



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
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AGENDA

Northwest Iowa Planning and Development Commission

June 30, 2016 9:00 AM *

Governmental Services Building Conference Room, 217 W 5th Street, Spencer, IA

1. MAP 21 Regional Planning Affiliation Meeting
 - I. Call Meeting to Order
 - II. Approval of Minutes
 - III. New Business
 1. Presentation of Draft 2017-2020 TIP
 2. STP Project Programming Discussion
 - IV. Open Discussion
 - V. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve May Minutes
 - III. Communications
 - IV. Treasurer's Report Through May
 - V. Approval of Bills Paid Since Last Meeting
 - VI. Old Business
 1. WIA Report
 2. Planning Division Report
 3. Contract Status Report
 - VII. New Business
 1. Amber Nelson Resignation
 2. Discussion and Approval of FY 2017 Budget
 3. Miscellaneous
 - VIII. Set Next Meeting Date and Adjournment

● Personnel Committee Meeting at 8:30 AM

NWIPDC Committees

2015-2016

EXECUTIVE

Denny Weber (B.V.)
George Moriarty (Clay Cities)
Clark Reekers (Dickinson)

Penny Clayton (Emmet Cities)
Merle Koedam (Lyon County)
Marjean Westerman (O'Brien)
Mike Schulte (Osceola Co)

John Bird (P.A. Cities)
Don Schreur (Sioux)

* Committee Changes

PERSONNEL

Jon Kruse (B.V.Cities)
Linda Swanson (Clay County)
Gregg Owens (Dickinson
Cities)

Tim Schumacher(Emmet Co)
Steve Simons (Lyon)
John Steensma (O'Brien)
Glenn Anderson(Osceola
Cities)

Edward Noonan (P.A County)
Duane Feekes (Sioux Cities)

EDA/CEDS

Dale Arends (B.V. County)
Kristi Gross (Clay)
W.C.Leupold (Dickinson Co)

James Jenson (Emmet)
Jordan Kordahl (Lyon Cities)
Jim Zeutenhorst (O'Brien)
Mike Earll (Osceola)

Open (Palo Alto)
Al Bloemendaal (Sioux County)

NWIPDC Officers

2015 – 2016

Chairman
Vice Chairman
Secretary/Treasurer

Tim Schumacher
Steve Simons
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
May 19, 2016

The meeting was called to order by Chairman Tim Schumacher at 9:00 AM. Present at the meeting were:

Buena Vista County:	Dale Arends and Dennis Weber
Clay County:	Linda Swanson
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Merle Koedam and Steve Simons
O'Brien County:	John Steensma
Osceola County:	Mike Schulte and Mike Earll
Palo Alto County:	John Bird
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Steve Hallgren, Darren Bumgarner, Carol Keizer, Cara Elbert, Val Bonney, Erin Pingel and Jackie Huckfelt, NWIPDC staff.

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

Communications. Kourousis stated that he received a notice that there is going to be an EDA conference held probably the end of July. This is our peer review year and they would like to coordinate the conference with the review. This is where people from other regions, along with EDA personnel, review our Economic Development effort as it pertains to our Comprehensive strategy. Kourousis stated that he and Hallgren will probably both make the trip to Denver.

The Treasurer's report for April reflected a cash balance of \$257,932.62. A motion was made by Clayton, seconded by Bird, to approve the report as printed. Motion carried.

The bills, paid since the last meeting, were presented for approval. A motion was made by Leupold, seconded by Bloemendaal to approve the bills as written. Motion carried.

Old Business

1. WIA Report. Bonney reported that the Region 3-4 Local Workforce Plan has been submitted in final form to the State. The new local plan goes into effect July 1st.

NWIPDC responded to the Request for Proposals for the WIOA Adult/Dislocated Worker and Youth Programs. The selection team has met to review and score proposals. NWIPDC was the only entity to submit a proposal in Region 3-4. The official Service Provider selection will occur on May 26th at the Regional Workforce Development Board meeting.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) will begin on June 6th. For this year's program, 111 youth are participating. Youth are eligible to earn high school and possibly college credit for this six week work experience.

We have received a letter of intent to contract for the Sector Partnership National Emergency Grant. The grant is now being operated by Iowa Workforce Development rather than Iowa Central Community College. The grant is opened up to all regions in the state. This grant will serve dislocated workers with an emphasis on work-based learning such as On-the-Job training, apprenticeship, Internship, etc. Some classroom training will be provided as well. NWIPDC will be hiring one additional staff to work with this grant. The grant will run through June 30, 2017 with the possibility of a one year extension.

