

**ECIA EXECUTIVE COMMITTEE MEETING  
MINUTES**

DATE Thursday, November 17, 2011  
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/RPA/RTA:	<input type="checkbox"/> Koos
At Large/RPA:	<input type="checkbox"/> Holm
DMATS:	<input type="checkbox"/> Buol*
EIRHA:	<input checked="" type="checkbox"/> Smock
RWIB:	<input type="checkbox"/> Vermazen
	<input type="checkbox"/> Van Milligen*(alternate)
	<input type="checkbox"/> Lindner***(alternate)

OTHERS PRESENT: None

STAFF PRESENT: Deutmeyer, Nesteby, Weinhold

**1. - CALL TO ORDER**

Member Smock, most recent past Chairperson, volunteered to chair; Chair Holm and Vice Chair Koos were unable to attend the meeting. The meeting was called to order at 4:00 p.m.

**2. – REVIEW/ACTION ON MINUTES OF THE JULY 20, 2011 EXECUTIVE COMMITTEE MEETING**

Motion by Sweeney, second by Kramer to approve the minutes of the July 20, 2011 Executive Committee meeting. The motion passed unanimously.

**3. – REVIEW/RECOMMENDATION ON FINANCIAL STATUS REPORTS**

Cash disbursements for July 13, 2011 to October 31, 2011 were sent to the board members earlier in the agenda packets. Deutmeyer said the cash disbursements were normal and routine, with several pass through Jumpstart and flood payments made to homeowners and business owners; and home closings for the New Production Round 2 and Round 3 clients. She noted some transactions to the board members: \$1,000.00 to Digital Design to redo a bus wrap for the Jule; \$5,825.91, \$6,595.65 and \$6,595.76 to Infrastructure Technology Solutions (ITS) to replace staff computers on an annual schedule; \$325.00 to Terminix for monthly spraying of bugs and placing rodent traps due to the nearby construction; \$18,828.72 to the Department of Human Services to return the unused Iowa Helping Iowans (IHI) funds; \$20,687.50 to Iowa Finance Authority (IFA) to return the unused Jumpstart Housing #1 funds and \$30, 570.19 to IFA to return the unused Jumpstart Housing #2 funds after both grants were closed out. Additional transactions include: \$5,306.92 to Verizon for two months' bill; \$6,986.00 to Digital Designs for Jule bus wraps; and \$56,317.00 to O'Connor Insurance for RTA property and liability insurance.

Deutmeyer referred board members to the Statement of Net Assets ended October 31, 2011 which shows cash of \$641,545.29 and Accounts Receivable of \$855,391.34. Land is listed at \$214,432.00, Building at \$965,816.01, Land Improvements at \$4,985.85, and Property and Equipment at \$113,009.25. Total assets are \$2,889,594.69. Current Liabilities are \$1,170,744.15, which includes the line of credit for the Jumpstart Federal Program; and Noncurrent Liabilities at \$1,360,051.00 for Total

Liabilities of \$2,530,795.15. Net Assets is \$358,799.54 with Total Liabilities and Net Assets equal \$2,889,594.69.

Deutmeyer noted the Accounts Receivable is normal; many of the communities' costs and staff department costs have been received since the list was printed.

The Statement of Expenditures-Governmental Funds ending October 31, 2011 was distributed to the board members. Deutmeyer stated the report lists the 2012 budget and that the agency expenditures are currently at 51.3% of the projected budget; but at 32.3% without the Flood and New Production Round 3 expenditures. The agency is under the projected year-to-date expenditures of 33.33% at this time.

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

#### **4. - REVIEW/RECOMMENDATION ON CONTRACTS**

**a. EIRUSS contracts for Leisure Lake \$50,000 and Fairview \$30,000**

Deutmeyer said USDA is requiring contracts between EIRUSS and ECIA for both the Leisure Lake and Fairview projects to be administered through the Community Development Department. Fairview sewer system is under construction now; the Leisure Lake sewer system has not been funded yet.

