

SIGN UP SHEET

October 17, 2019

	NAME	COUNTY	Email
	Dale Arends	BV County	arendsdale@yahoo.com
✓	Dave Derragon	BV County	derragon@stormlake.org
✓	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
✓	Art Hamrick	Clay County	ahamrick@co.clay.ia.us
	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@cityofspirittlake.org
	Clark Reekers	Dickinson County	crrcleaning@gmail.com
	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
✓	Stephanie Neppl	Osceola County	sneppl@osceolacountyia.com
	Mike Schulte	Osceola County	ssmobile@nethtc.net
✓	Roger Faulstick <i>Roger Faulstick</i>	Palo Alto County	rfaulstick@mchsi.com
		Palo Alto County	
		Palo Alto County	
✓	Al Bloemendaal	Sioux County	abloem@mtcnet.net
	Duane Feekes	Sioux County	cityadmin@orangecityiowa.com
	Don Schreur	Sioux County	

✓ Jim Collins

()

jimc@CityofHull.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

October 17, 2019 9:30 AM

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

1. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. FY 2019 Audit Discussion (Williams & Co)
 - III. Approve September Minutes
 - IV. Communications
 - V. Treasurer's Report Through September
 - 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. Iowa DOT Presentation
 2. Miscellaneous
 - IX. Set Next Meeting Date and Adjournment

NWIPDC Committees

2019-2020

EXECUTIVE

Dale Arends (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)
Art Hamrick (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

Kelly Snyder (B.V. County)
Kristi Franker (Clay)
W.C.Leupold (Dickinson Co)

James Jenson (Emmet)
Jordan Kordahl (Lyon Cities)
Jim Zeutenhorst (O'Brien)
Stephanie Neppi (Osceola Co)

Open (Palo Alto)
Al Bloemendaal (Sioux Co)

NWIPDC Officers

2019 – 2020

Chairman
Vice Chairman
Secretary/Treasurer

Glenn Anderson
Kelly Snyder
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
September 19, 2019

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

Buena Vista County:	Kelly Snyder and Keri Navratil
Clay County:	George Moriarty, Kristi Franker and Art Hamrick
Dickinson County:	Clark Reekers and W.C. Leupold
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Glenn Anderson and Mike Schulte
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Darren Bumgarner, Kristin Larsen, Cara Elbert, Erin Pingel, Val Bonney and Jackie Huckfelt, NWIPDC staff and Jim Collins, City of Hull.

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

Communications. Kourousis read the resignation/retirement letter from Val Bonney. Bonney has decided that after 37 years to retire from NWIPDC. Her last day will be June 30, 2020. Bloemendaal jokingly asked if we could deny it, along with a few others. Anderson thanked Bonney for her hard work.

The Treasurer's report for August reflected a cash balance of \$245,341.61. A motion was made by Clayton, seconded by Schulte to approve the report as printed. Motion carried.

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

Old Business

1. WIOA Report. Bonney gave the following report.

The State of Iowa is moving forward with the system transformation or realignment in Iowa. The Department of Labor has determined that Iowa can move forward even with the federal appeals that have been filed. At our meetings in Des Moines last week, the state provided us with a tentative timeline. It was indicated that regardless of how many regions there are in Iowa, the state must move forward with system transformation to become WIOA compliant. The first step is for the State Workforce Board and the Chief Elected Officials to understand their roles and responsibilities under WIOA. A webinar was held to educate the SWDB and the CEOs on their roles. A face to face meeting will be held in September and October across the state. Tim Schumacher provided a summary of the CEO education webinar. Given the aggressive timeline, it appears that the CEOs will appoint fiscal agent in February 2020 and will appoint members to the newly formed larger regional

board by March 2020. Those boards would hire support staff by May of 2020, with local plans, MOUs, and budgets completed by October of 2020. They plan to transfer duties from the current service providers for Title I (NWIPDC) to the new providers between July and December of 2020 and procure the one-stop operator between July 2020 and December 2020.

The Regional Workforce Board and Chief Elected Officials will meet on September 26th with election of officers, update on system transformation/realignment, and reports from core partners and IowaWORKS center programs on the agenda.

