



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

Northwest Iowa Planning and Development Commission

December 21, 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: TIP Amendment: Rides Vehicle
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of October Minutes
 - V. New Business
 1. Approve Rides Amendment
 - VI. Open Discussion
 - VII. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Ratify October Minutes
 - III. Approve November Minutes
 - IV. Communications
 - V. Treasurer's Report Through November
 - VI. Approval of Bills Paid Since Last Meeting
 - VII. Old Business
 1. WIOA Report
 2. Planning Division Report
 3. 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
November 16, 2017

The meeting was called to order by Chairman Steve Simons at 9:31 AM. The agenda was approved to move the FASTAct Regional Planning Affiliation meeting after the NWIPDC Policy Council Meeting to accommodate those in attendance to present the NWIPDC audit. Present at the meeting were:

Buena Vista County:

Clay County:

Dickinson County: W.C. Leupold and Clark Reekers

Emmet County: Tim Schumacher and Penny Clayton

Lyon County: Steve Simons and Merle Koedam

O'Brien County: John Steensma

Osceola County: Mike Schulte

Palo Alto County:

Sioux County: Al Bloemendaal

Others attending were: Jason Peters, Dickinson County; Ted Kourousis, Executive Director, Val Bonney, Darren Bumgarner, Kristin Larsen and Michael Raner, NWIPDC staff.

Ebony Rahe and Kristine Devereaux from Williams and Co presented the FY 2017 Audit. Rahe handed out a copy and discussed the representation letter. She stated there was very little different from prior years in the letter with exception of the adjustments that were attached. Rahe state the Housing Trust is not a separate audit but part of the agency audit. The adjustments were related to the housing trust fund. This was due to a change in the fiscal year for the Housing Trust Fund and in recording for the Housing Trust Fund. Rahe stated this is a one time item to get information in the NWIPDC system correctly.

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

Rahe stated that page 36 identified a couple small non-compliance issues with a NEG expense that was miscalculated. This was a small dollar amount and a corrective action plan is in place.

Rahe thanked Kourousis, Huckfelt and the staff for their cooperation during the audit.

After some discussion, a motion was made by Clayton and seconded by Bloemendaal to approve the audit as presented. Motion carried.

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

Communications. Kourousis stated there were no communications.

The Treasurer's report for October reflected a cash balance of \$353,758.44. A motion was made by Schulte, 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 Koedam, seconded by Leupold to approve the bills as written. Motion carried.

Old Business

1. WIOA Report. Bonney gave the following report:

Bonney attended the WIOA Title I Directors meeting in Des Moines this past week. Myron Linn, Deputy Director addressed the group as Director Townsend was out of state. Also addressing us was Ben Humphrey, IWD Attorney focusing on WIOA implementation and Cathy Ross, Division Administrator.

DOL monitored the State of Iowa a few months ago. During their visit and following there has been a great deal of conversation concerning the current configuration of 15 areas across the state. As a result of that discussion, Iowa will be doing a review of the current structure. Myron reiterated that the review would not result in any closure of any of the 15 field offices.

The State Workforce Development Board will form a study committee. The members of the study committee will be appointed by the workforce development board at its meeting on November 20th. Myron went on to say that the study will determine the best and most efficient way to deliver the services to Iowa, which may result in a restructure or realignment and perhaps a different number of local areas and local area boards in the State of Iowa. He did state the committee will review all other recommendations.

Director Townsend sent an email to all board members in Iowa so many of you would have received this email.

The state indicates that they have no timeline in place. They did go on to say that some results will likely be over the span of the next three or four months.

DOL indicates that Iowa needs to change Title I staff serving as board support as one area needing addressed. The other area of concern was the use of federal funds for one-stop operators. Federal law requires that states procure a one stop operator for each identified region. Iowa has not been successful in being able to procure a one-stop operator for any of the regions in Iowa.

Discussion on the November 20th State Board meeting will be structure of the committee versus any working elements of the committee.

Bonney has had conversations with Janet Dykstra, chair of Region 3-4 RWDB and a few board members after they received the email communication. Bonney believes the board will set up a meeting and will request that Ben Humphrey, IWD attorney, attend to answer questions.

