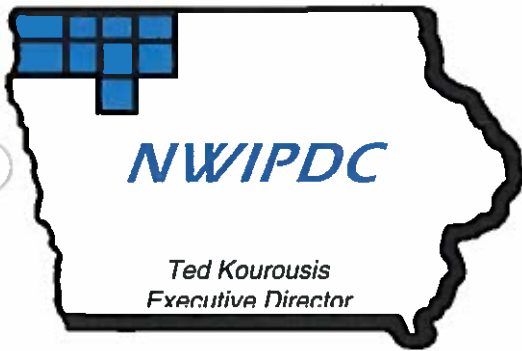


SIGN UP SHEET

June 28, 2018

	NAME	COUNTY	Email
✓	Dale Arends	BV County	arendsdale@yahoo.com
	Keri Navratil	BV County	navratil@stormlake.org
	Dennis Weber	BV County	theweb@alta-tec.net
	Rhonda Ringgenberg	BV County (alternate)	ring1@iw.net
	Joe Skow	Clay County	trooperj@smunet.net
	George Moriarty	Clay County	atlargemoriarty@spenceriowacity.com
	Kristi Franker	Clay County	kristi@farmerstrust.com
✓	W.C. Leupold	Dickinson County	wcleupold@mchsi.com
	Gregg Owens	Dickinson County	gregg.owens@cityofspiritlake.org
	Clark Reekers	Dickinson County	creekers@co.dickinson.ia.us
	Jim Jenson	Emmet County	
✓	Penny Clayton	Emmet County	pclayton@cityofestherville.org
	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
✓	Merle Koedam	Lyon County	koedam@alliancecom.net
✓	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
	Jordan Kordahl	Lyon County	city@rockrapids.com
	John Steensma	O'Brien County	jbsteen@tcaexpress.net
	Jim Zeutenhorst	O'Brien County	jimzeut@tcaexpress.net
	Marjean Westerman	O'Brien County	mwesterman@evertek.net
	Glenn Anderson	Osceola County	sibleyadmin@hickorytech.net
	Mike Earll	Osceola County	mearll@osceolacoia.org
✗	Mike Schulte	Osceola County	ssmobile@nethtc.net
✓	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
	Travis Cooke	Palo Alto County	
		Palo Alto County	
✓	Al Bloemendaal	Sioux County	abloem@mtcnet.net
	Duane Feekes	Sioux County	cityadmin@orangecityiowa.com
	Don Schreur	Sioux County	

✓ Dave Derragon BV County - Storm Lake derragon@stormlake.org



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
712/ 262-7225- Planning & SHIELD Division • 712/ 262-7662- Job Training Division
Toll Free: 1-855-262-7225 • Fax: 712/ 262-7665
www.nwipdc.org

AGENDA

Northwest Iowa Planning and Development Commission

June 28, 2018 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: FY19 Planning Work Program and FY19-FY22 Transportation Improvement Program
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of March Minutes
 - V. New Business
 1. Approve FY19 Planning Work Program
 2. Approve FY19-FY22 Transportation Improvement Program
 - VI. Open Discussion
 - VII. 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. WIOA Report
 2. Planning Division Report
 3. Contract Status Report
 - VII. New Business
 1. Discussion and Approval of FY 2019 Budget
 2. Miscellaneous

VIII. Set Next Meeting Date and Adjournment

• Personnel Committee Meeting at 9:00 AM

NWIPDC Committees

2017-2018

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)

Open (P.A. Cities)
Don Schreur (Sioux)
* Committee Changes

PERSONNEL

Keri Navratil (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 Franker (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 2017 – 2018

Chairman
Vice Chairman
Secretary/Treasurer

Steve Simons
Glenn Anderson
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
May 17, 2018

The meeting was called to order by Chairman Steve Simons at 9:30 AM. Present at the meeting were:

Buena Vista County:	Keri Navratil
Clay County:	Joe Skow, Kristi Franker and George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher
Lyon County:	Steve Simons and Jordan Kordahl
O'Brien County:	John Steensma
Osceola County:	Mike Earll, Glenn Anderson and Mike Schulte
Palo Alto County:	
Sioux County:	Al Bloemendaal

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

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

Communications. Kourousis stated that he had received a letter stating that along with the COG Assistance money that we receive each year from the State for technical assistance that the State had gotten another \$25,000 that will be split across the 17 regions. It's not a lot but better than nothing.

The Treasurer's report for April reflected a cash balance of \$281,208.04. A motion was made by Schulte, seconded by Moriarty to approve the report as written. Motion carried.

The bills, paid since the last meeting, were presented for approval. Schumacher questioned the bill for Cornell University. Bonney explained that it was for a benefits planning class that DEI requires the coordinator to have. This will be the fourth counselor that we've sent for training due to staff changes. A motion was made by Schumacher, seconded by Earll to approve the bills as written. Motion carried.