2. Planning Division Report. Hallgren gave the following report:

- 1) CDBG awards were announced. Overall there were 7 projects funded in the NWIPDC region, of which NWIPDC staff assisted with the writing and submitting of 4 of these projects. Total grants awarded in our region amounted to \$2,132,181 out of the estimated \$19.6 million funded statewide. This accounts for about 10.9% of the funding statewide in our 9 county region. The following projects were funded:
 - a. Water/Sewer Projects –
 - i. City of Harris received \$170,000 grant for a \$420,500 project for improvements to the wastewater collection system to reduce I&I
 - ii. City of Spencer received \$600,000 grant for a \$2.1 million project for continuation of the city's sanitary/storm sewer separation project
 - iii. City of Marathon received \$237,000 grant for a \$1.25 million project for a new controlled discharge lagoon wastewater system
 - b. Housing Projects –
 - i. City of Everly received \$203,000 grant for the rehabilitation of 6 housing units
 - ii. City of Hartley received \$143,436 grant for the rehabilitation of 4 housing units
 - iii. City of West Bend received \$178,745 grant for the rehabilitation of 5 housing units
 - c. Community Facility Projects –
 - i. O'Brien County received \$600,000 grant for the purchase of 63 acres of property and buildings in support of a new therapeutic camp for children with mental and behavioral needs. This was one of only 3 community facility projects funded in the State.
- 2) Over the course of the next couple of month, there will be opportunities to apply for grant funds for trails projects. The following grant opportunities are available:
 - a. IDNR REAP program. Applications are due August 15th. This is a 100% grant funded program but very competitive. Cities under 5,000 are eligible to apply for up to \$75,000; cities 5,000-10,000 population are eligible to apply for up to \$100,000; and

cities over 10,000 in population are eligible to apply for up to \$125,000 in grant funding.

- b. Iowa DOT State Recreation Trails program. Applications are due July 1st. This grant is funded at 75% grant and 25% minimum local match requirement. This grant is intended to pay for the paving of new trail development – not trail maintenance.
 - c. Iowa DOT Federal Recreation Trails program. Applications are due October 1st. This grant is funded at 80% federal and 20% minimum local match requirement. Similar to the State Rec Trail grant, this grant will only pay for the paving of new trails.
- 3) I provided information pertaining to upcoming training opportunities for CDBG related projects. In June is an environmental training workshop related to HUD guidelines with the NEPA Act. Also in June is the CDBG recipient workshop for those projects that received funding this year. Darren and Carol will likely be going to the CDBG recipient workshop. In June is also an IEDA workshop on Affirmative Fair Housing and in July IEDA is sponsoring a workshop on Radon Testing and Mitigation for housing programs.
 - 4) Recently I learned that the Census Bureau released the 2015 population estimates for cities and counties in Iowa. I had an opportunity to quickly review our county numbers. The three counties of Dickinson, Lyon and Sioux appear to be adding population while the remaining counties in NWIPDC region are remaining stable or losing population. I will put together a report for next month's Board meeting showing the difference in population between 2010 and 2015 for the cities and counties in NWIPDC region.
3. Contract Status Report. Two contracts were presented for informational purposes only.

New Business

1. SPNEG Position Update. Bonney reported that we have received a letter of intent from the State of Iowa, Iowa Workforce Development, to contract for the SPNEG (Sector Partnership National Emergency Grant). Originally that grant was going to be administered by Iowa Central Community College but that has since changed and gone back to (IWD) administering the grant. The grant is now open to all regions in the State of Iowa. Originally we were one of five regions named in the grant. The grant was awarded due to the Avian Flu issue which didn't materialize so the grant has been rewritten. It is for Dislocated Workers with an emphasis on Workbase Learning. We will be hiring a full-time staff person to work with the grant. The contract will be through June of 2017 with likely a one year extension.
2. Iowa Job Honors Award. Kourousis introduced Amber Nelson, the DRC (Disability Resource Coordinator). Nelson was recently notified that a client of hers will be receiving an award and Kourousis asked her to come share it with the Policy Council. Nelson reported:

A client I have been working with for about three years is receiving the Iowa Job Honor award. This is an award that is in Iowa and Wisconsin and is going national. It is for people with significant barriers to employment and have overcome them to be successful in the workplace. The person I have been working with had a history of mental health issues and drug addiction. He was receiving Social Security Benefits. He started working part time at a manufacturing company. He didn't have a driver's license or a car, so he relied on the bus system. He decided that he wanted to work full time. We set up a fund so he could save some money to get a vehicle. While saving, he worked on getting his driver's license. After getting his car, he was able to take more hours at the manufacturing facility. He is now working full time, with benefits, entirely off of benefits. He will receive the award on June 14th in Sioux City. Some discussion followed. Bloemendaal stated that Hope Haven has been very active. Nelson stated that more job coaches are badly needed.