The State has indicated they would like the committee to complete the work before the end of February, so time is limited. They indicated the committee would be open and eager to hear from those that have perspective to share. If the committee

recommends to reduce areas, I'm not sure when it would be effective. Bonney did not think they could get any large change in place by July 2018. But that is yet to be determined. The state indicated they need to free up admin dollars so boards can hire support staff to perform functions and to also free up funding for the one-stop operator. They did indicate if there is a reduction in regions, the most likely outcome would be fewer certified one-stop centers and the remaining centers would be affiliated sites. They continue to state that it is a priority to maintain services in the communities where they are currently providing services. However, it would be up to the new boards to do an RFP and select the service providers. A lot could change with that scenario. Bonney indicated that Region 3-4 stands to lose a great deal if regions are reduced, one being the loss of local control.

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

State legislature passed House File 374. The rationale for this bill was based upon Iowa Supreme Court Decision. The 2015 Court concluded in *State v. Archaletta Latrice Young*, based upon Article 1, Section 10 of the Iowa Constitution that an accused in a misdemeanor criminal prosecution who faces the possibility of imprisonment (jail time) under the applicable criminal statute has a right to counsel — when a right to counsel has not been afforded any subsequent conviction, cannot be used as a predicate to increase the length of incarceration. So, the pronouncement was, "if they're charged under a statute under which they could be incarcerated, they're entitled to counsel" The state reacted to this ruling, since the state does not want to have to provide funding to defend defendant charged with local city or county ordinance violations, which are simple misdemeanors. Senate File 374 states a person is entitled to a public defender to provide a defense for persons charged with misdemeanors. The State does not pay for defense of persons charged with local ordinance misdemeanors and the public defender shall seek reimbursement from the political subdivision of the state, which is the plaintiff, for compensation of the attorney representing the defendant. Essentially the political subdivision shall reimburse the state, office of public defender for expenses. A fix to this issue is to eliminate the possibility of imprisonment or jail time in local ordinances, whether it be city or county ordinances or zoning ordinances. Eliminating the possibility of jail time, then a city or county will not have to pay for public defender costs for defendants.

Steve is attending an IEDA workshop today in Pocahontas for the new Community Catalyst Building Program. This program will provide grants to communities for redevelopment, rehabilitation or deconstruction of buildings to stimulate economic growth or reinvestment in the community. There will be about \$1.5 million grant funds available statewide. About 40% is dedicated to communities under 1,500 population.

Housing. Cities are in the process of approving IEDA's CDBG contract. Kristin is in the process of completing the process to release CDBG funds for Albert City and Spencer, so each respective project can move forward.

Been working with cities of Hartley, Terril, Ireton and Calumet for nuisances.

Spencer and Harris have just finished their CDBG projects. Granville, Albert City and Ruthven are making attempt to complete their CDBG projects by years end.

3. New Staff Hire. Kourousis stated that he and Hallgren conducted interviews for the planner position that is open as a result of the resignation of Angela McCaulley. Kourousis stated that the position has been offered to and accepted by Erin Pingel. Erin currently works for the commission as the Disability Resource Coordinator. As a result of this, interviews will be conducted, in the future, for the DRC position.

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

New Business

1. Miscellaneous. Simons reminded members that there will be a need to ratify the business conducted today at the next meeting, due to lack of a quorum for this meeting.

With there being no more discussion, the next meeting was scheduled for December 21, 2017 at 9:30 AM. A conference call option will be made available for the December 21st meeting. A motion to adjourn was made by Schumacher, seconded by Schulte. Motion carried. The meeting adjourned at 10:17 AM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jackie Huchfeld".

