



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

Northwest Iowa Planning and Development Commission

October 20, 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 September Minutes
 - III. Communications
 - IV. Treasurer's Report Through September
 - 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. Title VI Assurance Adoption
 2. Miscellaneous
 - VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2015-2016

EXECUTIVE

Dennis 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)
Ai 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
September 22, 2016

The meeting was called to order by Chairman Tim Schumacher at 9:17 AM following a short FAST-Act Regional Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Jim Patrick
Clay County:	George Moriarty and Linda Swanson
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Tim Schumacher
Lyon County:	Merle Koedam and Steve Simons
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Earl and 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, Angela McCaulley, Cara Elbert and Jackie Huckfelt, NWIPDC staff.

FY 2016 Audit Discussion. Kourousis introduced Ebony Rahe, auditor for Williams & Company. Rahe presented the FY 2016 Audit. Rahe handed out a copy and discussed the representation letter. She stated that there was nothing material in there and that there were no disagreements between their staff and ours. Rahe thanked Kourousis, Huckfelt and the staff for their cooperation during the audit.

Rahe went through the audit and compared the differences between this year and last and explained why. There were no questions.

Rahe told the Board that, in her opinion, the Management Discussion and Analysis written by Kourousis was the best and most informative part of the audit as far as explaining what went on with the agency throughout the year.

After some discussion, a motion was made by Bloemendaal and seconded by Koedam to approve the audit as presented. Motion carried. Schumacher thanked Rahe for her presentation.

The minutes of the August meeting were presented for approval. A motion was made by Leupold, seconded by Patrick to approve the minutes. Motion carried.

Communications. Kourousis stated that he had been informally notified that 2 REAP grants have been approved for our area. A park in Storm Lake in the amount of \$65,000 and a trail in Spencer in the amount of \$125,000.

The Treasurer's report for August reflected a cash balance of \$507,408.86. A motion was made by Moriarty, seconded by Noonan, to approve the report as printed. Motion carried.

The bills, paid since the last meeting, were presented for approval. The bills for Homeland Security Expenses were questioned. Elbert explained. A motion was made by Swanson, seconded by Schulte to approve the bills as written. Motion carried.

Old Business

1. WIA Report. Bonney wasn't able to attend the meeting as she was preparing for the RWDB meeting but prepared the following report:

The Region 3-4 RWDB/CEO boards will meet today at 9:30 a.m. The board will hear reports on the WIOA Core Partners, IowaWORKS integration statistics, WIOA Participant expenditures, WIOA Performance for 3rd quarter, the Quality Assurance Review and Job Driven NEG monitoring, an update on sector partnerships, PROMISE JOBS, and the Supervised Career Preparation Program. Both the RWDB and the CEO Boards will hold election of officers.

The Region 3-4 Core Partners met on August 30th to plan the agenda for the joint partners in-service to be held on October 10th. The agenda will include presentations on Disability Sensitivity, Technology for the Vision Impaired, ALICE (Asset Limited, Income Constrained, and Employed) and Community Employment/Customized Employment.

The IowaWORKS membership statistics for the month of July 2016 indicate that 159 individuals became new members. The average monthly new members in 2015 were 212. The total number of members receiving services in July 2016 was 809.

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

Hallgren stated that the Planning staff would be attending upcoming training workshops in the Des Moines area the following week. Specifically, the training opportunities are a Labor Standards (Davis-Bacon wage compliance) training and an IEDA CDBG application workshop.

Hallgren also mentioned to the Board that based on previous discussions with the Board about new federal procurement regulations for all federally funded projects, Hallgren wanted to clarify a couple of points. Specifically, after speaking with IEDA officials, it was determined that at least for HUD funded projects, if the applicant removes all engineering costs from the project altogether and these costs are not listed in the application or project budget, the applicant would not be required to follow the new federal procurement regulations, since no federal funding is being used for the activity being procured. Hallgren then answered questions from Board members regarding the procurement process.

Hallgren provided a brief update on new contracts for zoning and nuisance abatement. Hallgren indicated that the agency has contracted with the City of Okoboji and Lyon County to provide zoning administration services. Also, NWIPDC has contracted with the City of Alton to provide Tree Trimming Ordinance administration and enforcement services for the community.

3. Contract Status Report. One contract was presented for informational purposes only.

New Business

1. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for October 20, 2016 at 9:00 AM. Noonan made a motion, seconded by Steensma 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
9/30/16

CASH ON HAND 8/31/16	\$436,088.92
Receipts	130,390.60
Disbursements	247,623.42
 CASH ON HAND 9/30/16	 \$318,856.10

Reimbursements to NWIPDC

WIA	55,201.41
EDA	9,649.05
SHIELD	13,013.64
HOUSING TRUST FUND	6,767.08
SCHOOL TO WORK	1,228.96
HAZMAT	84,621.83
EDA-RLF	25.00
 CASH BALANCE 9/30/16	 \$489,363.07

