

# SIGN UP SHEET

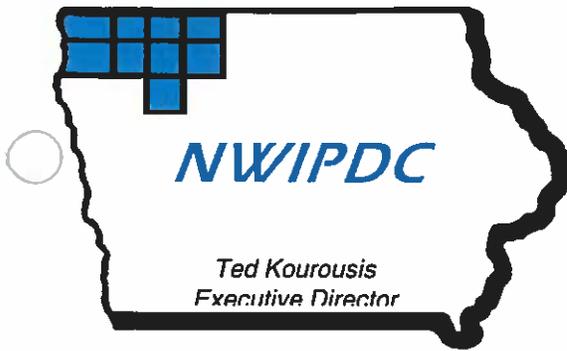
June 27, 2019

	NAME	COUNTY	Email
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X	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
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X	George Moriarty	Clay County	allargemoriarty@spenceriowacity.com
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✓	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
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	Jordan Kordahl	Lyon County	city@rockrapids.com
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		Palo Alto County	
		Palo Alto County	
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	Don Schreur	Sioux County	

Kpr: Navram

BV County

navram@stormlake.org



# ***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**

**June 27, 2019 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: FY2020- FY2023 Transportation Improvement Program
  - II. Close Public Hearing
  - III. Call Meeting to Order
  - IV. Approval of February Minutes
  - V. New Business
    1. Adoption: FY2020- FY2023 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 2020 Budget
    2. Purchase Van
    3. Miscellaneous

VIII. Set Next Meeting Date and Adjournment

**• Personnel Committee Meeting at 9:00 AM**

## 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  
May 16, 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 Dave Derragon
Clay County:	George Moriarty and Art Hamrick
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Schulte and Glenn Anderson
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

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

Anderson asked to have everyone introduce themselves again.

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

Communications. None.

The Treasurer's report for April reflected a cash balance of \$147,481.60. A motion was made by Schulte, seconded by Snyder to approve the report as read. Motion carried.

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

#### Old Business

##### 1. WIOA Report. Bonney gave the following report:

The Region 3-4 CEOs have submitted an appeal of the Iowa realignment to six regions. The State Workforce Development Board will consider the appeal at the May 30, 2019 meeting. Tim Schumacher has requested time on the agenda for that meeting to address the appeal.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) will begin on June 3rd. Seventy Five youth have applied to 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, 2019. The draft budgets indicated a slight increase in Youth, Adult and Dislocated Worker funds. Only three regions in the state saw an increase. All total the region is up roughly \$28,000. However, last year we received additional rapid response funds for dislocated workers. We have requested to receive those additional funds this year, but have not heard back on our request to date.

Regional Workforce Board and Chief Elected Officials meet on May 23, 2019 at 9:30 a.m. here at IowaWORKS.

2. Planning Division Report. Kourousis reported that about a week prior to the board meeting that the Regional Transportation Committee had met and reviewed 7 applications for trails funding and a request by the city of Estherville. Estherville's request was to move funding from a trail project on the bridge crossing the West Fork of the Des Moines River, to a community trail project. The bridge trail project had been let previously and continues to come in way over budget. The city, therefore, does not want to utilize the TAP funding on this project and wishes it be used for an existing project that will be going to bids this year. The committee agreed with the city and voted to allow Estherville to switch the funding.

The committee had more funds to work with this year as a project's funding of \$197,000 had been rescinded due to lack of movement on the project and fear that the funding would be lost. This was added to the annual total of \$272,000. After review of the projects, the committee was able to award one project full funding and one partial funding. Clay County's Iowa Great Lakes Connection Trail Phase II was awarded \$289,000 and Dickinson County's Ska Trace was award \$180,000.

Kourousis also mentioned that he had received notice from the Iowa Department of Public health on potential funding for Clay and Buena Vista Counties. This program, sponsored by the Iowa Department of Public Health, is an annual one that reaches out to various regions of the state for improvement of programs aimed at increasing the health and welfare of Iowans through improved physical and nutritional programs. Clay and Buena Vista Counties were selected as target counties for this year's round of funds, which was why the questionnaire was being put together. He had been in contact with Clay County's personnel but had not been able to determine who he needed to contact in BV County. He spoke with Derragon who said that he would speak with Storm Lake's City Manager and determine who that contact would be for BV County. Kourousis said he would be in contact with Derragon after the meeting. The questionnaires are due June 7<sup>th</sup>.