We continue to update conversion issues related to the new data management system. Staff is spending a great deal of time ensuring the information in the system is accurate. PY18 draft performance was received and is reflective of the new data management system. There are data entry elements that need to be addressed as the system did not properly convert all data which affects performance. For the most part, Region 3-4 met all performance areas with the exception of credential and measurable skills gain. Both areas are areas where data did not convert properly. The region has reported this discrepancy to the State.

2. Planning Division Report. Kourousis asked the Planners to give an update on their projects:

Kristin Larsen gave the following update:

FY19 CDBG Grants (Ruthven, Armstrong, and Newell)- in process of Request For Release of Funds.

Ruthven (FY18) - completed first round

Albert City (FY17) - ½ way complete

Spencer (FY17) 1 more house left before I close grant out

Housing Trust Fund- Just submitted the 2020 grant application. I should know by the end of October/mid-November if it gets funded.

Ready for first round of Spencer Substandard Housing Rehabilitation Grant.

Darren Bumgarner reported the following:

I have been working and keeping busy on City Code Updates, CDBG's, Zoning Administration and Nuisance Abatements.

Hospers and Maurice recently adopted their updated City Codes. Newell, Linn Grove and Lester are in the process of adopting their City Code Books. Everly, Marathon, Rembrandt, Wallingford and Larchwood are in various stages of updating their code books.

Completed Sibley's Employee Handbook

Spencer 4th Ave. Sewer/Storm water CDBG project has been completed.

Construction for Milford's H-Ave. Sewer/Storm water CDBG project is underway.

Everly's wastewater treatment system CDBG project will be opening bids next month.

Working with Rembrandt for sewer collection system improvements CDBG application to be submitted by October 1, 2019.

Peterson may have a sewer system improvements project ready by January 1, 2020.

Ruthven is in the beginning stages for preparation of a CDBG application water treatment system project.

Working on Nuisance Abatements with Doon, Hartley, Calumet and Terril.

Continuing to assist with Zoning Administration for cities and counties.

Kourousis provided an update on the Iowa Great Lakes Trail project that has been an ongoing regional concept for almost 30 years. He stated that funding had been secured to connect from the current ending of the trail north to the City of Fostoria frontage road. He further stated that he had been in contact with 2 homeowners adjacent to the trail that have expressed concerns about the trail's prospective location along the back slope of the US 71 ROW. These folks will be kept in the loop as the project progresses and some mitigation efforts, such as a privacy fence may be erected to help shield their property from trail users. Application for the final segment of the trail will be submitted to the IDOT Federal Recreational Trails program by October 1, 2019.

Kourousis also provided the Policy Council with a brief overview of the State's derelict building program.

3. Contract Status Report. There were 8 contracts to report for informational purposes only.

New Business

1. Miscellaneous. Kourousis stated that we always struggle with what to put on the agenda for New Business as we feel everything is generally covered in Communications/ the WIOA Report and the Planning Report.

With there being no more discussion, the next meeting was scheduled for October 17, 2019 at 9:30 AM. A motion to adjourn was made by Collins, seconded by Snyder. Motion carried. The meeting adjourned at 10:20 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
9/30/19

CASH ON HAND 8/31/19	\$164,428.55
Receipts	111,709.47
Disbursements	105,456.78
CASH ON HAND 9/30/19	\$170,681.24

Reimbursements to NWIPDC

WIOA	32,092.25
EDA	5,877.20
SHIELD	9,403.54
HAZMAT	673.80
SCHOOL TO WORK	931.10
HOUSING TRUST FUND	5,051.77
CASH BALANCE 9/30/19	\$224,710.90

