

Dakota County Board of Commissioners
Monday, October 14, 2024 - 3:00 p.m.
County Board Meeting Room, First Floor
Dakota County Courthouse, Dakota City, Nebraska

Chair Hohenstein called the meeting to order at 3:00 p.m. Present at Roll Call: Hohenstein, Love, Van Berkum, Giese, Launsby. Absent: None. Also present was Kim Watson, County Attorney and Cherie Conley, County Clerk, acting as Board Secretary. The location of the Open Meetings Act was noted.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL – *Excused Absence*

A current copy of the *Open Meetings Act* is posted on the west wall near the entrance of the County Board Meeting Room and is available for review by all citizens in attendance.

The Dakota County Board of Commissioners reserves the right to adjust the order of items on this agenda if necessary.

1. PUBLIC COMMENT. The Board of Commissioners will hear comments about any item not on the agenda. The Chair has the discretion to limit the time of comment.
2. CONSENT AGENDA *Any individual item may be removed by a Commissioner for special discussion and consideration. Unless there is an exception, these items will be approved as one with a single vote of the Board of Commissioners.*
 - a. Approval of the previous meeting minutes – September 30, 2024
 - b. Approval of payroll claims for September 29 to October 12, 2024
 - c. Approval of payroll accounts payable claims
 - d. Approval of accounts payable claims
 - e. Approval of Clerk of District Court Cost Allocation Plan with Maximus for child support computation of indirect cost allocation rates.
3. NEW BUSINESS AND RESOLUTION
 - a. Board to make appointment for the vacancy in the Office of County Treasurer to complete the term of office ending 12/31/2026.
 - b. Board to approve removing previous County Treasurer, Dawn Bousquet, from all bank accounts and add the newly appointed County Treasurer to all bank accounts.
 - c. County Treasurer Office requesting Board approval of Resolution 24C-027 releasing pledged securities.
 - d. Theresa Grove, Director - Health Department, requesting Board to reappoint/appoint members to the Dakota County Board of Health for 3 year terms.
 - e. Theresa Grove, Health Department Director, Quarterly Health Department Report
 - f. Brett Langley, CEC, Likuwanta Project Manager, presenting updates on the project and requesting Board direction on some outstanding issues that have come to light (paving, electrical, public notices, septic lines).
 - g. Board to approve or not approve engine braking sign to be installed on the northbound lane of North Bluff Rd South of Hwy 20.
 - h. Board to discuss Rohde request that County pay Marx Dust Control invoice and decide course of action.
4. OLD BUSINESS AND MISCELLANEOUS
 - a. Jolene Gubbels, Highway Superintendent – Road Report
 - b. Board to appoint voting delegate and alternate for election of officers at the NACO Annual meeting on December 13, 2024.
 - c. Discuss and approve or deny project/s with monies from the American Rescue Plan Act (ARPA) relief funding.
 - Register of Deeds office requesting approval of new flooring – Curry Floor quote
 - Sheriff-Decker-High Resolution 360 Degree Camera – L-Tron quote
5. COMMISSIONER COMMITTEE REPORTS
6. MAIL AND/OR EMERGENCY BUSINESS
7. ADJOURNMENT

Chair Hohenstein called for Public Comment on any item not on the agenda. Chief Deputy Tim Decker and Lieutenant Penny Epting shared with the Board that they would like to see the deputy and jailer wages increase stating that Dakota County pay is the lowest in the area. Having are having trouble hiring employees. Dakota County is providing training and then they leave to go to Woodbury. Chair Hohenstein responded by saying we have a small county and tax base compared to other counties and cannot compete with Iowa. Lieutenant Epting informed that recruiting qualified employees is hard and they are being recruited at the trainings.

Chair Hohenstein called for approval of the consent agenda—(a) approval of the previous meeting minutes – September 30, 2024; (b) approval of payroll claims for September 29 to October 12, 2024; (c) approval of payroll accounts payable claims; (d) approval of monthly accounts payable claims(if any); (e) Approval of Clerk of District Court Cost Allocation Plan with Maximus for child support computation of indirect cost allocation rates. Commissioner Love moved, seconded by Commissioner Giese to approve the consent agenda items: a) approval of the previous meeting minutes – September 30, 2024; (b) approval of payroll claims for September 29 to October 12, 2024; (c) approval of payroll accounts payable claims; (d) approval of monthly accounts payable claims(if any); (e) Approval of Clerk of District Court Cost Allocation Plan with Maximus for child support computation

of indirect cost allocation rates. ROLL CALL VOTE: Love-Yes, Van Berkum-Yes, Giese-Yes, Launsby-Yes, Hohenstein-Yes. UNANIMOUS MOTION CARRIED.

