

Minutes of the NWIPDC Policy Council Meeting
November 23, 2015

The meeting was called to order by Vice-Chairman Steve Simons at 9:10 AM following the MAP-21 Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Dale Arends, Jon Kruse and Denny Weber
Clay County:	George Moriarty, Kristi Gross and Linda Swanson
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Schulte
Palo Alto County:	John Bird and Ed Noonan
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Steve Hallgren, Darren Bumgarner, Ryan McKinley, Val Bonney, Sherry Zinn, Cara Elbert, Jackie Huckfelt, NWIPDC staff, Paul Daniels, Northwest Bank and Dakin Schultz, IDOT.

The minutes of the October meeting were presented for approval. A motion was made by Schulte, seconded by Clayton, to approve the minutes. Motion carried.

Communications. None

The Treasurer's report for October reflected a cash balance of \$367,999.55. A motion was made by Bird, seconded by Moriarty, to approve the report as printed. Motion carried.

Kourousis stated that we had a new member and a visitor in the midst and introduced Dennis Weber from Buena Vista County and Paul Daniels from Northwest Bank.

The bills, paid since the last meeting, were presented for approval. With there being no questions, a motion was made by Bird, seconded by Arends, to approve the bills as written. Motion carried.

Old Business

1. WIA Report. Bonney reported that the Job Driven National Emergency Apprenticeship Grant is progressing. This is the grant that is focusing on apprenticeship opportunities within the region for dislocated workers. We have one individual in an active apprenticeship at this time with three more that have interviewed with employers for potential placement. We held an Apprenticeship open house on November 4th in honor of National Apprenticeship week. Approximately 40 people attended with roughly 30 employers represented. The open house was well received.

The Regional Workforce Development Board and Chief Elected Officials will attend a Workforce Board Training on December 17th from 9:00 a.m. to 3:00 p.m. The training will

focus on The Request for Proposals (RFP) process, selection of service provider process, the role and responsibilities of one-stop operators, updated Roberts Rules of Order, the Memorandum of Understanding (MOUs), and general role and responsibilities of Regional Workforce Development Boards. The presenter will be Mary Ann Lawrence. Mary Ann is the President and CEO of The Center for Workforce Learning. Mary Ann has extensive experience in workforce development with over 35 years at the local, state, and national levels.

Rembrandt Enterprises will have additional layoffs which will begin around December 23rd and continue through January 23rd. During the time that Rembrandt could not re-populate birds and continue operations, they were purchasing eggs from Europe. They had to have an entirely different process to break eggs due to the European laws around poultry processing. Eggs had to be broken by hand rather than machine for this European process. Rembrandt hired 49 temporary employees to be able to conduct this labor intensive process. Rembrandt is now ready to re-populate birds and will have completed the re-population by the end of December. They will also layoff an additional 42 workers but these layoffs are classified as temporary. Dates of layoff are also between December 23rd and January 23rd. They expect to recall these 42 workers between March and August, 2016. Recall will be in stages. We have tentatively determined that we would hold employee meetings in early January (possibly January 4th or 6th), but no official date has been set as of yet.

Bonney also reported that in the most recent Customer Service Satisfaction Survey Region 3-4 ranked #1 in all categories in both the Job Seeker and Employer surveys.

Swanson asked about the Access Points. Some discussion followed.

2. Planning Division Report. Hallgren reported that staff have been busy gearing up for the CDBG season. The Environmental Assessments have to be completed by January so it is fast approaching. Hallgren stated that it appears to be a little slower than usual for whatever reason.

Hallgren also stated that he has been fielding a lot of phone calls recently concerning Comprehensive Plans, Zoning Updates, Urban Renewal Plans, Revitalization Plans and Tax Abatements so feels that the staff will be busy next year working on these types of contracts.

There was some discussion concerning the Hazard Mitigation plans. As reported earlier, the money is about gone so each county needs to stay on top of their own plan as you need to have an update before it expires. The plans are only good for 5 years.

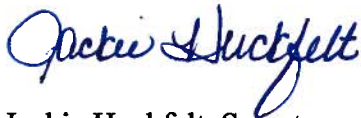
3. Contract Status Report. There were 3 contracts presented for informational purposes only.

New Business

1. Miscellaneous. Swanson wanted to discuss the traffic down by the Sioux Central School and her concerns. She stated that she has talked to the DOT three times with nothing. Kourousis told her that her next step would be to Petition the Commissioners. Some discussion followed.

