



# ***NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION***

217 West 5<sup>th</sup> Street • Box 1493  
Governmental Services Center • Spencer, Iowa 51301  
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[www.nwipdc.org](http://www.nwipdc.org)

## **AGENDA**

### **Northwest Iowa Planning and Development Commission**

**November 16, 2017 9:30 AM**

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

1. FAST Act Regional Planning Affiliation Meeting
  - I. Open Public Hearing: Lost Island Lake, 5 Island Lake & Clay Co TAP Project Amendments
  - II. Close Public Hearing
  - III. Call Meeting to Order
  - IV. Approval of October Minutes
  - V. New Business
    1. Approve Project Amendments
  - VI. Open Discussion
  - VII. Motion to Adjourn

2. NWIPDC Policy Council
  - I. Call Meeting to Order
  - II. FY 2017 Audit Discussion (Williams & Co)
  - III. Approve October Minutes
  - IV. Communications
  - V. Treasurer's Report Through October
  - VI. Approval of Bills Paid Since Last Meeting
  - VII. Old Business
    1. WIOA Report
    2. Planning Division Report
    3. New Staff Hire
    4. Contract Status Report
  - VIII. New Business
    1. Miscellaneous
  - IX. Set Next Meeting Date and Adjournment

## NWIPDC Committees

2016-2017

### EXECUTIVE

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

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

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

\* Committee Changes

### PERSONNEL

Jon Kruse (B.V.Cities)  
Joe Skow (Clay County)  
Gregg Owens (Dickinson  
Cities)

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

Roger Faulstick (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 Co)

Open (Palo Alto)  
Al Bloemendaal (Sioux Co)

### NWIPDC Officers 2016 – 2017

Chairman  
Vice Chairman  
Secretary/Treasurer

Steve Simons  
Glenn Anderson  
Jackie Huckfelt

**Minutes of the NWIPDC Policy Council Meeting  
October 19, 2017**

The meeting was called to order by Chairman Steve Simons at 9:15 AM following a FASTAct Regional Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Dale Arends and Jon Kruse
Clay County:	
Dickinson County:	W.C. Leupold, Gregg Owens and Clark Reekers
Emmet County:	Tim Schumacher
Lyon County:	Steve Simons
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Schulte and Glenn Anderson
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Val Bonney, Darren Bumgarner, Kristin Larsen and Jackie Huckfelt, NWIPDC staff.

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

Communications. Kourousis stated that he received a copy of a letter from IEDA (Iowa Economic Development Authority) written to Tom Huseman, Buena Vista County, stating that the County has been awarded a CDBG (Community Development Block Grant) in the amount of \$83,160 for a CDBG Career Link (Employment Transportation) project.

The Treasurer's report for September reflected a cash balance of \$378,706.39. A motion was made by Bloemendaal, seconded by Schumacher to approve the report as presented. Motion carried.

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

#### Old Business

1. WIOA Report. Bonney gave the following report:

Under WIOA, local workforce development boards (LWDB) are required to have policies and procedures in place for accessing One-Stop Centers and their one-stop delivery system. LWDB's are required to complete certification of centers at least every three years. Iowa has begun the

certification process. The local board utilized a committee of the board (the core partners) to do the one-stop assessment. The process was a 15 hour process for the one-stop center leadership and then another 10 hour process for the partners. The assessment provided good direction for the future.

We talked last meeting about NWIPDC, as the Title I Service Provider, becoming part of a consortium that would apply to be the One-Stop Operator for the Central District. Based on the request for proposal, we had questions related to prohibited activities when an entity served as both a service provider and a one-stop operator. As a result of those responses, we will not be submitting a proposal to become the one-stop operator. The other districts in Iowa are on hold per the Department of Labor. This is due to the fact that the Title I Service Providers applied to be the one-stop operator in their respective districts and the providers were not fully aware of the potential conflicts.

The Regional Workforce Board and the Chief Elected Officials met on September 28<sup>th</sup> and by conference call October 18<sup>th</sup>. The board heard reports, elected officers, acted on nominations for a vacant community college position on the board, reviewed and approved required board documents, including the board by-laws. The board has completed the one-stop certification process and voted to approve the one-stop certification assessment. Our region was the first region to complete the process.

The WIOA Title I client dollars for adults, dislocated workers and youth are nearly fully obligated just 3 months into the fiscal year. The region has seen a significant increase in the number of dislocated workers applying for the formula funds. Last year we had two grants for dislocated workers. Both of those have ended. At this time we will develop a waiting list and take people off that list as we can. We will continue to serve all customers; we just won't be able to obligate funds at this time.

2. Planning Division Report. Bumgarner gave the following report in Hallgren's absence:

The Federal government has not issued contracts with the State/IEDA for Federal CDBG funds. All projects awarded in August - September, including the Sioux County Family Crisis center are awaiting award from IEDA. IEDA cannot make awards until they get contracts from the Federal Government and then IEDA. All awards made are conditional until IEDA gets the Federal CDBG contract.

We are working on two potential CDBG Community Facility projects. We will be attending an IEDA CDBG Green Streets & Design Consultation workshop for 1-2 of these projects in Storm Lake on November 2, 2017. The applications are due in April 2018 for projects submitting.