Check #	Date Paid	Vendor	Description	Amount
340	9/26/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
341	9/30/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$8,227.39
342	9/30/2016	Iowa Public Employee Retirement	IPERS	\$13,614.48
343	9/30/2016	State of Iowa Treasurer	State Taxes	\$1,518.00
344	10/14/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,992.74
345	10/14/2016	State of Iowa Treasurer	State Taxes	\$1,461.00
26056	9/30/2016	AFLAC	Insurance	\$555.38
26057	9/30/2016	Benjamin VanDonge	RWDB Travel	\$54.88
26058	9/30/2016	Boji Information Systems	Consulting	\$168.00
26059	9/30/2016	Cara Elbert	Travel	\$18.17
26060	9/30/2016	Carrie Turnquist	RWDB Travel	\$39.20
26061	9/30/2016	David Swanson	RWDB Travel	\$14.70
26062	9/30/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
26063	9/30/2016	Employment Connections	Contract Labor- Kristin/ Erica	\$4,398.24
26064	9/30/2016	ESRI, Inc	ArcView Maintenance	\$400.00
26065	9/30/2016	IMTC	Homeland Security Class	\$44,600.00
26066	9/30/2016	Insurance Associates	Agency Insurance	\$7,505.00
26067	9/30/2016	Iowa Lakes Community College	Hazmat Classes	\$775.00
26068	9/30/2016	Janet Dykstra	RWDB Travel	\$53.90
26069	9/30/2016	Kansas City Life Insurance	Life Insurance	\$111.35
26070	9/30/2016	Kristin Hanson	Travel	\$27.44
26071	9/30/2016	Lee Beem	RWDB Travel	\$24.50
26072	9/30/2016	NFPA	Homeland Security Expenses	\$14,745.00
26073	9/30/2016	Northern Safety Co, Inc	SHIELD Supplies	\$60.24
26074	9/30/2016	Northwest Iowa Community College	Hazmat Classes	\$750.00
26075	9/30/2016	Ranae Sipma	RWDB Travel	\$20.58
26076	9/30/2016	Reva Arends	RWDB Travel	\$49.00
26077	9/30/2016	Spencer Office Supplies	Storage Boxes/Print Cartridges	\$163.19
26078	9/30/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
26079	9/30/2016	United States Liability Insurance Co	D & O Liability Insurance	\$3,100.00
26080	9/30/2016	Vern Nelson	RWDB Travel	\$52.92
26081	9/30/2016	VISA	Drop Box/ Tire Repair/ CPR	\$473.61
26082	9/30/2016	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,510.11
26083	9/30/2016	Xerox Corporation	Copier Lease	\$547.19
26084	10/14/2016	Advanced Systems- Lease	Copier Lease	\$489.50
26085	10/14/2016	Association of Iowa Workforce Partners	IARC Membership Dues	\$1,200.00
26086	10/14/2016	Auditor of State	Audit Filing Fees	\$175.00

26087	10/14/2016	Blackbaud	Software Maintenance	\$2,731.58
26088	10/14/2016	Casey's General Stores	Gas	\$276.10
26089	10/14/2016	CenturyLink	Phones	\$380.19
26090	10/14/2016	Clay County Auditor	Rent x 2/ Utilities	\$8,411.09
26091	10/14/2016	Educational Resources, Inc	SHIELD DVD Rental	\$169.00
26092	10/14/2016	Employment Connections	Contract Labor- Kristin/ Erica	\$6,843.55
26093	10/14/2016	Insight Learning Foundation-MN	Website Subscription	\$153.97
26094	10/14/2016	Insurance Associates	Fidelity Bond/ Student Insurance	\$846.50
26095	10/14/2016	Iowa Association of Regional Councils	IARC Dues	\$3,550.00
26096	10/14/2016	Iowa Workforce Development	DEI IT Support/ WIOA Copier Lease	\$2,476.54
26097	10/14/2016	Iowa Workforce Development-UI	Unemployment Insurance	\$198.80
26098	10/14/2016	Jonathon Hintz	Inspection Fees- Rock Rapids FEMA	\$1,800.00
26099	10/14/2016	Kristin Larsen	Travel	\$56.84
26100	10/14/2016	Michael Raner	Travel/ Cell Phone	\$515.71
26101	10/14/2016	Petty Cash	Meetings/ Postage	\$51.28
26102	10/14/2016	Pimney Bowes, Inc	Postage Meter Lease	\$138.00
26103	10/14/2016	Quality Inn & Suites	Travel- Val/ Staci/ Erin	\$436.80
26104	10/14/2016	Reserve Account	Postage for Meter	\$1,000.00
26105	10/14/2016	Spencer Municipal Utilities	Internet	\$71.12
26106	10/14/2016	Spencer Office Supplies	Folders/ Colored Paper/Business Cards/ Flash Drives	\$176.44
26107	10/14/2016	Staci Kleinhesselink	Travel	\$100.74
26108	10/14/2016	Steve Hallgren	Insurance Deductible	\$500.00
26109	10/14/2016	United Parcel Service	Postage	\$32.76
26110	10/14/2016	United States Liability Insurance Co	Specified Professions E & O	\$1,437.00
26111	10/14/2016	Val Bonney	Travel	\$58.21
26112	10/14/2016	Williams & Company P.C.	Final Audit Charges	\$4,100.00
26113	10/14/2016	Xerox Corporation	Copier Lease	\$547.19