**b. Google Transit – City of Dubuque – 2 year contract not to exceed \$60,000**

The Google Transit contract over two years not to exceed \$60,000 is part of the State of Good Repair grant funds which will cover programming costs with Jule routes and bus stops accessible on a web site.

**c. Iowa NAHRO Web Site and Design - \$5,000**

Deutmeyer said our response to the Iowa NAHRO Request for Proposals (RFP) to redesign their web site was accepted for \$5,000. ECIA's 3D Web Designer will work on this project. Deutmeyer noted that Michelle Schnier is the Chair of Iowa NAHRO this year.

**d. City of Edgewood Building Code Inspections**

The City of Edgewood contract for Building Code Inspections is pending; the City is projected over budget at this time so they may not proceed. Staff currently perform building code inspections for Asbury and Peosta.

**e. E.C.I.A. Business Growth, Inc. staffing contract**

This contract is an annual contract which provides staff for E.C.I.A. Business Growth, Inc. and is required by the Small Business Administration (SBA).

**f. Dubuque Metropolitan Solid Waste Agency - \$24,800**

This contract for \$24,800 with Dubuque Metropolitan Solid Waste Agency will be used to expand the Petal program through our Prosperity Eastern Iowa (PEI). Deutmeyer noted that this is the largest grant ever funded from that agency.

**g. EDA TA for Re-engagement Center research - \$40,653**

Deutmeyer said through a partnership with the City of Dubuque and Iowa Works, these funds will be used for Project Hope--to re-engage youth to go back to school to obtain their GED or other training.

**h. IARC/Iowa Dept. of Public Health Regional Nutrition and Physical Activity - \$74,355**

Deutmeyer noted that this contract for \$4,355 (not \$74,355) will be used to assist with community programs within the City of Peosta.

**i. Miscellaneous Contracts**

None.

Motion by Kramer, second by Sweeney to recommend approval of the following contract(s) to the ECIA Council: EIRUSS contracts for Leisure Lake \$50,000 and Fairview \$30,000; Google Transit – City of Dubuque – two-year contract not to exceed \$60,000; Iowa NAHRO Web Site and Design \$5,000; City of Edgewood Building Code Inspections; E.C.I.A. Business Growth, Inc. staffing contract; Dubuque Metropolitan Solid Waste Agency \$24,800; EDA TA for Re-engagement Center research \$40,653; and IARC/Iowa Dept. of Public Health Regional Nutrition and Physical Activity \$4,355. The motion passed unanimously.

Deutmeyer said two contracts approved at the July meetings were cancelled: Northeast Iowa Community College (NICC) H1B Grant Writing—one of NICC’s staff was on medical leave, so ECIA staff planned to write the grant application. Their staff person came back sooner than expected; ECIA staff assistance was not needed. Also, the CARADCO/Gronen contract which includes the HEART program and alternative training is on hold at this time.

**5. – EXECUTIVE DIRECTOR ANNUAL PERFORMANCE EVALUATION AND CONTRACT RECOMMENDATION**

Smock stated he received the information from Holm, ECIA’s current Chair who was unable to attend the meeting. He noted Deutmeyer’s evaluation listed exceptional and excellent in all categories. Smock read comments to board members and staff. Deutmeyer said there are no changes to the annual contract; it will need approval from both Executive Committee and ECIA Council board members. Since she received an excellent review with many positive comments, per ECIA’s Personal Policy Manual, Deutmeyer is eligible for a merit increase which would be effective December, 2011. Deutmeyer said she appreciates the time that board members spent on her review. She noted that an Assistant Executive Director has been very helpful this last year. Discussion followed concerning ECIA’s pay ranges and merit increases.

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

**6. – OTHER BUSINESS**

None.

**7. – ADJOURNMENT**

Motion by Thiltgen, second by Sweeney to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:23 p.m.

Respectfully submitted,

Kelley H. Deutmeyer  
Executive Director  
Secretary