

SIGN UP SHEET

November 21, 2019

	NAME	COUNTY	Email
X	Dale Arends	BV County	arendsdale@yahoo.com
X	Dave Derragon	BV County	derragon@stormlake.org
	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
X	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
X	Clark Reekers	Dickinson County	crrcleaning@gmail.com
	Jim Jenson	Emmet County	
	Penny Clayton	Emmet County	pclayton@cityofestherville.org
X	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
X	Merle Koedam	Lyon County	koedam@alliancecom.net
	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
	Jordan Kordahl	Lyon County	city@rockrapids.com
X	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
X	Mike Schulte	Osceola County	ssmobile@nethtc.net
X	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
		Palo Alto County	
		Palo Alto County	
X	Al Bloemendaal	Sioux County	abloem@mtcnet.net
	Duane Feekes	Sioux County	cityadmin@orangecityiowa.com
	Don Schreur	Sioux County	

X Jim Collins

Sioux County

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

November 21, 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. Approve October Minutes
 - III. Communications
 - IV. Treasurer's Report Through October
 - 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 of Addition to Board Membership
 2. Miscellaneous
 - VIII. 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 Neppl (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
October 17, 2019

The meeting was called to order by Vice-Chairman Kelly Snyder at 9:30 AM. Present at the meeting were:

Buena Vista County:	Kelly Snyder and Dave Derragon
Clay County:	George Moriarty
Dickinson County:	W.C. Leupold and Gregg Owens
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Merle Koedam and Steve Simons
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Stephanie Neppel
Palo Alto County:	Ron Graettinger (Alternate)
Sioux County:	Al Bloemendaal

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

FY 2019 Audit Discussion. Kourousis introduced Kristine Devereaux, auditor for Williams & Company. Devereaux presented the FY 2019 Audit. Devereaux 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. Devereaux thanked Kourousis, Huckfelt and the staff for their cooperation during the audit.

Devereaux discussed the findings and stated that they were minor things but they had to be disclosed in the audit. Devereaux also went through the audit and compared the differences between this year and last and explained why. There were a few questions concerning the HTF (Housing Trust Fund) portion of the audit.

Devereaux 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 Leupold to approve the audit as presented. Motion carried. Kourousis and Huckfelt thanked Devereaux for her presentation.

The minutes of the September meeting were presented for approval. A motion was made by Clayton, seconded by Moriarty to approve the minutes. Motion carried.

Communications. None

The Treasurer's report for September reflected a cash balance of \$224,710.90. A motion was made by Clayton, seconded by Schumacher to approve the report as read. Motion carried.

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

Old Business

1. WIOA Report. Bonney was out of the office so prepared the following report.

The State is expecting a response, within the next month, from the 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's the only role that entity can participate in. If an entity applies for Board Support, that's 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.

Schumacher, Snyder, Koedam and Kourousis talked more about the procedure. Schumacher stated that there is another meeting next Thursday, October 24th in Storm Lake. Kourousis stated that there is a conference call with the 4 regions in this area to discuss what might happen. Hopefully after the meetings next week we might know how to proceed. There is rumor that DOL (Department of Labor) may appeal.

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.

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

Pingel has been working on the following projects:

O'Brien County Comp Plan/ Hawarden Housing CDBG

Pingel and Kourousis have been working on the 5210 project. They met with the steering committee and talked about next steps. They need to meet with the sub committee next.

Pingel is also working on the Glacial Lakes and Prairie Escapes project.

Pingel stated that thru the Safe Routes to School project there was a drawing a couple weeks ago where a Youth Y membership was donated by the YMCA and awarded to one of the youth. It was a Statewide walk to help bring awareness to

walking to school. Pingel does a Walk on Wednesday (WOW) with the kids weekly.

Pingel also reported that the Lake Park Water/Sewer CDBG was recently approved.

Darren Bumgarner reported the following:

Bumgarner has been keeping busy on City Code Updates, CDBG's, Zoning Administration and Nuisance Abatements. He was in court yesterday for a nuisance abatement problem.

Bumgarner stated he recently submitted a CDBG application for the City of Rembrandt for sanitary sewer system improvements. The State received 21 applications, which is the most they have received for any one quarter.

Cara reported:

Elbert has been working on several CDBG's.

A Regional Hazard Mitigation Plan was just awarded to Sioux/ O'Brien and Lyon Counties.

Elbert is also working on the Milford Zoning Ordinance.