Payroll: General Fund: Gross Salaries-\$181,315.55; Net Pay-\$129,619.24; Total Retirement-\$13,041.46; Total FICA-\$13,338.65; Health Plan-\$46,480.00; Dental Plan-\$1,660.00; Life Insurance-\$217.15; Robert Giese-\$1,200.60; Martin Hohenstein-\$1,246.75; Troy Launsby-\$1,000.60; Scott Love-\$1,200.60; Brian Van Berkum-\$1,200.60; Cherie Conley-\$2,487.80; Robin Hansen-\$1,519.21; Paola Ledesma-\$1,647.65; Kathy Abbe-\$1,502.40; Dawn Bousquet-\$2,487.80; Maria Garcia-\$1,346.40; Stephanie Gatzemeyer-\$1,725.61; Jalissa Hattig-\$1,501.60; Brenda Landaverde-\$1,420.00; Emily McNaughton-\$1,346.40; Debera Benton-\$1,540.00; Christy Abts-\$2,487.80; Melissa Collins-\$1,828.19; Joseph O'Neil-\$636.00; Karen Becerra-\$1,677.60; Katherine Wiltgen-\$2,487.80; Louvontree Hunter-\$3,527.63; Debra Jensen-\$1,781.60; Samantha Mitchell-\$1,378.40; Samantha Mitchell-\$32.31; Rodney Soole-\$2,163.00; Todd Uhl-\$2,100.00; Tammy Dunn Peterson-\$1,582.68; Angelica Antonio Flores-\$1,968.23; Shaun Bird-\$3,678.69; Timothy Decker-\$2,660.37; Brian Ellinger-\$2,690.03; Penny Epting-\$2,799.42; Brian Fernau-\$2,545.95; Tyler Fulkerth-\$2,480.80; Jeremy Gilpin-\$2,769.47; Martin Guerrero-\$2,543.20; Melvin Harrison III-\$2,692.67; Jason James-\$2,540.92; Kimberly Johnson-\$942.45; Jared Junge-\$2,516.80; Christopher Kleinberg-\$3,108.08; Jose Magana-\$4,480.96; Keaton Mueller-\$1,980.30; Gregory Nyhof-\$2,369.73; Jonathan Romo-Rodriguez-\$2,266.88; Mardi Schnee-\$1,384.80; Sarah Hammond-\$2,311.54; Shantel Krull-\$1,155.70; Melinda Sandvick (Wicks)-\$923.08; Debra Schmiedt-\$3,760.38; Kimberly Watson-\$3,884.44; Alexandra Wolf-\$1,273.00; Jacob Acero-\$1,766.76; Summer Adair-\$1,147.80; Shaelee Barreras-\$173.46; Dillon Blackbird Villacres-\$1,624.92; Rebecca Broer-\$1,889.17; Ismael Castro-\$1,415.52; Timathey Chamberlain-\$1,663.44; Charlotte Coleman-\$771.20; Ruby De La Torre-\$1,679.16; Adilene Delgadillo Alvarez-\$791.83; Elisabet DeRoin-\$2,346.05; Cody Epting-\$1,647.00; Rebekah Epting-\$1,647.00; Jennifer Fuentes-\$1,924.71; Jonathan Gray-\$1,928.92; Kara Groetken-\$1,787.20; McKenna Hammer-\$1,606.92; Todd Hammer-\$2,536.11; Adam Hough-\$1,824.68; Dustin Johnson-\$1,672.44; Terry Johnson-\$1,712.26; Brandon Long-\$1,890.37; Jennifer Marquez-\$1,890.37; Skyler Miner-\$1,810.40; Kelsey O'Neill-\$1,884.42; Jaime Perez-Rojas-\$770.04; Kimberly Peterson-\$1,830.67; Cesar Ponce Robles-\$1,147.80; Nathaniel Ramirez-\$1,606.92; Michele Rohde-\$1,712.79; Jeremy Russell-\$1,790.24; Jerry Santos-\$1,651.44; Alejandra Segura-\$770.36; Jennifer Svendsen-\$2,809.34; Armando Valerio-\$1,627.92; Randall Walsh-\$2,662.58; Deanna Hagberg-\$2,266.37; Jolene Gubbels-\$2,163.00; Jennifer Ankerstjerne-\$1,817.55; Theresa Grove-\$2,529.60; Johanna Marquez-\$1,331.20; Courtney Swick-\$1,510.81; Nicholas Nieman-\$2,499.89; **General Fund Employee:** Federal Tax-\$11,015.04; State Tax-\$6,075.45; Soc Sec-\$10,810.39; Medicare-\$2,528.26; Extra Fit-\$1,696.00; Extra Sit-\$425.00; Retirement-\$9,036.24; Health Plan-\$4,100.00; Dental Plan-\$588.00; Colonial Health-\$228.18; Sheriff Union Dues-\$510.00; Colonial Life/Disability-\$54.00; Deferred Comp-\$1,090.00; Garnishments-\$1,331.06; Flex Plan Medical-\$950.87; Flex Dependent Care-\$416.66; VSP Vision Prem-\$420.64; Legal Shield-\$128.64; Liberty Nat'l Pretax-\$112.07; Liberty Nat'l Post tax-\$41.97; VSP Vision Base-\$137.84; **Road Fund Employer:** Gross Salaries-\$20,008.52; Net Pay-\$14,143.23; Retirement-\$1,350.55; Total FICA-\$1,426.22; Health Plan-\$6,160.00; Dental Plan-\$220.00; Life Insurance-\$27.16; Chet Bottorff-\$1,906.76; Robert Hacker-\$1,960.80; Lance Jacobsen-\$2,246.40; Scott Jorgneson-\$962.40; David Kneiff-\$1,948.80; Kimon Litras-\$1,984.80; Dean Pallas-\$2,028.80; Colton Stallbaum-\$1,660.32; Gunner Stanwick-\$1,924.80; Jeffrey Stanwick-\$1,539.84; Scott Stolze-\$1,844.80; **Road Fund Employee:** Federal Tax-\$1,171.60; State Tax-\$639.35; FICA-\$1,155.89; Medicare-\$270.33; Extra Fit-\$25.00; Retirement-\$900.40; Health Plan-\$1,050.00; Dental Plan-\$105.00; Colonial Health-PreTax-\$38.23; Colonial Health L/D-\$35.10; Flex Plan Medical-\$108.69; Road Union Dues-\$220.00; VSP Vision Prem-\$40.59; Legal Shield-\$58.36; Liberty National PreTax-\$6.50; VSP Vision Base-\$40.25; **Health Planning Grant Employer 2502:** Gross Salaries-\$1,612.26; Net Pay-\$1,247.11; Retirement-\$108.83; Total FICA-\$123.34; Health Plan-\$560.00; Life Insurance-\$2.55; Chloe Coover-\$1,612.26; Health Planning Grant Employee 2502.; Federal Tax-\$108.46; State Tax-\$60.80; FICA-\$99.96; Medicare-\$23.38; Retirement-\$72.55; **Health Program Grant Employer 2504:** Gross Salaries-\$2,097.46; Net Pay-\$1,670.80; Retirement-\$118.58; Total FICA-\$157.65; Health Plan-\$560.00; Dental Plan-\$20.00; Life Insurance-\$2.55; Mohamud Ibrahim-\$340.66; Yesica Saldana Cisneros-\$1,756.80; **Health Program Grant Employee 2504:** Federal Tax-\$100.78; State Tax-\$52.51; FICA-\$127.77; Medicare-\$29.88; Retirement-\$79.06; Dental Plan-\$21.00; VSP Vision Base-\$15.66; **Juvenile Services Aid Employer 2507:** Gross Salaries-\$1,620.00; Net Pay-\$1,312.65; Retirement-\$109.35; Total FICA-\$120.39; Dental Plan-\$20.00; Life Insurance-\$2.55; Kristin Robinette-\$1,620.00; **Juvenile Services Aid Employee 2507:** Federal Tax-\$37.78; State Tax-\$30.03; FICA-\$97.57; Medicare-\$22.82; Retirement-\$72.90; Dental Plan-\$21.00; VSP Vision Prem-\$25.25;