With there being no more discussion, Kourousis stated that we typically don't have a December meeting. There was no opposition so the next meeting was set for January 21, 2016 at 9:00 AM. Bird made a motion, seconded by Kruse, to adjourn. Motion carried. Meeting adjourned at 9:45 AM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jackie Huckfelt". The signature is written in a cursive style with a large initial "J".

Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
12/31/15

CASH ON HAND 10/31/15	\$280,948.95
Receipts	177,617.25
Disbursements	214,230.63

CASH ON HAND 12/31/15	244,335.57
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Reimbursements to NWIPDC

WIA	89,846.20
EDA	8,447.97
SHIELD	17,313.29
HOUSING TRUST FUND	8,708.33
SCHOOL TO WORK	5,298.45
HAZMAT	21,680.16
CASH BALANCE 12/31/15	\$395,629.97

Check #	Date	Vendor	Description	Amount
275	11/27/2015	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,869.36
276	11/27/2015	Farmers Trust & Savings Bank	Payroll Taxes	\$8,020.89
277	11/27/2015	Iowa Public Employee Retirement	IPERS	\$8,770.11
278	11/27/2015	State of Iowa Treasurer	State Taxes	\$1,429.00
279	12/11/2015	Farmers Trust & Savings Bank	Payroll Taxes	\$8,025.15
280	12/11/2015	State of Iowa Treasurer	State Taxes	\$1,429.00
281	12/23/2015	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,869.36
282	12/25/2015	Farmers Trust & Savings Bank	Payroll Taxes	\$8,056.48
283	12/31/2015	Iowa Public Employee Retirement	IPERS	\$8,779.15
284	12/25/2015	State of Iowa Treasurer	State Taxes	\$1,435.00
285	1/8/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,954.47
286	1/8/2016	State of Iowa Treasurer	State Taxes	\$1,421.00
25607	11/27/2015	AFLAC	Insurance	\$507.40
25608	11/27/2015	American Society of Safety Engineers	Membership Dues-SHIELD	\$170.00
25609	11/27/2015	CenturyLink- LD	Conference Calls	\$286.37
25610	11/27/2015	Delta Dental of Iowa	Dental Insurance	\$821.68
25611	11/27/2015	Employment Connections	Contract Labor	\$1,366.20
25612	11/27/2015	Iowa Central Community College	Intro to Computers	\$200.00
25613	11/27/2015	Kansas City Life Insurance	Life Insurance	\$120.10
25614	11/27/2015	PDI	Membership Dues- Ted	\$320.00
25615	11/27/2015	Superior Vision Services, Inc	Vision Insurance	\$208.60
25616	11/27/2015	VISA	Tires-Van/ Travel/ Innovative Credit	\$1,199.71
25617	11/27/2015	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,210.53
25618	12/11/2015	Association of Iowa Workforce Partners	Local Board Training	\$2,625.00
25619	12/11/2015	Boji Information Systems	Consulting	\$576.00
25620	12/11/2015	Buena Vista County EMA	Hazmat Classes	\$2,652.52
25621	12/11/2015	Cara Elbert	Planner	\$19.69
25622	12/11/2015	Casey's General Stores	Gas	\$146.14
25623	12/11/2015	CenturyLink	Phones	\$381.47
25624	12/11/2015	Clay County Auditor	Rent/ Utilities	\$4,397.31
25625	12/11/2015	Erin Pingel	Travel	\$12.00
25626	12/11/2015	Graham Tire	Tires- Car	\$502.80
25627	12/11/2015	Iowa Workforce Development	WIOA Copier Lease	\$497.99
25628	12/11/2015	Michael Raner	Travel/ Cell Phone	\$394.81
25629	12/11/2015	Petty Cash	Miscellaneous	\$55.15
25630	12/11/2015	Spencer Municipal Utilities	Internet	\$70.00