3. Contract Status Report. There were 2 contracts to report for informational purposes only.

New Business

1. Iowa DOT Presentation. Bryan Bradley, Madeline LaPage and Dakin Schultz from the IDOT (Iowa Department of Transportation) did a power point presentation on the US 18 Planning and Environmental Linkages (PEL) Study. Discussion followed.
2. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for November 21, 2019 at 9:30 AM. A motion to adjourn was made by Neppel, seconded by Simons. Motion carried. The meeting adjourned at 10:45 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
10/31/19

CASH ON HAND 9/30/19	\$170,681.24
Receipts	77,746.14
Disbursements	143,169.06
CASH ON HAND 10/31/19	\$105,258.32

Reimbursements to NWIPDC

WIOA	43,056.47
EDA	6,131.70
SHIELD	11,865.96
HAZMAT	31,860.75
SCHOOL TO WORK	2,098.38
CASH BALANCE 10/31/19	\$200,271.58

Check #	Date Paid	Vendor	Description	Amount Paid
580	10/31/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,000.98
581	10/25/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,733.43
582	10/25/2019	Iowa Public Employee Retirement	IPERS	\$8,935.76
583	10/25/2019	State of Iowa Treasurer	State Taxes	\$1,401.00
584	11/8/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,778.36
585	11/8/2019	State of Iowa Treasurer	State Taxes	\$1,412.00
27274	10/31/2019	Advanced Systems, Inc	Copies	\$694.43
27275	10/31/2019	AFLAC	Insurance	\$550.42
27276	10/31/2019	Association of Iowa Workforce Partners	WIOA Membership Dues	\$2,000.00
27277	10/31/2019	Buena Vista County EMA	Hazmat Class/ Supplies	\$1,801.52
27278	10/31/2019	Candess Consulting LLC	HMCFS Contract	\$27,575.32
27279	10/31/2019	CenturyLink- LD	Conference Call- NWRHTF	\$117.98
27280	10/31/2019	Delta Dental of Iowa	Dental Insurance	\$800.56
27281	10/31/2019	Insight Learning Foundation-MN	Website Subscription	\$150.00
27282	10/31/2019	Iowa Workforce Development	WIOA Copier Maintenance	\$110.50
27283	10/31/2019	Kansas City Life Insurance	Life Insurance	\$104.88
27284	10/31/2019	Osceola County EMA	Hazmat Class/ Supplies	\$1,329.39
27285	10/31/2019	Speed Printers	Business Cards/ Labels	\$355.77
27286	10/31/2019	Spencer Office Supplies	Premium Paper/ Binders	\$129.18
27287	10/31/2019	VISA	CPR/ Travel/ Innovative Credit	\$670.99
27288	10/31/2019	VSP Vision Care	Vision Insurance	\$193.85
27289	10/31/2019	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,520.43
27290	11/8/2019	Advanced Systems- Lease	Copier Lease	\$489.50
27291	11/8/2019	Boji Information Systems	Consulting	\$120.00
27292	11/8/2019	Cara Elbert	Planner	\$25.63
27293	11/8/2019	CenturyLink	Phones	\$454.66
27294	11/8/2019	Clay County Auditor	Rent	\$3,799.68
27295	11/8/2019	Kristin Larsen	Board Meeting	\$18.80
27296	11/8/2019	Michael Raner	Travel/ Cell Phone/ Miscellaneous	\$862.88
27297	11/8/2019	Spencer Municipal Utilities	Internet	\$80.00
27298	11/8/2019	Staci Kleinhesselink	Travel	\$99.11
27299	11/8/2019	Val Bonney	Travel	\$31.95

Check #	Date Paid	Vendor	Description	Amount Paid
586	11/20/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,000.98
587	11/22/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,774.89
588	11/22/2019	Iowa Public Employee Retirement	IPERS	\$8,959.71
589	11/22/2019	State of Iowa Treasurer	State Taxes	\$1,412.00
27300	11/22/2019	AFLAC	Insurance	\$550.42
27301	11/22/2019	Clay County Auditor	Utilities	\$523.83
27302	11/22/2019	Delta Dental of Iowa	Dental Insurance	\$800.56
27303	11/22/2019	Iowa Workforce Development	WIOA Copier Lease	\$649.54
27304	11/22/2019	Kansas City Life Insurance	Life Insurance	\$104.88
27305	11/22/2019	Spencer Office Supplies	Paper/ Desk Calendars/ Planner Refills- Michael	\$708.10
27306	11/22/2019	Tammie Galles	Planner Refill- 2020	\$11.37
27307	11/22/2019	VISA	Travel-Michael/Cara/Val & Innovative Credit	\$654.58
27308	11/22/2019	VSP Vision Care	Vision Insurance	\$193.85
27309	11/22/2019	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,520.43
27310	11/22/2019	Williams & Company P.C.	Audit- Final Payment	\$3,850.00