Payroll Accounts Payable: General Fund: Collection Service Center, garnishment-\$564.45; Colonial Life & Accident, life insurance premium-\$282.18; Dental Account, premium-\$2,248.00; FSA Dep Care - \$416.66; FSA Medical - \$950.87; Health Plan, premium-\$50,580.00; Fraternal Order of Police #49, union dues-\$510.00; Federal Withholding, federal taxes-\$12,711.04; Globe Life Liberty, premium-\$154.04; Legalshield, premium-\$128.64; Life Insurance, premium-\$217.15; Nationwide Retirement Solutions, contributions-\$1,090.00; Nebraska Child Support, garnishments-\$766.61; Neb Dept of Revenue, state taxes-\$6,500.45; Ameritas Retirement, contributions-\$22,077.70; Social Security, FICA & MEDI-\$26,677.30; VSP, premium-\$558.48. **Road Fund:** Colonial Life & Accident, life insurance premium-\$73.33; Dental Account, premium-\$325.00; FSA Medical - \$108.69; Health Plan, premium-\$7,210.00; Federal Withholding, federal taxes-\$1,196.60; Globe Life Liberty, premium-\$6.50; Legalshield, premium-\$58.36; Life Insurance, premium-\$27.16; Neb Dept of Revenue, state taxes-\$639.35; Nebraska Public Empl Local 251, union dues-\$220.00; Ameritas Retirement, contributions-\$2,250.95; Social Security, FICA & MEDI-\$2,852.44; VSP, premium-\$80.84; **Insurance Fund 1275:** Mid-American Benefits-medical claims \$52,722.27; **Health Fund 2502:** Medical Account, premium-\$560.00; Federal Withholding, federal taxes-\$108.46; Life Insurance, premium-\$2.55; Neb Dept of Revenue, state taxes-\$60.80; Ameritas Retirement, contributions-\$181.38; Social Security, FICA & MEDI-\$246.68; **Health Fund 2504:** Dental Account, premium-\$41.00; Health Plan, premium-\$560.00; Federal Withholding, federal taxes-\$100.78; Life

