



## ***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**

**May 21, 2020 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 April Minutes
  - III. Communications
  - IV. Treasurer's Report Through April
  - 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. Nominating Committee Report
    2. Miscellaneous
  - VIII. Set Next Meeting Date and Adjournment

**\*\*\*\* Note: Meeting will be held by conference call**

## 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  
April 23, 2020

The meeting was called to order by Vice-Chairman Kelly Snyder at 9:30 AM per conference call due to Covid-19 concerns. Kourousis did roll call. Present on the call were:

Buena Vista County:	Dale Arends, Kelly Snyder and Dave Derragon
Clay County:	George Moriarty and Kristi Franker
Dickinson County:	Gregg Owens and Clark Reekers
Emmet County:	Penny Clayton
Lyon County:	Steve Simons, Jordan Kordahl and Merle Koedam
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Stephanie Neppel and Mike Schulte
Palo Alto County:	Roger Faulstick
Sioux County:	

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

The minutes of the March meeting were presented for approval. A motion was made by Kruger, seconded by Arends to approve the minutes. Motion carried.

Communications. Kourousis stated he received notice last week that the Twin Forks Gun Club received another grant in the amount of \$40,000.

The Treasurer's report through March was read by Huckfelt and reflected a cash balance of \$133,822.34. A motion was made by Schulte seconded by Steensma 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 Kordahl to approve the bills as written. Motion carried.

#### Old Business

1. WIOA Report. Bonney gave the following report:

The CEOs and Regional Workforce Board continue to move forward to become a compliant WIOA region. Due to COVID-19, due dates have been pushed back to September 1, 2020. The CEOs would prefer to continue to get items in place prior to the September 1st date.

At the March 26, 2020 RWDB-CEO meeting the following items were established: Finalized the CEO Shared Liability Agreement, Selected Kyle Stecker, Kossuth County CEO as the Chief Lead Elected Official and confirmed Barry Anderson, Clay County CEO as the board chair and Kelly Snyder, Buena Vista County CEO as the board vice-chair. All three together will act as

the CEO Executive Board. CEOs intend to finalize the appointment of the Local Workforce Board (RWDB) at the May meeting, Selected Clay County Auditor/Treasurer as Fiscal Agent, approved updated RWDB Bylaws, and voted to approve and post the RFP for WIOA Title I Service Provider.

After the RFP was posted, IWD notified the CEOs that the RFP was not compliant. IWD is allowing the CEOs to temporarily appoint a Title I Service Provider for the Adult/Dislocated Worker Program and for the Youth program. The Executive team of the CEOs and the RWDB met on April 4<sup>th</sup> and appointed Goodwill of the Great Plains as the Adult/DW and Youth service provider through December, 2020. The RFP will be reposted when it is determined how the current RFP may not have been in compliance.

The following processes will be focused on after the May 28th RWDB-CEO Meeting. Approve the RWDB Budget for all positions of the board and begin the process of selecting a One-Stop Operator through competitive procurement.

The Executive Team of the CEOs have had phone meetings with IWD and the Department of Labor at the federal level in regard to the RFP and other issues the CEOs have dealt with in attempting to become compliant.

Discussion followed.

## 2. Planning Division Report. Planning Staff gave the following report:

Bumgarner reported the following.

- Submitted a CDBG application for Ruthven for wastewater treatment plant improvements. It was a joint application with Clay and Palo Alto Counties.
- Rembrandt has to rebid its project since the 2<sup>nd</sup> lowest bidder protested the bid. Will open bids in May.
- Been busy with Zoning Compliance permit applications and working with a number of cities on Code Book Updates.

Cara reported the following:

- Environmental and Archeological Assessments being completed as part of the HUD Watershed Project in Buena Vista County. Hoping to have clearance and projects go out to bid this summer.
- Had to submit to IEDA on status of currently open CDBG Projects and how COVID 19 was impacting timelines. Armstrong and Village Northwest are under construction, with plans in place to social distance and keep subcontractors work spaced out.

- Graettinger Water CDBG is advertising bids this week and the City will accept them mid-May, issue contracts after that and it is anticipated construction will be complete this year.
- LEPC regional commodity flow project that was grant funded may be pushed back but should be done by the end of the federal fiscal year. All trainings that had to be postponed due to COVID 19 received extensions.
- Sioux-O'Brien-Osceola County Regional HM Plan stakeholder and public feedback is being reworked due to COVID 19. Planning on a May virtual meeting to stay on schedule.
- Working on new CDBG applications that will be due July 31<sup>st</sup>.

Larsen reported the following:

- CDBG Housing construction is limited to exterior work until further notice. There are two projects in Albert City that are being worked on under these guidelines. IEDA will let us know when we can resume normal activities.
- The Spencer Substandard Housing Rehabilitation Program is almost ready to take another round of houses to bid. This round will consist of four (4) houses. The open house will be a "one in, one out" procedure for the time being with any contract signings being done via zoom or other video means.
- Housing Trust Fund is still currently processing applications and leaving it up to the contractors/homeowners to decide when construction can begin.
- The Migrant Housing Program (H2-A) has shifted to email and virtual inspections with the employers being responsible to take photos and submit forms/documents back to me. I sent out two inspection requests last week.

