

# Board of Directors Board Meeting Minutes



Dec. 10, 2024

## BOARD MEETING

Ms. Liz Brennan, board vice president, called the Heartland AEA Board of Directors meeting to order at 4:05 p.m.

*Board Members Present:* Ms. Elizabeth Brennan, Mr. John Kinley, Ms. Tiara Mays-Sims, Mr. Alex Piedras, Dr. Steve Rose and Ms. Margie Schwenk. Ms. Margaret Borgen arrived at 4:13 p.m. Mr. Pete Evans arrived at 5:04 p.m. *Absent:* Ms. Kelly Simmons.

*Administrative Staff Present:* Mr. Kevin Fangman, Dr. Susie Meade, Ms. Jenny Ugolini, Mr. Brian Whalen and Dr. Cindy Yelick.

## Approval of Agenda

A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to approve the agenda. The motion passed unanimously.

## Approval of Minutes from Nov. 12, 2024

A MOTION was made by Ms. Schwenk and seconded by Mr. Piedras to approve the minutes from Nov. 12, 2024. Mr. Kinley made a friendly motion to remove Dr. Rose from the roll call as he was not in attendance at the meeting. Board members approved the friendly motion, and it passed unanimously.

## Public Forum and Correspondence

There was no one present from the public to speak to the Board. Dr. Kristi Upah, Heartland AEA Chief Student Services Officer, shared that Part B determinations have been returned, and the Agency has met all the determinations. An official announcement will be forthcoming.

## Discussion Items

### Revised Board Policy 405 - Reduction in Force

Mr. Kevin Fangman, Heartland AEA Chief Human Resources Officer, shared additional proposed changes to the Reduction in Force policy since the Board's first reading of the revised policy in November. Board members discussed the language within the recall portion of the policy and whether the time to respond should be "one business day," if the recall language should be moved to the Staff Handbook and how best to have a policy that is fair and still supports staff during a difficult situation.

### Review Jan. 14, 2025 Draft Board Agenda

Board members reviewed the Jan. 14 draft agenda. The meeting will be held electronically with an abbreviated agenda so board members can watch the Governor's Annual State of the State address.

### IAAEA 2025 Legislative Priority

Dr. Cindy Yelick, Heartland AEA Chief Administrator, reviewed the IAAEA 2025 legislative priority and gave a brief update from the AEA Task Force meeting held on Dec. 9. The AEA Task Force will reconvene before March 1, 2025.

### IAAEA Board Representative Meeting

The IAAEA Governing Board recommended holding a joint meeting with all AEA chief administrators and a representative from each AEA board to discuss the AEA structure. The meeting will be held on Dec. 18. Dr. Rose volunteered to participate, and the board president and/or vice president will also be included.

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## Action Items

### Revised Board Policy 405 Reduction in Force - Second Reading

A MOTION was made by Ms. Brennan and seconded by Mr. Kinley to approve revised board policy 405. A friendly amendment was made to change the wording in the recall portion of the policy to *one (1) business day*. The friendly motion was accepted and passed unanimously.

### Ahlers & Cooney Joint Representative Consent and Waiver

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the consent waiver agreement with Ahlers & Cooney. The motion passed unanimously.

### Level I Investigators - Updated

A MOTION was made by Ms. Mays-Sims and seconded by Mr. Piedras to approve the updated list of Level I Investigators. The motion passed unanimously.

### IAAEA 2025 Legislative Priority

A MOTION was made by Mr. Kinley and seconded by Dr. Rose to approve the 2025 Legislative Priority as stated. The motion passed unanimously.

## Consent Agenda

Ms. Mays-Sims reviewed the financial statements and shared that the fund balance is higher due to Part B payments. The Agency's cash flow is also higher right now due to end-of-year finances but will be spent down. All bills and employees were paid on time. A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the consent agenda including payment of warrant numbers 421905 through 422015 and electronic warrant numbers 51081 through 51477. The motion passed unanimously.

- Personnel Report Addendum including the Early Notification Stipend
- Purchase Orders
  - *Microshare (CrowdStrike) - \$199,238.40*
  - *Imagine Learning L.L.C. - \$32,130.00*
- Johnston CSD and Heartland AEA Memorandum of Understanding (MOU)
- Amendment to National Insurance Trust Joinder Agreement for Long-Term Disability
- First Amendment between Learning Ally and Heartland AEA
- Transportation Agreement - Lynnville-Sully CSD

## ANNUAL MEETING

### Election of a President of the Board

A MOTION was made by Mr. Kinley to nominate Ms. Brennan as board president. The nomination does not need to be seconded. Mr. Kinley closed the nominations. A roll call vote was taken, and all board members voted aye. The motion passed unanimously.

### Election of a Vice President of the Board

A MOTION was made by Mr. Evans to nominate Ms. Mays-Sims as vice president. The nomination does not need to be seconded. Ms. Brennan closed the nominations. A roll call vote was taken, and all board members voted aye. The motion passed unanimously.

### Administration of Oaths of Office to Newly-Appointed President and Vice President

The oath of office was administered to the newly-appointed board president and vice president.



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## Appointment of a Board Secretary and Treasurer

A MOTION was made by Mr. Evans and seconded by Ms. Mays-Sims to nominate Ms. Jenny Ugolini as board secretary. Motion passed unanimously.

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to nominate Mr. Brian Whalen as treasurer. Motion passed unanimously.

The oath of office was administered to Ms. Ugolini and Mr. Whalen.

## Selection of Regular Meeting Dates and Times

A MOTION was made by Ms. Borgen and seconded by Dr. Rose to retain the current meeting schedule for next year (the second Tuesday of the month as a regular board meeting date for 2025). Motion passed unanimously. The dates of the board agenda planning meetings will be held two weeks before board meetings (generally the fourth Tuesday of the month) and are posted meetings but with optional attendance.

## Committee Assignments and Appointments

Board members reviewed their committee assignments and appointments for next year. A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the committee assignments and appointments, noting due to legislative changes they could be six-month assignments.

## Appointment of Law Firm(s)

A MOTION was made by Ms. Borgen and seconded by Mr. Evans to approve the appointment of Ahlers & Cooney, P.C. and Nyemaster Goode, P.C. as the Agency's legal counsel for 2025. Motion passed unanimously.

## Conflict of Interest Statements

Board members completed their conflict of interest statements.

## Chief Administrator Comments

- No additional comments.

## Board Member Comments

- Ms. Brennan noted that she spoke to fellow board member Ms. Kelly Simmons at the November IASB Convention.

## Adjournment

There being no further business, the meeting adjourned at 5:44 p.m.

Reports and documents and the full text of motions, resolutions or policies considered by the Board at this meeting are on file in the Board Secretary's office, (515) 473-6644, Monday through Friday, 7:30 a.m. – 4:00 p.m.

Handwritten signature of Elizabeth Brennan in black ink.

Ms. Elizabeth Brennan  
Board President

Handwritten signature of Jenny Ugolini in black ink.

Ms. Jenny Ugolini  
Board Secretary