3. Miscellaneous. Kourousis wanted to inform the Board that Keizer and Zinn were involved in a fender bender in Estherville with the agency van. The van has been repaired and is back in service. The deductible was \$500.00. There were no injuries.

Kourousis stated that IARC (Iowa Association of Regional Councils) has been watching this over the past year. The Department of Labor has been flirting with their definition of what an exempt versus a non-exempt employee is. The traditional threshold has been, if you paid an employee at least \$25,000-\$26,000 you could consider them exempt and not have to pay them overtime for anything over 40 hours. This past week we received some new information from DOL stating that the new threshold will be \$47,476, starting 12/1/16. If they make more than that, obviously they would be considered exempt. We only have a couple employees that fall under that threshold at this time. Kourousis will discuss this with our agency attorney.

With there being no more discussion, Kourousis stated that Hugh Lively from RTA called and stated that their next meeting was going to be June 30, 2016 so asked if there was any opposition to having ours the same day. Hearing none, the next meeting was set for June 30, 2016 at 9:00 AM. Steensma made a motion, seconded by Earl to adjourn. Motion carried. Meeting adjourned at 9:38 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
5/31/16

CASH ON HAND 4/30/16	\$179,226.24
Receipts	144,179.99
Disbursements	103,473.90
 CASH ON HAND 5/31/16	 219,932.33

Reimbursements to NWIPDC

WIA	42,254.66
EDA	4,225.53
SHIELD	9,190.59
HOUSING TRUST FUND	5,244.07
SCHOOL TO WORK	26.86
HAZMAT	3,246.05
 CASH BALANCE 5/31/16	 \$284,120.09

Check #	Date	Vendor	Description	Amount
313	5/24/2016	Farmers Trust & Savings (HSA)	Insurance	\$3,016.34
314	5/27/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,852.24
315	5/27/2016	Iowa Public Employee Retirement	IPERS	\$8,869.70
316	5/27/2016	State of Iowa Treasurer	State Taxes	\$1,408.00
317	6/10/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,829.95
318	6/10/2016	State of Iowa Treasurer	State Taxes	\$1,405.00
319	6/22/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
320	6/24/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,892.32
321	6/24/2016	Iowa Public Employee Retirement	IPERS	\$8,889.98
322	6/24/2016	State of Iowa Treasurer	State Taxes	\$1,416.00
25875	5/27/2016	AFLAC	Insurance	\$555.38
25876	5/27/2016	Benjamin VanDonge	RWDB Travel	\$63.70
25877	5/27/2016	Boji Information Systems	Trend Micro Yearly Renewal	\$352.00
25878	5/27/2016	Carrie Turnquist	RWDB Travel	\$39.20
25879	5/27/2016	CenturyLink- LD	Conference Calls- WIOA/NWIRHTF	\$492.70
25880	5/27/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
25881	5/27/2016	DGR Engineering	Professional Services	\$2,800.00
25882	5/27/2016	Greg VerSteeg	RWDB Travel	\$58.80
25883	5/27/2016	Iowa Lakes Community College	Hazardous Materials Classes	\$1,550.00
25884	5/27/2016	Iowa Workforce Development	WIOA Copier Lease/ DEI IT Support	\$3,508.45
25885	5/27/2016	Janet Dykstra	RWDB Travel	\$53.90
25886	5/27/2016	Kansas City Life Insurance	Life Insurance	\$120.46
25887	5/27/2016	Kristin Hanson	RWDB Travel	\$30.38
25888	5/27/2016	Lee Beem	RWDB Travel	\$24.50
25889	5/27/2016	Lisa Washington	RWDB Travel	\$48.02
25890	5/27/2016	Michael Raner	Travel/ Cell Phone	\$677.71
25891	5/27/2016	Northwest Iowa Community College	Hazmat Awareness/ HM Refresher	\$1,575.00
25892	5/27/2016	Petty Cash	Miscellaneous	\$62.20
25893	5/27/2016	Pitney Bowes, Inc	Postage Meter Lease	\$138.00
25894	5/27/2016	Preservation Works, LLC	Determination of National Register	\$540.50
25895	5/27/2016	Quality Inn & Suites	Travel- Tammie	\$61.60
25896	5/27/2016	Ranae Sipma	RWDB Travel	\$21.56
25897	5/27/2016	Reva Arends	RWDB Travel	\$53.90
25898	5/27/2016	Spencer Office Supplies	Pens/ Binders/ Print Cartridges	\$48.77
25899	5/27/2016	Staci Kleinhesselink	Travel	\$27.78
25900	5/27/2016	Sue Golwitzer	RWDB Travel	\$44.10
25901	5/27/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60