25631	12/11/2015	Spencer Office Supplies	Toner/ Pocket Folders/ Ink Cartridges	\$176.70
25632	12/11/2015	Staci Kleinhesselink	Travel	\$72.45
25633	12/11/2015	Xerox Corporation	Copier Lease	\$1,393.85
25634	12/15/2015	North Star Mutual Insurance Co	NWRHTF- General Liability Insurance	\$562.00
25635	12/15/2015	Pitney Bowes Purchase Power	Postage for Meter	\$150.00
25636	12/15/2015	Reserve Account	Postage for Meter	\$1,000.00
25637	12/24/2015	Adair County EMA	Homeland Security Reimbursement	\$140.00
25638	12/24/2015	AFLAC	Insurance	\$507.40
25639	12/24/2015	Audubon County EMA	Homeland Security Reimbursement	\$386.24
25640	12/24/2015	Black Hawk County EMA	Homeland Security Reimbursement	\$160.00
25641	12/24/2015	Boji Information Systems	Dropbox/ Email Issues/ Consulting	\$781.00
25642	12/24/2015	Boone Co EMA	Homeland Security Reimbursement	\$160.00
25643	12/24/2015	Bremer County EMA	Homeland Security Reimbursement	\$598.00
25644	12/24/2015	Buena Vista County EMA	Homeland Security Reimbursement	\$270.68
25645	12/24/2015	Calhoun County EMA	Homeland Security Reimbursement	\$571.12
25646	12/24/2015	Carrie Turnquist	RWDB Travel	\$42.00
25647	12/24/2015	CenturyLink- LD	Conference Call- WIOA	\$56.04
25648	12/24/2015	Clarke County EMA	Homeland Security Reimbursement	\$160.00
25649	12/24/2015	Dallas County EMA	Homeland Security Reimbursement	\$290.00
25650	12/24/2015	David Swanson	RWDB Travel	\$16.27
25651	12/24/2015	Delaware County EMA	Homeland Security Reimbursement	\$377.28
25652	12/24/2015	Delta Dental of Iowa	Dental Insurance	\$821.68
25653	12/24/2015	Des Moines County EMA	Homeland Security Reimbursement	\$2,579.64
25654	12/24/2015	DGR Engineering	Professional Services	\$2,800.00
25655	12/24/2015	Dubuque County EMA	Homeland Security Reimbursement	\$377.28
25656	12/24/2015	Frank DeMilia	RWDB Travel	\$49.35
25657	12/24/2015	Franklin County EMA	Homeland Security Reimbursement	\$726.64
25658	12/24/2015	Fremont County EMA	Homeland Security Reimbursement	\$485.92
25659	12/24/2015	Greg VerSteeg	RWDB Travel	\$63.00
25660	12/24/2015	Guthrie County EMA	Homeland Security Reimbursement	\$150.00
25661	12/24/2015	Hancock County EMA	Homeland Security Reimbursement	\$834.64
25662	12/24/2015	Iowa County EMA	Homeland Security Reimbursement	\$268.64
25663	12/24/2015	Jackson County EMA	Homeland Security Reimbursement	\$575.83
25664	12/24/2015	Janet Dykstra	RWDB Travel	\$57.75
25665	12/24/2015	Jasper County EMA	Homeland Security Reimbursement	\$320.00
25666	12/24/2015	Johnson County Iowa EMA	Homeland Security Reimbursement	\$451.00
25667	12/24/2015	Jones County EMA	Homeland Security Reimbursement	\$485.92
25668	12/24/2015	Kansas City Life Insurance	Life Insurance	\$126.78

25669	12/24/2015	Kossuth County EMA	Homeland Security Reimbursement	\$726.48
25670	12/24/2015	Kristin Hanson	RWDB Travel	\$28.35
25671	12/24/2015	Marshall County EMA	Homeland Security Reimbursement	\$290.00
25672	12/24/2015	Matt Sonnenburg	Homeland Security Reimbursement	\$160.00
25673	12/24/2015	Michael Fowle	Homeland Security Reimbursement	\$160.00
25674	12/24/2015	Montgomery County EMA	Homeland Security Reimbursement	\$534.40
25675	12/24/2015	O'Brien County EMA	Homeland Security Reimbursement	\$406.40
25676	12/24/2015	Pocahontas County EMA	Homeland Security Reimbursement	\$283.20
25677	12/24/2015	Polk County EMA	Homeland Security Reimbursement	\$870.00
25678	12/24/2015	Quality Inn & Suites	Travel- Val	\$61.60
25679	12/24/2015	Ranae Sipma	RWDB Travel	\$21.00
25680	12/24/2015	Reva Arends	RWDB Travel	\$57.75
25681	12/24/2015	Ringgold County EMA	Homeland Security Reimbursement	\$492.70
25682	12/24/2015	Sac County EMA	Homeland Security Reimbursement	\$375.04
25683	12/24/2015	Spencer Office Supplies	Hanging Files/ Binding Combs	\$88.15
25684	12/24/2015	Story County EMA	Homeland Security Reimbursement	\$290.00
25685	12/24/2015	Sue Golwitzer	RWDB Travel	\$66.15
25686	12/24/2015	Superior Vision Services, Inc	Vision Insurance	\$208.60
25687	12/24/2015	Tama County EMA	Homeland Security Reimbursement	\$1,142.24
25688	12/24/2015	Tom Reis	Homeland Security Reimbursement	\$160.00
25689	12/24/2015	VISA	Oil Change/ Innovative Credit	\$185.10
25690	12/24/2015	Wapello County EMA	Homeland Security Reimbursement	\$874.64
25691	12/24/2015	Warren County EMA	Homeland Security Reimbursement	\$160.00
25692	12/24/2015	Wayne County EMA	Homeland Security Reimbursement	\$160.00
25693	12/24/2015	Williams & Company P.C.	Audit Charges	\$3,200.00
25694	12/24/2015	Woodbury County EMA	Homeland Security Reimbursement	\$381.60
25695	12/24/2015	Wright County EMA	Homeland Security Reimbursement	\$818.46
25696	1/8/2016	Emagine, LLC	Updates to Website	\$75.00
25697	1/8/2016	Erin Pingel	Travel	\$190.09
25698	1/8/2016	Iowa Workforce Development	WIOA Copier Lease	\$106.50
25699	1/8/2016	Iowa Workforce Development-UI	Unemployment Insurance	\$195.91
25700	1/8/2016	Michael Raner	Travel/ Cell Phone	\$691.06
25701	1/8/2016	Spencer Municipal Utilities	Internet	\$70.00
25702	1/8/2016	Spencer Office Supplies	Ink Cartridge- Plotter/ Postage Meter Ink	\$111.98
25703	1/8/2016	Staci Kleinhesselink	Travel	\$142.28