Old Business

1. WIOA Report. Bonney gave the following report:

The State Realignment Committee has the next meeting scheduled for June 8th. The public comment ended May 4th. Have no word on any of the public comment. A committee with alternative regional structures will likely present at the June 8th meeting.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) will begin on June 4th. Roughly Ninety youth will participate in the program this year. Youth are eligible to earn high school and possibly college credit for participating in this six week work experience. The employers pay the wages for the youth work experience.

WIOA Title I draft budgets have been received for the next fiscal year beginning July 1, 2018. The draft budgets indicated a slight increase in Dislocated Worker funds with the Youth and Adult funds having a slight decrease. All total the region was down roughly \$25,000. Since that point in time, the region has been provided an additional \$30,000 in dislocated worker funds.

Regional Workforce Board and Chief Elected Officials meet on May 24, 2018 at 9:30 a.m. here at IowaWORKS.

2. Planning Division Report.

Hallgren gave the following report:

- Hallgren informed the Board that Kristin and Cara had submitted four (4) housing grants to IEDA a couple of weeks ago for housing rehabilitation programs. The grants are for the cities of Hawarden (Sioux), Armstrong (Emmet), Ruthven (Palo Alto) and Newell (Buena Vista). Hallgren mentioned that all four projects are excellent candidates for the housing rehabilitation program and all are worthy of being funded by the State for these grants. The grant awards will be announced in August.
- Hallgren informed the Board that Kristin is working on the first rounds of housing rehabilitation bid lettings for the first three (3) houses in Spencer and the first three (3) houses in Albert City. These projects are moving along well.
- Hallgren informed the Board that Erin is doing a great job of working with the City of Spencer's Safe Routes to School program. The SRTS activities will be finishing up shortly with the end of the school year near. The NWIPDC contracts with the City of Spencer on an annual basis to administer the city's self-funded SRTS program. The SRTS provides educational, recreational, physical fitness activities, and infrastructure projects in support of providing safer walking/biking routes to all schools in the community.
- Hallgren informed the Board that work continues on the website development for the new Green Ribbons project website. Erin and Ted both provided information to the Board regarding the anticipated rollout of the new website around the time of the State's announcement of the approval of the region's Green Ribbons Plan.
- Hallgren informed the Board that in April the IEDA made an announcement on the communities awarded grant funding through the new Community Catalyst Building Remediation Program. Hallgren stated there were no projects funded within the NWIPDC region this first grant cycle and it appeared as if most of the funded projects were in central, southern and eastern Iowa. Hallgren stated that NWIPDC staff will strive to do a better job in the future of informing our member cities of new funding or grant programs and that we

hope some of our member cities will want to utilize the Community Catalyst Building Remediation Program in the future. This is a good funding source for those communities looking to reinvest into a property or two in their community (does not have to be downtown) that is in need of revitalization, rehabilitation, complete gut rehab, or even demolition and redevelopment of the site for new community development initiatives. If your community may be interested in the Community Catalyst Building Remediation Program in 2019, please contact any one of the NWIPDC staff for additional assistance.

Kourousis reported that the Technical Committee met last month and reviewed 10 applications in the amount of \$7.6 million of surface transportation funding for next year. The majority of the projects are county rehabilitation projects, however, there were 3 municipal projects also, Milford, Estherville and Sioux Center. He handed out the information for review. Some discussion followed.

The meeting to review the Trails projects will be held next week. We have received 6 applications.

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

New Business

1. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for June 28, 2018 at 9:30 AM. A motion to adjourn was made by Bloemendaal, seconded by Steensma. Motion carried. The meeting adjourned at 9:55 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
5/31/18

CASH ON HAND 4/30/18	\$222,274.37
Receipts	97,717.76
Disbursements	90,889.57
CASH ON HAND 5/31/18	\$229,102.56

Reimbursements to NWIPDC

WIOA	30,621.38
EDA	5,224.42
SHIELD	10,988.84
HOUSING TRUST FUND	3,370.38
SCHOOL TO WORK	842.06
CASH BALANCE 5/31/18	\$280,149.64

