

# SIGN UP SHEET

February 20, 2020

	NAME	COUNTY	Email
X	Dale Arends	BV County	<a href="mailto:arendsdale@yahoo.com">arendsdale@yahoo.com</a>
X	Dave Derragon	BV County	<a href="mailto:derragon@stormlake.org">derragon@stormlake.org</a>
	Kelly Snyder	BV County	<a href="mailto:ksnyder@bvcountyiowa.com">ksnyder@bvcountyiowa.com</a>
X	Art Hamrick	Clay County	<a href="mailto:ahamrick@co.clay.ia.us">ahamrick@co.clay.ia.us</a>
X	George Moriarty	Clay County	<a href="mailto:atlargemoriarty@spenceriowacity.com">atlargemoriarty@spenceriowacity.com</a>
	Kristi Franker	Clay County	<a href="mailto:kristi@farmerstrust.com">kristi@farmerstrust.com</a>
X	W.C. Leupold	Dickinson County	<a href="mailto:wcleupold@mchsi.com">wcleupold@mchsi.com</a>
	Gregg Owens	Dickinson County	<a href="mailto:gregg.owens@cityofspiritlake.org">gregg.owens@cityofspiritlake.org</a>
	Clark Reekers	Dickinson County	<a href="mailto:crrcleaning@gmail.com">crrcleaning@gmail.com</a>
	Jim Jenson	Emmet County	
X	Penny Clayton	Emmet County	<a href="mailto:pclayton@cityofestherville.org">pclayton@cityofestherville.org</a>
X	Tim Schumacher	Emmet County	<a href="mailto:tschumacher87@yahoo.com">tschumacher87@yahoo.com</a>
X	Merle Koedam	Lyon County	<a href="mailto:koedam@alliancecom.net">koedam@alliancecom.net</a>
X	Steve Simons	Lyon County	<a href="mailto:ssimons@co.lyon.ia.us">ssimons@co.lyon.ia.us</a>
	Jordan Kordahl	Lyon County	<a href="mailto:city@rockrapids.com">city@rockrapids.com</a>
X	John Steensma	O'Brien County	<a href="mailto:jbsteen@tcaexpress.net">jbsteen@tcaexpress.net</a>
	Jim Zeutenhorst	O'Brien County	<a href="mailto:jimzeit@tcaexpress.net">jimzeit@tcaexpress.net</a>
X	Marjean Westerman	O'Brien County	<a href="mailto:mwesterman@evertek.net">mwesterman@evertek.net</a>
X	Glenn Anderson	Osceola County	<a href="mailto:sibleyadmin@hickorytech.net">sibleyadmin@hickorytech.net</a>
X	Stephanie Neppl	Osceola County	<a href="mailto:sneppl@osceolacountyia.com">snepl@osceolacountyia.com</a>
X	Mike Schulte	Osceola County	<a href="mailto:ssmobile@nethtc.net">ssmobile@nethtc.net</a>
X	Roger Faulstick	Palo Alto County	<a href="mailto:rfaulstick@mchsi.com">rfaulstick@mchsi.com</a>
		Palo Alto County	
		Palo Alto County	
X	Al Bloemendaal	Sioux County	<a href="mailto:abloem@mtcnet.net">abloem@mtcnet.net</a>
	Duane Feekes	Sioux County	<a href="mailto:cityadmin@orangecityiowa.com">cityadmin@orangecityiowa.com</a>
	Don Schreur	Sioux County	





## ***NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION***

217 West 5<sup>th</sup> 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](http://www.nwipdc.org)

### **AGENDA**

#### **Northwest Iowa Planning and Development Commission**

**February 20, 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 January Minutes
  - III. Communications
  - IV. Treasurer's Report Through January
  - 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. 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  
January 16, 2020

The meeting was called to order by Chairman Glenn Anderson at 9:36 AM after a short FastAct meeting. Present at the meeting were:

Buena Vista County:	Keri Navratil, Kelly Snyder and Dave Derragon
Clay County:	Art Hamrick, Kristi Franker and George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher
Lyon County:	Merle Koedam and Steve Simons
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Schulte, Glenn Anderson and Stephanie Neppl
Palo Alto County:	
Sioux County:	

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

Minutes of the November meeting were presented for approval. A motion was made by Snyder, seconded by Koedam to approve the minutes. Motion carried.

Communications. None

The Treasurer's report for December reflected a cash balance of \$190,660.83. A motion was made by Schulte, seconded by Neppl to approve the report as written. Motion carried.