Insurance, premium-\$2.55; Neb Dept of Revenue, state taxes-\$52.51; Ameritas Retirement, contributions-\$197.64; Social Security, FICA & MEDI-\$315.30; VSP, premium-\$15.66; **Juvenile Services Fund 2507**: Dental Account, premium-\$41.00; Federal Withholding, federal taxes-\$37.78; Life Insurance, premium-\$2.55; Neb Dept of Revenue, state taxes-\$30.03; Ameritas Retirement, contributions-\$182.25; Social Security, FICA & MEDI-\$240.78; VSP, premium-\$25.25.

Chair Hohenstein shared with the Board that 3 applicants for the County Treasurer position were interviewed by Brian Van Berkum, Debra Fergen, and himself. All 3 individuals interviewed very well with strong financial backgrounds. The interview committee recommends to the Board appointing Stephanie Gatzemeyer as the County Treasurer. Commissioner Love moved, seconded by Commissioner Launsby to approve appointing Stephanie Gatzemeyer as the County Treasurer to fill the vacancy and term ending December 31, 2026 at the same wage as currently being paid. ROLL CALL VOTE: Van Berkum-Yes, Giese-Yes, Launsby-Yes, Hohenstein-Yes, Love-Yes. UNANIMOUS MOTION CARRIED.

Commissioner Love moved, seconded by Commissioner Van Berkum to approve removing previous County Treasurer, Dawn Bousquet, from all bank accounts and add the newly appointed County Treasurer, Stephanie Gatzemeyer to all bank accounts. ROLL CALL VOTE: Giese-Yes, Launsby-Yes, Hohenstein-Yes, Love-Yes, Van Berkum-Yes. UNANIMOUS MOTION CARRIED.

Commissioner Love moved, seconded by Commissioner Van Berkum to approve Resolution 24C-027 releasing pledged securities with Union Bank & Trust, Cusip # 78442GKW5. ROLL CALL VOTE: Launsby-Yes, Hohenstein-Yes, Love-Yes, Van Berkum-Yes, Giese-Yes. UNANIMOUS MOTION CARRIED.

