

*Fort Dodge Administration Office*

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[www.2nddcs.com](http://www.2nddcs.com)

## NOTICE OF OPEN MEETING

A meeting of the **Board of Directors** of the Second Judicial District Department of Correctional Services has been scheduled as follows:

Date: Friday, December 13, 2019  
Time: 9:30 AM  
Location: Hamilton County Courthouse  
2300 Superior Street  
Webster City IA

We will meet in the basement of the courthouse. The steps to basement or elevators are located inside the front doors.

**Inclement Weather** – If the board meeting is cancelled due to weather, a message will be left at:

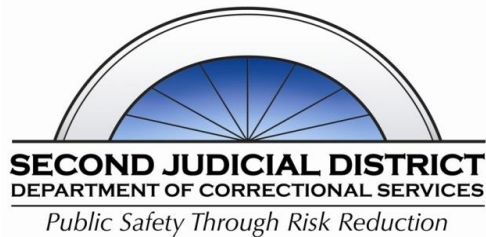
**(515)574-4021**

Please call this number before heading out if the weather is questionable. If the meeting has not been cancelled, you will hear the District Director's standard voicemail greeting. If the meeting is cancelled, a notice will be recorded with that information.

Distribution:

Email: Iowa Department of Corrections: Director Beth Skinner, CBC Deputy Director Sally Kreamer, Operations Deputy Director William Sperfslage, Fiscal Manager Steve Dick, Director of Research Sarah Fineran, Legislative Services Cathy Engel and 2<sup>nd</sup> Judicial District Department of Correctional Services Staff

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**BOARD OF DIRECTORS**  
**A G E N D A - REVISED**  
Friday, December 13, 2019

- I. Call to Order – Introductions**
- II. Formal Approval of Today’s Proposed Agenda**
- III. Requiring Action by the Board**
  - A. Approval of minutes from Board of Directors Meeting 9/20/2019 (*emailed previously*)
  - B. Personnel Policy L 14 Insurability Under Department’s Auto Insurance Policy (*emailed with agenda*)
  - C. Personnel Policy C 08 Reference and Background Checks (*emailed with agenda*)
- IV. Director’s Report – Amanda Milligan**
- V. Budget Update – Traci Nessa**
- VI. Board Business**
  - A. Mason City Office Business
    - 1. Mohawk Square Lease
    - 2. Tierney Agreement
    - 3. Washington Ave Lease
  - B. FY 2020 Table of Organization – midyear revision
  - C. FY 2020 Budget – midyear revision
  - D. Process for 2020 Nominating Committee
- VII. Pending Litigation - none**
- VIII. Other Business/Public Comment/Q&A for Board Members**
- IX. Schedule Next Meeting Date *Suggestion: Friday, March 20, 2020.***
- X. Adjournment**

Your attendance is welcome.

Pattee Yetmar, Secretary to the Board