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

#### Old Business

1. WIOA Report. Bonney gave the following report.

A response was received from the US Department of Labor on the federal appeal of the Iowa realignment process. All regions that filed an appeal were notified on December 20<sup>th</sup> of the decision to uphold the appeal. DOL granted the appeal and Iowa will therefore continue operating with the previous structure consisting of 15 local areas. DOL advised there were several steps the state should take before any decision to realign:

1. Issue a local area designation policy and procedure publicly and transparently;
2. Issue a local area designation appeals policy in accordance with WIOA Section 106(b)(5) and 20 C.F.R. § 679.290; and,





3. Seek meaningful local input and consultation as the State implements a compliant local area designation policy and local area designation or reorganization.

The first two steps have recently been completed and were approved by DOL December 20<sup>th</sup> as part of a modification to the WIOA State Plan that addressed these two issues. With respect to number 3, IWD has been providing training on roles and responsibilities to CEOs in the past two months. After the holidays, IWD indicated the focus, with assistance from Maher and Maher, will shift to training and education of local board members on their roles and responsibilities under WIOA. Additional details will follow in the coming weeks as those training sessions are scheduled. However, since that point in time, IWD has indicated they will shift focus to prepare to start monitoring of the LWDA's in the next program year, as well as continuing to provide any further training or technical assistance needed by CEOs or LWDA members as the LWDA's move to become WIOA compliant.

IWD plans to meet with CEOs at the Iowa State Association of Counties (ISAC) statewide supervisors meeting, from 4 - 5pm on January 30, 2020. Prior to this meeting, we will email LWDA members and CEOs a checklist of program specific requirements each local area will be monitored on beginning Program Year 2020 (July 1, 2020). We will review, discuss and answer any questions about the checklist and requirements at the January 30<sup>th</sup> meeting.

Discussion followed.

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

Bumgarner reported the following:

He has an agreement with Primghar to help with Zoning Administration. Should be fun. Actually I am excited to help them and get some things straightened out.

Even though it is cold and snowy I had a court case Monday this week for a nuisance case with Terril.

Rembrandt may be ready to go out to bid next month for relining of sewer mains.

Everly awarded a bid to King Construction for sewer lagoon improvements.

Keeping busy with City Codes, updating about 8 City Codes right now.

Elbert reported the following:

Elbert reported that she has the kickoff meeting for the Regional Hazard Mitigation Plan for O'Brien, Osceola and Sioux counties next week.

Elbert has been working on the draft Passenger Transportation Plan.



Armstrong was supposed to go out for bid for their water improvements but it has gotten pushed back so hopefully some time in February that will get done.

The Village Northwest project in Sheldon will be opening their bids next Friday. They will be constructing two new housing units on their campus for intermediate care facilities.

Elbert is also compiling some financials for the Watershed project to see where they are and what needs to be spent out. They will have a Board meeting next week to discuss that information.

Kourousis reported that the Twin Forks Trap & Skeet Club is coming to fruition. They have been successful in getting \$100,000 in grant funds and other donations and will be opening in April. It is located South of Lake Park.

3. Contract Status Report. There were 4 contracts to report for informational purposes only.

#### New Business

1. Resignation of Tammie Galles and Bridget Richards. Kourousis stated that we received a resignation from Tammie Galles effective 1/17/20. Bridget Richards left a resignation letter for Kourousis and Huckfelt on their desks on 1/4/20 stating that she was resigning immediately. She also stated a letter was sent to the Board and Iowa Workforce Development. Kourousis stated he checked with Board members and as of the meeting, no one had gotten one. After some discussion, a motion was made by Snyder, seconded by Koedam to accept the resignations. Motion carried.
2. Personnel Committee Report. Schumacher reported that the Personnel Committee met prior to the meeting to discuss the evaluations for Kristin Larsen and Erin Pingel. Kourousis stated that Pingel would be going full time again in July to help cover the position vacated by Richards. It was the Committee's recommendation to move both up one step on the merit step scale. A motion was made by Schulte, seconded by Simons to approve. Motion carried.
3. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for February 20, 2020 at 9:30 AM. A motion to adjourn was made by Snyder, seconded by Steensma. Motion carried. The meeting adjourned at 10:15 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary



TREASURER'S REPORT  
CASH IN BANK  
1/31/20

CASH ON HAND 12/31/19	\$142,606.64
Receipts	77,079.81
Disbursements	119,719.21
 CASH ON HAND 1/31/20	 \$99,967.24