**RESOLUTION 24C-027
APPROVAL OF PLEDGED SECURITIES RELEASE**

WHEREAS, the County Treasurer may deposit in any bank, capital stock financial institution, or qualifying mutual financial institution of the county in which she is treasurer in excess of the amounts authorized in §77-2318 and guaranteed by the Federal Deposit Insurance Corporation (FDIC) plus the maximum amount of the bond given by such bank; and

WHEREAS, the following depository secures the deposits by giving security for excess funds as provided in the Public Funds Deposit Security Act as authorized in §77-2318.01:

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Dakota County, Nebraska, that **BANK FIRST** be permitted to Release the following securities, held in escrow by the Dakota County Treasurer (trustee) to secure deposits in the County in said bank, to wit:

Union Bank & Trust
Pledge Cusip # 78442GKW5
Amount \$950,000.00
Maturity Date 7/25/2039

Theresa Grove, Director - Health Department, request Board to reappoint/appoint members to the Dakota County Board of Health for 3 year terms. Commissioner Love moved, seconded by Commissioner Van Berkum to approve the request of Theresa Grove, Director - Health Department, to reappoint/appoint the following members to the Dakota County Board of Health for 3 year terms: Dr. Wentz, Dr. Matt Aitken, Vice President 11/15/24–11/15/2027, Doug Janssen 11/15/24–11/15/2027, Benita Yacevich 11/15/24–11/15/2027, Randy Groetken 7/12/2024–7/12/2027, Jean Hedquist, Secretary 7/12/2024–7/12/2027, Kristin Robinette, President 7/12/2024–7/12/2027, and Mary Wiltgen 7/12/2024–7/12/2027. ROLL CALL VOTE: Hohenstein-Yes, Love-Yes, Van Berkum-Yes, Giese-Yes, Launsby-Yes. UNANIMOUS MOTION CARRIED.

Theresa Grove, Health Department Director, gave the following Quarterly Health Department Report: Immunization Clinics have been extremely busy the last quarter vaccinating 385 children with 6 night clinics. There are a lot of children coming from Iowa. Continuing to work on grants. CDC Health Disparities grant is ending. The Covid Vaccination Support grant has been extended to June 30, 2025. Received a new grant that combines United Health Care and Nebraska Total Care in the amount of \$231,000 which started 4/1/2024 and ends on 6/30/2027. Working on a mental health grant for schools.

Brett Langley, CEC, Likuwanta Project Manager, informed that progress is moving along nicely. The temporary access road is done and being used. The first half of paving is scheduled for this week and the rest next week. Items needing some discussion and/or clarification from the Board: 1) paving homeowners driveways – the project was bid to pave to the homeowners property line and the homeowners will be responsible for the rest of their driveway if they choose. Board agreed to keep as is; 2) CEC will be responsible for putting together “door hangers” that will be distributed weekly or more often as things progress to the homeowners informing them of project updates. These notices will be signed coming from CEC, the Board and Steve Harris Construction and emailed to the Board to keep everyone informed; 3) Paving quantities – plans had an error saying more paving was going to be needed but less paving is needed. Could go with 8 inch paving instead of 7 inch. 7 inch paving is standard and sufficient for residential. This will result in about \$160,000 savings. The Board agrees to stay with the 7 inch paving as planned; 4) Electrical crossing issues have worked themselves out. NPPD recently took over this area and will be working on a solution; 5) Public Notices – confirming that these notices will be sent from CEC, the Board and Steve Harris on a weekly basis. The Board will be sent a copy of these notices. Board in agreement; 6) Septic issues – found out that there are 2 and up to 4 lines that cross the road, and CEC is working with homeowners and the septic company, Siouland Well Company, Dennis Walsh to try to locate these lines. Needing some direction on how to proceed. There were never any permits given for these septic lines by the County. Commissioner

Love questions if there is any recourse for this. Jolene Gubbels informed that the homeowners were not aware of this. Had the proper permits been issued then the homeowners would have been aware of the issue and the potential expenses. Mr. Langley suggests the county put concrete caps over the lines to help protect them and have some type of waiver to protect the county and the construction company signed by the homeowners. Options to keep the sewer lines from being exposed in the ditches: maybe a sump pump line/lift station and send lines lower under the street or relocate the drain fields. Commissioner Love recommends getting with the Road Department and attorney to discuss and get a waiver obtained to protect all parties. To keep progress going perhaps have a concrete cap put over the top of them the whole way in the ROW and protect them in place and cost would be approximately \$1000 each. Walt Beermann believes everyone on the road is on rural water. 7) Storm Sewer – one of the storm sewer lines that goes to the lake we have it going to the property line, but in doing that the last 10 to 15 feet of pipe are exposed because of the grade. If we take that pipe another 50 feet the grade would be lowered, and the pipe wouldn't be exposed, and the homeowner would have his yard back. The cost would be approximately \$5000 to \$6000.

