

**ECIA EXECUTIVE COMMITTEE MEETING
MINUTES**

DATE Wednesday, September 16, 2009
TIME 4:00 p.m.
PLACE ECIA Conference Room

MEMBERS PRESENT:
 = Present

Cedar County:	<input type="checkbox"/> Vacant
Clinton County/RPA:	<input checked="" 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 checked="" 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

OTHERS PRESENT: None

STAFF PRESENT: Deutmeyer, Nesteby, Weinhold

1. - CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chairperson Smock.

2. - REVIEW/ACTION ON MINUTES OF THE JULY 15, 2009 MEETING

Motion by Kramer, second by Holm to approve the minutes of the July 15, 2009 meeting. The motion passed unanimously.

3. - REVIEW/RECOMMENDATION ON FINANCIAL STATUS REPORTS

Cash disbursements for the remainder of July and August 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: \$1,035.00 to NetSmart to update the Prosperity Eastern Iowa (PEI) website reimbursed through the grant; \$207.90 to Triplett Companies for office supplies—using a local company through the Buyer Supplier program; \$3,505.91 to Verizon for new cell phones and Blackberries for staff—this also includes the regular monthly service; and \$11,089.00 to McCullough Creative to develop the Accessmyfuture web site reimbursed through the grant. This web site targets eighth grade to college students on careers in the region. There are also payments made to Jumpstart recipients and pass through Jumpstart funds to Southeast Iowa Regional Planning Commission (SEIRPC) and Bi-State Regional Commission. The Housing Department was reimbursed for staff time and costs related to completing the Iowa Finance Authority (IFA) inspections; and a XRF machine was purchased for \$20,999.00 for lead testing from Thermo Niton Analyzers, LLC through an Iowa Department of Economic Development (IDED) grant.

Deutmeyer referred board members to the balance sheet and the accounts receivable list, both ending August 31, 2009. She noted cash of \$312,146.34 and Accounts Receivable at \$514,296.66. Land is listed as \$214,432.00, Building at \$1,018,175.61 and Property and Equipment at \$88,654.21. Total assets are \$2,186,617.95. Current liabilities are \$663,650.90; non-current liabilities are \$1,360,132.49

for total liabilities of \$2,023,783.39. Fund balance is \$162,834.56; with Total Liabilities and Fund Balance equal \$2,186,617.95.

Deutmeyer noted the Accounts Receivable list is high, but routine. Many of the communities' costs which include membership fees and the staff department costs have been received since the list was printed. There is an \$89,888.63 Jumpstart Federal payment outstanding which is reimbursed through Dubuque County by contract. Dubuque County is asking for administrative costs connected with the funds pass through; ECIA staff have asked and are waiting for Dubuque County to code their time for reimbursement from the Jumpstart Federal funds and to document their staff costs. The hold out by Dubuque County in reimbursing funds may eventually become a cash flow issue. Staff have met with the Dubuque County Supervisors several times to get the matter resolved.

An Income and Expense Summary was distributed to the board members; Deutmeyer said the fiscal year ended June 30, 2009 and the agency was audited last week. She noted the audit presentation will be held at the November Council meeting. On the Expense Summary, several items were over budget: Conference/Training Expenses was approximately \$11,000 higher due to IFA, OSHA, and Flood training; Equipment purchases were higher due to the ECIA front office setup, security system, front sign, and landscaping; and there was still building construction in July. On the Income Summary, more money was generated from IFA inspections, Economic Development Administration (EDA) tech assistance funds, Eastern Iowa Regional Utility Services System (EIRUSS) flood stimulus and Workforce Investment Act (WIA) stimulus funds.

Motion by Sweeney, second by Thiltgen to recommend approval of the financial status reports to the ECIA Council. The motion passed unanimously.

4. – REVIEW/RECOMMENDATION ON CONTRACTS

Portzen Contract for emergency Detention Basin repair - \$8,850

Deutmeyer said ECIA received a letter from the City of Dubuque in July that our storm water management system involving our detention basins and hillside was not in compliance and needed to be repaired in 30 days or fines would incur. After consultation with Kueny Architects, Portzen Construction and Wagner Nursery on the work necessary to be in compliance, Portzen completed the work for \$8,850 within the 30 day deadline. ECIA received a letter from the City of Dubuque in August which stated that the re-inspection found the detention basin areas to be in compliance. ECIA staff will continue to maintain the detention basins in the future. The Executive Committee concurred with the repair and expense.

IIW Engineering Contract for Slope Failure design - \$3,600

Portzen Contract for slope repair up to \$12,000

Deutmeyer referred board members to the proposal from IIW Engineering for the design work on the hillside for \$3,600. Deutmeyer is estimating the repair work can cost up to \$12,000 depending if one or two benches is needed. The hillside repair is an outstanding change order on the Portzen construction of our facility. Deutmeyer said the slope repair is in the budget; the emergency detention basin repair was not anticipated and was not included in the original budget. Ideally, the hillside work should be completed before winter, but timing will depend on the IIW design and Portzen schedule.

Motion by Thiltgen, second by Holm to recommend approval of the following contracts to the ECIA Council: Portzen contract for emergency detention basin repair, IIW Engineering contract for slope failure design; and Portzen contract for slope repair. The motion passed unanimously.

