

Central Services Board

Meeting Minutes

Conference Call

March 5, 2020, 9:30 a.m.

0.0 Call to Order

President Struecker called the meeting to order at 9:31 a.m.

0.1 Roll Call

Beth Will	Ph	Dale Struecker	Ph
Ron Newsum	Ph	Barry Anderson	Ph

Ex Officio:	Lionel Foster	A
Staff:	Shelly Sindt, CEO	Ph
	Jodi Presswood, Asst. Finance Director	Ph
	Sherri Boedeker, CFO	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 Beth Will and seconded by Ron Newsum that the meeting agenda be adopted with the addition of Item 1.5.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Adopt Board Meeting minutes from October 8, 2019

President Struecker called for approval of the October 8, 2019, meeting minutes. It was moved by Barry Anderson and seconded by Beth Will that the October 8, 2019 meeting minutes be adopted.

Aye: all (the motion was declared carried.)

1.2 Financial Report – Sherri Boedeker, CFO

CFO Boedeker stated that the Central Services audit went well. Jodi Presswood has been hired as the Assistant Finance Director and will be located in Fort Dodge. CFO Boedeker indicated she has purchased Quickbooks to be used for Central Services' books. The financials are not as up to date as they should be and Assistant Director Presswood is in the process of reviewing them from July 1 to the present.

The Fort Dodge office has requested that their parking lot be restriped. Assistant Director Presswood will be investigating the cost of doing that and will bring that information to the next Central Services Board meeting.

It was moved by Barry Anderson and seconded by Ron Newsum to accept the financial report.

Aye: all (the motion was declared carried.)

President Struecker stated that the last time the parking lot was stripped it cost around \$100. He still has the contact information for the individual that did. Assistant Finance Director Presswood will contact President Struecker for the information.

1.3 Introduction of Jodi Presswood, Central Services Finance Director

Assistant Director Presswood introduced herself to the Central Services Board. She had worked for the Fort Dodge school district doing payroll and general finances. She has 27 years of financial experience.

1.4 Resolution to add Jodi Presswood and CEO Shelly Sindt to the First Citizens Bank account

CFO Boedeker asked for the following resolution:

Jennifer Pascal is removed as a signatory of the Central Services bank account held at First Citizen's Bank in Mason City and that Jodi Presswood and Shelly Sindt be added as signatories to said account.

It was moved by Beth Will and seconded by Ron Newsum that the Resolution be accepted.

Aye: all (the motion was declared carried.)

1.5 Discussion of Windows for the Spence Office Building

CEO Sindt stated that the Spencer office currently has windows that do not open. The plan is to have at least one window in each office open. The five empty offices in the back of the building would not need to have the windows replaced at this time. CEO further stated that trying to get grants for the windows has not been successful and would like to proceed with Central Services funding the windows. Since the bid for the windows is a year old, they would need to be rebid. CEO Sindt would like the bid to include all of the offices except for five vacant offices. Ron Newsum and Barry Anderson suggested getting at least two bids if possible. CEO Sindt indicated that they will try to get three bids. The bids will be discussed at the next meeting.

2.0 Upcoming Dates

2.1 Next Central Services meeting – June 2020.

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 Ron Newsum that the meeting be adjourned at 9:52 a.m.

Aye: all (the motion was declared carried.)