



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

**Northwest Iowa Planning and Development Commission
April 21, 2016 9:00 AM
Governmental Services Building Conference Room, 217 W 5th Street,
Spencer, IA**

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

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
March 17, 2016

The meeting was called to order by Chairman Tim Schumacher at 9:14 AM following a MAP-21 meeting. Present at the meeting were:

Buena Vista County:	Jon Kruse and Dennis Weber
Clay County:	George Moriarty and Paul Daniels
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher and Jim Jenson
Lyon County:	Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte and Mike Earll
Palo Alto County:	Ed Noonan
Sioux County:	Al Bloemendaal

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

The minutes of the February meeting were presented for approval. A motion was made by Weber, seconded by Earll, to approve the minutes. Motion carried.

Communications. Kourousis stated that we received an invitation to apply for the yearly EDA grant about 10 days ago so he has been working on that application. The amount is slightly higher this year at \$66,000 and is due tomorrow.

The Treasurer's report for February reflected a cash balance of \$276,422.19. A motion was made by Schulte, seconded by Jenson, to approve the report as printed. Motion carried.

The bills, paid since the last meeting, were presented for approval. Bloemendaal questioned the payment for Dr. Mark Grey. Huckfelt explained that he was the trainer for an IWD/WIOA Inservice Training. With there being no other questions, a motion was made by Moriarty, seconded by Noonan 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 draft form to the State for review. The plan is published for 30 day comment, which ends on April 10th. The Region 3-4 Workforce Development Board and Chief Elected Officials will meet on Thursday, March 24th and hold a public hearing. The State will likely suggest revisions which will need to be done by April 18th. The Regional Workforce Board will meet by conference call on April 27th to adopt the local plan with suggested changes so the plan can be submitted by May 1st.

The Request for Proposals for the WIOA Adult, Dislocated Worker and Youth Program has been received and is due April 8th. The agency will be responding to both the Adult/DW and the Youth proposals in the hopes of continuing as the WIOA Service Provider for all three programs. The Service Provider selection will occur in May.

The Region has not received an official contract for the Sector Partnership National Emergency Grant. Iowa Central Community College is serving as the project operator for this grant. We do have an individual in mind for the one FTE associated with this grant, but cannot proceed until we have the official contract.

2. **Planning Division Report.** Hallgren reported that he received an email from Scott Wynia stating that the City of Sheldon would be receiving a CAT grant from the State for approximately \$850,000 for their new Event Center. Hallgren helped write that grant and feels that it will be a good project. Hallgren also stated that the program is still up and running and gets about \$5 million dollars appropriated each year. The next deadline is around July 1st.

Hallgren also reported that Buena Vista County has been approved for funding for an update to their County wide Hazard Mitigation Plan. We have also recently submitted applications for Lyon/ Clay and Dickinson Counties to update their plans. We are hoping to space them out to help with the work load.

Hallgren mentioned that there has been a project in the hopper for 3-4 years for an infrastructure project in the City of Spencer with generators that is finally moving forward.

Lastly, Hallgren mentioned that there is a Planning & Zoning Workshop sponsored by ISU Extension at Arrowwood Resort at the Lakes on March 21st and another one at Bev's on the River in Sioux City on April 11th. Moriarty stated that he has attended previously and it is a very good conference.

3. **Contract Status Report.** None

New Business

1. **Nominating Committee Report.** The Committee reported that it was their recommendation that all positions remain the same for another year.
2. **Adopt Depository Resolution.** Kourousis stated that it was time to adopt the Depository Resolution for another year. There were no changes in the plan from last year. We have always done all of our banking with Farmers Bank so that's the only Resolution needed. Kourousis introduced Resolution Number 2016-1. A motion was made by Jenson and seconded by Kruse to adopt the resolution. Motion carried. Depository Resolution for 2016 was adopted.

3. Discussion of Planning Position. Kourousis stated that we had hired a Planning Intern, Ryan McKinley, last summer and hoped that it would work into a full-time position but unfortunately, he chose to go back to Central Iowa. We are still about 1 ½ positions down and are really in need of another Planner. The position has been advertised but only 2 resumes have been received to date. Some discussion followed.