Miscellaneous Contracts

Deutmeyer said there are two Community Development Block Grant (CDBG) contracts through the Iowa Department of Economic Development (IDED) Housing Fund: Edgewood at \$14,000 and \$27,000 and Cascade at \$18,000 and \$45,000.

Motion by Kramer, second by Sweeney to recommend approval of the following contracts to the ECIA Council: Edgewood CDBG and Cascade CDBG. The motion passed unanimously.

5. – REVIEW/RECOMMENDATION ON AMERICAN TRUST \$200,000 LINE OF CREDIT FOR JUMPSTART FEDERAL FUNDS

Deutmeyer explained that some Council of Governments (COGs) use a Line of Credit from a local bank to avoid cash flow problems with drawdowns being reimbursed from the State in a timely manner. ECIA is experiencing some cash flow issues with the reimbursement of Jumpstart Federal Funds in order to pay other COGS and contractors. Expenses incurred because of the Line of Credit, such as the 5% floor interest rate, are allowable under the Jumpstart funding and will be reimbursed to ECIA. ECIA would incur no expenses related to the Line of Credit.

Motion by Sweeney, second by Thiltgen to recommend approval of the American Trust \$200,000 Line of Credit for Jumpstart Federal Funds to the ECIA Council. The motion passed unanimously.

6. – REVIEW/RECOMMENDATION ON EIRHA GARAGE

Deutmeyer said the Regional Transit Authority (RTA) recently purchased six new buses and will need the entire garage for parking this winter. Last year, agency cars were kept in the garage over the winter. The Eastern Iowa Regional Housing Authority (EIRHA) has capital funds that could be used to build a garage to house the six agency cars, the agency dump truck used for snow removal and salting, and storage. Capital funds are used annually to rehabilitate public housing units and for housing miscellaneous administration; this year, stimulus funds were available for unit rehab. No match is necessary for using capital funds.

Plans on the proposed garage were distributed to the board members. The north side of the parking lot will be used for the garage; staff personal vehicles that will be displaced will be parked at the front of the building marked by signs. EIRHA would own the garage and ECIA would lease the land to EIRHA for \$1 annually through a 28E agreement between the two entities. Staff will obtain three bids from contractors for the combined design and construction of the garage. Discussion followed by board members and staff concerning the affordability of the garage. Smock reiterated that EIRHA has the funds for the project and that this funding is for capital expenses and does not negatively impact program participants.

Motion by Holm, second by Thiltgen to recommend approval of the design and construction of the EIRHA garage not to exceed \$80,000 to the ECIA Council. The motion passed unanimously.

7. – REVIEW/RECOMMENDATION ON MOBILITY COORDINATOR POSITION

Deutmeyer referred board members to the Mobility Coordinator job description that was mailed in the agenda packet. This is a two-year grant funded position through the Iowa Department of Transportation (IDOT). Up to 80% of this position will be funded this year; 50% will be funded next year. The Mobility Coordinator position will be a Grade 16 in the Transit Department. Responsibilities include coordination and collaboration between social service agencies to share resources, develop education, and improve ridership. This person will also assist in preparation of the Passenger Transportation

Development Plan (PTDP); a document that is required by the Dubuque Metropolitan Area Transportation Study (DMATS).

Motion by Koos, second by Thiltgen to recommend approval of the Mobility Coordinator job description to the ECIA Council. The motion passed unanimously.

8. – REVIEW/RECOMMENDATION ON ASSISTANT DIRECTOR OF EMPLOYMENT AND TRAINING POSITION

9. – REVIEW/RECOMMENDATION ON THE ADDITION OF A PART-TIME EMPLOYMENT AND TRAINING SPECIALIST

Deutmeyer said staff person, Dave Leary, has been hired as the new Regional Area Coordinator for Region 1. A 28E Agreement will need to be signed between ECIA, Northeast Iowa Community College (NICC), Upper Explorerland Regional Planning Commission and the Iowa Workforce Development Center (IWD); each agency will pay part of his salary. Leary will supervise all employees and all programs for the region. With the additional responsibilities of his new position, Leary will need assistance in the supervision of ECIA’s Employment and Training staff and programs. An Assistant Director job description was created and the position was offered to that department’s staff; five qualified individuals were interviewed for the new position. Responsibilities will include carrying half a caseload and half a supervisory role. The remaining caseload will be the responsibility of a new part-time 20-hour/week Employment and Training Specialist. A Site Coordinator for the Dubuque office will be hired; again funded by the partners through another 28E agreement. Staff are currently involved with model integration training now and will open to the public this week.

Motion by Kramer, second by Thiltgen to recommend approval of the Assistant Director of Employment and Training job description and hiring an internal staff person for the position, and the addition of a part-time Employment and Training Specialist to the ECIA Council. The motion passed unanimously.

10. - OTHER BUSINESS

There will be a ribbon cutting ceremony at NICC, Town Clock Center, in Dubuque on October 7 to celebrate the new model integration customer service and the move to the new facility. Smock will attend and represent ECIA; Deutmeyer said she would be unable to attend. She encouraged all board members to attend the ceremony.

Deutmeyer reminded the board members that the audit and annual report will be presented at the November Council meeting. In the past, the ECIA Council has combined with the Business Growth Board for the November meeting. This year, the boards will each have their own meeting with audit presentation; both to be held on the same day.

11. – ADJOURNMENT

Motion by Thiltgen, second by Koos to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Kelley H. Deutmeyer
Executive Director
Secretary