# Minutes

# Iowa Commission for the BlindAugust 2, 2022

Call to order and determination of quorum. The special meeting of the Iowa Commission for the Blind was called to order at 12:00 p.m., by Commission Chair Sandi Ryan, with the following members present: Ryan Brems and Geneva Jacobsen, which was a quorum. Others in attendance: Emily Wharton, Janice Eggers, Sarah Willeford, Leslie Heinzler, Jerry Cole, Roxanne Book, Karen Cunningham, Kim Walford, Cheri Myers, Caroline Barrett, Helen Mejia, Shawn Mayo, Thomas Topping, Phillip Sitter, Terry Poldberg, and Cindy Ray.

1. Gifts and Request Policy Amended. Director Wharton asked Commission Secretary Eggers to read the Overview into the minutes:

**Overview**

Historically, the Iowa Department of Education (DE) has contracted with IDB to provide accessible educational materials to blind and low vision students throughout Iowa. This was done in the form of two contracts. One contract covered the cost of materials and the other the cost of the personnel needed to create or procure the materials. In SFY22, the amount of the materials contract was $500,000 and the amount of the personnel contract was $305,000.

DE has offered an extension of our long-standing materials contract that runs through SFY23 Q1 (September 30, 2022) which brings the total amount of the contract to $575,000. This contract will end October 1, 2022 and will not be renewed.

While we project that the extension will cover the costs for materials for SFY23 Q1, we have no way to be certain how many bills for the more than 37,000 print pages currently in production will come in before the end of September and how many will come after when the contract is no longer in effect.

IDB was told by DE in June that we would receive a personnel contract for SFY23. This contract has not been received. We currently have no funding source to cover the projected personnel costs for SFY23.

**Materials Spending Breakdown**

Current charges against SFY22 materials grant through June 2022: $389,751

Current charges against SFY23 extension materials grant: $435,130   
Projected materials spending for SFY23 Q1: $100,327

Balance available from SFY23 extension for materials: $139,870

**Supporting Data**

Materials Costs for SFy22 Q1: $70,965.64

SFY23 July spending: $42,827.34   
(Note: this is $29,251.70 more than what was spent in July SFY22)

Outstanding Invoices to be approved $14,612.00

Outstanding Purchase Orders $23,708

Outstanding Projects currently being transcribed from print (37,851 print pages) $341,660

**Personnel Cost Breakdown**

In SFY22, the contract for personnel costs was   
$305,000,

Total billed against this contract: $170,356

Projected personnel costs for SFY23: $177,170.24  
(Note: This is-assuming a 4% increase in costs)

1. Mr. Brems made a motion to approve the request up to $300,000 as presented and Ms. Jacobsen seconded the motion. On a roll call vote the motion passed unanimously.
2. Adjournment – Ms. Jacobsen moved the meeting adjourn. Mr. Brems seconded and the motion passed unanimously. The meeting adjourned at 12:13 p.m.

Respectfully Submitted,

Sandi Ryan, Chairperson

Commission for the Blind

Janice EggersSecretary to the Commission/ Executive Secretary

Department for the Blind

/jce