Check #	Date	Vendor	Description	Amount
287	1/19/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
288	1/22/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,743.00
289	1/29/2016	Iowa Public Employee Retirement	IPERS	\$8,729.57
290	1/22/2016	State of Iowa Treasurer	State Taxes	\$1,390.00
25704	1/22/2016	AFLAC	Insurance	\$555.38
25705	1/22/2016	Amber Nelson	Travel	\$137.20
25706	1/22/2016	Buchanan County EMA	Homeland Security Reimbursement	\$431.38
25707	1/22/2016	Casey's General Stores	Gas	\$146.87
25708	1/22/2016	CenturyLink	Phones	\$362.63
25709	1/22/2016	Cherokee County EMA	Homeland Security Reimbursement	\$377.28
25710	1/22/2016	Clay County Auditor	Rent/ Utilities	\$4,441.78
25711	1/22/2016	Cornwall, Avery, Bjornstad & Scott	Auditor Letter	\$87.50
25712	1/22/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
25713	1/22/2016	Dickinson County EMA	Homeland Security Reimbursement	\$323.52
25714	1/22/2016	Dustin Briggs	Homeland Security Reimbursement	\$130.00
25715	1/22/2016	Howard County EMA	Homeland Security Reimbursement	\$764.70
25716	1/22/2016	InterviewStream, LLC	WIOA Software License	\$2,150.00
25717	1/22/2016	Iowa Central Community College	Intro to Manufacturing Classes	\$3,200.00
25718	1/22/2016	Kansas City Life Insurance	Life Insurance	\$120.46
25719	1/22/2016	Keokuk County EMA	Homeland Security Reimbursement	\$516.16
25720	1/22/2016	Lyon County EMA	Homeland Security Reimbursement	\$160.00
25721	1/22/2016	Mahaska County EMA	Homeland Security Reimbursement	\$1,434.56
25722	1/22/2016	Marion County EMA	Homeland Security Reimbursement	\$290.00
25723	1/22/2016	Pitney Bowes, Inc	Postage Meter Lease	\$138.00
25724	1/22/2016	Polk County Housing Trust Fund	NWRHTF-Contracted Services	\$750.00
25725	1/22/2016	Shelby County EMA	Homeland Security Reimbursement	\$532.24
25726	1/22/2016	Spencer Office Supplies	Ink Cartridges/ Binders/ Envelopes	\$120.55
25727	1/22/2016	Story County EMA	Homeland Security Reimbursement	\$130.00
25728	1/22/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
25729	1/22/2016	Union County EMA	Homeland Security Reimbursement	\$160.00
25730	1/22/2016	United Parcel Service	Postage	\$13.21
25731	1/22/2016	VISA	CPR/ Innovative Credit/ Board Training	\$1,307.95
25732	1/22/2016	Wellmark Blue Cross Blue Shield	Health Insurance (2 months)	\$15,761.66
25733	1/22/2016	Xerox Corporation	Copier Lease	\$1,125.75