Bumgarner has been busy providing Nuisance Abatement services. Request for services have increased. Bumgarner is working with Hartley, Calumet and Terril as of late and Ireton indicated they signed a contract for us to do Nuisance Abatement yet this year.

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

## New Business

1. **Staff Resignation.** Kourousis stated that he received the resignation for Angela McCaulley on September 5, 2017. McCaulley recently told us that she was expecting and now has accepted a position as an Architect with a local contractor. Her last day as a full-time employee was September 22, 2017, however has agreed to continue 2 days a week until we get someone hired and trained or the end of the year. Kourousis stated that McCaulley has been a good employee and we hate to lose her. A motion was made by Bloemendaal, seconded by Kruse to accept her resignation. Motion carried.
2. **New Staff Interviews.** Kourousis stated that three (3) people had been interviewed yesterday to fill McCaulley's position. They will be checking references next week.
3. **Health Insurance Discussion.** Kourousis stated that we received our health insurance proposal showing an increase of 13.9% for the traditional plan and 23.93% for the high deductible plan (HSA). They are sending our information out to other providers to see if they can find anything more reasonable. Some discussion followed.
4. **Miscellaneous.** Kourousis stated that he had been approached by Koedam asking if it would be possible to change the start time of our meeting to 9:30 AM instead of 9:00 AM so there wasn't so much time between our meeting and the RIDES meeting. Some discussion followed.

Bloemendaal questioned Feekes still being listed as a Board member since he hasn't attended in years. He stated that he would approach Dennis Dokter and see if he would be interested in serving. Kourousis stated that would be a great idea. Schumacher also stated that he would talk to his Board and see about getting someone to replace Jim Jenson.

With there being no more discussion, Kourousis stated that we would try the later start time so the next meeting was scheduled for November 16, 2017 at 9:30 AM. A motion to adjourn was made by Faulstick, seconded by Bloemendaal. Motion carried. The meeting adjourned at 9:48 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
10/31/17

CASH ON HAND 9/30/17	\$295,927.96
Receipts	95,714.12
Disbursements	104,994.20
CASH ON HAND 10/31/17	\$286,647.88

Reimbursements to NWIPDC

WIOA	36,322.26
EDA	7,350.59
SHIELD	9,330.97
HOUSING TRUST FUND	3,527.92
HAZMAT	8,577.44
SCHOOL TO WORK	2,001.38
CASH BALANCE 10/31/17	\$353,758.44

Check #	Date	Vendor	Description	Amount
423	10/25/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
424	10/27/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,481.51
425	10/27/2017	Iowa Public Employee Retirement	IPERS	\$8,635.40
426	10/27/2017	State of Iowa Treasurer	State Taxes	\$1,388.00
427	11/10/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,481.59
428	11/10/2017	State of Iowa Treasurer	State Taxes	\$1,388.00
26566	10/27/2017	Advanced Systems, Inc	Copies	\$620.03
26567	10/27/2017	AFLAC	Insurance	\$575.92
26568	10/27/2017	Boji Information Systems	Consulting	\$660.00
26569	10/27/2017	Buena Vista County EMA	Hazmat Supplies	\$2,406.81
26570	10/27/2017	CenturyLink- LD	Conference Call	\$107.74
26571	10/27/2017	Delta Dental of Iowa	Dental Insurance	\$901.48
26572	10/27/2017	Iowa Central Community College	Intro to Computers	\$250.00
26573	10/27/2017	Iowa Workforce Development	WIOA Copier Lease	\$406.00
26574	10/27/2017	Kansas City Life Insurance	Life Insurance	\$98.66
26575	10/27/2017	Michael Raner	Travel	\$161.02
26576	10/27/2017	Petty Cash	Meetings/ Postage	\$48.91
26577	10/27/2017	Spencer Office Supplies	Blank Checks/ Classification Folders	\$380.07
26578	10/27/2017	VISA	CPR/ Travel	\$129.80
26579	10/27/2017	VSP Vision Care	Vision Insurance	\$193.85
26580	10/27/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,093.80
26581	11/10/2017	American Society of Safety Engineers	Membership Dues- SHIELD	\$180.00
26582	11/10/2017	Boji Information Systems	Consulting	\$300.00
26583	11/10/2017	Candess Consulting LLC	ESF-10 Flammable Liquids (LEPC)	\$7,000.00
26584	11/10/2017	Casey's General Stores	Gas	\$182.83
26585	11/10/2017	CenturyLink	Phones	\$397.04
26586	11/10/2017	Clay County Auditor	Rent/ Utilities	\$4,318.06
26587	11/10/2017	Iowa Workforce Development	DEI IT Support	\$2,667.74
26588	11/10/2017	Michael Raner	Travel/ Cell Phone	\$449.08
26589	11/10/2017	Spencer Municipal Utilities	Internet	\$70.00
26590	11/10/2017	Spencer Office Supplies	Binder clips/ Envelopes	\$57.99
26591	11/10/2017	Staci Kleinhesselink	Travel	\$48.21
26592	11/10/2017	Tammie Galles	Travel	\$38.13
26593	11/10/2017	Xerox Corporation	Copier Lease (2)	\$1,094.38