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

#### New Business

1. Plaque Presentation. Kourousis presented Steve Simons with a plaque of appreciation for his years of serving as Chairman of the Policy Council.

- Hallgren's Resignation. Kourousis read Hallgren's resignation letter. Hallgren's last day was 5/10/19. A motion was made by Moriarty, seconded by Schumacher to approve his resignation. Motion carried.

Kourousis then stated that he received another resignation letter after the agendas were sent out. This one is for Erin Pingel. Kourousis read her resignation letter. Her last day will be 5/31/19. A motion was made by Bloemendaal, seconded by Faulstick to accept her resignation. Motion carried.

Kourousis stated that with Steve resigning we planned to try absorbing that position with existing staff but after receiving Pingel's resignation, we will be advertising for a Planner position.

- Adoption of Title VI Plan. Kourousis and Elbert explained that the commission had prepared the Title VI plan in accordance with federal mandate. The process of updating this plan began last fall and would be completed with the adoption today. This plan was required because a portion of the funding NWIPDC receives for its transportation work comes from the Federal Transit Administration. As such, the Title VI plan is required. Kourousis explained the draft plan had been on the agency web site for public review since March and it was now time to adopt. Motion to approve the plan was made by Schumacher, seconded by Snyder. The motion carried.
- Adoption of FY20 TPWP. Kourousis presented the draft FY 2020 TPWP. This document provides insight into the work the commission will do in the upcoming year in regards to its transportation responsibilities for the FAST-Act. The original draft had been presented to the board in April and this draft had been reviewed by IDOT and the necessary changes had been made. Motion to approve the FY 2020 TPWP was made by Clayton, seconded by Schulte. The motion carried.
- Miscellaneous. Anderson stated that he likes to move the meetings along quickly so people have time to ask questions, however if anyone wants to take more time on a certain issue, speak up.

With there being no more discussion, the next meeting was scheduled for June 27, 2019 at 9:00 AM. This will be the annual budget meeting and is close to the new fiscal year starting so we need to make sure we have a quorum. A motion to adjourn was made by Moriarty, seconded by Bloemendaal. Motion carried. The meeting adjourned at 9:55 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
5/31/19

CASH ON HAND 4/30/19	\$91,747.66
Receipts	126,217.24
Disbursements	101,216.49
 CASH ON HAND 5/31/19	 \$116,748.41

Reimbursements to NWIPDC

WIOA	33,483.33
EDA	3,612.83
SHIELD	9,185.05
HAZMAT	438.06
SCHOOL TO WORK	114.33
HOUSING TRUST FUND	2,826.87
 CASH BALANCE 5/31/19	 \$166,408.88

Check #	Date Paid	Vendor	Description	Amount
546	5/24/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$10,723.27
547	5/16/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,536.48
548	5/31/2019	Iowa Public Employee Retirement	IPERS	\$9,688.12
549	5/24/2019	State of Iowa Treasurer	State Taxes	\$2,030.00
550	6/7/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,727.70
551	6/7/2019	State of Iowa Treasurer	State Taxes	\$1,416.00
552	6/21/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,436.81
553	6/21/2019	Iowa Public Employee Retirement	IPERS	\$8,813.16
554	6/21/2019	State of Iowa Treasurer	State Taxes	\$1,350.00
27132	5/31/2019	Advanced Systems, Inc	Copies	\$694.43
27133	5/31/2019	AFLAC	Insurance	\$575.92
27134	5/31/2019	Benjamin VanDonge	RWDB Travel	\$65.72
27135	5/31/2019	Boji Information Systems	Consulting/Trend Micro	\$320.00
27136	5/31/2019	Carrie Turnquist	RWDB Travel	\$42.40
27137	5/31/2019	CenturyLink- LD	Conference Call- NWRHTF	\$167.91
27138	5/31/2019	Delta Dental of Iowa	Dental Insurance	\$887.10
27139	5/31/2019	F8 Creative	Domain Name Registration	\$66.00
27140	5/31/2019	Greg VerSteeg	RWDB Travel	\$60.42
27141	5/31/2019	Iowa Workforce Development	WIOA Copier Lease/ Copies	\$629.78
27142	5/31/2019	Kansas City Life Insurance	Life Insurance	\$124.96
27143	5/31/2019	Kristin Hanson	RWDB Travel	\$28.62
27144	5/31/2019	Kristin Larsen	Travel	\$28.08
27145	5/31/2019	Lee Beem	RWDB Travel	\$26.50
27146	5/31/2019	Spencer Office Supplies	Printer Cartridge/ Envelopes	\$165.97
27147	5/31/2019	Tammie Galles	Travel	\$36.55
27148	5/31/2019	United Parcel Service	Postage	\$16.54
27149	5/31/2019	VISA	CPR/Prezi/Travel	\$661.94
27150	5/31/2019	VSP Vision Care	Vision Insurance	\$193.85
27151	5/31/2019	Wellmark Blue Cross Blue Shield	Health Insurance	\$9,284.03
27152	6/7/2019	Cara Elbert	Travel	\$6.72
27153	6/7/2019	Casey's General Stores	Gas	\$319.44
27154	6/7/2019	CenturyLink	Phones	\$436.19
27155	6/7/2019	Clay County Auditor	Rent	\$3,799.68
27156	6/7/2019	Michael Raner	Travel/ Cell Phone	\$645.80