Commissioner Hohenstein moved, seconded by Commissioner Giese to give CEC and the Steve Harris Construction the authority to put the concrete caps over the sewer lines to protect them and keep progress moving forward. ROLL CALL VOTE: Van Berkum-Yes, Giese-Yes, Launsby-No, Hohenstein-Yes, Love-Yes. MOTION CARRIED.

Commissioner Hohenstein moved, seconded by Commissioner Van Berkum to approve extending the storm water line to keep below the grade of the homeowner's yard. ROLL CALL VOTE: Giese-Yes, Launsby-No, Hohenstein-Yes, Love-Yes, Van Berkum-Yes. MOTION CARRIED.

Commissioner Van Berkum moved, seconded by Commissioner Giese to approve the Road Department installing an Engine Braking sign on the northbound lane of North Bluff Rd South of Hwy 20. ROLL CALL VOTE: Launsby-Yes, Hohenstein-Yes, Love-Yes, Van Berkum-Yes, Giese-Yes. UNANIMOUS MOTION CARRIED.

Walt Beerman from the public suggested the Board put the savings on Likuwanta drive into an escrow account for the Crystal Lake project.

Board to discuss Rohde request that County pay Marx Dust Control invoice and decide course of action. Commissioner Hohenstein stated he talked with Mr. Rohde and during the bridge repair project traffic went by his place. He usually puts 2 applications down, but only put one application down, he thought this was the 3rd one. This item is mute.

Jolene Gubbels, Highway Superintendent, gave the Road Report for September 29 to October 12, 2024. Total road maintenance-284 hours; Tree/debris removal-8 hours; mowing-9 hours; Road drag-24 hours; gravel hauling-119 hours and 50 tons hauled; sign repair/barricading-23 hours; weed spraying-9.75 hours. Working on S Avenue and the culvert on South Bluff Road is being installed this week.

Commissioner Hohenstein moved, seconded by Commissioner Giese to appoint Cherie Conley, County Clerk as voting delegate and Martin Hohenstein, Board Chair as alternate at the NACO Convention in December for NACO Officers for 2024. ROLL CALL VOTE: Hohenstein-Yes, Love-Yes, Van Berkum-Yes, Giese-Yes, Launsby-Yes. UNANIMOUS MOTION CARRIED.

Chief Deputy Tim Decker requesting Board approval to purchase with ARPA funds a L-Tron 360 camera which will help with crime scenes, car accidents, mapping out the schools, courthouse and much more. This camera would help with investigations and prosecutions. Commissioner Giese moved, seconded by Commissioner Love to approve the Sheriff Department's request to purchase the L-Tron Corporation OSCR360 High Resolution Camera for \$13,208.00 using ARPA funds. ROLL CALL VOTE: Love-Yes, Van Berkum-Yes, Giese-Yes, Launsby-Yes, Hohenstein-Yes. UNANIMOUS MOTION CARRIED.

Commissioner Love moved, seconded by Commissioner Van Berkum to approve the request for new flooring in the Register of Deeds office and the quote from Curry Floor for \$3,228.00 to be paid from using the ARPA funds. ROLL CALL VOTE: Van Berkum-Yes, Giese-Yes, Launsby-Yes, Hohenstein-Yes, Love-Yes. UNANIMOUS MOTION CARRIED.

Commissioner Committee Reports: None.

Mail/Emergency business: None

Commissioner Van Berkum moved to adjourn the meeting. All in favor. Chair Hohenstein adjourned the Board of Commissioners meeting of October 14, 2024 at 4:09 p.m.

Dakota County Board of Commissioners

Martin Hohenstein, Chair

Cherie Conley, County Clerk/Board Secretary