Check #	Date Paid	Vendor	Description	Amount Paid
573	9/24/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,000.98
574	9/27/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,743.48
575	9/27/2019	Iowa Public Employee Retirement	IPERS	\$8,917.45
576	9/27/2019	State of Iowa Treasurer	State Taxes	\$1,405.00
577	10/11/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,778.36
578	10/3/2019	Iowa Workforce Development-UI	Unemployment Taxes	\$10.23
579	10/11/2019	State of Iowa Treasurer	State Taxes	\$1,412.00
27243	9/27/2019	Advanced Systems, Inc	Copies	\$694.43
27244	9/27/2019	AFLAC	Insurance	\$550.42
27245	9/27/2019	Asher Motor Company	2019 Van	\$19,105.00
27246	9/27/2019	CenturyLink	Phones	\$443.58
27247	9/27/2019	Delta Dental of Iowa	Dental Insurance	\$800.56
27248	9/27/2019	Insurance Associates	Student Insurance	\$225.00
27249	9/27/2019	Kansas City Life Insurance	Life Insurance	\$104.88
27250	9/27/2019	Petty Cash	Postage/ Meetings	\$53.22
27251	9/27/2019	Spencer Office Supplies	MICR Ink/ Colored Paper	\$116.81
27252	9/27/2019	VISA	Gas/ CPR/ Dropbox/Travel	\$1,001.83
27253	9/27/2019	VSP Vison Care	Vision Insurance	\$193.85
27254	9/27/2019	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,520.43
27255	10/11/2019	Advanced Systems- Lease	Copier Lease	\$489.50
27256	10/11/2019	Boji Information Systems	Windows 10 Licenses/ Consulting	\$1,778.00
27257	10/11/2019	Carrie Turnquist	RWDB Travel	\$42.40
27258	10/11/2019	CenturyLink	Phones	\$449.32
27259	10/11/2019	Clay County Auditor	Rent/ Utilities	\$4,390.32
27260	10/11/2019	Insurance Associates	Agency Insurance Package	\$9,889.00
27261	10/11/2019	Kristin Hanson	RWDB Travel	\$28.62
27262	10/11/2019	Lee Beem	RWDB Travel	\$26.50
27263	10/11/2019	Michael Raner	Travel/ Cell Phone	\$607.63
27264	10/11/2019	Northern Safety Co, Inc	SHIELD Supplies	\$121.12

27265	10/11/2019	Pitney Bowes Global Financial Services, I	Postage Meter Lease	\$144.30
27266	10/11/2019	Ranae Sipma	RWDB Travel	\$22.26
27267	10/11/2019	Spencer Municipal Utilities	Internet	\$80.00
27268	10/11/2019	Spencer Office Supplies	Binders/ Pens/Writing Pads	\$33.76
27269	10/11/2019	Staci Kleinhesselink	Travel/ Planner	\$169.21
27270	10/11/2019	Steve McCauley	RWDB Travel	\$53.00
27271	10/11/2019	Val Bonney	Travel	\$44.69
27272	10/11/2019	Vern Nelson	RWDB Travel	\$57.24
27273	10/11/2019	Williams & Company P.C.	Audit Payment	\$14,250.00

Policy Council
October 17, 2019
Training Division Report

The State is expecting a response, within the next month, from Department of Labor on the federal appeal of the Iowa realignment process. The Department of Labor has determined that Iowa can move forward even with the federal appeals that have been filed. As a reminder, it has been indicated that regardless of how many regions there are in Iowa, the State must move forward with system transformation to become WIOA compliant. The Region 3-4 Chief Elected Officials have attended two meetings regarding system transformation. One was through a webinar and the other was face to face. The training is to provide CEOs with a better understanding of their roles and responsibilities under WIOA. Tim Schumacher provided a summary of the CEO meeting held in Storm Lake. No updated time line has been received to this point. The State is indicating that if an entity applies for fiscal agent, that is the only role that entity can participate in. If an entity applies for Board Support, that is the only role the entity can serve in. An entity can apply for one-stop operator as an individual entity or a consortium which would need to include 3 of the 4 core partners. An entity could apply for service provider as a stand-alone or could apply for service provider and be part of a consortium of core partners serving as one-stop operator.

We continue to update conversion issues related to the new data management system. PY18 draft performance was received but the final performance submitted to Department of Labor has not yet been provided to the service providers. There were data entry elements that needed to be addressed as the system did not properly convert all data which affects performance.