Val Bonney, Acting Secretary

TREASURER'S REPORT
CASH IN BANK
11/30/17

CASH ON HAND 10/31/17	\$286,647.88
Receipts	116,323.85
Disbursements	100,690.59
CASH ON HAND 11/30/17	\$302,281.14

Reimbursements to NWIPDC

WIOA	34,722.43
EDA	6,316.59
SHIELD	9,225.47
HOUSING TRUST FUND	3,743.48
HAZMAT	7,144.11
SCHOOL TO WORK	1,720.37
CASH BALANCE 11/30/17	\$365,153.59

Check #	Date	Vendor	Description	Amount
429	11/22/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
430	11/24/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,481.51
431	11/24/2017	Iowa Public Employee Retirement	IPERS	\$8,635.41
432	11/24/2017	State of Iowa Treasurer	State Taxes	\$1,388.00
433	12/8/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,481.59
434	12/8/2017	State of Iowa Treasurer	State Taxes	\$1,388.00
26594	11/24/2017	Advanced Systems, Inc	Copies	\$620.03
26595	11/24/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26596	11/24/2017	AFLAC	Insurance	\$575.92
26597	11/24/2017	Delta Dental of Iowa	Dental Insurance	\$901.48
26598	11/24/2017	Iowa Lakes Community College	Word/Excel & Computer Literacy Classes	\$710.40
26599	11/24/2017	Iowa Workforce Development	WIOA Copier Lease/ Copies	\$610.95
26600	11/24/2017	Kansas City Life Insurance	Life Insurance	\$108.99
26601	11/24/2017	Spencer Office Supplies	Binding Combs/ MICR Ink	\$120.98
26602	11/24/2017	VISA	Checks/ Innovative Credit/ Travel	\$114.43
26603	11/24/2017	VSP Vision Care	Vision Insurance	\$193.85
26604	11/24/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,093.80
26605	11/24/2017	Williams & Company P.C.	Final Audit Charges	\$5,000.00
26606	12/8/2017	Casey's General Stores	Gas	\$215.05
26607	12/8/2017	CenturyLink- LD	Conference Call- RWDB	\$83.33
26608	12/8/2017	Clay County Auditor	Rent/ Utilities	\$4,311.95
26609	12/8/2017	Janet Dykstra	RWDB Travel	\$53.35
26610	12/8/2017	Kristin Hanson	RWDB Travel	\$26.19
26611	12/8/2017	Michael Raner	Travel/ Cell Phone	\$525.70
26612	12/8/2017	PDI	Membership- Ted	\$350.00
26613	12/8/2017	Reva Arends	RWDB Travel	\$53.35
26614	12/8/2017	Spencer Municipal Utilities	Internet	\$70.00
26615	12/8/2017	Val Bonney	Travel	\$49.86
26616	12/8/2017	Vern Nelson	RWDB Travel	\$52.38
26617	12/8/2017	Xerox Corporation	Copier Lease	\$547.19

Check #	Date	Vendor	Description	Amount
26618	12/22/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26619	12/22/2017	AFLAC	Insurance	\$575.92
26620	12/22/2017	Auditor of State	Audit Filing Fees	\$175.00
26621	12/22/2017	Boji Information Systems	Drop box/ Consulting	\$1,248.00
26622	12/22/2017	Cara Elbert	Insurance Deductible/ Travel	\$511.02
26623	12/22/2017	CenturyLink	Phones	\$391.31
26624	12/22/2017	Delta Dental of Iowa	Dental Insurance	\$630.98
26625	12/22/2017	Insurance Associates	Student Insurance	\$225.00
26626	12/22/2017	Iowa Lakes Community College	Word & Excel Classes	\$236.80
26627	12/22/2017	Iowa Workforce Development	WIOA Copier Lease	\$203.00
26628	12/22/2017	Kansas City Life Insurance	Life Insurance	\$114.31
26629	12/22/2017	North Star Mutual Insurance Co	NWIRHTF-General Liability	\$576.00
26630	12/22/2017	Spencer Office Supplies	Paper/ Binders/ Planner	\$163.51
26631	12/22/2017	Staci Kleinhesselink	Travel	\$104.76
26632	12/22/2017	VISA	CPR/Oil Change/ Travel	\$193.23
26633	12/22/2017	VSP Vision Care	Vision Insurance	\$193.85
26634	12/22/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$5,836.14