# Minutes

# Iowa Commission for the BlindDecember 3, 2024

1. Call to order and determination of quorum. The quarterly meeting of the Iowa Commission for the Blind was called to order at 12:01 p.m., by Commission Chair Sara Coleman, with the following commission members present Michael Hoenig, Amy Salger, and Sara Coleman. Others in attendance: Sarah Willeford, Janice Eggers, Regan Hodina (AAG), Kim Walford, Karly Prinds, Keri Osterhaus, Cheri Myers, Leslie Heinzler, Matthew Perry, Lisa Schnieder, and Matt Nemmers.
2. Public Comment – none.
3. Approval of the consent agenda. Commissioner Salger moved approval of the consent agenda as presented. Commissioner Hoenig seconded, and the motion passed.
4. Approval of the September 17, 2024, board minutes. Commissioner Salger moved approval of the minutes as presented. Commissioner Hoening seconded, and the motion passed.
5. Agency Director Report – Interim Director Willeford shared:
   1. Welcome to Matt Perry, accounting technician, who is attending today’s meeting.
   2. Interim Director Willeford gave a brief update and asked if there were any questions.
   3. Commissioner Hoenig asked about the publicity in the budget, this is for brochures, handouts, and table presentation kits for the staff.
   4. Budget question, equipment non-inventory, BEP budgeted for equipment and non-inventory equipment. This is based off analysis from the previous year.
   5. 100th Anniversary budgeted through G&B and is CENT in G&B budget.
   6. Planning update given for the 100th Anniversary Celebration. Subcommittees will be meeting. There will be celebrations throughout 2025.
   7. Commissioner Hoenig asked about Agency Enhancements – Kim Walford, IL Program Administrator, team pulled together the rehabilitation teachers to serve clients better. Interim Director Willeford added that this will increase the community-based trainings and to collaborate. The funding for this, the teachers will charge to the program that they will bill the time accordingly.
   8. Commissioner Hoenig asked about the customized employment, clarify this please. Competitive integrated employment, per individual needs and discovery is grounded in belief of developing who they are. Pulling in strengths, weakness, negotiate the position that meets the needs.
6. Approval of IDB Employee Handbook. Motion to approve the IDB Employee Handbook as presented. Commissioner Hoenig moved Commissioner Salger seconded, and the motion passed.
7. Approval of Individual Plan for Employment (IPE) Policy. Motion to approve the IPE Policy as presented. Commissioner Salger moved Commissioner Hoenig seconded, and the motion passed.
8. Consideration of Closed Session. Commissioner Hoenig inquired about holding a closed session. Ms. Eggers read paragraph 1a from the Code of Iowa, Section 21.5(1)(a) and 21.5(1)(j). Commissioner Hoenig moved to adjourn to closed session. Commission Chair Coleman seconded the motion. The motion passed unanimously.

The meeting adjourned into closed session at 12:34 p.m. The meeting entered closed session at 12:40 p.m.

On a motion by Commissioner Hoenig and seconded by Commission Chair Coleman to move out of closed session at 1:21 p.m. The motion passed unanimously.

On a motion by Commissioner Hoenig and seconded by Commission Chair Coleman to move into open session. The motion passed unanimously. The meeting entered open session at 1:23 p.m.

1. Closed Session –
   1. Gifts and Bequests #139 Commission Chair Coleman made the motion to approve grant and partial loan, and Commissioner Salger, seconded, and the motion passed unanimously.
   2. Gifts and Bequests #145 motion to approve this request. Commissioner Hoenig made the motion to approve this request as presented. Commission Chair Coleman seconded, and the motion passed unanimously.
   3. Gifts and Bequests #147 motion to denied as presented. Commission Chair Coleman made the motion to deny this request as presented. Commissioner Hoenig seconded, and the motion passed unanimously.
2. Adjournment – Commissioner Hoenig motioned to adjourn the meeting. Commissioner Salger seconded, and the motion passed. The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,

Sara Coleman, Chairperson

Iowa Commission for the Blind

Janice EggersSecretary to the Commission/ Executive Secretary

Iowa Department for the Blind

/jce