25902	5/27/2016	United Parcel Service	Postage	\$13.11
25903	5/27/2016	Vern Nelson	RWDB Travel	\$52.92
25904	5/27/2016	VISA	CPR/Oil Change	\$432.10
25905	5/27/2016	Wellmark Blue Cross Blue Shield	Insurance	\$7,880.83
25906	6/10/2016	Amber Nelson	Travel	\$37.73
25907	6/10/2016	Boji Information Systems	Consulting	\$120.00
25908	6/10/2016	Carol Keizer	Travel	\$32.50
25909	6/10/2016	Casey's General Stores	Gas	\$161.31
25910	6/10/2016	Clay County Auditor	Rent	\$3,936.92
25911	6/10/2016	Daily Reporter/NW Iowa Shopper	Minute Publication	\$12.90
25912	6/10/2016	Iowa Illinois Safety Council	Membership Dues	\$395.00
25913	6/10/2016	Jonathon Hintz	Inspection Fees	\$1,500.00
25914	6/10/2016	June Goldman	RWDB Travel	\$22.44
25915	6/10/2016	Michael Raner	Insurance Deductible	\$500.00
25916	6/10/2016	Postmaster	PO Box Rent	\$112.00
25917	6/10/2016	Spencer Municipal Utilities	Internet	\$70.00
25918	6/10/2016	Spencer Office Supplies	MICR Toner	\$102.99
25919	6/10/2016	Staci Kleinhesselink	Travel	\$65.66
25920	6/10/2016	Tammie Galles	Travel	\$31.10
25921	6/10/2016	Tom Reis	Homeland Security	\$160.00
25922	6/10/2016	Val Bonney	Travel	\$148.14
25923	6/10/2016	Xerox Corporation	Copier Lease	\$863.75
25924	6/24/2016	AFLAC	Insurance	\$555.38
25925	6/24/2016	Carol Keizer	Travel	\$20.45
25926	6/24/2016	CenturyLink	Phones	\$380.92
25927	6/24/2016	Clay County Auditor	Utilities	\$421.12
25928	6/24/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
25929	6/24/2016	Iowa Lakes Community College	Word/Excel/ Computer Literacy	\$710.40
25930	6/24/2016	Iowa Workforce Development	WIOA Copier Lease	\$141.50
25931	6/24/2016	Kansas City Life Insurance	Life Insurance	\$120.46
25932	6/24/2016	Professional Rescue Innovation	HM Awareness	\$600.00
25933	6/24/2016	Quality Inn & Suites	Travel- Val	\$61.60
25934	6/24/2016	Spencer Office Supplies	Paper/Printer Ink	\$1,005.04
25935	6/24/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
25936	6/24/2016	VISA	CPR/Innovative Credit/Van Deductible	\$913.00
25937	6/24/2016	Wellmark Blue Cross Blue Shield	Insurance	\$7,880.83

Policy Council - Job Training Division Report

June 2016

Several of the training division staff attended the WIOA Joint Partner Conference, entitled One Door Many Paths. Roughly 500 people were in attendance at the Prairie Meadows Conference Center in Altoona. This is the first joint partner conference held in Iowa. For our 10 state Department of Labor region, Iowa was the first to hold a joint partner conference around WIOA.

NWIPDC has contracted with Employment Connections to hire Kristen Larsen as temporary staff. Kristin will work with the Sector Partnership National Emergency Grant. The grant is being administered by Iowa Workforce Development. This grant will serve dislocated workers with an emphasis on work-based learning such as On-the-Job training, apprenticeship, Internship, etc. Some classroom training will be provided as well. The grant will run through June 30, 2017 with the possibility of a one year extension.

Erin Pingel who currently works with the Job Driven National Emergency Grant will transition to the Disability Resource Coordinator (DRC) Position when Amber Nelson, the current DRC leaves her position on July 13th. Erin is excited to begin her new duties as the DRC for the Disability Employment Initiative.

NWIPDC is currently working with Employment Connections to hire a temporary staff person to work with the Job Driven National Emergency Grant.

June 22, 2016

Northwest Iowa Planning and Development Commission
217 W 5th Street
Spencer, Iowa 51360

Please accept this letter as a formal resignation for my position as the Disability Resource Coordinator at Northwest Iowa Planning and Development Commission. My last day will be July 13, 2016.

Thank you so much for the opportunity to work in this position for the past three years. I have learned so much from this employment and will truly miss everyone.

During my last three weeks, I'll do everything possible to wrap up my duties and train other employees. Please let me know if there is anything else I can do to aid in this transition.

Sincerely,

A handwritten signature in black ink that reads "Amber Nelson". The signature is written in a cursive, flowing style.

Amber Nelson