27157	6/7/2019	Petty Cash	Meeting	\$52.40
27158	6/7/2019	Postmaster	Postage Box Rental	\$176.00
27159	6/7/2019	Spencer Municipal Utilities	Internet	\$80.00
27160	6/21/2019	Advanced Systems- Lease	Copier Lease	\$489.50
27161	6/21/2019	Clay County Auditor	Utilities	\$481.63
27162	6/21/2019	Daily Reporter/NW Iowa Shopper	Planner Ad	\$127.26
27163	6/21/2019	Delta Dental of Iowa	Dental Insurance	\$714.02
27164	6/21/2019	Iowa Workforce Development	WIOA Copier Lease/ Copies	\$841.78
27165	6/21/2019	Kansas City Life Insurance	Life Insurance	\$84.80
27166	6/21/2019	Kristin Larsen	Travel	\$15.37
27167	6/21/2019	Spencer Office Supplies	MICR Ink/ Dry Erase Markers	\$274.38
27168	6/21/2019	Staci Kleinhesselink	Travel	\$90.10
27169	6/21/2019	Val Bonney	Travel	\$77.27
27170	6/21/2019	VISA	CPR/Travel/Innovative Credit/Gas/Oil Change	\$1,984.91
27171	6/21/2019	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,756.83

Check #	Date Paid	Vendor	Description	Amount
555	6/28/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,143.70
27172	6/28/2019	AFLAC	Insurance	\$550.42
27173	6/28/2019	Boji Information Systems	GIS Computer/Consulting/Michael's Computer	\$3,447.00
27174	6/28/2019	Kristin Larsen	NWIRHTF Meeting	\$25.16
27175	6/28/2019	VSP Vision Care	Vision Insurance	\$193.85

Policy Council June 27, 2019  
Training Division Report

The State Workforce Development Board considered the seven appeals filed regarding realignment at the May 30, 2019 meeting. Three of our CEOs attended. All appeals were denied by the State Workforce Board. Subsequently, the CEOs from roughly 11 regions intend to appeal this decision to the Department of Labor. That appeal needs to be submitted to the Dept. of Labor within 30 days of official notice of the denial by the state board. Since CEOs were in attendance at this meeting, it is assumed that the appeals must be received by June 30<sup>th</sup>.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) began on June 3<sup>rd</sup>. Roughly Seventy Five youth are participating 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.

The new data management system called IowaWORKS went live on June 3<sup>rd</sup>. Staff is learning the new system. The new system is a major change from what we had been using. As part of the new data management system, a new office process is in place as well. Staff are learning and adjusting to the new process. There have been some conversion issues with data that was converted from our old system. Issues are being worked through on a daily basis by state staff and the GEO program developers.

The Director of Iowa Workforce Development, Beth Townsend, the Deputy Director, Ryan West and the Chief Operating Officer, Cathy Ross, visited the Spencer office on June 12<sup>th</sup>. This is part of an office tour they are doing statewide. They were in our office for roughly an hour on June 12<sup>th</sup> and presented information on Future Ready Iowa, the new communication department at IWD, the expansion of the IWD Offender/Dept. of Corrections partnership, the new data management system and realignment.

