

**ECIA EXECUTIVE COMMITTEE MEETING
MINUTES**

DATE Wednesday, November 17, 2009
TIME 4:00 p.m.
PLACE ECIA Conference Room

MEMBERS PRESENT:
 = Present

Cedar County:	<input type="checkbox"/> Vacant
Clinton County/RPA:	<input type="checkbox"/> Thiltgen**
Delaware County/RPA:	<input checked="" type="checkbox"/> Kramer
Dubuque County:	<input checked="" type="checkbox"/> Sweeney
Jackson County:	<input checked="" type="checkbox"/> Koos
At Large	<input type="checkbox"/> Holm
DMATS	<input type="checkbox"/> Buol*
EIRHA:	<input checked="" type="checkbox"/> Smock
RWIB:	<input type="checkbox"/> Vermazen
*Alternate	<input type="checkbox"/> Van Milligen
**Alternate	<input checked="" type="checkbox"/> Lindner

OTHERS PRESENT: None

STAFF PRESENT: Deutmeyer, Nesteby, Weinhold

1. - CALL TO ORDER

The meeting was called to order at 4:10 p.m. by Chairperson Smock.

2. - REVIEW/ACTION ON MINUTES OF THE SEPTEMBER 16, 2009 MEETING

Motion by Sweeney, second by Koos to approve the minutes of the September 16, 2009 meeting. The motion passed unanimously.

3. - REVIEW/RECOMMENDATION ON FINANCIAL STATUS REPORTS

Cash disbursements for September, October and the first part of November were sent to the board members earlier in the agenda packets. Deutmeyer said the cash disbursements were normal and routine. She noted some cash disbursements: \$2,748.06 to Verizon for new cells phones for staff; \$4,600.00 to Giese for air conditioning in the computer room so the equipment doesn't overheat; \$4,529.80 to Infrastructure Technology Solutions (ITS) for two months computer support, new firewall and VPN support for laptop use for telecommuting; \$1,406.79 for staff reimbursement for televisions to support skype for board meetings; \$7,468.86 to Eastern Iowa Regional Housing Authority (EIRHA) for administration fees for the completed file reviews and inspections for the Iowa Finance Authority (IFA); and \$1,786.51 to the Regional Transit Authority (RTA) to place Prosperity Eastern Iowa (PEI) advertising as a bus wrap for Accessmyfuture which will be reimbursed through an Iowa Department of Economic Development (IDED) grant.

Payments have been made to Jumpstart recipients and pass through Jumpstart funds to Southeast Iowa Regional Planning Commission (SEIRPC) and Bi-State Regional Commission. There have been several payments to Lamar Companies for billboard advertising for the PEI programs which has been ongoing since May.

Deutmeyer said the financials will be discussed at the following ECIA Council meeting when the FY'09 audit is presented to the board members.

Motion by Kramer, second by Koos to recommend approval of the financial status report to the ECIA Council. The motion passed unanimously.

4. – REVIEW/RECOMMENDATION ON CONTRACTS

a. Manchester Buyout contract - \$30,000 – 33 months

The City of Manchester will have six properties bought out under this contract for a total of \$30,000 over 33 months through our Community Development Department.

b. Dyersville Buyout Contract - \$222,318 – 33 months

Deutmeyer said 40 properties will be bought for \$222,318 in the next 33 months in the City of Dyersville through our Community Development Department.

c. City of Clinton Dept. of Energy - \$20,000

The City of Clinton Department of Energy has been awarded a stimulus grant of \$20,000 through the Energy Efficient and Community Block Grant Program.

d. 28E Agreement NICC and IWD for Regional Area Coordinator position

Deutmeyer said the agreement for Leary's position which will be funded by ECIA, NICC and IWD has been finalized for approval by the board members. The Iowa Workforce Development will be hiring a Site Coordinator around the first of the year to assist Leary; this position will also be funded by ECIA, NICC and IWD.

e. Update on Portzen Hillside contract

The Portzen contract to work on the hillside that the board members approved at the last meeting was never signed. Callahan Construction, a neighboring business, offered to grade the hillside behind our building for free. The grading will be completed this fall; planting of the hillside will be in the spring if the hillside holds. Callahan is going to develop the upper south side of the street with a residential rental unit development.

f. IDED Regions Grant to PEI - \$50,000

Deutmeyer said a grant was awarded to PEI for \$50,000 for the Buyer-Supplier program and the new Petal sustainability program.

g. Miscellaneous contracts

There are two Hazard Mitigation Plan contracts through the Community Development Department: Durant for \$5,940 and Bernard for \$3,780. There are also two contracts for Cedar County: Cedar County Demo for \$30,000 and Cedar County Buyout for \$171,000.

Motion by Sweeney, second by Kramer to recommend approval of the following contracts to the ECIA Council: Manchester Buyout Contract for \$30,000, Dyersville Buyout Contract for \$222,318, City of Clinton Dept. of Energy for \$20,000, 28E Agreement NICC and IWD for Regional Area Coordinator

Position, IDED Regional Grant to PEI for \$50,000, Cedar County Demo for \$30,000, Cedar County Buyout for \$171,000, Durant Hazard Mitigation Plan for \$5,940 and Bernard Hazard Mitigation Plan for \$3,780. The motion passed unanimously.

5. – EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW AND CONTRACT RECOMMENDATION

Smock said last year the annual performance review was held in closed session, but both he and Deutmeyer felt that this year that would not be necessary. Smock distributed summary copies of comments from both the Executive Committee and Directors to the board members. Deutmeyer said she appreciates the time that board members spent on her review. Smock said all comments from the Committee and Directors were positive. He noted the annual contract will need approval from board members, and that Deutmeyer is eligible for a merit award since she received an excellent review and is at the top of her pay grade. Deutmeyer reminded board members that as part of the Personnel Policy Manual, all staff are eligible for the one-time annual merit award if they receive an excellent review and are at the top of their pay grade. The merit award was raised from \$500 to \$1,000 at the July board meetings. Koos noted that in these economic times, that giving a merit award may cause some notice among board members. Deutmeyer said that when the economy is bad, that is when ECIA receives more funding to assist more people.

Motion by Koos, second by Sweeney to recommend approval of the Executive Director Annual Performance Review and Contract to the ECIA Council. The motion passed unanimously.

6. – REVIEW/RECOMMENDATION ON LAND LEASE BETWEEN ECIA AND EIRHA FOR PARKING GARAGE

Deutmeyer said at the September board meeting, members approved up to \$80,000 for use in building garages for the agency vehicles. The funds were available through EIRHA's capital funds, which are normally used for public housing rehabilitation. This year, the units were rehabbed with stimulus funds, so the capital funds were available for the garage construction. Deutmeyer reminded the members that the RTA recently purchased six new buses and would need the entire garage for parking this winter. Last year, agency cars were kept in the RTA garage over the winter.

Three bids were obtained for the six-vehicle garage; not including a garage for the dump truck. Low bid came in with Portzen Construction at \$48,000. The dump truck will still be housed in the RTA garage for another winter. Since ECIA owns the land and EIRHA will build and maintain the garage; Walters, our attorney, provided a lease between the two entities for 99 years for \$1.00. The EIRHA board has approved the land lease at their recent meeting. Upon approval of the lease by board members, construction on the garage could start as early as next week.

Motion by Kramer, second by Koos to recommend approval of the land lease between ECIA and EIRHA for the parking garage to the ECIA Council. The motion passed unanimously.

7. – REVIEW/RECOMMENDATION ON PURCHASING/PROCUREMENT POLICY

Deutmeyer referred board members to the updated Purchasing and Procurement Policy. She noted Petty Cash has been added, Micro Purchases under \$2,500 were added, along with Invitation for Bid, Request for Proposal, and Third Party Guidelines. Upon approval by board members, this updated policy will become part of the Personnel Policy Manual and will help clarify future purchasing for staff.

Motion by Koos, second by Sweeney to recommend approval of the Purchasing/Procurement Policy to the ECIA Council. The motion passed unanimously.

8. – REVIEW/RECOMMENDATION ON CAPITALIZATION POLICY

The Capitalization and Disposition Policy has also been updated with similar thresholds as the Purchasing and Procurement Policy. Weinhold said the updates will help with the cash flow and to recover costs. The policy also details Depreciation of Non-Expendable Items, and Disposition of Non-Repairable or Obsolete Equipment. Upon approval, this updated policy will also become part of the Personnel Policy Manual.

Motion by Kramer, second by Koos to recommend approval of the Capitalization Policy to the ECIA Council. The motion passed unanimously.

9. – REVIEW/RECOMMENDATION ON PERSONNEL POLICY UPDATES

Deutmeyer said a work session with staff directors to update the Personnel Policy Manual was done several years ago; and again just recently. Actual pages with updates were emailed to board members; a list of the updates was mailed in the agenda packets. She highlighted some of the updates: Temporary staff will now be receiving benefits at twelve months instead of six months; a pilot program of ten-hour, four-day workweek for interested staff with adequate department coverage; telecommuting with approval from director and Executive Director; moving expenses up to \$2,000; minimum four weeks resignation notice from grade 14 or higher; a two-month notice for voluntary retirement; and New Year's Eve off instead of President's Day for ECIA staff. Other changes include: Comply with Motor Vehicle Safety Policy per OSHA regarding no cell phone use in any car if ECIA pays for the cell phone; non-agency passengers are permitted to drive agency vehicle with proof of insurance and signed permission form if staff person is ill or too tired to drive; reimbursement to staff person at 80% if staff person chooses to travel more than 500 miles in their own personal vehicle; and a new wellness policy—two staff are working with a health assessment and Tri-State Occupational to become more fit and reduce health costs—a pilot program again. Deutmeyer noted that some job descriptions in the Housing Department have also been updated with regard to a college degree and more years' work experience.

Motion by Sweeney, second by Kramer to recommend approval of the Personnel Policy Updates to the ECIA Council. The motion passed unanimously.

10. - OTHER BUSINESS

a. 2010 Meeting Dates

Deutmeyer noted that a memo was included with the agenda packets listing the dates for the 2010 Executive Committee and ECIA Council meetings. She said that January 20 meeting date may need to be changed; she is returning from vacation on January 19. A memo will be mailed out to board members if the meeting date is to be changed.

b. Reminder – Audit and Annual Report immediately following at ECIA Council meeting

The audit and annual report will be presented at the ECIA Council meeting starting at 5:30 p.m. immediately following the dinner.

c. Miscellaneous

Deutmeyer said there will be new board member appointments to fill the vacancies announced for approval at the ECIA Council meeting.

11. – ADJOURNMENT

Motion by Kramer, second by Sweeney to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:55 p.m.

Respectfully submitted,

Kelley H. Deutmeyer
Executive Director
Secretary