:38 a.m.

Aye: all (the motion was declared carried.)