BOARD OF DIRECTORS MEETING
UNAPPROVED Meeting Minutes
September 9, 2026

1. CALL TO ORDER

Chair Boettger called the meeting to order at 4:30 p.m.

2. ROLL CALL

MEMBERS PRESENT: Andrea Boettger, Jim Branstad, Marie Dranttel, Mike Laven, Christian Lilienthal, Patty O'Connor, Steve Rohlfing, Phil Schafer, Rob Wilkening

MEMBERS EXCUSED: Tom Loveall

OTHERS PRESENT: Jessica Beyer, Stephanie Hilpipre, Sarah Janovsky

There was a quorum.

3. APPROVAL OF AGENDA

The closed session related to labor negotiations was removed from the agenda as it was no longer needed.

Laven moved to approve the agenda. Wilkening seconded. Motion carried.

4. APPROVAL OF AUGUST 12, 2026, REGULAR MEETING MINUTES

Schafer moved to approve the August 12, 2026 Regular meeting minutes. Rohlfing seconded. Motion carried.

5. APPROVAL OF AUGUST 25, 2026, SPECIAL MEETING MINUTES

Wilkening moved to approve the August 25, 2026 Special meeting minutes. O'Connor seconded. Motion carried.

6. APPROVAL OF FINANCIALS

Staff reviewed monthly financial activity, grant revenues, and expenditures associated with the Thriving Communities Grant. Discussion included grant timelines and funding status.

Schafer moved to approve the financials as presented. Dranttel seconded. Motion carried.

7. GRANT/PROGRAM REVIEW

Staff reviewed current grants, contracts, and applications in progress, including potential agricultural assistance funding opportunities and updates on major grant activities. Extensive discussion occurred regarding the commercial kitchen project and food-related initiatives.

8. ACTION ITEMS

A. Approval of IT Service Contract Proposals

Staff presented a comparison of IT service providers, including cost analyses, insurance recommendations, and reference checks. Following discussion, the Board supported a local provider that met organizational cybersecurity and budgetary needs.

Lilienthal moved to approve the proposal presented by Computer Technology Solutions (CTS) at the Gemini service level. Branstad seconded. Motion carried.

B. Approval of Bylaws

Staff reviewed proposed bylaw revisions, including governance, committee structure, commissioner responsibilities, and code of conduct provisions. Significant discussion occurred regarding Board of Directors language, committee structure, and misconduct-related removal provisions. The Board agreed additional clarification was needed before Commission consideration.

It was further agreed that the proposed bylaws would be reviewed by the Budget & Personnel Committee at its September 16, 2026 meeting, with any recommended revisions brought forward prior to consideration by the Commission at its October meeting.

Lilienthal moved to recommend the Bylaws to the Commission for approval once clarification regarding Board-related provisions is completed. Branstad seconded. Motion carried, with Lilienthal noting concerns regarding commissioner responsibility and misconduct language.

C. Approval of Code of Conduct Policy

The Board reviewed the proposed standalone Code of Conduct Policy with minimal discussion.

Wilkening moved to present the Code of Conduct Policy as presented to the full Commission for approval. Schafer seconded. Motion carried.

D. Approval of Conflict-of-Interest Policy

The Board discussed policy acknowledgment requirements and signature documentation.

O'Connor moved to present the Conflict-of-Interest Policy, with the addition of signature and date lines, to the full Commission for approval. Dranttel seconded. Motion carried.

E. Approval of Legislative Updates to the RNDC Handbook

Staff reviewed employee handbook updates needed for compliance with current legal requirements, including leave and break policies. Discussion focused on statutory references and future handbook revisions.

Rohlfing moved to present the legal updates to the RNDC Handbook to the full Commission for approval. Schafer seconded. Motion carried.

9. REPORTS

Chair's Report – *Chair Boettger*

Chair Boettger reported on ongoing governance matters, labor negotiations, and anticipated bylaw review work, and the executive director search planning. Appreciation was expressed for Board and staff efforts during organizational transitions.

Interim Executive Director's Report – *Jessica Beyer*

Jessica Beyer provided updates on labor negotiations, the FY2025 audit process, IT contract review, grants and organizational operations. She also provided an update on the RLF position vacancy/recruitment. It was also noted that the audit remains in progress, with a draft report anticipated in the coming weeks that will be circulated to the Commission for approval ahead of the extended deadline with the Office of the State Auditor on September 30, 2026.

Finance Director's Report – *Stephanie Hilpipre*

Stephanie Hilpipre reported on audit-related work, accounting system cleanup, invoicing activities, revolving loan fund staffing needs, and fiscal host contract updates. Discussion included recruitment considerations for the Revolving Loan Fund position with Board member direction to seek Budget and Personnel Committee feedback at an upcoming meeting along with recommendations to post the position both internally and externally.

10. TOPICS FOR NEXT MEETING

Topics discussed for future meetings included food recovery initiatives, organizational structure considerations, regional program updates, and additional strategic presentations highlighting RNDC program impacts.

11. OTHER BUSINESS

Board members shared updates related to housing, food distribution efforts, family resource center planning, workforce challenges, building inspection shortages, food recovery initiatives, and community grant opportunities. Discussion occurred regarding the future role and sustainability of regional food recovery programming. Jessica Beyer noted that it would be beneficial for Tom to present on food rescue efforts to date to educate the Board and/or Commission on how the program has evolved as well as showcase current and next steps in working with counties, landfills, and new partners.

12. ADJOURNMENT

The meeting was adjourned at 6:11 p.m.