Reimbursements to NWIPDC

WIOA	41,024.35
EDA	6,829.53
SHIELD	12,913.41
HAZMAT	634.22
SCHOOL TO WORK	161.36
TICKET TO WORK	6,337.53
NWIRHTF	1,304.34
 CASH BALANCE 1/31/20	 \$169,171.98



Check #	Date Paid	Vendor	Description	Amount Paid
598	1/17/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$6,576.82
599	1/17/2020	State of Iowa Treasurer	State Taxes	\$1,222.00
600	1/31/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,457.43
601	1/31/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$6,653.44
602	1/31/2020	Iowa Public Employee Retirement	IPERS	\$12,810.24
603	1/31/2020	State of Iowa Treasurer	State Taxes	\$1,296.00
604	2/14/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$5,634.52
605	2/14/2020	State of Iowa Treasurer	State Taxes	\$1,077.00
27345	1/17/2020	Auditor of State	Audit Filing Fees	\$175.00
27346	1/17/2020	Boji Information Systems	Consulting	\$151.25
27347	1/17/2020	CenturyLink	Phones	\$445.31
27348	1/17/2020	Clay County Auditor	Utilities	\$563.91
27349	1/17/2020	GFC Leasing	Copier Lease	\$912.50
27350	1/17/2020	Iowa Workforce Development	Computers x 5/ WIOA Copier Lease	\$6,135.42
27351	1/17/2020	Jonathon Hintz	Inspection Fees	\$1,000.00
27352	1/17/2020	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30
27353	1/17/2020	Polk County Housing Trust Fund	NWIRHTF Contracted Services	\$150.00
27354	1/17/2020	Spencer Office Supplies	Binders/Tape/ Date Stamp	\$105.84
27355	1/17/2020	Staci Kleinhesselink	Travel	\$58.30
27356	1/17/2020	Winter Walking	SHIELD Supplies	\$184.70
27357	1/31/2020	AFLAC	Insurance	\$550.42
27358	1/31/2020	Carrie Turnquist	RWDB Travel	\$42.00
27359	1/31/2020	CenturyLink- LD	Conference Calls	\$75.56
27360	1/31/2020	Delta Dental of Iowa	Dental Insurance	\$696.84
27361	1/31/2020	Diane Twait Nelsen	RWDB Travel	\$47.25
27362	1/31/2020	Kansas City Life Insurance	Life Insurance	\$112.58
27363	1/31/2020	Kristin Hanson	RWDB Travel	\$29.40
27364	1/31/2020	Lee Beem	RWDB Travel	\$26.25
27365	1/31/2020	Spencer Office Supplies	MICR Ink/ Envelopes	\$155.01
27366	1/31/2020	Steve McCauley	RWDB Travel	\$52.50
27367	1/31/2020	VISA	Gas/ Innovative Credit/ Travel	\$341.67
27368	1/31/2020	VSP Vison Care	Vision Insurance	\$193.85
27369	1/31/2020	Wellmark Blue Cross Blue Shield	Insurance	\$7,835.69
27370	2/14/2020	Boji Information Systems	External Hard Drive	\$1,495.00
27371	2/14/2020	Buena Vista County Conservation Board	Danahoo Property Acquisition	\$86,000.00





27372	2/14/2020	Cara Elbert	Travel	\$8.17
27373	2/14/2020	CenturyLink	Phones	\$432.85
27374	2/14/2020	Clay County Auditor	Rent/ Utilities	\$4,390.23
27375	2/14/2020	Erin Pingel	Travel	\$49.33
27376	2/14/2020	GFC Leasing	Copier Lease	\$912.50
27377	2/14/2020	Insurance Associates	Additional Workman's Comp	\$131.00
27378	2/14/2020	Iowa Workforce Development	WIOA Copier Lease	\$383.55
27379	2/14/2020	Michael Raner	SHIELD Travel/ Cell Phone	\$540.60
27380	2/14/2020	Petty Cash	Miscellaneous	\$40.51
27381	2/14/2020	Spencer Municipal Utilities	Internet	\$80.00
27382	2/14/2020	Spencer Office Supplies	Binders/ Folders/ Pens/ Envelopes	\$181.43
27383	2/14/2020	Staci Kleinhesselink	Travel	\$85.93
27384	2/14/2020	United Parcel Service	Postage	\$17.78
27385	2/14/2020	Val Bonney	Travel	\$41.12