Pingel reported the following:

- Storm Lake 5210 Healthiest State Initiative completion date is June 30<sup>th</sup>, 2020. With that said I am working to complete invoicing as it comes in for the Spin down repost required to the COG as well as an updated Action Plan reflecting any delays because of the Covid-19 situation required to the IDPH.
- Also gave updates on the following projects:
  - CDBG for Lake Park
  - Hawarden Housing grant
  - Glacial Lakes funding process
  - Ticket to Work updates

Kleinhesselink wasn't present at the meeting but prepared the following report:

- Working on WIOA Title I closeout-have 16 remaining participants enrolled; 4 of these are receiving some type of assistance for training and will be continuing in school past 6/30/2020 so will be transitioning to the new provider; the remaining will be given the option of exit or transfer to new provider
  - Working to get the Ticket to Work Program up and going-I currently have 9 tickets assigned to our Employment Network with 8 of those 9 employed; Waterloo/Hawkeye has said we can begin requesting payments for some of my earlier assignments beginning for the month of April; I provide copies of participant pay stubs to Waterloo and they request the payments
  - Due to Covid, the process of getting the Ticket to Work program going looks different than it would if we could have face to face appointments. All appointments are being done by phone to explain the program and the services available. For those who are interested, the paperwork to be signed is mailed along with a stamped envelope.
  - Waterloo/Hawkeye is providing us with lists of potential ticketholders in our region each month. We are contacting them first with a letter and then following up with email and then a phone call to offer services.
3. Contract Status Report. Three contracts were presented for informational purposes only.

#### New Business

1. Appointment of Nominating Committee. Kourousis stated that the only job of the Nominating Committee this year is to contact the Chairman and Vice-Chairman and make sure that they plan to continue serving for another year. Clayton and Moriarty agreed to serve on the nominating committee.
2. Appointment of Non-Elected Officials. Kourousis stated that the non-elected officials in O'Brien, Osceola and Palo Alto Counties, are due for re-appointment to the Policy Council this year. Marjean Westerman is the O'Brien County representative and will continue. Stephanie Neppel is the Osceola County representative and will continue. The Palo Alto County position is open. Kourousis asked Faulstick to ask around and see if he can find anyone that would be interested.
3. Adopt Depository Resolution. Kourousis stated that it was time to adopt the Depository Resolution for another year. There were no changes in the plan from last year. Kourousis introduced Resolution Number 2020-1. A motion was made by Arends, seconded by Schulte to adopt the resolution. Motion carried. Depository Resolution for 2020 was adopted.

4. Auditor Discussion. Kourousis stated that the contract for the agency audit expired last year. Kourousis would like to extend the contract for one more year since the current auditors are familiar with WIOA and that program will be ending on 6/30/20. A motion was made by Moriarty, seconded by Steensma to contact Williams & Co and ask them to do the audit for another year. Motion carried.
  
5. Miscellaneous. Kourousis stated that the Passenger Transportation Plan (PTP) was sent out yesterday for review. Elbert has been working on this plan with the Regional Transit Authority and the Transit Advisory Group (TAG). They are required to update the plan every 5 years. Elbert explained what was involved in the process. The Plan must be approved and submitted by May 1<sup>st</sup>. A motion was made by Clayton, seconded by Faulstick to approve the plan. Motion carried.

With there being no more discussion, the next meeting was scheduled for May 21, 2020 at 9:30 AM. A motion to adjourn was made by Schulte, seconded by Moriarty. Motion carried. The meeting adjourned at 10:19 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT  
CASH IN BANK  
4/30/20

CASH ON HAND 3/31/20	\$93,464.92
Receipts	62,357.68
Disbursements	76,082.53
CASH ON HAND 4/30/20	\$79,740.07

Reimbursements to NWIPDC

WIOA	24,014.28
EDA	5,141.10
SHIELD	9,554.45
HAZMAT	397.48
TICKET TO WORK	3,142.06
NWIRHTF	1,108.57
<b>CASH BALANCE 4/30/20</b>	<b>\$123,098.01</b>



Check #	Date Paid	Vendor	Description	Amount Paid
619	4/30/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,191.60
620	4/24/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$5,663.93
621	4/24/2020	Iowa Public Employee Retirement	IPERS	\$7,610.58
622	4/24/2020	State of Iowa Treasurer	State Taxes	\$1,084.00
623	5/8/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$5,656.05
624	5/8/2020	State of Iowa Treasurer	State Taxes	\$1,083.00
27427	4/30/2020	AFLAC	Insurance	\$550.42
27428	4/30/2020	CenturyLink- LD	Conference Call- FastAct	\$354.70
27429	4/30/2020	Delta Dental of Iowa	Dental Insurance	\$561.06
27430	4/30/2020	Iowa Workforce Development	WIOA Copier Lease	\$73.66
27431	4/30/2020	Kansas City Life Insurance	Life Insurance	\$89.52
27432	4/30/2020	Petty Cash	Meeting/Postage/Finger Printing	\$39.50
27433	4/30/2020	Reserve Account	Postage for Meter	\$2,000.00
27434	4/30/2020	Spencer Office Supplies	Binders/Premium Paper/Fax Ribbon/ Hanging Folders	\$165.00
27435	4/30/2020	VISA	Safety Tape/ Innovative Credit	\$61.69
27436	4/30/2020	VSP Vison Care	Vision Insurance	\$149.97
27437	4/30/2020	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,261.71
27438	5/8/2020	Asher Motor Company	Oil Change- Van	\$35.95
27439	5/8/2020	Boji Information Systems	Consulting	\$150.00
27440	5/8/2020	CenturyLink	Phones	\$438.58
27441	5/8/2020	Clay County Auditor	Rent/ Utilities	\$4,260.87
27442	5/8/2020	GFC Leasing	Copier Lease	\$912.50
27443	5/8/2020	Iowa Association of Regional Councils	IARC- Staff Retreat	\$279.34
27444	5/8/2020	Michael Raner	Travel/ Cell Phone	\$132.84
27445	5/8/2020	Spencer Municipal Utilities	Internet	\$80.00