

**Clayton County Emergency Management Commission Minutes**  
**November 24, 2020**

**Call meeting to order**

Meeting was called to order at 1900 by Chairman Marcus Kahrs.

**Roll call of voting members**

Marcus Kahrs (Chair, St. Olaf), Sharon Keehner (BOS), Bill Frommelt (Guttenberg), Carrie Taylor (Volga), Nioka Schoeder (Garber), Dean Courtnage (Strawberry Point), Valerie Cromer (Garnavillo), Lacey Ludovissy (North Buena Vista), Sarah Moser (Secretary, EMA).

**Approval of Agenda**

Motion by Carrie Taylor to approve the agenda, second by Dean Courtnage, motion carried unanimously.

**Approval of past meeting minutes**

Motion by Dean Courtnage to approve the minutes, second by Nioka Schroeder, motion carried unanimously.

**Summary of work**

Sarah provided updates on the trainings, meetings, exercises, Multi Jurisdiction Hazard Mitigation Plan update and other events since the previous meeting.

**Draft Budget**

Sarah presented a rough draft of the budget for FY2022. She advised she will obtain more concrete numbers for FICA, IPERS, and healthcare from the Auditor's Office. Dean Courtnage suggested allocating an amount to update the radio in the EMA vehicle. Sarah will speak with Chad Werger (911 Coordinator) to see how much that would cost and add it to the draft.

**Damage Assessment policy/procedure**

Sarah sent out a draft of a policy/procedure for how municipalities would report and document damages. We briefly discussed the different apps that are currently available for reporting damages. Carrie Taylor, Nioka Schroeder, Valerie Cromer and Marcus Kahrs volunteered to work with Sarah to review the apps in more depth. We will then move forward with finalizing the policy/procedure and training on the selected app.

**Nominations for Vice Chair**

Carrie Taylor nominated Valerie Cromer for Vice Chair, second by Dean Courtnage, motion carried unanimously.

**Nominations for Secretary**

Valerie Cromer nominated Sarah Moser for Secretary, second by Dean Courtnage, motion carried unanimously.

**Meeting Schedule for 2021**

We will continue with the fourth Thursday of January, April, July and November. There may be a conflict with Economic Development dinner in July. We will evaluate when we are closer to that meeting.

**Open session/new business**

Discussion was held about the lack of substitute teachers available for schools. We discussed if we should help promote people obtaining their substitute teaching license or how we could best assist. Sarah will look into this further with Keystone AEA.

**Close of meeting**

Motion to adjourn by Dean Courtnage, second by Lacey Ludovissy, motion carried unanimously.

Meeting adjourned at 2006.

Respectfully submitted,  
Sarah Moser