Check	Date	Vendor	Description	Amount
467	5/25/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,543.68
468	5/25/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,203.92
469	5/25/2018	Iowa Public Employee Retirement	IPERS	\$9,013.46
470	5/25/2018	State of Iowa Treasurer	State Taxes	\$1,498.00
471	6/8/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,203.89
472	6/8/2018	State of Iowa Treasurer	State Taxes	\$1,498.00
473	6/20/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,543.68
474	6/22/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,203.92
475	6/22/2018	Iowa Public Employee Retirement	IPERS	\$9,013.46
476	6/22/2018	State of Iowa Treasurer	State Taxes	\$1,498.00
26773	5/25/2018	Advanced Systems, Inc	Copies	\$620.03
26774	5/25/2018	AFLAC	Insurance	\$575.92
26775	5/25/2018	Boji Information Systems	Trend Micro Yearly Maintenance	\$320.00
26776	5/25/2018	CenturyLink- LD	Conference Calls- NWIRHTF	\$72.38
26777	5/25/2018	Comfort Inn & Suites- Des Moines	Travel- Val	\$72.80
26778	5/25/2018	Delta Dental of Iowa	Dental Insurance	\$953.04
26779	5/25/2018	Kansas City Life Insurance	Life Insurance	\$124.96
26780	5/25/2018	Speed Printers	Business Cards- Erin & Kristin	\$106.00
26781	5/25/2018	Spencer Office Supplies	MICR Ink/ Colored Paper	\$130.47
26782	5/25/2018	VISA	Innovative Credit/ Travel	\$460.42
26783	5/25/2018	VSP Vision Care	Vision Insurance	\$215.79
26784	5/25/2018	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,255.58
26785	5/30/2018	Benjamin VanDonge	RWDB Travel	\$60.39
26786	5/30/2018	Carrie Turnquist	RWDB Travel	\$39.60
26787	5/30/2018	Janet Dykstra	RWDB Travel	\$54.45
26788	5/30/2018	Kristin Hanson	RWDB Travel	\$29.70
26789	5/30/2018	Petty Cash	Meetings	\$44.81
26790	5/30/2018	Ranae Sipma	RWDB Travel	\$21.78
26791	5/30/2018	Reva Arends	RWDB Travel	\$433.29
26792	5/30/2018	Val Bonney	Travel	\$151.81
26793	6/8/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26794	6/8/2018	Boji Information Systems	Consulting	\$90.00
26795	6/8/2018	CenturyLink	Phones	\$422.69
26796	6/8/2018	Clay County Auditor	Rent/ Utilities	\$4,281.54
26797	6/8/2018	Kristin Larsen	Travel	\$142.57

26798	6/8/2018	Michael Raner	Travel/ C Phone	\$648.56
26799	6/8/2018	Mike Schipper Training	HM Refresher/ Awareness Classes	\$1,475.60
26800	6/8/2018	Northwest Iowa Community College	HM OPS Refresher Classes	\$1,860.00
26801	6/8/2018	Postmaster	PO Box Rental	\$156.00
26802	6/8/2018	Professional Rescue Innovation	HM OPS Refresher/ Awareness Classes	\$3,000.00
26803	6/8/2018	Spencer Municipal Utilities	Internet	\$70.00
26804	6/8/2018	Spencer Office Supplies	Ink Cartridges/ Binders	\$93.66
26805	6/8/2018	Staci Kleinhesselink	Travel	\$164.84
26806	6/8/2018	Tammie Galles	Insurance Deductible	\$500.00
26807	6/22/2018	AFLAC	Insurance	\$575.92
26808	6/22/2018	Cara Elbert	Travel	\$12.51
26809	6/22/2018	Casey's General Stores	Gas	\$300.01
26810	6/22/2018	Delta Dental of Iowa	Dental Insurance	\$953.04
26811	6/22/2018	Iowa Workforce Development	WIOA Copier Lease	\$101.50
26812	6/22/2018	Kansas City Life Insurance	Life Insurance	\$124.96
26813	6/22/2018	Spencer Office Supplies	Envelopes/Legal Paper/ Binders	\$194.17
26814	6/22/2018	United Parcel Service	Postage	\$15.59
26815	6/22/2018	VISA	Travel/ CPR/ Innovative Credit	\$386.87
26816	6/22/2018	VSP Vision Care	Vision Insurance	\$215.79
26817	6/22/2018	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,255.58

Check #	Date	Vendor	Description	Amount Paid
26818	6/29/2018	Advanced Systems, Inc	Copies	\$672.04
26819	6/29/2018	Data Recognition Corporation	WIOA Tabe Scoring Sheets	\$243.19
26820	6/29/2018	Erin Pingel	Travel	\$84.48
26821	6/29/2018	Estherville Daily News	NWIRHTF Annual Meeting Notice	\$15.66
26822	6/29/2018	Iowa Lakes Community College	Computer Literacy/ Word & Excel Classes	\$1,894.40
26823	6/29/2018	Kristin Larsen	Travel	\$92.60
26824	6/29/2018	Lyon County Reporter	NWIRHTF Annual Meeting Notice	\$13.94
26825	6/29/2018	Michael Raner	Travel/ Cell Phone	\$573.67
26826	6/29/2018	Petty Cash	NWIRHTF Meeting/ Car Maintenance	\$33.08
26827	6/29/2018	Staci Kleinhesselink	Travel	\$91.08
26828	6/29/2018	United Parcel Service	Postage	\$44.69
26829	6/29/2018	Val Bonney	Travel	\$26.54

Policy Council June 28, 2018
Training Division Report

The State Realignment Committee met on June 8th. A committee of community colleges presented two alternative structures. The realignment committee voted to go with the community college proposed structure to utilize a four region scenario. The boundaries for the four regions are not yet defined. The State Workforce Board will meet on June 28th and consider this recommendation. An appeal of this structure is possible.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) began on June 4th. Roughly Ninety youth are participating. Youth are eligible to earn high school and possibly college credit for participating in this six week work experience. The employers pay the wages for the youth work experience.

WIOA Title I final budgets have been received for the next fiscal year beginning July 1, 2018. The final budgets indicated a slight increase in Dislocated Worker funds with the Youth and Adult funds having a slight decrease. All total the region remains relatively consistent with last year's funds.