4. Miscellaneous. Kourousis mentioned that we are still in the annual CDBG review process for our regional applications. The committee consists of Penny Clayton, Jim Patrick and Mark White (City of Spencer) so we will be meeting in the next couple weeks to do that review.

With there being no more discussion, the next meeting was set for April 21, 2016 at 9:00 AM. Leupold made a motion, seconded by Bloemendaal, to adjourn. Motion carried. Meeting adjourned at 9:35 AM.

Respectfully submitted,

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

Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
3/31/16

CASH ON HAND 2/29/16	\$213,686.44
Receipts	104,806.01
Disbursements	92,758.94
 CASH ON HAND 3/31/16	 225,733.51

Reimbursements to NWIPDC

WIA	37,389.05
EDA	2,813.88
SHIELD	8,539.94
HOUSING TRUST FUND	3,222.68
SCHOOL TO WORK	1,546.02
 CASH BALANCE 3/31/16	 \$279,245.08

Check	Date	Vendor	Description	Amount
303	4/1/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,794.37
304	4/1/2016	State of Iowa Treasurer	State Taxes	\$1,398.00
305	4/15/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,847.76
306	4/15/2016	State of Iowa Treasurer	State Taxes	\$1,408.00
25813	3/25/2016	CenturyLink- LD	Conference Calls	\$340.01
25814	3/25/2016	Iowa Workforce Development Foundation	Conference Registrations	\$300.00
25815	3/25/2016	Quality Inn & Suites	Travel- Val	\$61.60
25816	3/25/2016	Spencer Office Supplies	Paper/Pens/Binders/Misc	\$504.95
25817	3/25/2016	United Parcel Service	Postage	\$10.12
25818	3/25/2016	VISA	Car Washes	\$22.00
25819	4/1/2016	Clay County Auditor	Rent	\$3,936.92
25820	4/1/2016	Iowa Workforce Development	WIOA Copier Lease	\$101.50
25821	4/1/2016	Iowa Workforce Development-UI	Unemployment Insurance	\$1,242.64
25822	4/1/2016	Petty Cash	Board Meetings/Postage	\$53.74
25823	4/1/2016	Spencer Municipal Utilities	Internet	\$70.00
25824	4/1/2016	Spencer Office Supplies	Labels/ Binders	\$79.45
25825	4/1/2016	Val Bonney	Travel	\$35.07
25826	4/15/2016	Amber Nelson	Travel	\$30.94
25827	4/15/2016	Cara Elbert	Travel	\$64.19
25828	4/15/2016	Casey's General Stores	Gas	\$174.46
25829	4/15/2016	CenturyLink	Phones	\$367.13
25830	4/15/2016	Clay County Auditor	Utilities	\$544.39
25831	4/15/2016	DGR Engineering	Professional Services	\$1,400.00
25832	4/15/2016	Iowa Central Community College	Intro to Computers	\$200.00
25833	4/15/2016	Iowa Lakes Community College	Hazmat Operations Refresher	\$775.00
25834	4/15/2016	Jonathon Hintz	Inspections- Rock Rapids FEMA	\$900.00
25835	4/15/2016	Postmaster	6 Boxes Stamped Envelopes	\$1,626.30
25836	4/15/2016	Professional Rescue Innovation	Hazmat Refresher	\$1,200.00
25837	4/15/2016	Staci Kleinhesselink	Travel	\$67.62
25838	4/15/2016	Val Bonney	Travel	\$82.32
25839	4/15/2016	Xerox Corporation	Copier Lease	\$956.85

Policy Council - Job Training Division Report

April 2016

The Region 3-4 Local Workforce Plan was submitted in draft form to the State for review. The State has returned comments. The suggested revisions will be completed by the core partners. The Regional Workforce Board will meet by conference call on April 27th to adopt the local plan with suggested changes so the plan can be submitted as final. The date for final submission has been extended to May 13th.

NWIPDC responded to the Request for Proposals for the WIOA Adult/Dislocated Worker and Youth Programs. The selection team will be meeting April 15th 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 in May.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) will begin on June 6th. Typically 100 youth are served each year. For this year's program, 163 youth have applied. Youth are eligible to earn high school and possibly college credit for participating in this six week work experience.

